

CENTRAL TEXAS AREA OF NARCOTICS ANONYMOUS
AREA SERVICE COMMITTEE MEETING MINTUES
June 2, 2019

CALL TO ORDER

Vice-Chair calls ASC to order at 2:00pm. Moment of silence was observed. Followed by serenity prayer, service prayer, 12 traditions, and 12 concepts.

ATTENDANCE

Secretary took Admin, Sub-Committee Chairs, and Group attendance.

EXECUTIVE BODY		12/18	01/19	02/19	03/19	04/19	05/19	06/19	07/19	08/19	09/19	10/19	11/19
Chair	Stewart W.	Y	Y	Y	Y	Y	Y	E					
Vice Chair	Brenda B.	Y		Y	Y	Y	Y	Y					
Secretary	Jenn B.	N	Y	Y			Y	Y					
Asst Secretary	Mason A.	Y	Y	Y	Y	Y	E	Y					
Treasurer	Jessica R.	Y	Y	Y	Y	Y	Y	Y					
Asst Treasurer	Jared V.	Y	Y	Y	Y	Y	E	E					
Policy	Gwen C.	E	Y	Y	Y	Y	E	E					
Asst. Policy	Russ A												
RCM	Ed F.	Y	Y	Y	Y	Y	Y	Y					
RCM2	Kent L.	Y	Y	Y	Y	Y	Y	Y					
Literature Bank	Heidi O.	Y	Y	Y	Y	Y	Y	Y					
Lit Vice Chair	Dennis T.	Y	Y	Y	Y	Y	E	Y					
SUBCOMMITTEES													
Activities	Karla L.	Y	Y	Y	Y	Y	Y	Y					
H&I	Tomas S.	Y	Y	Y	Y	Y	Y	Y					
Public Relations	Joseph N.	Y		Y	Y	Y	Y	Y					

See GSR Attendance Sheet, next page.

Of 27 groups eligible to vote, quorum is set at 14 and ACHIEVED with 20 eligible groups present.

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Group Name	Current	Voting	12/18	01/19	02/19	03/19	04/19	05/19	06/19	07/19	08/19	09/19	10/19	11/19
Addicts R Us	Y	N	N	N	N	Y	N		N					
Clean and Free	Y	Y	Y	N	Y	Y	Y	Y	Y					
Courage to Change	Y	Y	Y	Y	Y	Y	Y	Y	N					
Desencadenados	Y	N	N	N	N	N	N	N	N					
Eastside	Y	Y	N	Y	Y	Y	Y	Y	Y					
El Nuevo Camino	Y	Y	Y	Y	Y	Y	Y	Y	Y					
Far Out	Y	N	N	Y	N	N	N	N	N					
Free at Last	Y	Y	Y	Y	Y	Y	Y	Y	Y					
Freedom	Y	N												
Here and Now	Y	Y	Y	Y	Y	Y	Y	N	Y					
Hill Country	Y	Y	Y	Y	Y	N	Y	Y	Y					
How it Works	N													
Just for Today	Y	Y	N	Y	Y	Y	Y	Y	Y					
Keep Coming Back	Y	N												
Lakeway Hope	Y	N												
Lost and Found	Y	N	Y	N	Y	N	Y	N	N					
Lost Pines Recovery	Y	N												
Men at Work	Y	Y	Y	Y	Y	N	N	Y	Y					
Miracles & Solutions	Y	Y	Y	Y	Y	Y	Y	Y	Y					
Mixed Nuts	Y	N	N	N	N	N	N	N	N					
Nature's Addicts	Y	N												
New Beginnings	Y	Y	Y	Y	Y	Y	Y	Y	N					
New Hope	Y	Y	Y	Y	Y	Y	Y	Y	N					
New Way of Living	Y	N	N	Y	N	N	N	N	N					
Our Gift	Y	Y	Y	Y	N	Y	N	Y	N					
Omid	Y	N	Y	N	Y	N	N	N	N					
Out & About	Y	Y	Y	N	Y	Y	N	Y	Y					
Primary Purpose	Y	Y	Y	Y	Y	Y	Y	Y	Y					
Recovery South	Y	N												
Regeneration X	Y	Y	N	N	Y	Y	Y	Y	Y					
Right Stuff	Y	N	N	N	N	N	N	N	N					
Serenity the NA Way	Y	Y	N	Y	Y	Y	N	Y	Y					
Serenity Now	Y	N	N	N	N	N	N	N	N					
Spiritual Mechanics	Y	Y	Y	N	Y	Y	Y	Y	Y					
Spiritual Seekers	Y	Y	Y	Y	Y	Y	Y	Y	Y					
Stay-n-Change	Y	Y	Y	Y	Y	Y	Y	Y	Y					
Step It Up	Y	Y	Y	Y	Y	Y	Y	Y	Y					
Tuesday At Last	Y	Y	Y	Y	Y	Y	Y	Y	N					
Twisted Sisters	Y	Y	Y	Y	Y	Y	Y	Y	Y					
Un Dia a la Vez	Y	N	N	N	N	N	N	N	N					
Unloaded	Y	N	Y	N	N	Y	N	N	N					
Walnut Creek	Y	Y	Y	Y	Y	Y	Y	Y	N					
We Can	Y	Y	Y	Y	N	Y	Y	Y	N					
Wild with Flair	Y	Y	N	Y	N	Y	Y	Y	Y					
Why We Stay	Y	Y	Y	Y	N	Y	Y	Y	Y					
Desire to Stop Using	Y	N							Y					
Non fiction Addiction	Y	N						Y	Y					

