

CENTRAL TEXAS AREA OF NARCOTICS ANONYMOUS  
AREA SERVICE COMMITTEE MEETING MINTUES  
August 4, 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		01/19	02/19	03/19	04/19	05/19	06/19	07/19	08/19
Chair	Stewart W.	Y	Y	Y	Y	Y	E	Y	Y
Vice Chair	Brenda B.		Y	Y	Y	Y	Y	Y	Y
Secretary	Jenn B.	Y	Y			Y	Y	E	Y
Asst Secretary	Mason A.	Y	Y	Y	Y	E	Y	Y	Y
Treasurer	Jessica R.	Y	Y	Y	Y	Y	Y	Y	Y
Asst Treasurer	Jared V.	Y	Y	Y	Y	E	E	E	E
Policy	George H..								Y
Asst. Policy									
RCM	Ed F.	Y	Y	Y	Y	Y	Y	Y	Y
RCM2	Kent L.	Y	Y	Y	Y	Y	Y	Y	E
Literature Bank	Heidi O.	Y	Y	Y	Y	Y	Y	E	Y
Lit Vice Chair	Dennis T.	Y	Y	Y	Y	E	Y	Y	Y
SUBCOMMITTEES									
Activities	Karla L.	Y	Y	Y	Y	Y	Y	Y	Y
H&I	Tomas S.	Y	Y	Y	Y	Y	Y	Y	Y
Public Relations	Joseph N.		Y	Y	Y	Y	Y	Y	Y

Group Name	Current	Voting	01/19	02/19	03/19	04/19	05/19	06/19	07/19	08/19
Addicts R Us	Y	N	N	N	Y	N		N	N	N
Clean and Free	Y	Y	N	Y	Y	Y	Y	Y	Y	Y
Courage to Change	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
Desencadenados	Y	N	N	N	N	N	N	N	N	N
Desire to Stop Using	Y	N						Y	N	N
Eastside	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
El Nuevo Camino	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Far Out	Y	N	Y	N	N	N	N	N	Y	D
Free at Last	Y	Y	Y	Y	Y	Y	Y	Y	N	Y
Here and Now	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
Hill Country	Y	Y	Y	Y	N	Y	Y	Y	Y	Y
Just for Today	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Lost and Found	Y	N	N	Y	N	Y	N	N	N	Y
Men at Work	Y	Y	Y	Y	N	N	Y	Y	Y	Y
Miracles & Solutions	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mixed Nuts	Y	N	N	N	N	N	N	N	Y	D
New Beginnings	Y	Y	Y	Y	Y	Y	Y	N	Y	Y

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New Hope	Y	Y	Y	Y	Y	Y	Y	N	Y	D
New Way of Living	Y	N	Y	N	N	N	N	N	N	N
Non Fiction Addiction	Y	N					Y	Y	N	N
Omid	Y	N	N	Y	N	N	N	N	N	N
Our Gift	Y	Y	Y	N	Y	N	Y	N	Y	Y
Out & About	Y	Y	N	Y	Y	N	Y	Y	Y	Y
Primary Purpose	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Regeneration X	Y	Y	N	Y	Y	Y	Y	Y	N	Y
Right Stuff	Y	N	N	N	N	N	N	N	N	Y
Serenity Now	Y	N	N	N	N	N	N	N	N	N
Serenity the NA Way	Y	Y	Y	Y	Y	N	Y	Y	Y	Y
Spiritual Mechanics	Y	Y	N	Y	Y	Y	Y	Y	Y	Y
Spiritual Seekers	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Stay-n-Change	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Step It Up	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Tuesday At Last	Y	N	Y	Y	Y	Y	Y	N	N	N
Twisted Sisters	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Un Dia a la Vez	Y	N	N	N	N	N	N	N	N	N
Unloaded	Y	N	N	N	Y	N	N	N	N	N
Walnut Creek	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
We Can	Y	Y	Y	N	Y	Y	Y	N	Y	N
Why We Stay	Y	Y	Y	N	Y	Y	Y	Y	Y	D
Wild with Flair	Y	Y	Y	N	Y	Y	Y	Y	Y	Y
Freedom	N									
How it Works	N									
Keep Coming Back	N									
Lakeway Hope	N									
Lost Pines Recovery	N									
Nature's Addicts	N									
Recovery South	N									

**Of 26 groups eligible to vote, quorum is set at 14 and ACHIEVED with 23 eligible groups present.**

Key:

Y = Present at first roll call (3 in a row gains voting rights)

L = Late, counts as present at roll call for voting purposes

N = Absent (3 in a row costs you voting rights)

D = Departed, counts as absent at roll call for voting purposes

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**New Groups and GSRs**

Right Step--Kevin, GSR

**Open Forum**

Tomas: Salvation Army on Congress and 71 looking for an NA meeting. Anyone interested in starting a meeting, please see Tomas.

