

Central Ohio Area Service Committee Meeting Minutes  
20 October 2024

Meeting called to order at 2:00 P.M.

Serenity Prayer recited

Service Prayer read

The Twelve Traditions of Narcotics Anonymous read

The Twelve Concepts for NA Service read

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](#)
  - Open positions in administrative body includes:*
    - Vice Secretary- Tammy S
    - Vice Treasurer- NONE
    - RCM Alternate- NONE
- Nominations for open Ohio Region positions:
  - NONE
- Action items
  - Help informing our area's meeting that we have several meetings in need of GSRs
  - New [NAWS Survey](#) on Step Working Material

Roll Call:

As reported on the [sign-in form](#) (so please be sure that you are signing in with complete information; this is especially important for GSRs/Alt GSRs so that your group maintains their active status and can vote):

Aaron H	GSR Trust the Lit; WSR Chairperson
Olivia k	GSRA
Megan P	PR Chair
Josh H	Gsr Monday Miracles

Brooke S.	Newsletter Chair, Good Morning Group GSR
Corey G	Vice chair
Mark R.	Archives adhoc chair

Added from meeting notes:

Wanda W  
Kenny J  
Jeff T  
Tahjay C  
Monty  
Tammy S  
Jeff P  
Cherie S  
Fred P  
Byron B  
Robert H  
Robert D  
Janet W  
Lynette CD  
Sara S  
Cheryl H

GSRs in attendance:

- Together We Can
- Spiritual Not Religious
- Good Morning Group
- Women In Recovery
- Out In Recovery
- Promise is Freedom
- Heart 2 Heart
- Monday Miracles
- Aging In Recovery
- Trust the Literature
- Unity Through Service
- U Grow Girl
- Hope Is Found Here
- The Journey Continues
- Free At Last

Additional: 7 concerned/interested members of NA

### Minutes approved:

September minutes approved

### New Group Recognition:

- New Group recognition **NONE**

### New Group Service Representative(s):

- New GSR recognition **Robert with The Journey Continues**

### Brief financial assessment from Treasurer:

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 October:

*Unity Day* - receipts totaled \$665.15 - a check for \$84.85 (#1300) returned to ASC = \$750.00  
*Outreach* - receipts totaled \$40.24 - **(-\$9.76 differ/shortage)** informed that no receipt was obtained for copying at the library.

The bank account beginning balance was \$10,245.38.

- PayPal (electronic) donations totaled: \$106.71
- Checks/money orders grp deposits totaled : \$427.77  
October **group donations totaled:** \$534.46
- Return from Unity Day Subcommittee 84.85  
Total deposit for October: \$619.31

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

Account withdrawals/debits:

Expenses - Description	Amount	Paid To	Check number
ORSCNA (20% of \$534.46 = \$106.89)		ORSCNA	1303
ORSCNA - June donation	\$ 106.50	ORSCNA	1277
ORSCNA - July donation	\$ 143.17	ORSCNA	1282
ORSCNA - October donation	\$ 130.65	ORSCNA	1291

Service Office Phone/Internet	\$ 116.66	Breezeline	1297
Lower Lights Church - ASC rent	\$ 60.00	COAONA	1293
	\$ 556.98		

There three (3) outstanding checks:

- ORSCNA August donation - check #1296 in the amount of \$91.98
- Randy Birchfield - November rent - check #1298 in the amount of \$300.00
- ORSCNA September donation - check #1299 in the amount of \$180.08

Total amount of outstanding checks = \$572.06

October's statement ending balance \$10,307.71- \$1,200.00 = \$9,107.71 - outstanding checks (\$572.06) = \$8,535.65 actual bank balance.

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

- Bank Statement for October 2024
- Account Log File
- Financial workbook
- Group Donations file

In loving service,

Janet B.W., COASCNA Treasurer

#### Unfinished Business:

- Policies for approval: Outreach, Office, Newsletter

Subcommittee	Location	Date	Ready for Vote?	Disposition
Outreach	<a href="#">Attached</a>		Yes	PASS 12 Yes, 1 No, 0 Abstention
H&I	<a href="#">Website</a>	2012		
PR	<a href="#">Website</a>	2012		
Office	<a href="#">Attached</a>	2024	Yes	PASS 12 Yes, 0 No, 1 Abstention
Convention			Not needed	
Newsletter	<a href="#">Attached</a>	2024	Yes	PASS 14 Yes,

				0 No, 0 Abstentions
Archives				
ASC	<a href="#">Website</a>	2024		
WSR	<a href="#">Website</a>	2023		

#### Agenda Business:

- Budgets and Check Requests:
  - o NONE
- Elections:
  - o NONE
- Motions
  - o None

#### Group Reports:

The meeting information is on the [COANA](#) website. Due to the limitations of our meeting space, oral reports will not be included here. GSRs can submit written reports ahead of time ASC at [this link](#).

