**Rock River Area Group Services**

**ASC Service Committee,** September 10, 2017

**Group hosting A.S.C.** 90 in 90 **City of hosting group** Loves Park

**Attendance:** Howard F, Nancy M, Andrew B, Justin P, Blake V, Will C, Matt H, Jeff A, Dennis B, Chris M, Stormy E, Luke G, Marc T, David L, Rich M., Charley S., Cynthia F., Rich H., Mark M., Brian C., Dan M., Brian K., Steve S., Katie M., Kelsey F., Rich M.

The meeting was opened at 1pm with the Serenity Prayer, Service Workers Prayer, Twelve Traditions, and the Twelve Concepts.

Roll call of Trusted Servants and GSR’s was taken.

Statement of Purpose and Voting procedures were read.

Newcomers and Clean time were recognized.

Location and Date of next ASC were confirmed with Hosting Group.

Prior month’s minutes were reviewed for approval

Motion:To accept August ACS minutes as presented. Seconded and Carries with amendment.

**Officers Reports:**

**Facilitator: Nancy M.** Looking over the past couple of minutes received, there have been several “no report turned in” after people have given their report on the floor. Please make sure you have a written report to turn into the secretary.

**Co Facilitator: Johnny L.**  Absent with notice.

**Secretary: Charley S.** Make sure to turn reports and motions in to the Secretary.

**Alt. Secretary: Howard F.** No report

**Treasurer: Rich M.**

**Beginning Checkbook Balance $3,061.32**

**Total Deposits $3,078.64**

**Expenses $700.12**

**Ending Checkbook Balance $5,439.84**

**Reconciled Statement Balance $5,439.84**

**General Reserve $1,000.00**

**Monthly Budget for August $3,205.25**

**Excess Funds $1,234.59**

**Regional Committee Member: Chis M.** No report turned in

**Regional Committee Member Alternate:** Open Position

**Literature Stockpile: Rich H.** No report turned in

**Alt. Stockpile:** Open Position

**Subcommittee Reports:**

**Function Chair: Dennis B.** Chair stepped down from his position.

**Literature Review Chair:** Open Position

**Hospitals & Institutions Chair: Matt H.**  Inpatient coordinator has been able to fill the monthly schedule for female speakers on Thursday nights at Rosecrance. Looking for male speakers on the 1st Saturday of every month at 3pm. Need speakers for Tuesday nights at detox. Contact Matt H if you would like to speak.

**Public Information Chair: Brian K.** The help line had about 20 calls. Have a $230 credit with the hotline. Attended a rally called Hope Over Addiction at the YMCA on August 26. Discussing the idea of getting the word out on NA through Rockford Scanner. After doing some research will not seek this out. Setting up another attempt to have the Rock River Times run another newspaper article on NA. Forest City Rehab has reached out to NA asking for help.

**Policy and Procedure Chair: Andrew B.**  Amended from last month. 7/2/17. I reached out to former Trusted Servants to get old minutes and find out when certain policies were passed. We are working towards finding a solution to getting the policy updated and correct. Our first meeting will be on July 12, 2017 at 6 p.m. @ the HOPE Group in DeKalb (151 N. 4th Street).

August Report

I have finally completed and assembled update policy and procedure packets. Please bring them with you to each and every ASC meeting as they will be updated throughout the year as policy motions are made and policy is changed. I still need help at my subcommittee. Vice Chair and Secretary are still open positions.

September Report

I have completed the policy change from last month. I am having my next committee meeting on September 18th @ 6 PM. Please remove page 5/6 from your current Policy & Procedure Packet and replace with the correct and updated one. Please join us at our next meeting if your are interested in being of service to NA.

There continues to be Policy & Procedure discrepancies that have been brought to my attention. I am continuing to encourage anyone who approaches me with a supposed policy and procedure discrepancy to attempt to correct via a motion from their group or from their respective subcommittees @ the next ASC.

I intend to have meetings at various groups around the area to try and get more people involved.

I am requesting a budget of $300 for the year and am requesting that those funds be disbursed at this time.