**APPROVAL OF JULY 2019 MINUTES**

Motion to Approve: Walnut Creek

Seconded: Staying Clean

**ADMIN REPORTS**

**Chair Report**

Nothing to report.

**Vice Chair Report**

Nothing to report.

**Secretary Report**

Nothing to report.

**Treasurer Report**

Treasurer's Report –August 4, 2019

**-CHECK BOOK RECONCILIATION:**

Chase Ending Balance for July 31, 2019 : \$7809.47

(PER BANK ONLINE)

Treasurer's Report Ending Balance (06/30/2019): \$7809.47

Outstanding Checks: \$ 0.00

This month we received \$1228.94 for 7th tradition donations and \$1062.54 for literature purchases. We also received \$77.25 from the Cookout for 7th tradition donation, and \$216.68 reimbursement from the Cookout. Total expenses for the month of July include rent to Galano Club for CTANA subcommittees, Phone Line, rental of storage unit, meeting schedules and supplies totaling \$1825.00. We have no outstanding checks this month! I did receive a letter from the Texas Comptroller stating our request for waiver of penalty was granted!!!!!! I also received a check from them in the amount of \$176.57!!!! 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%)**

**2nd Quarter \$2608.37 (\$215.19)**

July \$1062.38 (\$87.65)

August

September

**7th Tradition Donations (TBRNA Donation)**

**2nd Quarter Donation \$4092.14 (\$613.82)**

July \$1306.19 (\$195.93)

August

September

TBRNA Quarterly Donation (15% 7th Tradition)

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**Motion to Approve expenses: Stay -N- Change**  
**2nd : Eastside**  
**PASSES**

**RCM 1 Report**

**Report Read.**

- Request Regional donation, need check from treasurer. Treasurer to provide check in the amount of \$613.83 to RCM 1 at this ASC.
- Region in Rio Grande Valley desperate for support. After next Region, a few people will meet at 1105 Fern Ave, McAllen, TX 78501 to support area. Please attend if you are able.
- Next Region is August 10, 2019, will be held at La Quinta at Alamo Hotel.
  - Will be nominating TBRCNA Convention Facilitator for 2021 convention, which will be held in Austin, TX.
  - Also nominating for Convention Treasurer.
  - If interested in being of service, please show up at Region or have someone nominate you.
- Learning Day is August 11th, need people to help with this service.
- Susen interested in 2021 Convention Facilitator, would like a vote of confidence from our Area.
  - Clean Date: May 28, 2003 (16 years). Has held several service positions at both Area and Region level. Willing and has the time to commit to this position. Knows Convention Advisory Committee documents.
  - Majority of ASC trusted servants gave vote of confidence.

**RCM 2 Report**

No Report , absent with notice.

**SUBCOMMITTEE REPORTS**

**Activities Report**

Good afternoon family,  
We have found a place for the holiday function at the PFLUGERVILLE COMMUNITY CHURCH and it meets all of our needs. When our budget was created we were having the function at the usual church. Due to over capacity last year, we had to find a new church. The rent that use to be needed was only \$200 but with having to find a new church the rent will be \$575 that is a \$375 increase. My subcommittee is asking for the full \$575 in order to secure a location. Below is the list of all the things that is being provided to us with the full \$575. On another note, my subcommittee is working on our next event, more information to come.

Karla

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- They will set up all chairs/tables for us -(let them know layout in advance and approximate head count).
- Wireless microphone!!
- Podium
- Tables for us to serve food in gym by kitchen
- Table for coffee
- Plenty of trash cans
- Plenty of utensils that we can use
- A tall multi-level warming oven with trays for us to use
- A freezer to store ice
- A refrigerator to use if needed
- They supply trash bags
- 2 entrances; one side of building for handicap parking /entrance.
- Microwave
- 2 ovens.
- staging area to set up food/carve/ etc in kitchen
- 2 huge sinks

**Discussion Highlights:**

- The church gave us a 30% discount, as long as we secure facility this week.
- Activities has plan to raise funds to help with cost.
- Activities does not want to use the allocated for PA system rental (\$150) at this point in the event the PA system at the church is not adequate.
- Treasurer stated that Activities has returned funds not spent, equating to about \$300. Funds are available for Activities.
- Request check in the amount of \$575 to secure Pflugerville Community Church
- Check to be made out to Ed F. as he will handle payment to the church.