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

Good Morning Group	We average about 10 people a day and have a couple newcomers a week. We have no donation this month.
Trust the Literature	Normal meeting attendance is between 40-60 members each week and we have multiple home group

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members with  
significant clean  
time (especially  
women) who are  
available to  
sponsor new  
members. Our  
group made a  
\$15 donation  
through PAYPAL.  
Thank you!

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-Hope Is Found Here is having low attendance, and is having their anniversary meeting on October 29, 2024.

-Free At Last is having their anniversary meeting on October 25<sup>th</sup> at 6:00pm.

#### Administrative Reports:

##### Chair Report: (James G)

"

##### October Chair report

Good afternoon, everyone, Thank you for being here.

Our next ASC meeting will be Nov 17 @2pm

I wanted to say Thank you to our Unity Day Chair for her time/energy she put into our event. It was frustrating to see more treatment facility attendees than our Own Area NA members.

It has also been brought to my attention that this AREA currently has a total of 6 email subscription base Newsletter registrations. I would like to encourage our GSR's and other members to spread the word to registrate at coascnanewsletter614@gmail.com to show support for our Newsletter.

We did complete the general fund audit and report will be given.

At the time of writing my report the bank balance is \$10,245.38.

With Gratitude, James G.

##### Vice Chair (Corey G)

" Hello and thank you all for your service and for being here today. I am grateful to be here and be of service to our area. I want to thank everyone for their patience, kindness, and respect of this fellowship, as it continues to support us in carrying the message. Our unity as a fellowship is one of the most important things we must maintain in order for NA to continue.

We do have some Ad-Hoc committee positions open and I would like to encourage you all to share this with your home groups so that we are able to get the positions filled and get the message of NA to the addicts in recovery, and still sick and suffering.

Once again, thank you all for being here. Let's have a phenomenal meeting."

**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 September:

The bank account beginning balance was \$10,061.66.

- PayPal (electronic) donations totaled: \$480.14
  - Checks/money orders grp deposits totaled : \$420.24
- September **group donations totaled** \$900.38

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
Service Office Phone/Internet	\$ 116.66	Breezeline	1294
COAONA office rent for September 2024	\$ 300.00	Randy Burchfield	1292
COAONA office rent for October 2024	\$ 300.00	Randy Burchfield	1295
	\$ 716.66		

There four (4) outstanding checks totaling **\$472.30**:

- ORSCNA May donation - check #1277 in the amount of \$106.50
- ORSCNA June donation - check #1282 in the amount of \$143.17
- ORSCNA July donation - check #1291 in the amount of \$130.65
- ORSCNA August donation - check #1296 in the amount of \$91.98

September's ending balance was \$10,245.38- \$1,200.00 = \$9,045.38 – outstanding checks (\$472.30) = \$8,573.08 actual bank balance.

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

- Bank Statement for August 2024
- Account Log File
- Financial workbook
- Group Donations file

In loving service,

Janet B.W., COASCNA Treasurer

Vice Treasurer (OPEN)

NONE

Secretary: (Lis R)

Good afternoon,

I'm an addict called Lis, and I hope you are doing well! As we continue working together, I want to highlight a few updates and reminders regarding new processes and forms that have been implemented, like the electronic sign-in and [forms library](#). These changes are intended to streamline our operations, and I encourage anyone who needs assistance with adapting to them to reach out. I'm happy to help guide you through any uncertainties. Relying less on physical paperwork makes it easier to do service from anywhere, and allows me to recruit help from folks on occasion when I am more underwater than usual (at least that's the theory!). Please remember that these updates are meant to simplify our work, even as we navigate the current challenges, including the continued absence of a Vice Secretary.

Additionally, you may notice some style changes in the minutes. These adjustments aim for greater consistency, readability, and the inclusion of accessibility features. The font is designed to mitigate the effects of dyslexia, I have accessibility features like screen reader and braille support enabled in the Google document, and the headings help call out the various content areas and action items. I'll be continuing to streamline things as I can, and I hope this makes the minutes easier for everyone to use. If you encounter any issues or have suggestions, please don't hesitate to share your feedback. Your input is valuable in ensuring the minutes serve everyone effectively!

