**Central Ohio Area Service Committee Meeting Minutes**

**18 August 2024**

Meeting called to order at 2:00 P.M. by **James G**

Serenity Prayer recited

Service Prayer read

The Twelve Traditions of Narcotics Anonymousread

The Twelve Concepts for NA Serviceread

The Section 3 of ASC Policy Manual read

| **BACK TO GROUPS:**   * **Motions**   + **NONE** * **Nominations for open ASC positions:**   Responsibilities described in the [area policy manual](https://nacentralohio.org/wp-content/uploads/2024/02/COASCNA-Policy_v.8.08.docx.pdf)  *Open positions in administrative body includes:*   * Vice Secretary- NONE * Vice Secretary- NONE * RCM Alternate- NONE * **Nominations for open Ohio Region positions:**   + NONE * **Action items**   + Home groups completing surveys in order for area to receive feedback to better serve COANA (See Corey G for more info)   + New [NAWS Survey](http://www.na.org/survey) on Step Working Material |
| --- |

**Roll Call:**

| Erica M | Secretary |
| --- | --- |
| Olivia k |  |
| Leighton M | PR and H/I |
| Josh H | Gsr Monday miracles |
| Klaudia S | H&I Panel Coordinator |
| Chris H | Web Updater, Panel Lead Evoke Wellness, GSR Spiritual Not Religious |
| Wanda W | GSR U GROW GIRL |
| Brooke S. | Good morning group GSR, Newsletter chair |
| Megan P | PR chair |
| Byron B | GSR High Hopes |
| Dani T | GSR for That Meeting Up North |
| Lisa | GSR aging in recovery and Area Office chair |
| Kenzie T | H&I chair |
| Corey G | Vice Chair |
| MONTY S | GSR |
| Paul M | PR subcommittee -virtual pilot prison meeting point of contact |
| Dom D | GSR |
| Sara S | Unity day chair/ trust the literature alternate GSR |
| Fred P | GSR Alt |
| Tracey c | None |
| Tc | Concerned member |
| Cherie S | Aging in Recovery GSR Alternate |
| Janet W | Treasurer |
| Mark R. | Archives ad-hoc |
| Lis R | ASC Sect. |

**Minutes approved:**

**New Group Recognition:**

* New Group recognition NONE

**New Group Service Representative(s):**

* New GSR recognition NONE

**Brief financial assessment from Treasurer:**

Open financial report forms/receipts:

Outstanding checks not reflected in current balance:

There three (3) outstanding checks:

* ORSCNA March donation - check #1261 in the amount of $149.07
* ORSCNA April donation - check #1266 in the amount of $118.40
* ORSCNA May donation - check #1269 in the amount of $86.67

Total amount of outstanding checks = $354.14

| Starting Balance | $13.576.23 |
| --- | --- |
| Group Donations | $715.85 |
| Donations |  |
| Expenses | $313.60 |
| Stmt Ending Balance | $13.978.48 |

Current expenses: As of today are:

| Breezeline | $106.63 |
| --- | --- |
| Area Office rent | $300.00 |
| Megan Powell – reimb. Business cards | $359..02 |
| Megan Powell – reimb. PRIDE Event | $255.00 |
| Caity Coffin – ORW Pride inside institution | 145.00 |
| ORSCNA donation– for June (20% of $715.85 = $143.17 | $143.17 |
| Total expenses: | $1,308.82 |

**Unfinished Business:**

* 2024-06 Ad Hoc Committee Report

**Agenda Business:**

* Budgets and Check Requests:
* Elections:
  + *Archives ad hoc chair-* Mark R ELECTED (10:0:1)
* Motions

**Group Reports:**

Up to date meeting information is on the website, NACentralOhio.org. Due to limitations of our meeting space, oral reports will not be included here. GSRs can submit written reports ahead of time ASC at [this link](https://docs.google.com/forms/d/e/1FAIpQLSf99cTRdmPsQvHJtclN5hDWhMc5_igI2C8i6Yv-FELNR67eCg/viewform?usp=sf_link).

Please email any revisions needed due to closing or changes to a meeting to PR at [coascna@gmail.com](mailto:coascna@gmail.com).

**Administrative Reports:**

**Chair Report: (James G)**

Good afternoon family,

Thank you for being present this afternoon.

I want to announce our next meeting is scheduled Sept 15@ 2pm at this location.

As of August 16 our bank balance was $9698.38

Thank you to the Outreach Chair for the workshop last Saturday. It was a good refresher on what our homegroups can do to

make NA attractive to the newcomer.

I also wanted to say Thank You to all the subcommittees for their service commitment to the program of NA

We are a little short of 2 weeks away from the world convention and I am looking forward celebrating with addicts from all over the world…ROAD TRIP 2024!.

For local events we have Unity Day Sept 22, and in October we have Tar Hollow

I wanted to Thank the Area for their patience and trust in me as I continue to learn this position, along with applying traditions and concepts.

In loving service James G

**Vice Chair (Corey G)**

ACTION ITEM: Home groups completing surveys in order for area to receive feedback to better serve COANA

**Treasurer: (Janet)**

Good afternoon family, thank you for the opportunity to serve our area. Please continue to announce the following during group announcements:

Here are the tasks that were completed for the month of July:

The bank account beginning balance was $13,978.48.

* PayPal (electronic) donations totaled: $53.35
* Checks/money orders grp deposits totaled : $600.00

July group donations totaled $653.35

Interested members and groups can donate with PayPal to [coascna.treasurer@gmail.com](mailto:coascna.treasurer@gmail.com)

If anyone wants to know if their group donated, please see me before or after the meeting to confirm. Also, if you donate via PayPal, please include the name of your group so that it can be appropriately credited.