Policy Motion – To change the Spiritual in Nature section of RRAGS Policy and Procedure to the following. (changes are highlighted)

**Spiritual in Nature Subcommittee Policy & Procedure**

**I. PURPOSE**

a. The purpose of the RRAGS Spiritual in Nature Subcommittee is to organize and hold RRAGS annual Spiritual Retreat known as Spiritual in Nature.

**II. MEETINGS**

a. The RRAGS Spiritual in Nature Subcommittee will meet monthly in order to maintain its duties and responsibilities.

i. These meetings must be announced at the monthly RRAGS meeting.

b. All meetings are open to any interested members of Narcotics Anonymous.

**III. DUTIES & RESPONSIBILITIES OF THE SPIRITUAL IN NATURE SUBCOMMITTEE**

a. This subcommittee follows all policies of RRAGS.

b. This subcommittee should consist of one or more addicts from each of RRAGS member groups.

c. Report to RRAGS all actions and needs of this subcommittee on a timely basis.

d. To plan annual Spiritual Retreat as directed by its member groups.

i. Select the date, site, entertainment, and recovery activity.

ii. Decorate, collect money, sell refreshments, and cleaning for the Spiritual Retreat

1. One year of continuous clean time required to collect money.

iii. Present a budget for the Spiritual Retreat

1. Present a financial report to RRAGS that includes income/expenses and receipts on the Spiritual in Nature Income/Expense Form.

**IV. FINANCIAL**

a. Spiritual in Nature will maintain one bank account with a Federal ID number.

b. Spiritual in Nature expenditures will not exceed SPIRITUAL IN NATURE funds.

c. All financial statements will be sent to the Treasurer's home address.

d. Spiritual in Nature will have a checking account that requires two signatures.

e. The signers of the checking account will be the Spiritual in Nature Chairperson, Vice-Chairperson, and Secretary.

f. All Spiritual in Nature Funds spent must be accounted for by receipts or invoice turned in to Spiritual in Nature Treasurer, including all requests for reimbursement. Hand written receipts will only be accepted for situations where actual receipts are not possible or available i.e. home printing of flyers or minutes or purchases from vending machines

g. Deposits are to be made within seven days after the Spiritual in Nature meeting.

h. All checks issued must have a dollar amount applied.

i. All merchandise needs Spiritual in Nature committee approval.

i. No credit extended with merchandise.

j. Spiritual in Nature Subcommittees provide financial budgets, with reports of expenditures and income when applicable.

k. Spiritual in Nature Treasurer's report to include; bank statement, accurately completed reconcilement statement, beginning balance, income, expenses, ending balance. Copies are to be distributed at each meeting to all Spiritual in Nature Officers and Subcommittee Chairs. Copies are made available to RRAGS.

l. Spiritual in Nature will present a final financial report to RRAGS which includes all transactions. This report needs ASC approval.

m. Prudent Reserve/Seed Money

i. $1500.00 plus any newcomer donations and pre-registration funds are to be retained as seed money for the upcoming retreat.

n. Spiritual in Nature will make a donation of all excess funds to RRAGS upon closure of the financial books.

i. This donation is to be distributed in the form of 12 equal monthly checks to RRAGS.

p. Any merchandise donated by a vendor is to be archived or sold by Spiritual in Nature

q. All individuals that handle Spiritual in Nature funds other than elected officers and subcommittee chairpersons must be an NA member and meet requirement of 2 years of continuous clean time.

r. All logos made from Spiritual in Nature belong to RRAGS and can only be distributed or sold at Spiritual in Nature /RRAGS functions.

**IV. MOTIONS AND VOTING PROCEDURES**

a. Motions can only be made and seconded by active voting members of this subcommittee.

i. To become an active voting member of this subcommittee you must attend two consecutive meetings of this subcommittee.

ii. The Chairperson may only entertain motions.

b. All votes tallied at this subcommittee meeting are counted from those present and voting either Yes or No.

i. Motions require a majority voting YES to be carried.

1. All policy motions require a supermajority (2/3s) voting YES to be carried.

a. Carried policy motions must be forwarded to RRAGS for final approval.

c. Debate & Voting Procedure

i. A motion is made and seconded and the intent of the motion is read.

ii. The Chairperson states the motion.

iii. The Chairperson will ask if there are any objections to the motion

1. No Objections

a. If there are no objections to the motion, the Chairperson announces that the motion carries by unanimous consent.