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New Groups and GSRs

None.

Open Forum

None.

APPROVAL OF MAY 2019 MINUTES

Motion to Approve: Eastside

Seconded: Stay and Change

ADMIN REPORTS

Chair Report

Absent with notice, nothing to report.

Vice Chair Report

Nothing to report.

Secretary Report

Jenn B. will be out of town for July ASC, Mason available to cover.

Treasurer Report

Treasurer's Report –June 2, 2019

-CHECK BOOK RECONCILIATION:

Chase Ending Balance for May 30, 2019 : \$6853.17

(PER BANK ONLINE)

Treasurer's Report Ending Balance (05/30/2019): \$6853.17

Outstanding Checks: \$ 0.00

This month we received \$1483.44 for 7th tradition donations (\$326.00 from the April Cook Out, \$76.65 from Camping, and \$1080.79 from group donations) and \$786.27 for literature purchases. Total expenses for the month of May include NAWS literature purchase, rent to Galano Club for CTANA subcommittees, Phone Line, rental of storage unit, Schedules, and supplies totaling \$1763.97. We have no outstanding checks this month! Please find attached the Bank Reconciliation and Quarterly Sales Tax & Regional Donation Outline below.

ILS,

Jessica R. CTANA Treasurer & Jared V. Vice Treasurer

Quarterly Literature Sales (State Sales Tax 8.25%)

April \$621.34 (\$51.26)

May \$1148.63 (\$94.76)

7th Tradition Donations (TBRNA Donation)

April \$950.96 (\$142.64)

May \$1485.80 (\$222.87)

TBRNA Quarterly Donation (15% 7th Tradition)

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Discussion Highlights:

- Treasurer made a mistake, paid quarterly sales tax late resulting in an almost \$600 late fee. Did not understand the due dates for various fees. Will be in touch with appropriate entities to resolve this issue this coming Monday. Suggested making a "how-to" treasure binder to prevent future errors for future treasurers. Will include the specific information in next area report.

Motion to Approve expenses: Out and About
2nd : Serenity the NA way

PASSES

RCM 1 Report

**CTANA RCM Report
6.2.19**

Hello everyone,
This is from the May RSC – I have a lot to report!

To start, the straw poll I asked for last area was a moot point. If you remember, I asked if it would be okay to waive three months clean time for the 5 years needed to become Regional Convention Treasurer. Someone else was nominated instead. Donnie B. with 6 years clean, from the Esperanza Area was elected as 2020 Regional Convention Treasurer. As you may or may not know, the 2021 convention is being held in Austin. Having said that, if you wish to be facilitator of that convention, nominations and elections will be held at the August RSC. 2021 Treasurer will be elected also. A proposal pertaining to the convention that the seed money for the convention be increased by \$2,000.00, raising it to \$12,000.00. This was done due to many of the hotels wanting their money up front. Another thing that happened is that it is now allowed for the current convention to obtain money from the previous convention, via check, before an audit is done to make it possible to pay for services needed now.