**Account withdrawals/debits:**

| **Expenses - Description** | **Amount** | **Paid To** | **Check number** |
| --- | --- | --- | --- |
| ORSCNA - February donation | $ 149.07 | ORSCNA -Feb. donation | 1261 |
| ORSCNA - March donation | $ 118.40 | ORSCNA -March donation | 1266 |
| ORSCNA - April donation | $ 86.67 | ORSCNA - April donation | 1269 |
| ASC Meeting - rental facility | $ 60.00 | Lower Lights Church | 1272 |
| Office phoneline & internet | $ 116.66 | Breezeline | 1274 |
| Domain Name - nacentralohio.org | $ 265.00 | Domain Name Services | 1276 |
| Office rent - August | $ 300.00 | Randy Birchfield | 1278 |
| 5000 business cards (*budgeted*) | $ 359.02 | Megan Powell | 1280 |
| **PRIDE** Event fee (*budgeted*) | $ 255.00 | Megan Powell | 1281 |
| Billboard ***(****budgeted***)** | $ 2,172.00 | Megan Powell | 1284 |
| **PRIDE** inside ORW (*budgeted PR* - reimb for literature) | $ 145.00 | Caity Coffin | 1287 |
| GSR Workshop Event | $ 50.00 | Byron Blake | 1288 |
| Unity Day Event | $ 750.00 | Sara Sheline | 1289 |
|  | $ 4826.82 |

The ending balance bank account balance is**:** $9,805.01

LESS prudent reserve.-$1,200.00

$8,605.01

There three (3) outstanding checks:

* ORSCNA May donation - check #1277 in the amount of $106.50
* Breezeline - check #1279 in the amount of $106.63
* ORSCNA Junel donation - check #1282 in the amount of $143.17

Total amount of outstanding checks = $356.30

July’s statement ending balance $9,805,01– $1,200.00 = $8,605.01 – outstanding checks ($356.30) = $8,248.71 actual bank balance.

The following items will be attached for record and attached to the minutes.

* Bank Statement for July 2024
* Account Log File
* Financial workbook
* Group Donations file

In loving service,

Janet B.W., COASCNA Treasurer

**Vice Treasurer (Jamie L)**

I, Jamie L, regret to inform you that I am officially stepping down from the Vice Treasurer's position. I thank you for the trust you instilled in me for the responsibility of such a vast job. At this time I feel my skills would be better utilized by keeping the doors open for the new comer at my homegroup whom is lacking trusted servants. I hope in the future once my home group is secured with trusted servants, I will once again seen to be in your favor to step back up for the ASC in other regards. In the meantime, I will use this opportunity to learn more about the position I stepped down from and focus on my stepwork. Thank you for allowing me to serve.

**Secretary: (Lis R)**

Family, thanks for making it to the area service committee meeting for July! You may have noticed a few changes at the signup table outside. I've created digital forms for sign-in and sharing sessions. You can scan those QR codes or go to the [Form Library](https://docs.google.com/document/d/1muVT8kc8nLCv1u1OoHVjhONO6eRGBvi26s43IxscDTE/edit?usp=sharing), enter what you want, and be done. This should lead to fewer issues with illegible handwriting, undeliverable minutes, and fewer disruptions during the meeting. Please also add the secretary's email to your contacts to make it less likely that minutes will get accidentally routed to spam or a folder other than the primary folder. I use a blank carbon copy (BCC) for sending out minutes, and minutes emails are also often attachment-heavy- spam markers for many email servers. Area minutes go out around 14 days after area service committee meetings, and if you’re not seeing them in that time frame, please reach out so we can troubleshoot together. Some email servers can fill up and bounce emails once they are full (how I’ve avoided that fate myself, I do not know). There’s also a group report form on that sheet in case a GSR and GSR Alternate can’t make it to ASC. Providing a GSR report does not count for attendance (remember that if your group is not represented for two months in a row at ASC, you lose voting rights until you have been represented for two of three months again). Especially if a group needs help, we’d rather hear from you than nothing.

The last QR code on the sheet outside links to a forms library that includes digital versions of our forms, including group reports, subcommittee reports, and executive reports. Bookmark this page for future reference and all your form needs. This should help streamline the workload until we have a vice secretary and/or replacement for me. Besides, no one wants a person with executive dysfunction and sensory processing disorder to try and transcribe verbal reports given in an echoey church basement.

Subcommittee chairs, please remember that this is the time of year for you to review existing policies and make changes. Once your committee has your new policy for the year, e-mail it to me so we can have the GSRs approve it and add it to the website. H&I wins the prize for fastest turn-around time on policy, and I look forward to all of us having time to review, assess, and learn about policy for our area’s subcommittees.

**Vice Secretary (OPEN)**

NONE

**Regional Committee Member: (Lynette C-D, newly elected)**

NONE

**Regional Committee Member Alternate (OPEN)**

NONE

**Subcommittee Reports:**

**Convention Committee: (BEN L)**

NONE

**Convention Treasurer: (Jarrod)**

NONE

**Area Service Office (Lisa G):**

Good afternoon family. We have been selling literature, answering the phones, connecting members to groups and resources, and providing other services to members and groups in our area. Our subcommittee will be meeting September 22 at 4PM, then we’ll be back to the first Sunday of each month at 4PM. We have changed to a virtual-only sub-committee meeting using Google Meet; login details are on the web site.

Since last ASC, the ASO sub-committee:

* Has submitted an updated (V4) Area Office Policy for approval by ASC members
* Participated in the audit for the ASO treasury that was completed by the ASC audit ad hoc committee
* Are currently working on including and training new area office volunteers
* Has submitted a literature purchase
* Checked in with 5 office volunteers and 18 phoneline volunteers

Here are some updated statistics and treasurer reporting from the month of July 2024:

* Starting Balance: $3,293.75
* Literature sales: $1,038.96
* Actual amount received $1,039.50
* Additional receipts: $0.00
* Expenses: $693.79
* Discrepancy between sale amount and amount received: $0.81 [there are sometimes differences between order total and money order amount]
* Square processing fees: $13.41
* Number of sales: 24
* Treasurer workbook ending balance: $4,333.25 [accounts for all pending deposits and checks]
* Month ending bank account balance: $3,079.88 (from bank statement)
* Inventory: $6,956.43 (from inventory document)
* Number of phone calls: 96 (from Breezeline call log)

If you need to reach **our service office** with any issues you may experience, we recommend emailing us at [cbusofficeofna@gmail.com](mailto:cbusofficeofna@gmail.com). If you have an update to group information, please email [coascna@gmail.com](mailto:coascna@gmail.com) to have the website and downloadable PDF updated. (If you contact the ASO with group updates, we just pass them on to our Public Relations committee.)

