

413 Northwest Area Service Committee Meeting
In August we must write in our minutes the changing of executive body for banking purposes

Date: 11/06/2024

CALL TO ORDER AT: 7:30 pm

12 TRADITIONS READ BY: Sheppard

12 CONCEPTS READ BY: Zach

ROLL CALL – GSR's: Yuliya G

MINUTES ACCEPTED BY: Austin (new beginnings)

SECONDED BY: Patsy (Together we can)

NEW GROUPS: none

o **ASC REPORTS:**

- o CHAIR REPORT: No Report
- o VICE-CHAIR REPORT: To be emailed
- o POLICY CHAIR REPORT: No report
- o SECRETARY REPORT: No Report
- o RCM REPORT: Emailed. See Drive
 -
- o RCM ALTERNATE REPORT: Vacant
- o WEBMASTER REPORT:
 - will be emailed
- o VICE WEBMASTER REPORT:
 - Print neatly for anniversaries

o **SUBCOMMITTEE REPORTS:**

- o HOSPITALS & INSTITUTIONS REPORT: Emailed Report
 - two open positions. Right turn third wednesday and third tuesday.
 - Meetings have been changed to Even months meet in person. Odd month on zoom
- o PUBLIC RELATIONS REPORT: vacant
- o SPECIAL EVENTS REPORT
 - Bonfire meeting december 13th
- o HOTLINE REPORT
 - Report sent
- o LITERATURE REPORT:
 - Emailed report
- o BEYOND THE WALLS STEP WRITING REPORT: vacant
- o **OLD BUSINESS:**
 - o No old or tabled business
- o **NEW BUSINESS:**
- o **GROUP CONCERNS / ANNOUNCEMENTS:**
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- o **OPEN POSITIONS (ELECTIONS):**

- **Open at the start of Area:**
 - PR chair (2yr) RCM alt (2 yr) Beyond the walls (2yr)
- **Open positions at the end of Area:**
 - RCM alt (2 yr) Beyond the walls (2yr)

Treasurer Report	Changes from Prev Month	\$
	Beginning Balance	\$ 2832.79
	Income	\$ 1134
	Lit Sale	\$ 436.63
	Donations	\$ 697.37
	Expenses	\$ 688.65
	Prudent Reserve	\$ 2,152
	Ending Balance	\$ 2663.88
	Regional Donation	\$ 589.51

- **READING OF THE ANNIVERSARIES SHEET:** Read and attached.
- **MEETING ADJOURNED:** 8:12

Northwest Area RCM Report

11-6, 2024

RCM: Jeff K Phone: 443-895-1994 Email: jkonkus@gmail.com RCM Alternate: Vacant Phone: -

Email: -

On-Month Free State Regional service meeting was held 10-12-24 o9 of 10 a

Relevant Reports

9 or 10 areas present

Old Business:

1. The discussion has begun about the webmaster role. Currently, the position has been rolled into Public Relations. A temperature check was taken to see if RCMs would like the position of Webmaster to be a stand-alone position. It was unanimous for it to be a stand-alone position. Further discussion/voting will take place during the next On-month.
2. Discussion about quorum for RCM attendance. This was on our discussion books before finally filling the RCM position for all areas. It still may be a concern. It is suggested that we review policies on the subject as well as reach out to areas that may be struggling with keeping the RCM position filled and/or attending Regional meetings regularly. Reserved for next Off Month.
3. With looming internet and computer issues, we are looking into the possibility of purchasing a hotspot for our Regional meetings.
4. Event Flyers Procedures – The policy needs to be reviewed with our webmaster and

Special Events Chair. Reserved for next Off Month.

New Business:

1. ADDHOC Workshop on NA Service: Still trying to work on finding a good time to meet. Scheduling would need to work around upcoming special events, and conventions including, finding a good place to meet.
2. Motion – Reestablish the Web Coordinator as a separate subcommittee from PR. The motion passed unanimously.
3. Motion – To earmark up to \$400 for purchasing a laptop computer for Regional Service Communication and regular meetings. Motion passed with 1 against.