The Facilitator's report addressed the need for a virtual PO Box for the Region. At the time of the report, we did not have one. He was given the trust of getting one. He also reported that as of May 11th, he had not received anything from Patsy regarding the case against Cyndi. The body directed him to take action due to none being taken for months. He was directed to contact Patsy, contact the detective handling the case and add Keith P., the RD, to the bank account. Keith needed to be added per policy but it will also allow Keith to help with and be a contact for the detectives since he lives here in Austin. A couple of days ago, Tom, the Facilitator, emailed the members of the Region. Tom had obtained the police report and the case number and is going to call them. Tom had also received an email from Cyndi which I am including in my report.

A female addict from the RGV was in attendance and mustered up the courage to ask for help. Her area is almost non-existent. There are very few trusted servants or even clean addicts in her area and virtually all had stepped down from service. She came begging the Region for help. There are no subcommittees in her area, she has no way to produce much less distribute

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meeting schedules. The CBANA said that they would help as much as they can. We all decided to move the next RSC to the RGV area to show support, attend their meetings and let them know they are not alone. Very moving part of Region. So, we invite you to come with us on August 10th. Please help us help them.

Almost done, the Regional Literature Review subcommittee has informed us that the first batch of entries for the Spiritual Principal A Day meditation book has been released for review and input. You can go to na.org/spad. There is an online form to submit input on and there is also a printable form. Deadline for input is Sept. 1st, 2019. If at any time you would like a Lit Review workshop, you can contact Lynn S. @ 210-379-1377 or email her at quietlymknngnoise@yahoo.com.

Last thing, I reported about the prudent reserve @ region and how it was not included on the treasurer's report. It will be from now on. It is now part of policy. I reported that the reserve was to be \$1,500.00 for each RD and \$1,500.00 for regional expenses. According to regional policy, a prudent reserve equal to one calendar quarter of the fixed expenses, or \$1,500.00, will be mandated by the treasurer. So the fixed expenses could be less than \$1,500.00. This included meeting insurance. I think it could be more than \$1,500.00 but the treasurer was absent and I could not ask. Once included on the treasurer's report it should be more clear. We were told after the bills were paid that we had \$9,152.63 to work with. ILS, Ed F.

Discussion Highlights:

- Insurance is paid in full, paid quarterly.
- Insurance IS accessible for all. All home groups and events.
- No nominations for TBRNA at this time.
- To obtain an insurance certificate from Regional Website, go to www.tbrna.org, select Service Tab, select Liability Insurance and then fill out request info.
- Email from former CTANA member read, further discussion regarding legal allegations against the former CTANA member and CTANA's part in this. Conclusion is that nothing is needed from us, Region has already proceeded with prosecution and is out of ASC hands.

RCM 2 Report

RCM II Report for June 2019

Subcommittee Reports:

H&I : Dan H.

Attended TX Tri Co. Area H&I fundraiser which was well attended. Region donated \$150.

In April he attended the H&I meeting in San Antonio(EACNA) in order to address their involvement with communication and or sponsorship using an "alias name". TDC/Federal policy clearly states this is unacceptable and such action could alter the relationship NA has with TDC and could possibly suspend all meetings statewide until a full investigation is complete.

It is very Clear "You cannot communicate with an inmate that you meet on an H&I panel unless you get permissions from the volunteer services and the chaplain. If approved then you can start such communications and you may NO longer go into the unit of that inmate for numerous security issues" It is Dan's understanding that the H&I subcommittee took this to their Area and have voted in corrective changes to their policy on this issue.

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Recognized Ricky H from CTANA for being awarded the "Governor's Award" for his continuous and selfless service at the Kyle Unit.

AAI: Ed C.

Thanked TBRCNA for allowing an opportunity to present AAI at the Convention.

He has a list of people who are willing to be a sponsor via mail. Refer any request to him at ecora88@gmail.com

Provided a list of where and how many Basic Text were sent to this last Quarter:

Out of 34 Basic Text sent, 10 of those going to the Halbert Unit

Policy & PR Absent

IT Vyki D (Absent - sent report}

Want to announce that YAP development team has launched YAP 3.0 and it has some awesome new features including:

Ability to route calls based on gender of caller

Set up of "trainee" volunteers

Call blasting which gives you the ability to designate who receives VM notifications

Language based call routing and volunteers

Call detail reports(duration, time, etc}

You can get a full list at -- <https://github.com/bmit-enabled/yap/releases>

Literature Review: Lynn S. Absent Report read by Heidi M.