Area service office hours and literature costs are available at nacentralohio.org. Currently we are not open on Sundays and Wednesdays. That could be changing; please check the website for volunteer-manned office hours. The website also denotes which holidays the ASO will not be manned for the remainder of 2024.

The following treasurer documents have been provided to our area service committee secretary:

* + June 2024 Huntington Bank Statement
  + Service Office Treasurer Workbook
  + Service Office Account Log

In loving service,

Lisa G. and the Area Service Office Committee

**Hospital and Institution (Kenzie ):**

August 2024

Good afternoon!

Each month we reach the following:

Approximately 70 inmates per month across 4 Jail Facilities

Approximately 455 inmates per month across 4 Prisons

Approximately 245 clients per month across 10 Detoxes & Treatment Centers

We are always in need of more volunteers to help share a clear Narcotics Anonymous message to addicts in these facilities.

These are the facilities that are needing extra support:

* Columbus Springs which is held Fridays at 7
* Franklin Medical (Men) which is held Tuesdays at 6:30
* Dublin Springs which is held Tuesdays at 7
* Franklin county I (JAK) (Men) effective 8/20 will be meeting Tuesday 6:30

If you or anyone you know wants to get involved, please contact me at 614-204-375 or attend our next subcommittee meeting. We usually meet the first Sunday of every month, but our next subcommittee meeting will take place on Sunday, September 8th from 2-3 at 1113 Parsons Ave public library.

I also have paper copies of lists of facilities we attend if you would like one.

Thanks!

Kenzie

**Newsletter (Brooke S):**

**Outreach (Byron B):**

Hi Family,

It’s a great day to be clean. Outreach is putting our recovery first. Our unity is still strong. Every subcommittee was represented at the workshop. Coming together is what makes and keeps us strong. It’s always great to see the addicts who have helped us get and stay clean. We are here to get the NA message out that an addict, any addict can stop using, lose the desire to use and find a new way to live. Our message is hope and the promise of freedom from the horror of active addiction. That is all we have to give.

Making service attractive was as simple as getting together and sharing our experience of our first NA meeting. Or talking about why we stay clean. What we got out of the service position we have. How we got in to service. Service got me clean, and service keeps me clean. No greater joy do I get than to serve while others are recovering. Being in that atmosphere is my hope and freedom.

I like to invite everyone out to our next workshop, “**BUILDING STRONGER HOME GROUPS**.” We need to come together and save our fellowship. If the home group dies…. The addict dies.

ILS Byron B Outreach Chairperson

FAQ!?!? Why OUTREACH!?