**Motion to approve expenses: Here and Now**  
**2nd: Serenity the NA Way**  
**PASSES**

**H&I Report**

Good afternoon

By working together we can fulfill the primary purpose “ to carry the message of hope to the addicts who still suffer.”

- Tx Star Recovery was removed from our facility list. We haven’t been able to establish any contact with the changes of staffing that has recently happened.

- Briarwood Detox coordinator position is still open. After following up with Briarwood contact, We are still in good standing with our meetings happening.

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- CTTC GRANGER women's meeting has filled the coordinator and co-coordinator positions.
- Our Secretary has stepped down and now we have this position open. 6 months H & I service & 1yr clean time required
- Tony C and I will be revising H & I policy organizing Adhoc committee now
- our literature order is 200 Intro Guides, 200 White Books \$590 plus tax, total \$638.68
- I will be going to Region Aug.10threpresenting CTA H & I.
- next TDCJ orientation is @ Kyle unit on November 2nd.

This is my report and I'm grateful to be of service. The time to give back is here ! Come see us at our next H & I subcommittee Aug. 25th at 3:30pm and new orientation is at 3:00pm. Here at the Galano Club in the big meeting room.

Thank you  
Tomas Addict

**Motion to approve: Primary Purpose**  
**2nd: New Beginnings**  
**PASSES**

### **Lit Bank Report**

Lit Bank Report – August 2019

Chair – Heidi M.

Assistant Chair – Dennis T.

Greetings CTANA!

Just a reminder that we will continue filling requests for black keytags with the multilingual keytags until we run out. However, if your group prefers to NOT use these keytags, please be sure to clearly note "ENGLISH ONLY" on your lit order.

Whenever possible, please order keytags and pamphlets in sets of 10. This makes it much easier for us to fill orders quickly, since we keep these bundled in sets of 10.

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 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.

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+++++BEGINNING INVENTORY

	w/o Tax	w/ Tax
English	2,373.76	\$2,805.30
Spanish	\$0.00	\$0.00
Farsi	\$0.00	\$0.00
TOTAL	\$2,373.76	\$2,805.30

NAWS ORDER

NET order	\$1,652.20
Less Discount	-\$106.93
Shipping	\$132.18
Tax	\$0.00
TOTAL	\$1,677.45

CASH ON HAND: \$46.56

Heidi M.

**Policy Report**

The Ad-Hoc Subcommittee met on Saturday, June 20<sup>th</sup>. A separate report of its activities has been submitted to the body.

No new motions were submitted for policy review at the July ASC.

Two motions, submitted previously, have been reviewed in June by the Vice Chair acting for the then vacant Policy Person.

At the last ASC, a member pointed out that, while for some time the ASC has been following a policy of restricting voting rights to Groups as represented by their GSR's or other delegates approved by the Groups, the written ASC Policy provides that subcommittee chairs also have voting rights. The body determined that written policy would govern.

The appropriate policy is:

**24.1** All home groups with voting rights, the Chair, the Vice Chair, the Secretary, the Treasurer, the Regional Committee Member I, the Policy Person, and all subcommittee chairs are allowed one vote (regardless of the number of trusted servant positions held) on the ASC.

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Note that, pursuant to current written policy, the Assistant Treasurer, Assistant Secretary, and RCM II only hold a vote in the absence of the Treasurer, Secretary, or RCM I.

A link to the current Policy document is in the downloads section of the CTANA Web Site:

<http://ctana.org/wp-content/uploads/CTANA-Policy-3-4-18.pdf>

I request that the Treasurer pay the Austin Galano Club \$25 for rental of the Small Meeting Room used by the Ad-Hoc Subcommittee on July 20<sup>th</sup>. No other reimbursement is requested today.

We reviewed sections 6, 7, and 8 of the existing Policy Document.

The revisions have been integrated into the ongoing Revised Policy Draft, which will be submitted to the body for consideration upon completion of the review.

A Dropbox, [policy@ctana.org](mailto:policy@ctana.org), has been established to provide a central repository for the work in progress of the Ad-Hoc committee. ASC members participating in the review may obtain read access by sending a request with their email address to [policy@ctana.org](mailto:policy@ctana.org).

To facilitate the review, we are preparing a summary of ASC policy motions for which documentation can be found in the ASC Minutes. Our current archive is incomplete. If any ASC member has copies (paper or electronic) for the following dates, please send copies to [policy@ctana.org](mailto:policy@ctana.org):

2015: June

2016: February, April, May, August, September, October, December

2017: January

2013 was this first year for which I could obtain regular copies of the minutes.

Our regularly scheduled meetings are held on the third Saturday of each month from 1:00 PM to 3:30 PM in the Small Meeting Room at the Austin Galano Club, 6809 Guadalupe St. Participation is open to any member of the fellowship. Our next meeting will be on August 17<sup>th</sup>.