2. Objections

a. If there are objections to the motion, the Chairperson will open debate and announce that the body will now entertain up to 3 pros and 3 cons to the motion.

i. When debate has ended, the Chairperson will call the motion to a vote.

iv. The Chairperson will announce if the motion was approved or rejected.

**V. DUTIES & QUALIFICATIONS OF RRAGS SPIRITUAL IN NATURE SUBCOMMITTEE TRUSTED SERVANTS**

i. Common to all Spiritual in Nature Subcommittee Trusted Servants

1. The individual must be an NA member.

2. The individual must meet continuous clean time requirements as of the date of election.

3. The individual must possess a willingness and desire to serve the position.

4. The individual must possess the time and resources necessary to fulfill the position.

5. The individual must have an understanding and practical experience of the 12 Steps of Narcotics Anonymous, the 12 Traditions of Narcotics Anonymous, and the 12 Concepts of Narcotics Anonymous.

ii. Common to All Spiritual in Nature Subcommittee Chairpersons

1. Meet the continuous clean time requirement as of the date of election.

2. To prepare agenda for and preside over Subcommittee meetings.

3. Attend and report to the Spiritual in Nature Subcommittee all ongoing activities of the Subcommittee and submit a written report to the Spiritual in Nature Secretary.

4. Carry the conscience of the Subcommittee to the Spiritual in Nature Committee and bring the conscience of the Spiritual in Nature Committee to the Subcommittee.

5. Responsible for archives.

6. Initiates all necessary correspondence.

7. Develop and present budget to the Spiritual in Nature Committee.

8. Provides the Spiritual in Nature Committee with financial reports including expenditures, income, and receipts.

9. Attend as many learning days and workshops as possible.

10. Assure traditions are upheld in all endeavors.

11. Organize and give the Subcommittee direction and incentive.

12. Elect a Subcommittee Vice-Chairperson – to be elected by the specific Subcommittee after the election of a Chairperson / One-year of continuous clean time.

13. Elect a Subcommittee Secretary - to be elected by the specific Subcommittee after the election of a Chairperson / Six months of continuous clean time.

iii. Chairperson – 3 years of continuous clean time/elected by RRAGS

1. To prepare agenda for and preside over the Spiritual in Nature Subcommittee meeting.

2. Attend RRAGS monthly meeting

a. Report all ongoing activities of this subcommittee.

b. Submit a written report to the secretary.

c. Carry the group conscience of this subcommittee to RRAGS and bring the group conscience of RRAGS to this subcommittee.

d. Provide RRAGS with financial reports (including expenses/income) and receipts when necessary.

3. Responsible for the archives

4. Initiate all necessary correspondence.

5. Attend as many learning days and workshops as possible.

6. Assures that the 12 Traditions of Narcotics Anonymous are upheld in all endeavors.

7. Organize and give this subcommittee incentive.

8. Co-signer of the Spiritual in Nature checking account.

9. Maintain an inventory of all items and archives and turn the inventory over to the next Chairperson.

10. Assure that RRAGS Policy & Procedure is adhered to in all matters.

12. Capable of conducting Spiritual in Nature meeting with a firm, yet understanding hand.

13. General knowledge of WSC Rules of Order.

iv. Vice-Chairperson – 2 years of continuous clean time/elected by RRAGS

1. Coordinates the Spiritual in Nature Subcommittee functions.

2. Attend Spiritual in Nature meetings and submit a written report to the Spiritual in Nature Secretary.

3. In the absence of the Chairperson, they will perform the duties of the Chairperson.

4. In the absence of a Subcommittee Chairperson, they will preside over that Subcommittee.

5. Co-signer of the Spiritual in Nature checking account.

6. Supports any Spiritual in Nature Subcommittee that requests it.

v. Secretary – 1year of continuous clean time/elected by RRAGS

1. Attend subcommittee meetings and is a voting member.

2. Keep accurate minutes of each subcommittee meeting.

a. Follow set procedures for producing subcommittee minutes.