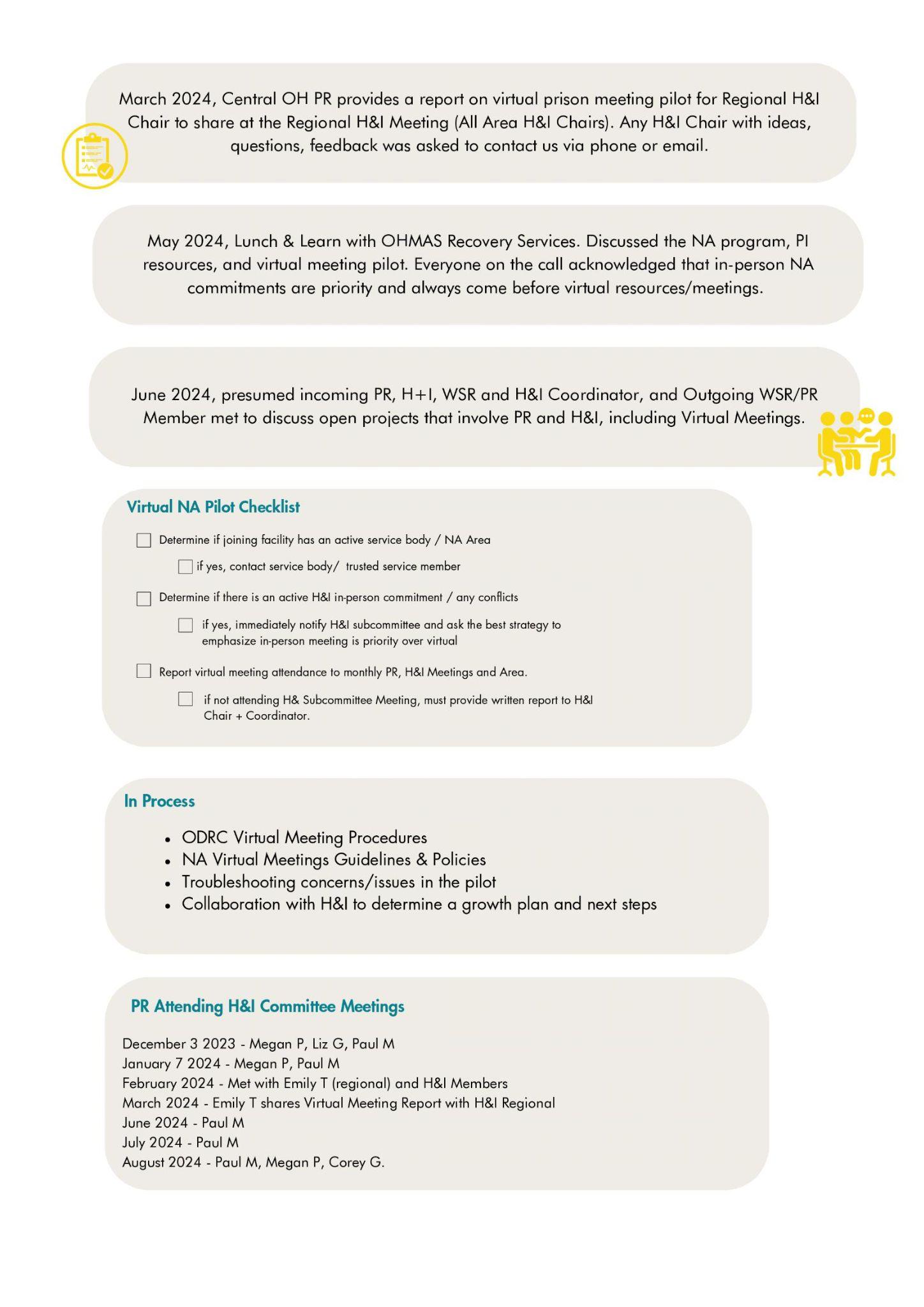
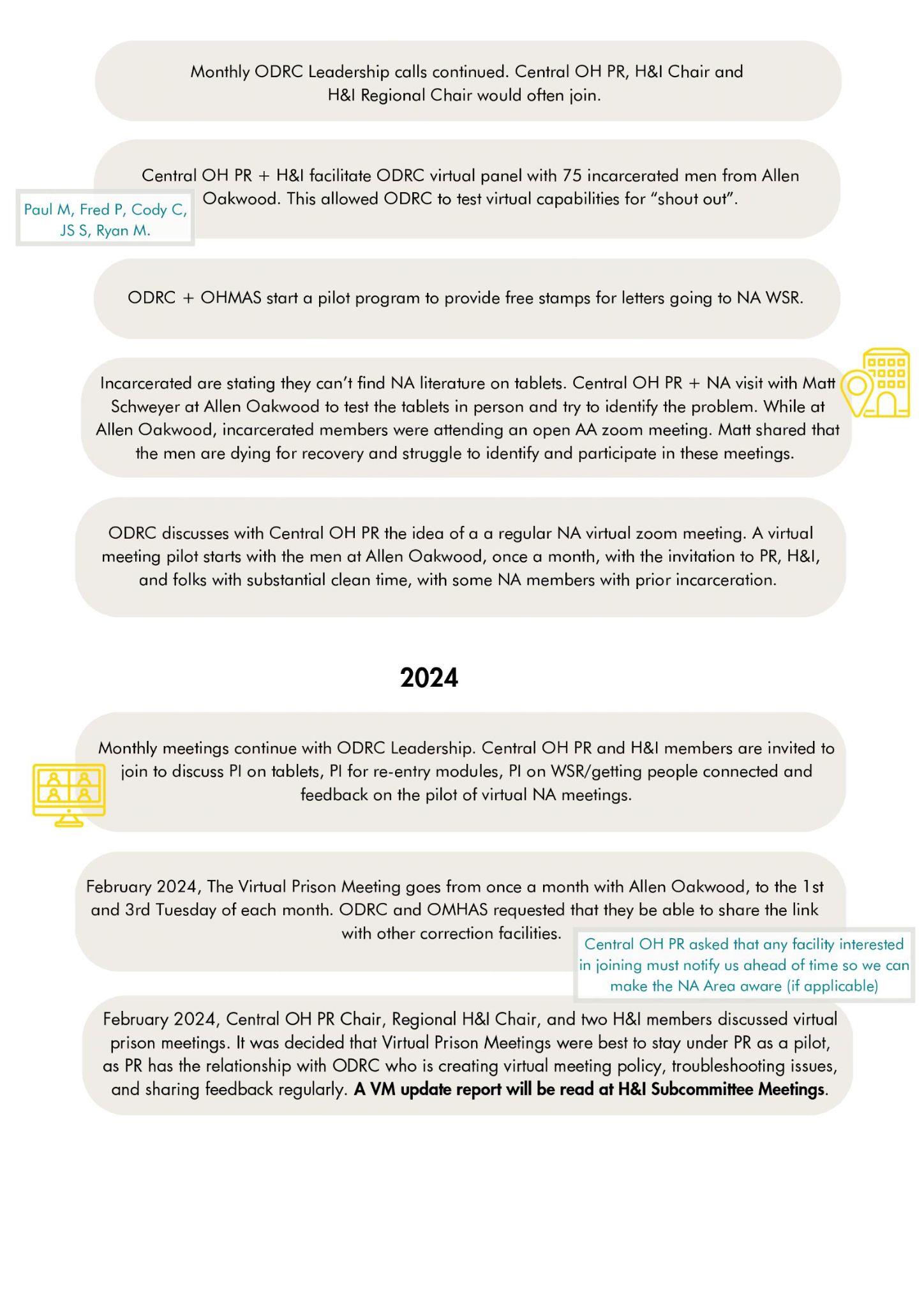