A quick update: I have a new phone number ((330) 541-5872) for anyone with time-sensitive questions or concerns. Please don't hesitate to use it if something requires immediate attention. I apologize for my absence from the area again this month due to work travel, but I

am looking forward to seeing many of you at the November Area Service Committee meeting, as well as other meetings before then.

It remains an honor to serve this committee and to know each of you in this space. Thank you for the opportunity to be a part of our shared work.

Vice Secretary (OPEN)

NONE

Regional Committee Member: (Lynette C-D)

During the RCM report ASC discussed voting on Lynette having the Vote of Confidence , allowing her to vote on matters that have not been previously discussed with COASCNA ASC, maintaining a sound, aligned vote with COASCNA ASC.

Vote: 11 Yes, 0 No, 0 Abstentions APPROVED BY ASC.

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 meets the first Sunday of each month at 4PM via Google Meet; login details are on the web site.

We apologize if anyone called the area office Oct 9 - 10 and received a busy signal. Our Breezeline internet service experienced an outage and the phone line could not be forwarded to the volunteers.

We are looking for an office volunteer 4-6:30PM Tuesdays. We are also looking for willing members to be added to a “pending list” of phone line volunteers. While we don’t have a specific phoneline shift/need right now, a pending/wait list allows us to quickly fill gaps when members complete or step away from their current phone line shifts. Please see Lisa G. if you have any interest.

Since last ASC, the ASO sub-committee:

- Has trained a new area office volunteer; Becky N will now serve in the office Wednesday mornings 10A-noon
- Has had the Area Office web page updated on nacentralohio.org

- Has submitted a large literature purchase for Southeast

A reminder to all sub-committee chairpersons who need minor copying support (35 copies or less) from the ASO: Please send a FINALIZED version of your document to [cbusofficeofna@gmail.com](mailto:cbusofficeofna@gmail.com) and give us a day or two to copy. Remember the ASO is not manned on Sundays. Also, please avoid requesting same-day copies on any Saturday; Saturdays are our busiest days for selling literature.

Area service office hours and literature costs are available at [nacentralohio.org](http://nacentralohio.org). 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.

Here are some updated statistics and treasurer reporting for October:

Starting Balance: \$2,625.13

Literature sales: \$2,705.80

Actual amount received \$2,704.30

Additional receipts: \$0.00

Expenses: \$2,145.36

Discrepancy between sale amount and amount received: -\$ [there are sometimes differences between order total and money order amount]

Square processing fees: \$64.12

Number of sales: 41

Treasurer workbook ending balance: \$3,184.07 [accounts for all pending deposits and checks]

Month ending bank account balance: \$4,664.73 (from bank statement)

Inventory: \$6,135.79 (from inventory document)

Number of phone calls: 109 (from Breezeline call log)

If you need to reach our service office with any issues you may experience, please emailing us at [cbusofficeofna@gmail.com](mailto:cbusofficeofna@gmail.com), or call Lisa G. at 614.209.3327. 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.

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

- o September 2024 Huntington Bank Statement
- o Service Office Treasurer Workbook
- o Service Office Account Log

In loving service,  
Lisa G. and the Area Service Office Committee  
[Hospital and Institution \(Kenzie \):](#)

Good afternoon!

I apologize for not being able to attend the meeting today as I am out of town. Feel free to call or text me if you have any questions.

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) which is held Tuesday 6:30
- Women's workhouse which is held the 2nd and 3rd Saturday at noon

If you or anyone you know wants to get involved, please contact me at 614-204-375 or attend our next subcommittee meeting on November 3rd from 2-3 at 1113 Parsons Ave public library.

I do not have updated paper copies of the facilities list, but everything is updated on our website.

Information Regarding Overlap with PR:

I did not attend the PR meeting this month because I was in Myrtle beach.

1.The ORW Speaker Jam (organized by Kelsey and Paul) is set for December 13th. Speakers are all lined up.

2. H&I has been taking a meeting to heartland HS for the past two months now and it seems to be going well. They asked PR to have a presentation introducing NA which happened on 10/16.

Thanks!

