

**Suncoast Area Service**  
**September 11, 2016 ASC Report**

ASC Chair	Scott T	A	FDC Chair	Sandy	A
ASC Co-Chair	Tim G	P	FDC Co-Chair	Open	-
Secretary	Paula S.	P	FDC Secretary	Kimberly	P
Alt. Secretary	Open	-	Policy	Jim K	A
Treasurer	Alicia	P	Alt. Policy	Scott	P
Alt. Treasurer	Jack G	P	Lit. Distribution	Jimmy the Nurse	P
RCM 1	Rebecca B	A	GSR O&M	Ricky	P
RCM 2	Rachel R	P	Web Servant	Charlie	P
Activities	Pattie	P	Alt. Web Servant	Arthur	A

**Next Area Service Meeting is DECEMBER 11, 2016**

OPEN POSITIONS for NOMINATIONS for 2017 ASC

POSITION	NOMINEE	NOMINATED BY	HOMEGROUP	SECONDED BY	HOMEGROUP	ELECTED Y/N	NEEDS VOTE AT HG LEVEL Y/N
Chairperson	TIM G	VOTE OF ACCLAMATION				Y	
Vice Chairperson	RICK J	MICHELLE	SAT NIGHT SPEAKER	SCOTTY T	WE DO REC	N	Y
	SEAN M	NICK R	SOLUTION REV	LILLIA	PEACE IN MORN	DOES NOT HAVE WILLINGNESS	
Alternate Secretary	SARAH	MICHELLE	SAT NIGHT SPEAKER	SCOTTY T	WE DO REC	Y	
Treasurer	JACK	VOTE OF ACCLAMATION				Y	
Alternate Treasurer	JOSH	AARON	MEN'S MEETING	CHRISTIAN	HIGH HOPES	N	Y
	SEAN M	NICK R	SOLUTION REV	LILLIA	PEACE IN MORN	N	Y
Policy	SCOTT	VOTE OF ACCLAMATION				Y	N
Alternate Policy*							
Literature Distributor	TIM S	VOTE OF ACCLAMATION				Y	
GSR O & M	RON R					Y	
FDC	TONY C	MICHELLE	SAT NIGHT SPEAKER	KIMBERLY	WIR	N	Y

\* No nomination was made - please bring nomination from HG

**\*\*\*ALL NOMINEES MUST BE PRESENT AT THE NEXT AREA SERVICE MEETING IN ORDER TO BE CONSIDERED FOR THAT POSITION.**

**ABOUT OPEN POSITIONS, FROM AREA POLICY.....**

**Election of ASC Officers A. General Election Guidelines**

- It is recommended that no ASC Officer serve more than two consecutive terms in the same Service position.
- Upon election the officers must resign any other Area position. No ASC trusted servant may hold more than one Area position at a time.
- All ASC Subcommittees will elect their own Vice Chairs and Secretaries.

**Nominations**

- Nominations should be solicited by the "group conscience" of each group within the Area.
- Officers should be elected from NA members with prior Service experience.
- Nominations are solicited in October. Elections will be held in November, leaving December as a transition period for trusted servants.
- A term of office is from January to December, except for the RCM's, which runs from June to May. 1.

### **Nomination Procedures:**

- 1) The position is announced and nominations are taken.
- 2) Each nomination must be seconded.
- 3) After accepting nominations from the “group conscience”, the Chair will ask the floor if there are any further nominations.
- 4) A motion is made to close nominations and must be seconded.
- 5) An explanation of office is read from the “Suncoast Area Policy and Guidelines” to establish each positions responsibilities.
- 6) Each nominee should state in person, or on paper, their qualifications for serving the fellowship as a whole in our Area. (Clean time, past Service experience, and why you can serve the fellowship is normally given.)

### **Voting**

- GSR (or in their absence any representative given a vote of confidence by their group) are the only voting members. The Chairperson may vote only in the case of a tie.
- If there is only one nomination a vote of acclamation is taken (voting by a show of hands.) If it's not unanimous, the position goes back to the groups for further nominations.
- If there is more than one nomination, voting on the nominees must be taken back to the groups. GSR will bring back a “group conscience” to the following ASC. 12 1.

### **Voting Procedures:**

- 1) Voting is done by a show of hands. If the body desires a paper ballot for an individual nominee or motion a motion must be passed by simple majority. A simple majority (one more than half of the votes taken) wins the vote.
- 2) Abstaining votes are not counted; unless the majority of votes are abstaining, then the vote is taken back to the groups for further nominations.