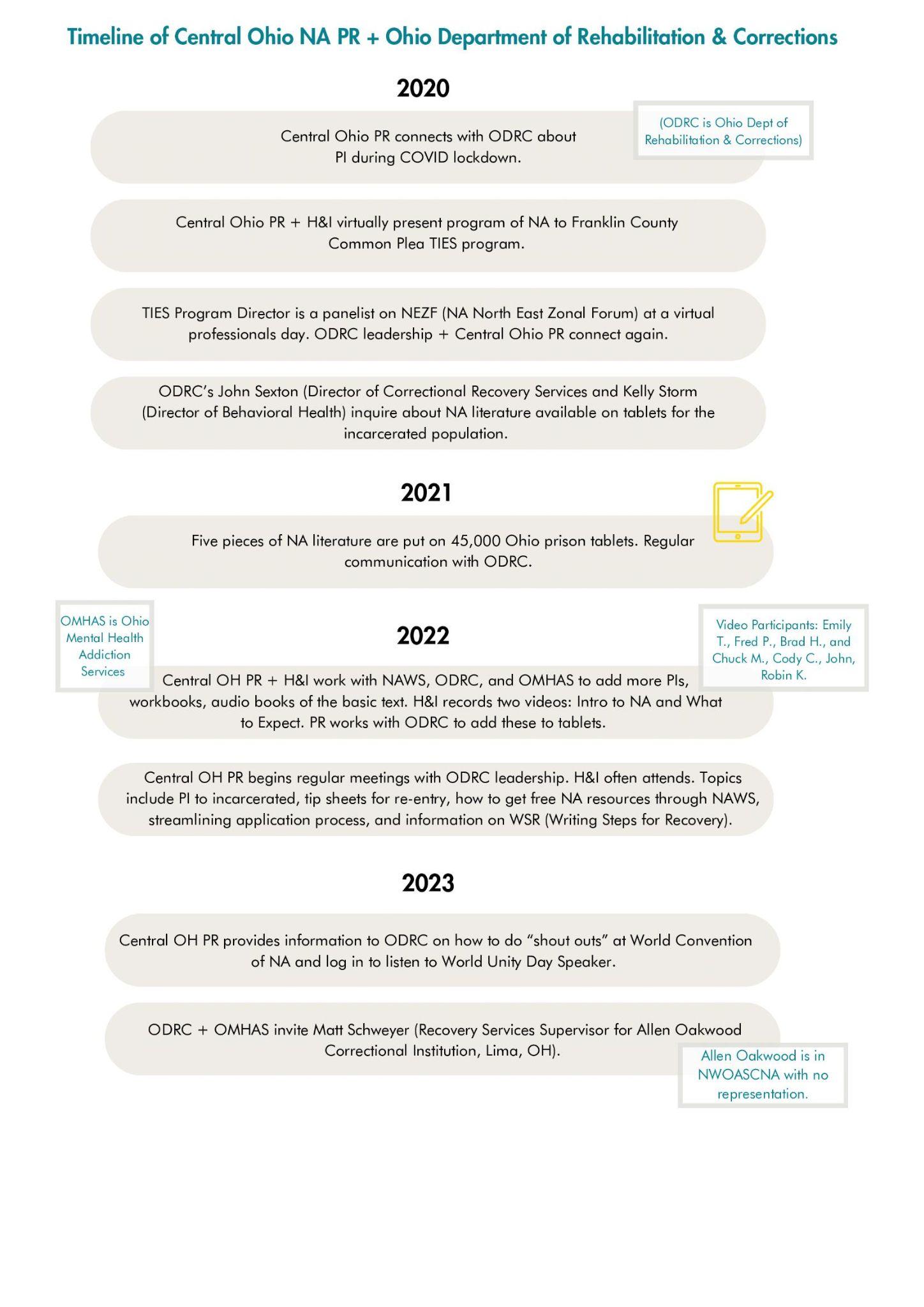
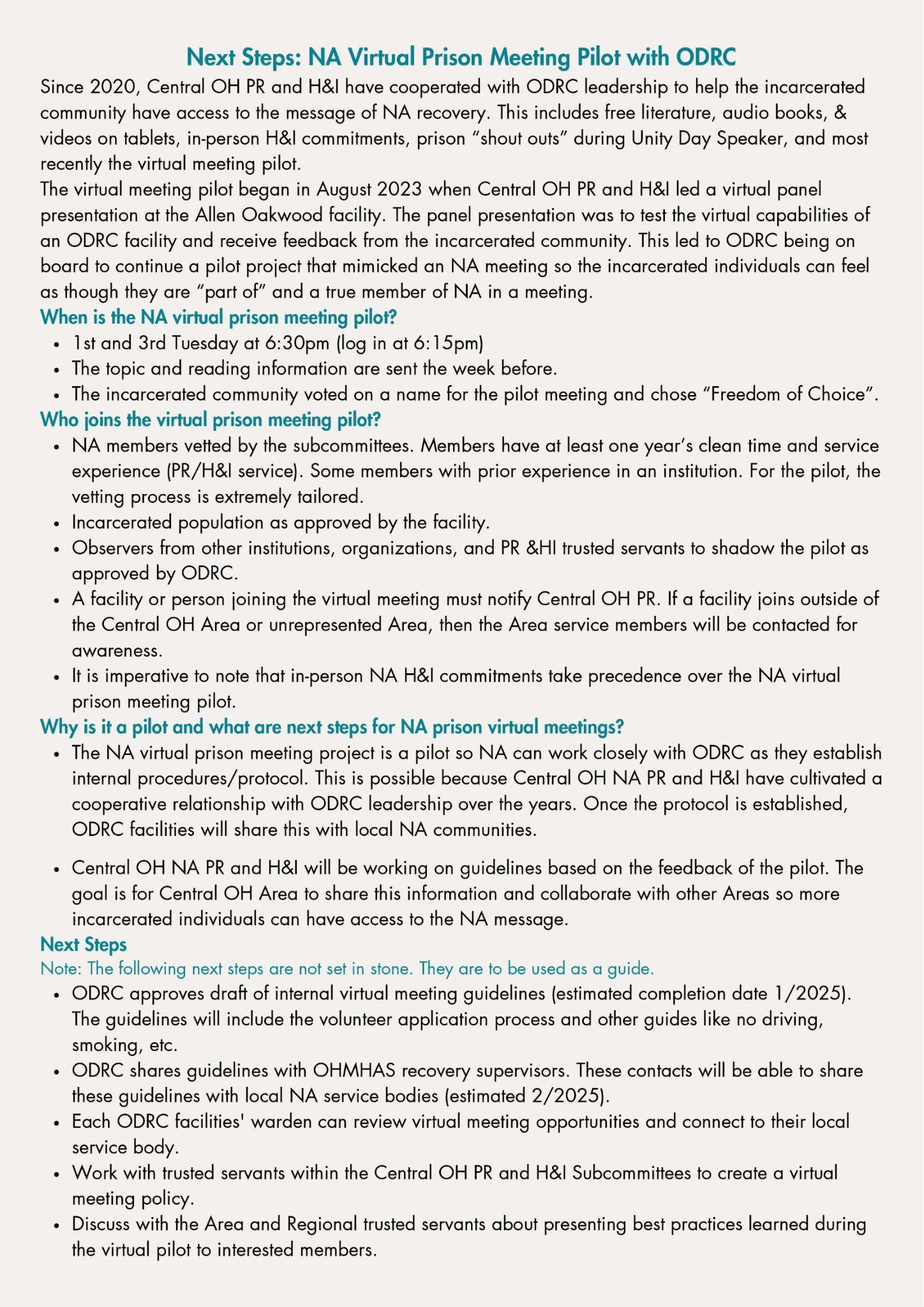