- Vacancies

Treasurer's Report

Beginning Balance: \$7,906.00

Total Income: \$3900.02

Total Expenses: \$1096.08

Subtotal: \$10,445.08

Prudent Reserve + Earmarks: \$7,906.00

Donation to NAWS: \$0 (off-month meeting)

Ending Balance: \$10,445.08

Meeting adjourned at 1:30pm with the Serenity Prayer.

The next regional meeting is the off month on 11-9-12 @ 11am.

In Loving Service,

Jeff K

Special Events Monthly Report to the Northwest Area (November 2024)

Old Business: – None

New Business: – None

Upcoming events:

- Bonfire Speaker Meeting

- Date: Friday, December 13
- Time: 7:00 P.M. until 9:00 P.M.
- Location: Charolett's Quest Nature Center
- Address: 3300 Wilhelm Lane, Manchester, Maryland
- Cost: Free

- 5K Fun Run

- Date: Pending (early Spring)
- Time: Pending
- Location: Pending

Bank Balance: \$3,042.00

Northwest Area Literature Chair Report

November 6, 2024

Literature Chair: Kris W.

Phone: 410-596-0235

Email: literature@nwarea.org

Northwest Area

- I ordered \$544.22 in literature for this month. The allowance for October was \$600.79.
- The check for October's order was short \$54.43 when we submitted it to the Service Center. This was because I erroneously did not include the shipping and handling charges into our order, because I picked the order up from the Service Center. What I found out was that we are always charged the shipping and handling fees regardless of whether the order is shipped or not, because the Service Center charges all bulk orders that fee to offset the shipping and handling they have to pay to NAWS when they order literature. If we have the order shipped, it costs an extra \$6 "fuel surcharge" regardless of where the order is being shipped. If we pick the order up, we forgo the \$6. I paid the \$54.43 that was owed in cash when I submitted the check and I have submitted the receipt for reimbursement to the Treasurer here. This was my mistake but I'm glad I got it all figured out as to how all the charges work.

Free State Region

- The next Free State Region Literature meeting will be, Thursday, December 5 at 6pm on Zoom. I ended up not being in attendance for the October meeting because I reported that they meet at 7pm but they actually meet at 6pm. I have since spoke with the Peggy who is the Regional Literature Chair and she is expecting me at the next meeting. The regional Literature committee meets every other month on the 1st Thursday.
- The Together We Can Newsletter will not meet again until the 3rd Saturday in January which is January 18 at 12pm (noon) at Time Printers which is next to the Service Center in Baltimore. It sounds like the newsletter is moving to a bi-monthly publication and will meet every other month. This is a hybrid meeting, and the Zoom information is listed below along with the address for Time Printers. Any recovering addict that wants to participate can join the meeting.
 - o Time Printers: 227 N Warwick Ave, Baltimore, MD 21223
 - o Zoom ID: 82543270736
 - o Password: freestate
- The regional Literature committee is discussing holding Issue Discussion Topic (IDT) workshops from 12pm – 1pm during Baltimore Area marathon meetings but this has not been finalized yet. They are looking to possibly start scheduling these at the beginning of 2025. The current IDTs for the 2023 – 2026 Conference Cycle are:
 - o Gender-Neutral and Inclusive Language in NA Literature
 - o Dealing with Disruptive and Predatory Behavior
 - o DRT/MAT as It Relates to NA: Helping Members Take Root
 - o Reimaging and Revitalizing Service Committees

- The regional Literature committee continues to seek support to fill the open positions of Vice Chair and Secretary. Clean time requirements for these positions are 3 years for Vice Chair and 1 year for Secretary.

Thank you for allowing me to serve,

Kris W.

Hotline Report for October 2024

We always need Volunteers. If anyone is interested, please contact me for more information and training.

Ally: 443-602-0897

Attached is the list of shifts that are open.

