**COASCNA Agenda Chair Form March 2023**

2pm Meeting called to order by Chairperson

Open with a moment of silence followed by the Serenity Prayer

Service Prayer read by all:

*God, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of purpose. Make us servants of Your Will and grant us a bond of selflessness, that this may be Your work, not ours – in order that no addict anywhere, need die from the horrors of addiction.*

2:05 Twelve Traditions are read

Twelve Concepts are read

Concept of the month read, discussed

2:15 Roll call, announce sign-in sheet and sharing session sign-up sheet

New group/ GSR recognition

2:20 Approval of previous month’s minutes

2:23 Brief financial assessment from Treasurer

2:28 Unfinished Business (business that is unresolved from previous month

2:30 Agenda Business (Budgets and Checks, Elections, Motions)

Motion to remove reading concept of the month?

2:35 Group Reports (information about any events planned by your group. Changes to time, place, or format. And any specific needs of your group)

2:45 Administrative Reports

1. Chairperson report
2. Vice- chair report (currently vacant)
3. Secretary report
4. Treasurer report
5. RCM report (currently vacant)

2:55 Subcommittee reports:

1. Activities (currently vacant)
2. Area Convention
3. Area Office
4. H & I
5. Newsletter (currently vacant)
6. Outreach
7. PR
8. WSR

3:05 Ad-hoc committee reports (as applicable):

1. Addithon
2. New Year’s Eve
3. Unity Day
4. Audit
5. Archives
6. OCNA Fundraiser

3:10 Motions to fill ASC positions

3:11 Motions to fill RSC positions

3:13 Sharing session. Defined as follows:

Formal rules of order are suspended during this time of discussion. Free discussion allows a group conscience to form and spiritually sound decisions to be made. Action items are prioritized and organized by the Chairperson so that the rest of business is completed timely. Urgent items from the sharing session will be placed in Unplanned Business for this month’s meeting while nonurgent items will be placed in Unfinished or Agenda Business for next month’s meeting.

3:35 Unplanned Business. Defined as: Business that needs to be dealt with on a timely basis

3:40 Pre-Agenda Business. Defined as: Resolving outstanding issues that will be dealt with at the next meeting as Agenda Business or Unfinished Business

3:45 Adjournment. Close with a moment of silence, followed by the Serenity Prayer.

Announcements:

* If you are new to ASC or are not receiving the minutes, please email [coascnasec@gmail.com](mailto:coascnasec@gmail.com)
* Need to send a PayPal donation? Reach out to [coascna.treasurer@gmail.com](mailto:coascna.treasurer@gmail.com)

Open COASCNA positions:

* Vice-Chair
* Activities Chair
* Newsletter Chair
* All ASC positions are open in June!!!

Open Regional positions:

* TBD