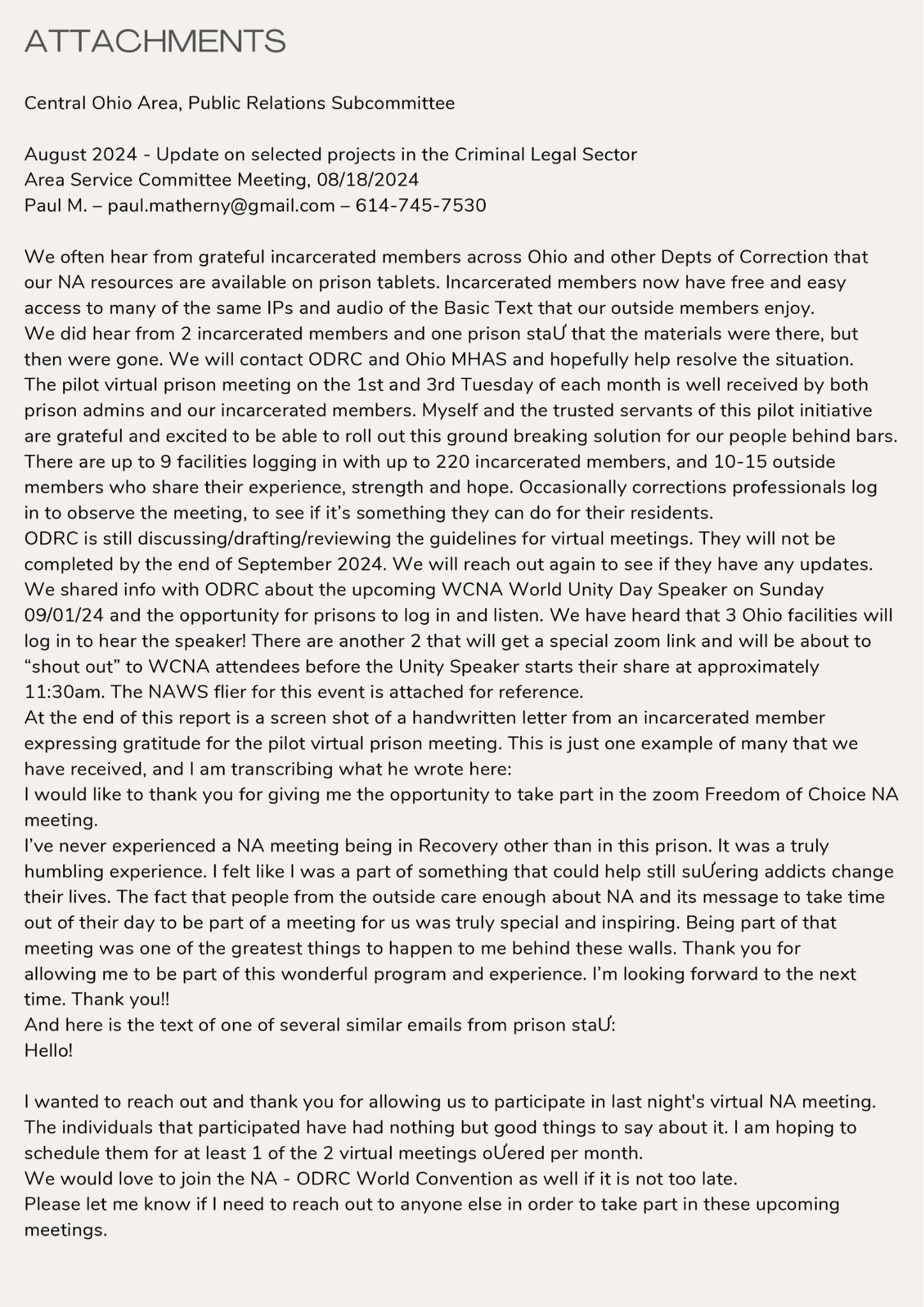
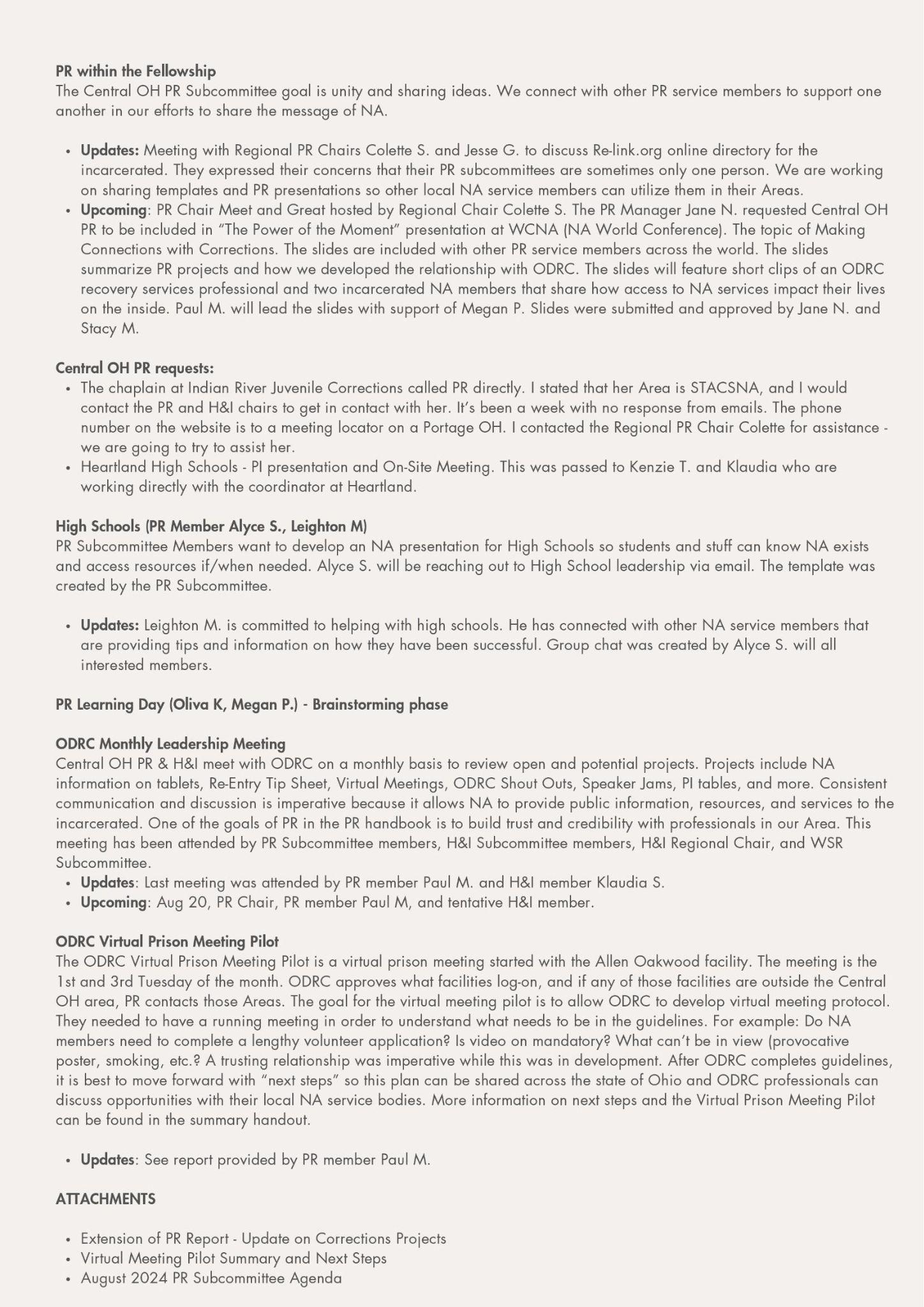