Two projects at this time: Spiritual Principle A Day Meditation Book project and Mental Health IP project.

This just in today: The first batch of entries for the Spiritual A Day Meditation Book Project have been released for review and input. You can access the drafts at na.org/spad. There is an online form to submit input on and there is also a printable input form, the deadline for input is 9-1-2019.

Area Activities:

CTANA - 36th Anniversary in July

Coastal Bend - Recovery By The Sea July 26th - 28th

EANA - EACNA will have new Location TBA, Frolic in the Woods Oct. 4-6, EACNA VI support function will be on June 8th 4-9pm at 8900 Starcrest San Antonio.

Hill Country - ROAR Recovery on a River at Cypress Bend Park New Braunfels 12-7pm
Food 1-3, bring your own tube to float the river,

Houston - First annual "My Brothers Keeper" retreat on June 15th.

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July 13th, Women's Recovery Tea Party

Rio Grande - Speaker Jam July 13th Flyer is posted. Rebecca came to represent and inform Region of their need for help from the region. Their Area has 9 meetings per week by 2 groups in 2 cities, their Service Structure has dissolved. She is here to ask Keith(RD) to come help them get their Area in order. No subcommittees, 3 position filled, the old treasurer is holding money hostage. Steve P. (RDA) will go to attend their ASC. Several proposal were made to provide financial help, Region moved to provide the area with \$300.00 to their Area and \$45.00 to reimburse Rebecca for her travel expense. Region also moved to Swap the rotation of RSC between EANA and Rio Grande, thus the next RSC will be held on August 10th in the Rio Grande Area, Location TBA. The RD Team will also host 4 hours of workshops on the 11th of August. We encourage as many of you to attend and come show support for this struggling Area.

One more Thing----

Never Alone Group Deaf NA Meeting Thursdays @ 7pm CST and Sat @ 11am CST
Call In @ 802-616-925 or <https://zoom.us/j/802616925>

Thank you Kent L.

SUBCOMMITTEE REPORTS

Activities Report

Hello family,

We are happy to announce our next event, The Summer Sizzler CTANA 36th Anniversary. The event will held on July 13th from 12pm to 4 pm. We will have a panel at 1:30pm to speak about the areas history and top it off with a newcomer speaker at 3:30. Burgers and Hot Dogs will be served at 12:30. The event will be held at Roy Guerro Park off of E. Riverside. The river is a short walk away and we encourage to bring your swimsuits and take a dip in the water. Dogs are welcomed as long as they are on a leash. Please help announce this to your home groups. We are currently working on a flyer and will distribute it as soon as we have it and also email it to the area. As always please help us with sides. I am also requesting the area for \$80 for the rent of the pavilion. I am looking forward to another great event. I hope to see you all there.

Karla L.

Discussion Highlights:

- Activities chair will create a Facebook event for those on Facebook . Will also have a flyer out soon and on CTANA website.
- No info on holiday function.

Motion to approve expenses: Twisted Sister

2nd: Free at Last

PASSES

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H&I Report

Good afternoon,

Our last monthly subcommittee meeting was really brief. We didn't have quorum. So a few facilities gave reports. No new business was conducted. One issue in old business was voted on through a group text and members that attended subcommittee. That was to give Hill Country our Austin Recovery facility. Which their members are already covering most to all meetings. We have no literature order this month.

Tony C. Sent out emails to all men on H & I volunteer list. =78 total We also sent qualifications and applications asking them if they could please send to Del Valle. We have a real need for volunteers as both morning/evening meetings are well attended. Only one meeting held in the month of May. One volunteer is out for 3 weeks and another can only do one Monday night each month. We have nobody to fill spot. We lost 2 volunteers in last 6 months. (job change/relocations). * If anyone not on our volunteer list is interested in getting an application. See Tony C. After Area , so he can get email information and send qualifications & applications.

At region , 2 h & i T-shirt's were sold at cost \$5.00 each. The few left over were donated to an addict representing rgvna.

We cannot forget to mention how rewarding of service H & I is . Giving Back what was So freely given to us. Carrying the message of Hope. Our next orientation 3pm and subcommittee meeting 3:30pm will be held June 30th @ Galano Club.