Kenzie

Newsletter (Brooke S):

Newsletter subcommittee report

Hello family! It's good to be back! The newsletter is doing well! We did not meet this month due to unforeseen circumstances. But we were able to stay in touch through email and phone and get the [Hope Note](#) out on time. We are always looking for feedback and submissions! For next month we are purposing two questions;  
How did you decide to get connected in the program?

How do you stay connected to the program when life shows up?

If you or anyone you know have input on that or anything related to recovery please send them to our email: [coascannewsletter614@gmail.com](mailto:coascannewsletter614@gmail.com).

We are in need of original artwork as well! So please get them to us! We currently have 10 subscribers. We are trying to move from printed copies to email only. But first working on gaining traction that the newsletter is here and being distributed every month. It is still available for download off the area website too. So please take the copies you picked up at the door back to your homegroup and encourage them to sign up for the monthly email copy. Lastly, please check your spam box for the email. I send a blind copy instead of 10 individual emails so sometimes receiving emails will read it as spam.

Thank you

Brooke S.

Chair

**Action item:** Please spread the word to sign up for the email subscription to [coascannewsletter614@gmail.com](mailto:coascannewsletter614@gmail.com)

Outreach (Byron B):

**NONE**

Public Relations: (Megan P):

(converted from a scanned PDF image- original [viewable here](#))

PUBLIC RELATIONS SUBCOMMITTEE REPORT

DATE 10/20/24

CHAIR

MEGAN P.

WEB DATA

Visitors

OCT SUBCOMMITTEE MTG

October 6

September - 3,749

November 3 @ 1pm Parsons Library

August - 6,070

July - 3,141

NEXT SUBCOMITTEE MTG

CHECK REQUESTS

None Upcoming:

- Billboard
- Post N' Pass Win

Project

PROJECT/EVENT SUMMARY & UPDATES

Summary

Updates

Post N' Pass

Health Care

Presentation

- OSU Med

School

Public PI Tables - (PR Member Corey G.)

A flyer drive contest for homegroups. Homegroups are encouraged to use the Post N' Pass kit to post as many PR pull tab flyers and business cards in their area. They report the number of locations and then pass the kit to another homegroup.

Completed Homegroups: Aging in Recovery, U Grow Girl, Journey Continues, Out in Recovery, Never Alone, Never Again.

Monthly PI presentation to OSU 4th year med students/future doctors. The average class is approx. 25 students. The presentation is a power point overview of the Narcotics Anonymous program followed by a variety of "mini" shares. The presentation is to inform health care professionals that NA is an accessible and credible program of recovery.

Setting up a table at a public event to provide information on Narcotics Anonymous. At least two trained members attend and have literature available. Corey G. created an event tracking sheet for PR Subcommittee Google Drive.

Never Alone Never Again is leading with 12 posts. There is a kit available today at Area for a homegroup interested.

Sept 23 - Mike B. lead presentation, Paul M. virtually. Five OSU students to attend. open NA meeting.

Oct 21 - Upcoming Monthly

Upcoming: Westerville Friday 10/25

Billboards

Billboards are a recommended way by the PR handbook to provide NA public information, including the website and phone number.

Alum Creek is displayed.

Upcoming (Nov.): S High/Frank Rd

NA Website Survey - (PR Member Izzy

S.)

The PR subcommittee created a survey to get feedback from Central OH NA members to improve the website. Izzy S. will review the data and compile a "wish list" and work with the web master on the top 3-5 ideas. The survey is available on the homepage of [nacentralohio.org](http://nacentralohio.org).

There has been over 50 submissions. Izzy will compiling data; she was not able to attend PR subcommittee; results for 11/3.

High Schools

PR Subcommittee Members want to develop an NA presentation for High Schools so students and staff can know NA exists and access resources if/when needed.

Seeking a PR member interested in leading PR for high schools.

Oct 16 Heartland High School "Intro to NA" - Cam G, Theo, Wendy A, Megan P.

Central OH PR requests:

Central Ohio PR receives requests by phone, email, and referrals from the office. Requests are from professionals seeking information on the NA program.

No requests.

Project

PR within the Fellowship

Summary

The Central OH PR Subcommittee goal is unity and sharing ideas. We connect with other PR service members to support one another in our efforts to share the message of NA.

Updates

9/26 Met with Indiana Region to share best practices for Virtual Prison Meeting Pilot. Indiana Dept of Corrections is in contact with ODRC.

-

10/1 Invited by NAWS to share best practices on building relationships with corrections.