Day	Shift
Mon	M 7:30AM-1PM
Mon	M 7:30AM-1PM
Mon	M 1PM-5PM
Tues	M-T Overnight 11PM-730AM
Tues	T 7:30AM-1PM
Tues	T 5PM-8PM
Tues	T 8PM-11PM
Wed	T-W Overnight 11PM-730AM
Wed	W 7:30AM-1PM
Wed	W 5PM-8PM
Wed	W 8PM-11PM
Thurs	W-T Overnight 11PM-730AM
Thurs	Th 1PM-5PM
Thurs	Th 1PM-5PM
Thurs	Th 8PM-11PM
Fri	F 7:30AM-1PM
Fri	F 1PM-5PM
Fri	F 1PM-5PM
Sat	F-S Overnight 11PM-730AM

In loving service,

Ally M.

Northwest Area H&I Subcommittee Report

November 2024

We currently have 4 facilities. (A total of 31 meetings)

Right Turn – 2 Open positions: 1st Wednesday and 3rd Tuesday 8 pm

MARC – All positions are filled.

Mountain Manor – All positions are filled

Gaudenzia – All positions are filled.

Starting in November H&I will be meeting every other month we will be meeting on Zoom. On the odd months will be the zoom months and the even months we will be meeting in person at Mt Zion United Methodist Church. If an H&I member needs literature during the odd months when we meet on zoom they can come pick it up at area on the 1st Wednesday of the month. If a H&I member needs literature on the even months they can come to the subcommittee meetings on the third Sunday of the month.

The next Northwest H&I subcommittee meeting will be held on Sunday, November 17th, at 5:30pm on Zoom meeting ID 86140141633.

In loving service,

Meghan P.
H&I Chair

Web Team Report November 2024

Information from the Month of October

At the time of this report the minutes weren't sent to us so they couldn't be uploaded.

We are still working on the statistics for the best information.

Over the last 30 days we have had 418 Sessions with 770 page views

Some of referrals

174 from Na.org

15 from Facebook

1 from Soberlivin.org

231 views of Find a meeting

224 home page

As we work on our analytics we will have a better understanding of our traffic

We updated one meeting and made some minor changes.

We both had a busy month with work and will do some more as winter approaches.

As we continue with our web presence we are welcome to having others join the web team to help us stay current on events, meetings and general information on our web page.

If there are any errors or you have suggestions for pages, please let us know!

Our new email is Admin@nwarea.org

Happy to serve,

NorthWest Area Web Team

NW Area Service Treasurer's Report

11/6/24

We added the Vice Chair and the Alt. Treasurer to the Bank Account on 10/19/24. In order to do this, I had to provide minutes showing the elections and that area acknowledges that the outgoing trusted servants would be removed from the bank account and the incoming trusted servants would be added. In order to do this, I had to alter the August minutes by adding a line that acknowledged that the outgoing TS would be removed from the bank account. I informed the Chair & Vice Chair of the changes prior to meeting with the Bank Manager. This is in our policy and we need to add this procedure to the job description. The minutes were supposed to be signed by the secretary. I contacted Jeff K and asked his permission to sign his name to the minutes before I did it. He was the secretary at the time. I have attached the changed minutes to my report.

Also, I discovered today that the Insurance is due prior to the next ASC which I didn't realize until today. That will be paid.

I need the information from the Webmaster about the payment for the website. I have that listed on my spreadsheet as a November expense also.

In loving service, Janet G.

Treasurers Worksheet

Date: 11/6/2024

Northwest Area Service Committee Meeting

INCOME			
Group	Literature Sales	Donations	Totals
A High You Cannot Buy			\$0.00
Attitude of Gratitude			\$0.00
Be the Change			\$0.00
Behind Enemy Lines			\$0.00
Change is a Process			\$0.00
Don't Die Westminster			\$0.00
Friday Night Reach Out			\$0.00
Get 2 Steppin	\$49.36	\$95.64	\$145.00
Give Yourself a Break	\$6.00	\$159.00	\$165.00
Honest About Drugs			\$0.00
Hope In Hampstead	\$22.56	\$44.44	\$67.00
In Quiet Moments			\$0.00
Keeping It Clean	\$6.76	\$5.24	\$12.00
Keeping the Miracle Alive	\$8.00	\$92.00	\$100.00
Message is Hope			\$0.00
Miracles Happen			\$0.00
Never Alone	\$9.00	\$50.00	\$59.00
New Beginings	\$109.46	\$144.54	\$254.00
New Way of Life	\$4.00	\$1.00	\$5.00
NOW Group			\$0.00
Promise is Freedom			\$0.00
Risky Business			\$0.00
Saturday Noon	\$67.91	\$72.09	\$140.00
Serenity on Sunday	\$13.12	\$4.88	\$18.00
Surrender Together			\$0.00
The Ties That Bind Us			\$0.00
Together We Can			\$0.00
Topics of Recovery	\$50.86	\$9.14	\$60.00
Westminster Men's Rap			\$0.00
Who We Are			\$0.00
Misc. Income	\$28.00	\$11.00	\$39.00
Kris W	\$61.60	\$8.40	\$70.00
Public Information			\$0.00
H&I			\$0.00
Totals	\$436.63	\$697.37	\$1,134.00