3. Type and distribute minutes to each active member of this subcommittee and any individual that requests them.

4. Maintain an accurate contact list for the members of this subcommittee.

5. Co-signer of the Spiritual in Nature checking account.

vi. Treasurer – 3 years of continuous clean time/elected by RRAGS

1. Maintains accurate records of all the Spiritual Retreat Committee's transactions.

2. Attends and distributes Treasurer’s report at the Spiritual Retreat meeting.

3. Ability to balance the Spiritual Retreat's checkbook accurately.

4. Ensures that all deposits are made within seven days of the Spiritual Retreat meeting.

5. Ability to follow set procedures in recording the Spiritual Retreat's transactions.

6. Prepares and distributes a final financial report, which includes all year's expenditures and income, to RRAGS at the close of each year's spiritual retreat.

vii. Retreat Information Chairperson – 1 year of continuous clean time/elected by RRAGS

1. Promote Spiritual in Nature within RRAGS and the Chicagoland Region.

a. Design, print, and distribute flyers.

2. Work with the Hospitals & Institutions Subcommittee to contact facilities in the RRAGS area.

3. Work with the Digital Information Subcommittee to have a digital presence on the RRAGS website.

viii. Hospitality Chairperson - 2 years of continuous clean time/elected by RRAGS

1. Plan group meal menu

2. Ensure that food and beverage needs are met.

a. Maintain an inventory of Pop, Water, & Coffee.

b. Ensure that main speakers/workshop speakers have water.

ix. Serenity Keepers – 1 year of continuous clean time/elected by RRAGS

1. Clean up after meals/large group gatherings.

2. Assist the other subcommittees with any requests.

3. Responsible for security and communication within the venue during Spiritual in Nature and all Spiritual in Nature functions prior to the retreat.

4. Select individuals who are willing to volunteer.

x. Funding & Merchandise – 2 years of continuous clean time/elected by RRAGS

1. Plan all Spiritual in Nature functions to generate funds for Spiritual in Nature expenditures.

a. Funds raised through these functions will supplement this Spiritual in Nature budget provided by RRAGS.

2. Create merchandise to sell at the retreat.

xi. Programming Chairperson – 2 years of continuous clean time/elected by RRAGS

1. Select Main Speakers

2. Select Entertainment

3. Select Workshop Topics

a. Select Workshop Speakers

4. Select Meditation Leaders

5. Create a program of events.

xii. Registration Chairperson – 2 years of continuous clean time/elected by RRAGS

1. Create registration package.

a. The package should have a RRAGS meeting directory and the Spiritual in Nature program amongst other items.

2. Make registration available at all Spiritual in Nature functions.

3. Assist with the check-in process.

a. Collect registration money from members.

i. One year of continuous clean time required.

b. Coordinate with the venue for sleeping arrangements.

**Digital Information Chair: Will C.** We were unable to meet this month due to unforeseen circumstances but we will be meeting September 20th at The Group at 6:45pm. We had 655 visitors to the website over the last month. We are excited to keep it going as a valuable resource for recovering addicts.

**Outreach Chair: Blake V.** Summarized all outreach activities.

**Archives Chair**: Open Position

**Spiritual Retreat Chair: Stormy E.**  We have 13 confirmed registrations. 1 cabin left, 2 tent sites, and 9 RV. We can no long offer paintball as part of the retreat. Need to sign committee approved contract. Requested reimbursement for 143.56 and 175.17. Also 50 start up money for cash box We have 13 girls coming from rehab.

**Convention Chair: Justin P.**  The convention committee is having their first event. Oct 7th at noon. It is a kick ball tournament. There will be food and a speaker. Registration is looking for ideas on what to do with the extra registration items from last year. Merchandise will be selling old merchandise at the spiritual retreat. Arts and graphics is still looking for ideas for the theme and logo the deadline is the 20th of Sep. The programing subcommittee is looking for any speaker tapes or cd from RRCNA 1, 2 or 3 if you know anyone who may have some please let me or Nancy M know thanks.

**Elections:**

Alt-RCM – Open

Literature Review – Open

Archives – Open

Functions Chair - Open

Convention:

Functions & Entertainment – Mark M.

Arts and Graphics – Marc M.

**New Business:**

Motion to open a checking acct for Literature Stockpile. Postponed.