Thank you for letting me be of service.

George C.

**Discussion Highlights:**

- Suggested solution: make a motion to change policy OR attend policy ad-hoc meeting to voice recommendations.



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- Read the policy.
- ASC Chair: To table this discussion, encouraged all trusted servants to read policy and discuss at next ASC.
- Treasurer will pay \$25 to Galano Club online.

**Motion to approve expenses: Stay and Change**  
**2nd: Primary Purpose**  
**PASSES**

**PR Report**

CTANA P.R. Committee Monthly Report  
8/4/2019

- We meet the last Sunday of each month:
  - We met last month on 6/30/2019
  - 5:15 P.M.
  - Galano Club 6809 Guadalupe St
  - Austin TX 78752
- We spent the following money last month:
  - Phone Line - \$34.35
  - Total Spent on Debit Card - \$34.35
- We met on 7/28/2019 had discussions regarding:
  - Pride Festival Booth 8/10/2019.
  - YAP – Phone system.
  - Radio Ad.
  - Jeb C. was elected our Media Work Group Coordinator.
  - We discussed the tabled motion: Direct PR/webservant to create a permanent and password protected archive of Area Reports, including subcommittees. Our conclusion was that this impacts more than P.R. and we are asking the ASC Chair to set up an Ad-Hoc Committee to look at the issue of document retention.

Our next meeting will be:

- 8/25/2019
- 5:15 P.M.
- Galano Club 6809 Guadalupe St
- Austin TX 78752

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**Discussion Highlights:**

- Radio Ad played 3 times for review and feedback.
  - Will air between 1-5 AM
  - 1 minute in length
  - \$1-\$5/min.
  - 4-5 venues
  - Will track how well ad is working based on phone calls, hence the different number from Hotline.
- Suggestions: state phone number twice; slow down; mention self-help group over "support group"; State fellowship over support group/self help group; Phonetic number (ex: 1-800-CALL-NA)

**GROUP REPORTS**

**Courage to Change:** Moved downstairs to parlor area, there is an elevator.

**Right Stuff:** GSR looking to get homegroup back on roll call. Meets Friday in Round Rock Church on Mays.

**Lost and Found:** Meets Sundays: please change on meeting list to state "Sanctuary Building, Room B-21". There will be a flyer outside of the room. (to email changes to webmaster)

**Our Gifts:** Meets Thursday nights in Jarrel, 7:30-8:30 PM. CR 305--White steel cross is a landmark.

**Out and About:** Meet Mondays and Fridays at 8:30 PM, We have candlelight meetings and speaker meetings. Looking for a speaker for August, please see Casey.

**OLD BUSINESS**

**Motions from last ASC:**

**#1--Motion made by:** WWF, **Second by:** El Nuevo Camino

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

- 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:**

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- 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.)**

**Vote Results:**

**For: 22**

**Against: 0**

**Abstain: 1**

**MOTION PASSES**

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**#2--Motion made by:** Just For Today, **Second by:** \_\_\_\_\_

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

**Intent:** Continuity and historical records.

**Financial Impact:** None.

**Results:** Motion not seconded, motion dismissed.

**NEW BUSINESS**

**Motion 1**

**Motion made by:** New Hope, **Second by:** Spiritual Mechanics

**Motion:** That GSR be the only voting members at the CTANA ASC. Alternate GSR's may vote only in case of their GSR's absence.

**Intent:** To ensure adherence to Tradition 2 and 9.

**Financial Impact:** None.

**Motion Status:** Goes to policy subcommittee for review.

**Discussion:**

- Requests to form an Ad-Hoc committee for electronic archives of reports and minutes.
- Area owns a storage unit that is used to house activities supplies, but may be used for all Area storage needed.
- No policy on storage unit
- There is a policy on how long to maintain documents.
- Chair formed Ad-Hoc committee, Stewart W., Jenn B. and Jessica R. volunteer to form committee. First meeting on Sunday, August 25th at 2:00 PM, location TBD.
- **IMPORTANT:** Subcommittee chairs and administrative committee members shall present their projected financial needs for the coming year IN WRITING to the Treasurer *no later than the October ASC meeting.*

**ELECTIONS**

None.

**GROUP ANNOUNCEMENTS**

None.

**NEXT SUBCOMMITTEE MEETING & ASC MEETING**

September 8, 2019 at 2:00 PM at Galano Club

**MOTION TO CLOSE**

Motion to Close: Twisted Sisters

Seconded: Stay -N- Change

Meeting Closed: 4:45 PM