10/19 WSLD (Western Service Learning Days) - Present on relationships with corrections and virtual services pilot alongside NAWS and AZ Region.

10/3 - Attended Ohio Regional PR Meeting. Regional PR Chair looking to have a workshop at OCNA May 2025.

10/17 - Assisting NAWS to help work with prison tablet content provider Edovo to get NA resources to California Dept of Corrections.

ODRC Leadership Meeting

Central OH PR & H&I meet with ODRC on a monthly basis to review open and potential projects. Projects include NA information on tablets, Re-Entry Tip Sheet, Virtual Meetings, ODRC Shout Outs, Speaker Jams, PI tables, and more. Consistent communication and discussion is imperative because it allows NA to provide public information, resources, and services to the incarcerated. One of the goals of PR in the PR handbook is to build trust and credibility with professionals in our Area.

Virtual Meeting guidelines to be drafted in their Q4.

10/15 - Virtual Meeting Guidelines are still in the works. NY Dept of Corrections attended to ask ODRC leadership about their experience with the Virtual Prison Meeting Pilot.

NY DOCCS leadership asked about camera on vs. off, vetting process of NA volunteers, any issues they've ran into thus far, etc.

ODRC Virtual Prison Meeting Pilot

The ODRC Virtual Prison Meeting Pilot is a virtual prison meeting started with the Allen Oakwood facility. The meeting is the 1st and 3rd Tuesday of the month. ODRC approves what facilities log-on, and if any of those facilities are outside the Central OH area, PR contacts those Areas. The goal for the virtual meeting pilot is to allow ODRC to develop virtual meeting protocol. They needed to have a running meeting in order to understand what needs to be in the guidelines. After ODRC completes guidelines, it is best to move forward with "next steps" so this plan can be shared across the state of Ohio and ODRC professionals can discuss opportunities with their local NA service bodies. More information on next steps and the Virtual Prison Meeting Pilot can be found in the summary handout.

9 Institutions in attendance. No new facilities or need to contact any Ohio Areas to notify attendance.

16 NA service members attended.

Pending Projects:

Review of PR Social Media Policy (PR subcommittee; Olivia K. is reviewing the Social Media IP, Literature, PR Handbook to compile a draft for 11/6).

PR Learning Day (Olivia K, Megan P.) - Brainstorming phase

[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 for updates.

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)

[aaronhnacolumbus@gmail.com](mailto:aaronhnacolumbus@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.
  - Found three new members to be step guides in the last month.
  - Paired one inmate with a step guide.

- Communicating with existing ODRC facilities to talk about the program and address any concerns or needs.
  - Still talking to OhioMHAS, ORW and Warren Correctional to expand our services there slowly.
  - ORW has approximately 12 interested women - we will need more step guides before we can support that.
- Making a flyer and distributing them at meetings this month to find new step guides.

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):

Hello Family,

Thanks for allowing me to be of service as your Unity Day ad-hoc chair. The event went very well. We had over 100 people attend, lots being newcomers, beautiful weather, and an awesome Narcotics Anonymous message was shared. Even with a burn ban and being unable to grill in the park, we were able to provide food to all that attended! I am submitting all receipts for expenses, which totaled \$665.15. The budget allotted for this event was \$750 and I am returning the remaining \$84.85 to the ASC treasurer today.

My financial report form does show me paying Metro Parks \$175 twice. This is because, I initially reserved the facility for a date that area service met on and had to rescheduled. I was refunded \$157.50, 90% of the original fee and then rebooked for the correct date. Metro Parks does not re-schedule, you have to cancel and then re-book for the correct date.

ILS,

Sara S.

Archives (Mark R):

Good afternoon family,

Thank you for the opportunity to serve our area. I haven't done much this month because of other service positions – mainly the 12-Step Retreat. Now that it's over I should have a lot more time for the Archives project. I apologize for not allocating more time to work on it this month.

In loving service,

Mark R., Archives Ad-Hoc

#### Audits (Mark R):

Good afternoon family,

The audit ad-hoc committee consisting of myself, James G., Charlie S. and Janet W. had our 2<sup>nd</sup> meeting on 9/28/24 and completed the audit of the COASCNA treasury for the fiscal year of July 2023 to June 2024. We followed the ORSCNA policy outline as general guidance for the audit. Their policy is broken into 5 parts. A summary is provided here of the findings for each part that we completed.