EXPENSES			
Check #	Payable To	Reason	Amount
1213	Mt. Zion	Rent	\$90.00
1214	FSRSC	Lit Order	\$544.22
1215	Kris Walker	Lit Order Balance	\$54.43
	Public Information	Subcommittee (from income)	\$0.00
	H&I	Subcommittee (from income)	
Totals			\$688.65

\$688.65

Treasurers Report

Date: 11/6/2024

Balance From Prior Month \$2,832.79

Corrections From prior Month: \$0.00

Beginning Balance: \$2,832.79

Total Income: + \$1,134.00

TOTAL INCOME		\$1,134.00
SUBCOMITTEE PURCHASE	-	\$0.00
TOTAL DEPOSIT	=	\$1,134.00

Total Expenses: - \$688.65

Subtotal: = \$3,278.14

REGIONAL DONATION CALCULATION

SUBTOTAL		\$3,278.14
PRUD RES	-	\$2,152.00
LIT BUDGET (Sales + \$100)	-	\$536.63
DONATION	=	\$589.51

***CHECK 1216**

Ending Balance: = \$2,688.63

Current Prudent Reserve Expenses	Per Month	3 Months	Reserve Amount
Area Rent + cleaning fee	50.00	\$150.00	\$150.00
Subcommittee Rent	40.00	40.00	40.00
Trusted Servant Reimbursement	20.00	\$60.00	\$60.00
Area Lit. (for newly printed lit.)	100.00	\$300.00	\$300.00
PI Literature	50.00	\$150.00	\$150.00
H&I Literature	100.00	\$300.00	\$300.00
Secretary Supplies	10.00	\$30.00	\$30.00
	Annual	1 Year	Reserve Amount
Bank Checks - As Needed	Annual	\$54.00	\$54.00
PO Box - June	Annual	\$156.00	\$156.00
General Liability Insurance - Oct	Annual	\$470.00	\$470.00
Website hosting - Nov	Annual	\$192.00	\$192.00
Website Address - Nov	Annual	\$250.00	\$250.00
Total Prudent Reserve			2,152.00

- **NEW BUSINESS:**
 - No new motions
- **GROUP CONCERNS / ANNOUNCEMENTS:**
- nonw
- **OPEN POSITIONS (ELECTIONS):**
 - **Open at the start of Area:**
 - **ALL POSITIONS**
 - Chair-Lindsay nominated and seconded 13-0-1
 - Vice Chair- Doug nominated and seconded 13-0-1
 - Treasurer Janet nominated and seconded 14-0-0
 - Alt Treasurer Daniel nominated and seconded 14-0-0
 - Secretary Yulia volunteered 14-0-0
 - Policy Chair-Michelle nominated and seconded 13-0-1
 - RCM-Jeff nominated and seconded 14-0-0
 - Alt RCM- vacant
 - Webmaster- Chris volunteered 14-0-0
 - Vice Webmaster Frank volunteered 14-0-0
 - Slip signer Patsey volunteered 14-0-0
 - H&I Megan nominated and seconded 14-0-0
 - Public Relations vacant
 - Special Events Jack nominated and seconded 14-0-0
 - Hotline Allie volunteered 14-0-0
 - Literature Chair- Kris nominated and accepted 14-0-0
 - Beyond the Walls- vacant
 - Incoming Vice Chair & Alt Treasurer will be added to the bank account and outgoing Chair & Treasurer will be removed.
 - **Open positions at the end of Area:**
 - Alt RCM, , PR, Beyond the walls

Treasurer Report	Changes from Prev Month	\$
	Beginning Balance	\$2500.35
	Income	861
	Lit Sale	
	Donations	
	Expenses	\$447.64
	Prudent Reserve	2,232.00
	Ending Balance	\$2622.71
	Regional Donation	291

- **READING OF THE ANNIVERSARIES SHEET:** Read and attached.
- **MEETING ADJOURNED:** 8:30

Thank you for allowing me to serve, Jeff K.