Thank you
Tomas S.
H & I chair

Discussion Highlights:

- H&I had eleven shirts that did not sell, sold 2 at cost (\$5) and donated remainder to an addict representing RGVNA. No expenses, will turn in \$10 to Area from T-shirt sales.
- Del Valle Men's Meeting qualifications: 2 years clean, No probation and felonies in last 10 years, pass background check. This facility is more difficult to get in and have lost volunteers for various reasons (for example: relocation or schedule changes). Those interested in volunteering, please contact Tony and he will email all info needed for approval.

Lit Bank Report

Lit Bank Report – June 2019

Chair – Heidi M.

Assistant Chair – Dennis T.

Greetings CTANA!

Just a reminder that we will continue filling requests for white and black keytags with the multilingual keytags until we run out. The good news is that we're almost out of the white ones, and they'll probably be gone in just another month or two. However, if your group prefers to NOT use these keytags, please be sure to clearly note "ENGLISH ONLY" on your lit order. Remember that if you complete your order form online, it will automatically calculate your total AND your tax for you, preventing errors and processing delays. You don't even have to print out

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the order form. You can email it directly to me. If you send your lit order at least a couple days before the ASC, I will have your lit order complete and ready to pick up before area starts. Feel free to call me with any questions.

I need to let you know that, assuming that the July ASC will be held on July 7th, I will not be able to attend. However, Dennis will be here and we are both confident that he can handle your lit orders that month.

+++++BEGINNING INVENTORY

	w/o Tax	w/ Tax
English	2,591.50	\$2,805.30
Spanish	\$0.00	\$0.00
Farsi	\$0.00	\$0.00
TOTAL	\$2,591.50	\$2,805.30

NAWS ORDER

NET order	\$1,114.70
Less Discount	-\$71.99
Shipping	\$89.18
Tax	\$0.00
TOTAL	\$1,131.89

CASH ON HAND: \$60.00

Heidi M.

Policy Report

Hello. I will not make area this Sunday. I do not have anything to report.

We are still working on the new policy. I asked another member to cover the last adhoc meeting for me. She told me that she was asked to go back to the beginning of the policy.

Moving forward, If you decide to come to an adhoc committee meeting please know that we will start where we left off. We will never finish if we do this each time.

Everyone will see the policy once it's complete and make recommendations to change things. It is not fair to ask those who have been coming since the beginning, to start at the beginning so that you can know what we have done so far. The Ad-hoc committee was open to all NA members from the start. Please be mindful that we may be further along if you decide to come.

ILS,
Gwen

Discussion Highlights:

- Subcommittee will meet again next Saturday, June 8th at 1:30 PM at 304 Milton Coves in Pflugerville. Only 3-4 of us are doing this, we need help. We will provide a copy of revised policy, once completed, to take back to home groups for approval.

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PR Report

CTANA P.R. Committee Monthly Report
6/2/2019

- We meet the last Sunday of each month:
 - We met last month on 4/26/2019
 - 5:15 P.M.
 - Galano Club 6809 Guadalupe St
 - Austin TX 78752

- We spent the following money last month:
 - Phone Line - \$33.50
 - Posters for Poster Day - \$149.75

 - **Total Spent on Debit Card:**
 - **\$183.25**
 - \$50.00 Rental for Learning Day
 - \$136.58 Rubber Stamps to Stamp Books & Literature.
 - **Total Cash Reimbursement to Joseph N. \$186.58**
 - Total Spend: \$369.83

- We had a well-attended, Meeting we focused on our upcoming Poster & Learning day and moving to the BMLT Phone Line
- We continue to do Outreach to meetings.
- We are tracking Web Contact Data.
- Please announce our upcoming events, see flyer.

Our next meeting will be:

- 6/30/2019
- 5:15 P.M.
- Galano Club 6809 Guadalupe St
- Austin TX 78752

Discussion Highlights:

- New meeting place in town this week for Outreach to support rural areas.
- Tracking website hits, average 168 views per day. That data is available for anyone to see.
- Learning Day: Saturday, June 15th meeting at All Saints Church, 209 W. 27th St. Austin. From 10 AM-12PM will hang posters along the drag. Break from noon to 1 PM for snacks. 1-5 PM will be the info session in Dining Hall. We will have panels for the public to ask questions, Do's and Don'ts skits.
- Phone Bill Report: Discovered there were private emails set up for each subcommittee that each subcommittee did not know about nor receive messages. The info on the prompts are over a year old. All those prompts are

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now removed. BMLT service will be available ASAP, this will be a much better process. I plan on reaching out to those who left messages previously and apologize for not returning messages and what can we do to help them today.