- a. *Validate the check register balance since the last audit by making sure all debits and credits add up accordingly and are logged correctly.*

Findings: This part was assumed correct as Excel is used now rather than manual accounting.

- b. *Reconcile all bank statements (along with all cancelled checks and deposit records) against the check register. Balance the check register against each monthly bank statement to verify the account balance.*

Findings: All transactions from the Fifth-Third account statements were entered correctly into the Account Log. The Account Log matches the bank statements and monthly ending balances were confirmed. Check 1277 had not cleared the account yet, but adjusted balance was correct.

- c. *Verify that all receipts written from the receipt book total what monies came in and that those monies equal the amounts deposited to the checking account.*

Findings: There were some inconsistencies matching up the donation receipts with the donations listed in the Treasurer's Worksheets especially the July 2023 worksheet. It seemed primarily that receipts weren't written for some of the donations. We were able to reconcile the remaining receipts with the Treasurer's Worksheets and then the bank deposits. The issues with the July 2023 worksheet are as follows

- We could only match 3 of the donation receipts totaling \$190.00. Other receipts were missing.
- There was 1 PayPal deposit to the bank account for \$160.06, but 4 PayPal entries in the worksheet totaling \$392.89 for a difference of negative \$232.83.

- There was 1 bank deposit for \$477.76, but 6 donation entries in the worksheet totaling \$360.52 for a difference of positive \$117.24.
- If we combine those 2 differences (thinking some items may have been mislabeled), then we are still at a negative \$115.59. We were not able to reconcile this missing \$115.59.
- CONCLUSION: We feel like this is more likely the result of having a new Treasurer unfamiliar with how to document all of the transactions than any intentional appropriation of funds. All other 11 months of worksheets were able to be reconciled correctly with the bank statements.

*d. Verify that all disbursements of funds are accounted for with valid receipts & financial forms and were appropriate expenditures.*

Findings: All checks written from the COASCNA account had valid receipts except the following – none of which represented any real concern for the Audit Ad-Hoc committee:

- None of the checks for Area Office rent (Randy Birchfield) or Area Service rent (Lower Lights Church) had any receipts, but that has been approved by ASC previously that we would not expect receipts for those.
- All of the checks written for Area Donations to ORSCNA didn't have receipts. It is the responsibility of the RCM to bring those receipts back to the Treasurer and this hasn't been done in the last year. I was able to review the ORSCNA Treasurer's reports and verify that all of those checks had been deposited into the regional bank account.
- There was 1 check to Breezeline that didn't have a receipt, but we were able to validate the payment on the following month's invoice.
- There were no receipts for check #1222 for \$100.00 to Cody Cline for shelter rental for H&I event.
- There were no receipts for check #1223 for \$400.00 to Paul Matherny for website expenses.
- There were receipts for check #1232 for \$750.00 to Shadena Carter for Unity Day, but those receipts didn't total \$750.00. It was explained by James & Janet that Casey had reviewed the receipts with Shadena and had previously approved the accounting of the event.
- There were no receipts for check #1234 for \$1,998.44 to Chuck Miller for H&I literature.
- There were receipts for check #1242 for \$750.00 to Shadava Brown for the Addithon, but those receipts didn't total \$750.00. It was explained by James & Janet that Casey had reviewed the receipts with Shadava and had previously approved the accounting of the event.
- There were no receipts for check #1265 for \$75.00 to Cody Cline for shelter rental for H&I event.

*e. If applicable, verify that all expenses & income are accounted for on the general ledger.*

Findings: not applicable.

We made a few recommendations to the Treasurer and have listed those below:

- For each group donation, subcommittee donation, or reimbursement (meaning, for all money coming in to the Treasurer) there should be a receipt written and a corresponding entry in the Treasurer's Worksheet for that month. That will help the next audit be able to reconcile/match the receipt books with the Treasurer's Worksheets and then, in turn, total them up to match the bank deposits.
- No receipts should be written for donations through PayPal. If money is given to COASCNA through PayPal, the person making the donation can print their receipt for their group from PayPal.
- Each receipt written by either the Treasurer or the Area Office worker needs to include the check # or the money order # on the receipt to help match those up to a specific entry in the Treasurer's Worksheet and also to a deposit. All receipts from both the Treasurer's and the Area Office's receipt books need to be present at the audit so they can be reconciled against the Treasurer's Worksheet and the bank deposits.