### **Qualifications and Responsibilities of ASC Officers**

A. Chairperson Qualifications: A willingness and desire to serve, Service experience, active for at least one year in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested two (2) years abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate, and organize. Responsibilities: Arranges for and presides over the monthly ASC meeting, maintains Area files and archives, handles all correspondence, is a co-signer on the Area bank account, and attends the Policy Subcommittee meetings. At ASC meetings, the chairperson can only vote in the case of a tie, enforces rules of decorum and discipline, and attempts to be absolutely fair and impartial.

B. Vice Chairperson Qualifications: A willingness and desire to serve, Service experience, active for at least six months in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested two (2) years abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate, and organize. Responsibilities: Coordinates all Subcommittee functions and performs all duties of the ASC Chairperson in the chairperson's absence. Serves as temporary chairperson for any subcommittee without a chairperson for whatever reason; until a new subcommittee chairperson is elected. Is a liaison between all the subcommittees to assure proper cooperation of responsibilities and attends all Policy Subcommittee meetings. This is a two year commitment in office, the first year spent serving as the Vice Chairperson and the second year as Chairperson.

C. Secretary Qualifications: A willingness and desire to serve, Service experience, active for at least six months in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested one (1) year abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate, and organize. Responsibilities: Keeps an accurate record of each ASC meeting, types and distributes copies to each GSR, ASR, ASC Officer, and Subcommittee Chairperson no later than two (2) weeks following an ASC meeting, types all correspondence, arranges for the printing of the local ASC stationary, is a co-signer on the Area bank account, does any job that may be appointed to the Secretary during the year, attends all Policy Subcommittee meetings, keeps records of all ASC minutes, and at the end of the term turns over all original minutes to the Area archives. The area Secretary is the single point of accountability for updating the literature form and GSR report form. 13

D. Alternate Secretary Qualifications: A willingness and desire to serve, willing to give the time and resources to do the job, a strongly suggested six (6) months abstinence from all drugs, a working knowledge of the Twelve

*Steps and Twelve Traditions of NA, and the ability to lead, communicate, and organize. Responsibilities: The office of Alternate Secretary is a two (2) year commitment. The first year of Service is spent becoming familiar with the job, attending all ASC meetings, and assisting the Secretary wherever possible. If for any reason the Secretary is unable to complete their term in office, the Alternate Secretary fills in for the Secretary; but must have at least one (1) year abstinence to be a signer on the Area bank account, and attends all Policy Subcommittee meetings.*

*E. Treasurer Qualifications: A willingness and desire to serve, Service experience, active for at least one year in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested two (2) years abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate, and organize. Prior experience with bookkeeping and accounting with knowledge of Quick Books. Responsibilities: Counts group contributions and literature orders along with expenses for that month. Is responsible for the ongoing accounting and reporting of all budgets including all subcommittees. Must be aware of month-to-month, annually and bi-annual expenses. Makes deposits of funds after verification by either the Vice-Treasurer, ASC Vice Chair or the ASC Chair within 24 hours after the conclusion of ASC. There will be verification of the deposit made for the ASC to the ASC Chair, Secretary, and Vice-Treasurer. Responsible for cash, cashier's check or money orders for the home group's literature and contributions made to ASC. Treasurer will have online access to the bank account. Includes all pages of the bank statements after blacking out the account number with the area service minutes. This should also include making sure the bank statements are posted to the webpage. Mentors Vice-Treasurer with accountability by the chair of the area to confirm that training is being done. All area money is channeled through the Treasurer. The Treasurer distributes the money to pay bills as needed and keeps accurate receipts. The Treasurer is the primary cosigner on checks for the area bank account, and attends all policy subcommittee meetings. The Treasurer is responsible for ensuring that the annual federal taxes are filed. Gets/maintains state exemption forms and certificate 501(c)3. The books will be closed at the end of the month, with the Treasurer writing a check to be available for the region the Wednesday prior to ASC.*

*F. Alternate Treasurer Qualifications: A willingness and desire to serve, Service experience, active for at least one year in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested two (2) years abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate with others, and organize. Responsibilities: To assist the Treasurer in all their duties, and collects literature orders and money from groups at ASC. No funds will be handled by the Alternate Treasurer outside of ASC. In the event of the ASC Treasurer's absence from ASC, the Alternate Treasurer will fill in but the funds will be deposited by the ASC Chairperson or Vice Chairperson. Attends all Policy subcommittee meetings.*

*G. Policy Qualifications: A willingness and desire to serve in that capacity, at least one (1) year abstinence from all drugs, the time and resources necessary to complete these duties, a knowledge of the 12 Steps and 12 Traditions of NA, active in the NA Service structure on the standing subcommittee for at least six (6) months prior to nomination. Responsibilities: Update and revise old policy to current status and to define, clarify, and revise Policy as necessary through the ASC using the 12 Traditions of NA.*