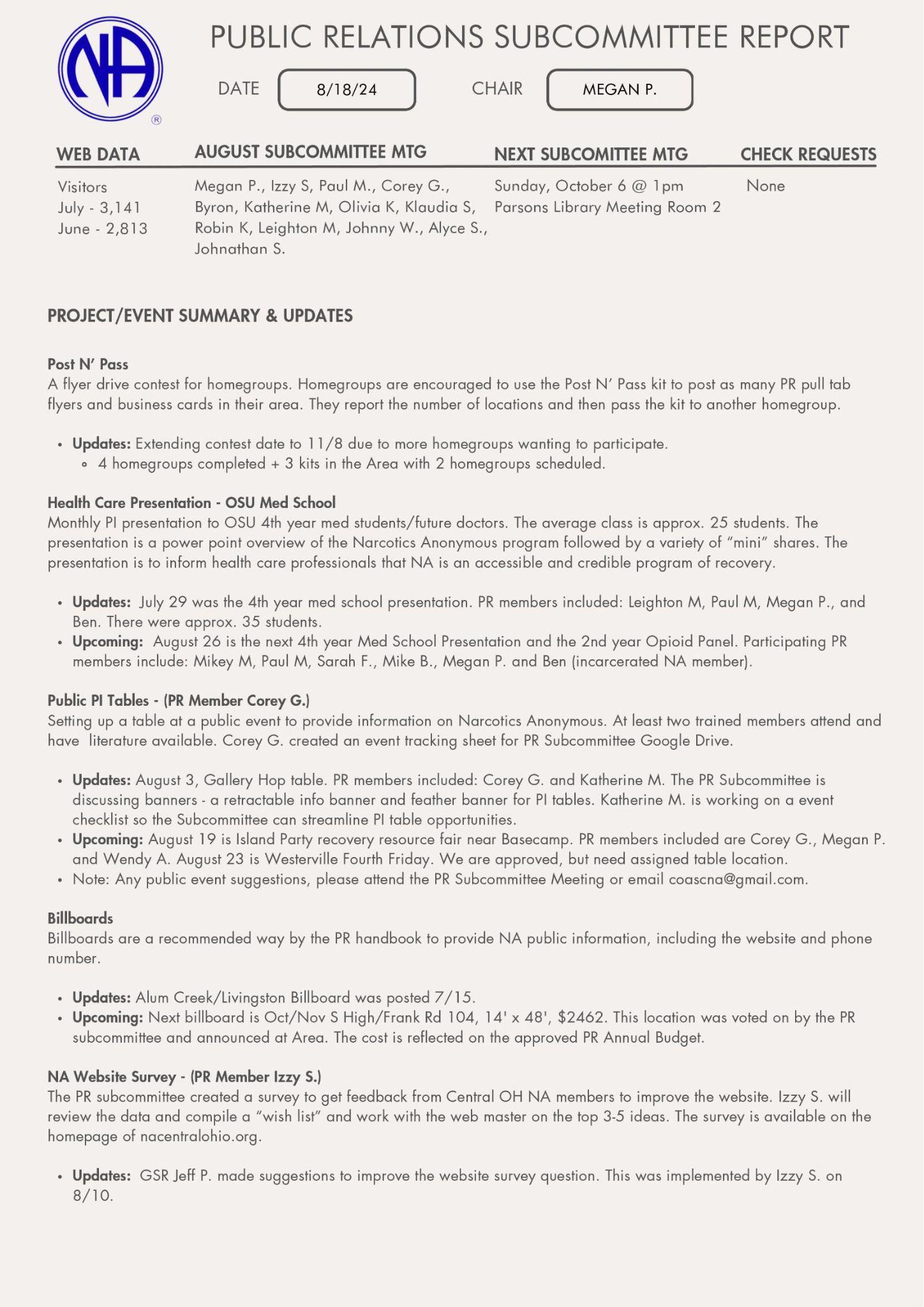
If you feel your home group could be stronger