In loving service,

Mark R., Audit Ad-Hoc committee

OCNA FUNDRAISER (Laura P):

NONE

Nominations to Fill Open ASC Positions:

Current Open Positions:

Responsibilities described in the [area policy manual](#)

- *Vice Secretary- Tammy S*
- *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:

- NOTE: The Sharing Session is, by its nature, spontaneous and organic, with no previously prepared reports or materials (and policy states that "In order to be included in the minutes, reports must be neatly written or typed and submitted

to the secretary via email or at the ASC meeting. 1. Forms will be provided by the Secretary each month for reports.” Actions stemming from the Sharing Session are a part of Unplanned Business. If you know prior to the ASC meeting that you would like to request the body take a particular action, you can submit an item for inclusion in the agenda by completing the [Agenda Item Request](#) form. That and all other commonly used forms can be found on the [Forms Library](#).

#### Unplanned Business:

- 

#### Pre-Agenda Business:

NONE

#### Adjournment:

Vice Chair Adjourned the meeting with a moment of silence followed by the serenity prayer

Next ASC meeting: **17 November 2024 @ 2pm EST**

Central Ohio Area Service Committee of Narcotics Anonymous Trusted Servants			
Administrative Committee			
Chairperson	James G	614-204-343 2	Jtlgreen@yahoo.com
Vice-Chairperson	Corey G	614-390-039 4	coreymgreen4@gmail.com
Secretary	Lis R.	(330) 541-5872	COASCNASec@gmail.com
Vice-Secretary	***OPEN***		
Treasurer	Janet W.	614-506-076 8	<a href="mailto:jbogin3@gmail.com">jbogin3@gmail.com</a>
Vice-Treasurer	***OPEN***		
Regional Committee Member	Lynette C-D	614-432-060 1	iamlightlcd@gmail.com
Regional Committee Member Alternate	***OPEN***		
Subcommittee Chairpersons			
Area Office Chairperson	Lisa G	614-209-332 7	<a href="mailto:lisagottmk@hotmail.com">lisagottmk@hotmail.com</a>
COACNA 31 Chairperson	Ben L	614-580-512 8	blaceytape@aol.com
Hospitals & Institutions Chairperson	Kenzie T	614-204-376 5	kenz823@icloud.com
Newsletter Chairperson	Brooke S	614-284-185 6	coascnanewsletter614@gmail.com
Outreach Chairperson	Byron B	614-354-870 1	<a href="mailto:outreach.nacolumbusohio@gmail.com">outreach.nacolumbusohio@gmail.com</a>
Public Relations Chairperson	Megan P.	614-600-633 9	<a href="mailto:megpowell11@gmail.com">megpowell11@gmail.com</a>
Writing Steps in Recovery Chairperson	Aaron H	614-896-413 8	aaronhnacolumbus@gmail.com
Archives	Mark R	614-270-127 4	coascnaarchives@gmail.com

## COASCNA Activities Calendar for 2023-2024

### March, 2024

Sunday, March 17<sup>th</sup> – 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 13<sup>th</sup> & 14<sup>th</sup> – ORSCNA Quarterly Meeting @ Location TBD

Sunday, April 21<sup>st</sup> – 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 19<sup>th</sup> – ASC Meeting – 2:00pm @ Lower Lights Church 1066 Bellows Ave

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

Friday – Sunday, May 10<sup>th</sup> – 12<sup>th</sup> – ORSCNA Spring Retreat @ Tar Hollow State Park – 16396 Tar Hollow Rd.

### June, 2024

Sunday, June 23<sup>rd</sup> – ASC Meeting (MOVED FROM JUNE 16<sup>th</sup> 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 13<sup>th</sup> – 14<sup>th</sup> – ORSCNA Quarterly Meeting @ Canton, Ohio

Sunday, July 21<sup>st</sup> – 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 18<sup>th</sup> – 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 15<sup>th</sup>*)

### September, 2024

Sunday, September 15<sup>th</sup> – ASC Meeting – 2:00pm @ Lower Lights Church, 1066 Bellows Ave

1. Quarterly subcommittee budgets due for October – December

October, 2024

Friday – Sunday, October 10<sup>th</sup> – 12<sup>th</sup> – ORSCNA 12<sup>th</sup> Step Retreat

Saturday – Sunday, October 15<sup>th</sup> - 16<sup>th</sup> – ORSCNA Quarterly Meeting @ Location TBD

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

November, 2024

Sunday, November 20<sup>th</sup> – 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.