Jeff K. Kous
10-21-24

411 Northwest Area Service Committee Meeting

Date: 08-07-24

CALL TO ORDER AT: 7:30

12 TRADITIONS READ BY: Jack

12 CONCEPTS READ BY: Allie

ROLL CALL – GSR's: Jeff K

MINUTES ACCEPTED BY: Patsy

SECONDED BY: Amie

NEW GROUPS: none


○ **ASC REPORTS:**

- CHAIR REPORT: No Report
- VICE-CHAIR REPORT: No Report
- POLICY CHAIR REPORT: Vacant
- SECRETARY REPORT: No Report
- RCM REPORT:
 - Handed out and emailed
 - Off month
 - 7-10 areas
 - Still evaluate Zones
 - Convention report
 - Elections next weekend
- RCM ALTERNATE REPORT: Vacant
- WEBMASTER REPORT:
 - New web site will be live by world
 - Full report will be sent
- VICE WEBMASTER REPORT:
 - No report

○ **SUBCOMMITTEE REPORTS:**

- HOSPITALS & INSTITUTIONS REPORT: Emailed Report
 - 4 facilities 2 positions open
 - Subcommittee aug 18 5:00 pm
- PUBLIC RELATIONS REPORT: no report
- SPECIAL EVENTS REPORT
 - Aust 24 prom bond and green
 - \$20 at the door
 - 6:30 start
 - Next event October Jimmy K 5k
- HOTLINE REPORT
 - No report
- LITERATURE REPORT: Emailed.
 - New order newsletter back up
 - Newsletter looking for submissions
 - Wendy had a blast
- BEYOND THE WALLS STEP WRITING REPORT: no new report
- AD HOC REPORT (*if applicable*): na
- **OLD BUSINESS:**
 - No old or tabled business

Non-Profit Checking

 For 24-hour account information, sign-on to
pnc.com/mybusiness/

For the Period 09/19/2024 to 10/17/2024
NORTHWEST AREA
Primary Account Number: XX-XXXX-7474
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Non-Profit Checking Account Number: XX-XXXX-7474 - continued

We would be happy to review with you the changes that are applicable to your account and discuss other services or options that may address the evolving needs of your business. Current Treasury Management charges are listed on your monthly statement, if applicable.

If you are interested in a review, please contact Treasury Management Client Care (TMCC) at 1-800-669-1518.

Non-Profit Checking Summary

Account number: XX-XXXX-7474

NORTHWEST AREA
SERVICE OF NARCOTICS ANONYMOUS

Overdraft Protection has not been established for this account.
Please contact us if you would like to set up this service.

Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
3,138.21	1,035.00	1,340.42	2,832.79

Deposits and Other Additions

Description	Items	Amount
Deposits	1	1,035.00
Total	1	1,035.00

Checks and Other Deductions

Description	Items	Amount
Checks	5	1,340.42
Total	5	1,340.42

Daily Balance

Date	Ledger balance	Date	Ledger balance	Date	Ledger balance
09/19	3,138.21	10/09	3,804.00	10/15	2,832.79
09/20	2,769.00				

Activity Detail

Deposits and Other Additions

Deposits

Date posted	Amount	Transaction description	Reference number
10/09	1,035.00	Deposit	048594303

Checks and Other Deductions

Checks and Substitute Checks

* Gap in check sequence

Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number
09/20	1207 *	369.21	015007091	10/15	1209	90.00	017557547	10/15	1212 *	313.68	016868423
10/15	1208	127.80	016868439	10/15	1210	439.73	017339104				