If you want to learn how to help a struggling meeting?

If you want to learn how to be of service or about any positions?

If you want to learn how to start meetings where addicts are suffering?

**Public Relations: (Megan P):**



**Writing Steps for Recovery: (Aaron H)**

Good afternoon NA family,

The WSR subcommittee meets during the PR subcommittee meeting; interested members can attend that meeting at the regularly scheduled time.

Please have any members who are interested in participating in WSR contact the chairperson for more information:

Aaron H

(614) 896-4138

[wsrnaoh@gmail.com](mailto:wsrnaoh@gmail.com)

The WSR subcommittee is currently working on the following items:

* Finding and onboarding more members who are willing to be partnered with inmates for step-working and general correspondence.
* Communicating with existing ODRC facilities to talk about the program and address any concerns or needs.
* Organizing and updating the Google Drive with subcommittee documents.
* Organizing and updating the database of volunteers and inmates.
* Reaching out to existing volunteers to update the database and address any concerns or needs; ensuring that they are actively communicating with paired inmates.

Thank you all for your service to NA and please contact me if I can assist you.

In Loving Service,

Aaron H

**Ad-hoc Reports:**

**Addithon (OPEN):**

NONE

**New Year’s Eve (OPEN):**

NONE

**Unity Day (Sara S):**

NONE

**Archives (Mark R- newly elected):**

NONE

**Audits (Caity C):**

NONE

**OCNA FUNDRAISER (Laura P):**

NONE

**Nominations to Fill Open ASC Positions:**

**Current Open Positions:**

Responsibilities described in the [area policy manual](https://nacentralohio.org/wp-content/uploads/2024/02/COASCNA-Policy_v.8.08.docx.pdf)

* *Vice Secretary*
* *Vice Treasurer*
* *Addithon Chair*
* *New Year’s chair*

**Nominations to Fill Open RSC Positions:**

**Current Open Positions:**

* OCNA 41 Chair - No nominations made
* Public Relations Chair - No nominations made
* Vice-Webmaster - No nomination made

**Sharing Session:**

**Unplanned Business:**

**Pre-Agenda Business:**

NONE

**Adjournment:**

Chair Adjourned the meeting at 5:24 PM with a moment of silence followed by the serenity prayer

**Next ASC meeting: 15 September 2024 @ 2pm EST**

| **Central Ohio Area Service Committee of Narcotics Anonymous Trusted Servants** | | | |
| --- | --- | --- | --- |
| **Administrative Committee** | | | |
| Chairperson | James G | 614-204-3432 | Jtlgreen@yahoo.com |
| Vice-Chairperson | Corey G | 614-390-0394 | coreymgreen4@gmail.com |
| Secretary | Lis R. | 419-231-2204 | COASCNASec@gmail.com |
| Vice-Secretary | \*\*\*OPEN\*\*\* |  |  |
| Treasurer | Janet W. | 614-506-0768 | [jbogin3@gmail.com](mailto:jbogin3@gmail.com) |
| Vice-Treasurer | \*\*\*OPEN\*\*\* |  |  |
| Regional Committee Member | Lynette C-D | 614-432-0601 | iamlightlcd@gmail.com |
| Regional Committee Member Alternate | \*\*\*OPEN\*\*\* |  |  |
| **Subcommittee Chairpersons** | | | |
| Area Office Chairperson | Lisa G | 614-209-3327 | [lisagottmk@hotmail.com](mailto:lisagottmk@hotmail.com) |
| COACNA 31 Chairperson | Ben L | 614-580-5128 | blaceytape@aol.com |
| Hospitals & Institutions Chairperson | Kenzie T | 614-204-3765 | kenz823@icloud.com |
| Newsletter Chairperson | Brooke S | 614-284-1856 | coascnanewsletter614@gmail.com |
| Outreach Chairperson | Byron B | 614-354-8701 | [outreach.nacolumbusohio@gmail.com](mailto:outreach.nacolumbusohio@gmail.com) |
| Public Relations Chairperson | Megan P. | 614-600-6339 | [megpowell11@gmail.com](mailto:megpowell11@gmail.com) |
| Writing Steps in Recovery Chairperson | Aaron H | 614-896-4138 | aaronhnacolumbus@gmail.com |
| Archives | Mark R | 614-270-1274 | coascnaarchives@gmail.com |

COASCNA Activities Calendar for 2023-2024

**March, 2024**

Sunday, March 17th **– ASC Meeting** – 2:00pm @ Lower Lights Church 1066 Bellows Ave

1. Quarterly subcommittee budgets due for April - June.
2. Unity Day Proposal Due
3. ASC shall conduct a bi-annual Area Service Inventory *(as outlined in “A Guide to Local Service”)* - Proposal due in April. (*Odd years*)
4. Voting on CAR motions (*even years only when WSC is held*)

**April, 2024**

Saturday – Sunday, April 13th & 14th – **ORSCNA Quarterly Meeting** @ Location TBD

Sunday, April 21st – **ASC Meeting** – 2:00pm @ Lower Lights Church 1066 Bellows Ave

1. Announcement of the election of COASCNA Trusted Servants in June
2. COACNA audit (*for the off years*)

**May, 2024**

Sunday, May 19th – **ASC Meeting** – 2:00pm @ Lower Lights Church 1066 Bellows Ave

1. Nominations due for COASCNA Trusted Servant elections in June.

Friday – Sunday, May 10th – 12th – **ORSCNA Spring Retreat** @ Tar Hollow State Park – 16396 Tar Hollow Rd.

**June, 2024**

Sunday, June 23rd – **ASC Meeting (MOVED FROM JUNE 16th DUE TO FATHER’S DAY)** – 2:00pm @ Lower Lights Church 1066 Bellows Ave and on

1. Elections of COASCNA trusted servants except Convention Chairperson.
2. Area Conscience for ORSCNA Trusted Servants nominations.
3. Quarterly subcommittee budgets due for July – September.
4. Form Addithon and New Year’s Eve ad hoc committees – proposals due at July ASC.

**July, 2024**

Saturday – Sunday, July 13th – 14th – **ORSCNA Quarterly Meeting** @ Canton, Ohio

Sunday, July 21st – **ASC Meeting** – 2:00pm @ Lower Lights Church, 1066 Bellows Ave

1. The records of the COASCNA General Fund will be audited by the Area Auditing Ad hoc Committee.
2. Form Audit Ad-hoc subcommittee to complete annual audit of COAONA account.
3. Addithon and New Year’s Eve proposals due.

**August, 2024**

Sunday, August 18th – **ASC Meeting** – 2:00pm @ Lower Lights Church, 1066 Bellows Ave

1. Results of the Audit of the COASCNA General Fund due (*The fiscal year of COASCNA extends July 1 through June 30)*
2. Results of the Audit of the COAONA account due
3. ASC Treasurer begins filings for IRS, State of Ohio, & Ohio Attorney General (*due by November 15th*)

**September, 2024**

Sunday, September 15th **– ASC Meeting** – 2:00pm @ Lower Lights Church, 1066 Bellows Ave

1. Quarterly subcommittee budgets due for October – December

**October, 2024**

Friday – Sunday, October 10th – 12th – ORSCNA 12th Step Retreat

Saturday – Sunday, October 15th - 16th – **ORSCNA Quarterly Meeting** @ Location TBD

Sunday October 20th- 2:00pm @ Lower Lights Church, 1066 Bellows Ave

**November, 2024**

Sunday, November 20th – **ASC Meeting** – 2:00pm @ Lower Lights Church, 1066 Bellows Ave

1. OCNA Fundraiser Ad-hoc subcommittee – proposal due at December ASC.
2. Annual Area Office insurance payment due.