Motion to remove section a. from financial. The GSRs decide how much of a 7th tradition to forward up to the Chicagoland Region. The GSRs can approve or deny or amend this amount. Intent to allow the GSRs greater control of how much money is forwarded to the Chicagoland Region. Passed

Motion to send $500 to the Chicagoland Region. Passed.

Motion permission from Area for signing contract with Walcamp for Spiritual Retreat. Passed.

Motion to allow merchandise chair to set prices on all old merchandise to sell at any functions.

Intent is to trust our trusted servants. Passed.

Motion to have the convention information chair maintain the convention web page added to their duties. [www.rockrivernaconvention.com](http://www.rockrivernaconvention.com) or [www.rrcna27.com](http://www.rrcna27.com) Passed.

Motion any officer of an RRCNA subcommittee is to have voting privileges at the convention committee meeting. Passed.

Motion sent 7th tradition collected at function to world. Intent to send the flow of money up the pipeline to further the primary purpose. Failed.

Ad Hoc Committee to raise ASC prudent reserve. Nancy M will chair. 10/9/17 at 715pm at FTG.

Motion to send $500 to region. Passed.

**Group Reports:**

**90 in 90:** Reporting member: GSR – Steve S. 7th tradition $25. Literature $246.70. Attendance 5-55. Meeting Changes: None. Annual picnic September 24 1-5pm Rock Cut State Park.

**Breaking Free:** Non-reporting group

**Crooked Creek:** Reporting member: GSR – David L. 7th tradition $0. Literature $0. Attendance: 4. Campout Sept. 16th.

**Dope to Hope:** Non-reporting group

**Freedom to Group:** Reporting member: Acting GSR – Kim W. 7th tradition $15. Literature $0. Attendance 10. FTG needs support. Wednesday August 23 at noon Phillip L will speak. Thursday August 24 at 6pm Lindsay L.G. will speak. Business meeting September 9th at 10am.

**H.O.P.E.:** Reporting member: GSR – Kelsey F. 7th tradition 0. Literature 36.25. Attendance: 10-15. GSR has changed to Kelsey F. Speaker will be held on September 29 at 7:30pm.

**Hope Without Dope:** Non-reporting group

**It Works:** Non-reporting group

**Just for Today:** Non-reporting group

**Monday Night Prime Time:** Reporting member GSR Mark M. 7th tradition 0. Literature 0. MNPT has been receiving a treatment bus every Monday for the past month. We need to have people with clean time step up and come participate.

**New You:** No report

**Off the Walnut:** Reporting member GSR Dennis B. 7th tradition $0. Literature $0. Attendance 10-20. No meeting changes. Speaker Meeting 3rd Thursday of the month. Elections will be held this month.

**One Primary Purpose:** Reporting member GSR Dan M. 7th tradition $7. Could use support on Thursday and Wednesdays at 6pm.

**Recovery Works:** Reporting member: GSR Jeff A. 7th tradition: $20. Literature: 0. Attendance: Unity picnic 9/9/17 was attended by about 45 people. Brats and burgers were served. Breakfast and recovery 4th Saturday of the month. Elections 9/22/17.

**Roscoe Conscious Contact:** Non-reporting group

**The Group:** Reporting member: Matt H. GSR. 7th tradition: $32.89. Literature $151.52. Attendance 4-50. Planning a speaker dinner at the end of October-chili cookoff. Winner gets a RRCNA27 registration. Elections for trusted servants a the end of November. This month’s speaker last Saturday of the month Chuck D from Woodstock September 30 at 5:30pm.

**Trust the Process:** Reporting member: Charley S. GSR. 7th tradition $286. Literature $0. Attendance 8.

**Westside Family:** Reporting Member: Marc T GSR. 7th tradition $15. Literature order $31.60. Attendance 15-20. Speaker/Potluck September 17, 2017

**Away Out:** Reporting Member: Luke G. 7th tradition $0. Literature $0. Attendance 10-15. Monday 6ams cancelled now Friday 6ams. Game night last Saturday of the month. 24th cookout at a way out bring a dish to pass starts at 4pm.

**Next site and date for the A.S.C.** 10 /1/17 HOPE Group 151 N. 4th St. DeKalb, IL.

**Motion: To close A.S.C. meeting. Seconded and Carries.**

Meeting was closed with the Twelfth Tradition and a group hug.