- Suggests an Area Calendar to track due dates and activities.
- The Learning Day flyer has a different number than our Area's number, this is to help PR measure the responses received.
- New tab on CTANA website called "Event of the Month", will provide current events.
- Discussed idea of maintaining electronic copies of Area Minutes on CTANA website. Motion made by a home group, see motions in new business for further details.

Motion to approve expenses: Out and About

2nd: Serenity the NA Way

PASSES

GROUP REPORTS

Miracles and Solutions: Men of NA Speaker Jam with BBQ on June 22nd from 2-7 PM. Burgers, hot dogs and ribs and sides provided. You may bring more meat or sides of your choice. Bring early so we know what we have. 2207 Martin Luther King, Austin. Also, beginning this Friday, June 7th, we will have a candle light meeting at 11:30 PM every Friday. This is a 2 month trial to see if it will work.

Free At Last: on June 8th, please park in the parking garage near the church to allow parking for funeral attendants. Vance celebrating 25 years this month.

Clean and Free: Home group Anniversary (over 30 years) combined with monthly potluck held on July 23rd at 6:30 PM

OLD BUSINESS

None.

NEW BUSINESS

Motion 1

Motion made by: Just For Today, **Second by:** _____

Motion: Direct PR/web servant to create a permanent and password protected archive of Area Reports, including subcommittees.

Intent: Continuity and historical records.

Financial Impact: None.

Motion 2

Motion made by: WWF, **Second by:** El Nuevo Camino

Motion: Delete the following section in the PR Guidelines (Appendix "O"):

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- D.vii.b. Meeting directory pages should be checked and changed for updates within seven days of every printing of the CTANA Meeting Schedule.

Amend the section D.vii.c to read:

The Workgroup Coordinator or his designate shall be responsible for providing meeting updates via electronic media to NA World Services. The Workgroup Coordinator may, at his discretion, delegate this responsibility to appropriate TBRNA or other trusted servants.

Replace the unnumbered paragraph following Section 17 P. 8.4.d as follows:

- 8.4.e. Only the Workgroup Coordinator, Public Relations Chair, and members of the Website Workgroup approved by the PR Chair, will have passwords to access and/or make changes to the website and other related databases. Any time a person having knowledge of any passwords resigns or is replaced, the passwords will be changed.
- 8.4.f. Any Group, Area, or Region will be allowed to have their workshops, functions, or conventions posted on the Events/Calendar page of the website as long as they are NA related. Absolutely no personal announcements or events will be posted on the website.
- 8.4.g. Regarding the Workgroup Coordinator experience as a web servant or web master is preferred, however, proficiency in other information technologies may be considered.
- 8.4.h. The Workgroup Coordinator shall make all CTANA group meeting changes to the CTANA Meeting Database based on written or emailed information provided by Group Trusted Servants, or for groups no longer meeting, direction by the ASC Chair or his designate. The Workgroup Coordinator or his designate shall be responsible for providing meeting updates via electronic media to NA World Services.

Intent of Motion:

- (1) To permit the PR Chair to organize a Website Workgroup with multiple members, providing increased opportunity for service and training backup staff as required.
- (2) To bring the operational guidelines into compliance with the current BMLT Meeting Database, which is a single source reference used by the CTANA and TBRNA web sites, the BMLT Meeting Search Tools for Android and iPhone, and the printing of meeting schedules. There is no longer a stand-alone Printed Meeting Schedule document in English.

Financial Impact on Area: None. (Operational guideline changes only.)

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ELECTIONS

None.

GROUP ANNOUNCEMENTS

New meeting in Elgin, every Thursday and Saturday at 7 PM. Journey Elgin Church, 1221 North Avenue C. Corner of 95 and Avenue C. This is on CTANA website currently. We need support.

NEXT SUBCOMMITTEE MEETING & ASC MEETING

July 7th at 2:00 PM at Galano Club

MOTION TO CLOSE

Motion to Close: Twisted Sisters

Seconded: Stay and Change

Meeting Closes: 4:13 PM