*H. Alternate Policy Qualifications: A willingness and desire to serve in that capacity, at least one (1) year abstinence from all drugs, the time and resources necessary to complete these duties, a knowledge of the 12 Steps and 12 Traditions of NA, active in the NA Service structure on the standing subcommittee for at least six (6) months prior to nomination. Responsibilities: Attend all Policy subcommittee meetings and in the absence of Policy Chairperson assume their responsibilities. Alt. Policy will move into Policy Chairperson Position the following year. I. RCM 1 & RCM 2 An Area Service Representative (RCM) is to an ASC ASC Co-Chair*

*C. Literature Distributor Qualifications: A willingness and desire to serve, Service experience, active for at least three (3) months in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested one (1) year abstinence from all drugs, and a working knowledge of the Twelve Steps and Twelve Traditions of NA. Responsibilities: Safeguards, distributes, and maintains an inventory of literature, with primary distribution at the ASC. Insures proper funds have been received and accounted for by the Treasurer. The Literature Distributor will be working very closely with the Treasurer. Provides a receipt for all back ordered literature that has been previously paid for by a group.*

## **MEETING CHANGES:**

- **Waves of Recovery:** TUESDAY NIGHT SUNSET MEETING NO LONGER MEETS

**MOTIONS:** None

**Open Forum/ Announcements:** None

## **NOMINATIONS/Elections:**

Aaron from The Men's Meeting nominated / Derrick from Tradition 12 seconded:

### **Sean M as the Alternate Treasurer**

Sean has 5 years clean, has a sponsor, works steps, has been a GSR, never abandoned a position nor misappropriated NA funds.

Aaron from The Men's Meeting nominated / Derrick from Tradition 12 seconded:

### **Tim S as Literature Distribution Chair**

Tim has over 1 year clean, a sponsor, is willing and able and is working with current chair to learn the ropes

**RCM Report:** RSC met on November 18-20 at First Coast, Hilton Garden Inn, 45 PGA Tour Blvd., Ponte Vedra, FL 32082. Report is in a separate document.

**ANNOUNCEMENTS:** If you have any changes, announcements, and / or corrections to our website – please email [Webservant@NA.org](mailto:Webservant@NA.org) and [Secretary.suncoastNA@gmail.com](mailto:Secretary.suncoastNA@gmail.com)

## **SECRETARY REPORT**

**New Business:** Elections (see above)

**Old Business:** Elections (see above)

## **GSR O&M:**

**Old/ Current Business:** None

**New Business:**

### **Completed Orientation:**

8 new GSRs/Alt GSRs

**Situations/Changes:** If your Home Group elects a new GSR please let them know that GSR Orientation is at 3:00pm at Our Lady Queen of Martyrs Church, 2<sup>nd</sup> Sunday of every month (right before AREA SERVICE)

## **Activities:**

**Old/ Current Business:**

- **Bowling tabled until January**

**New Business:**

- Marathon Meetings for Thanksgiving & Christmas
- Masquerade Ball on New Years Eve
- Requested \$300 for marathon meeting supplies and NYE decorations

**Situations/Changes:** New meeting time will be at 2:30 prior to Area Service.

**Activities Meets the same day as Area at 3pm at Our Lady QOM Church. If you're coming for Area, please come for Activities. Spread the word –**

**Treasurer's Report:** Uploaded in separate document

## Policy:

**Old/Current Business:** None

## **New Business:**

- Approved Flyer for Saucy with the steps
- Phone Line Policy to be added to appendix in policy

**Situations/Changes:** Looking for Alternate Policy Chair for next year, elections are coming

## FDC Report:

Attached in separate document

## Group Reports:4

- **12 O'clock Clean:** No Changes
- **Admission of Defeat:** New Alt GSR Melissa
- **Atmosphere of Recovery:** No Changes
- **Basic Text Study:** No Changes **Call Group:** No Changes
  - Chris P 1 year anniversary 11/24/15
  - Sharon B 2 year anniversary 12/5/14
- **Eastside Recovery:** No Changes
  - Todd R 23 year anniversary 11/10/93
- **Fresh Start:** No Changes
- **Friday Night Clean:**
  - Rob S 3 year anniversary 12/9/13
  - **HOLIDAY DINNER DEC. 17<sup>TH</sup> 5PM – 8:30PM**  
**\$7.00 SUGGESTED DONATION, NO ADDICT TURNED AWAY**  
**SANTA WILL BE PRESENT**
- **Friday Night Lights:** No Changes
  - Cyndal H 1 year anniversary 11/19/15
  - Goldie B 18 month anniversary 05/18/15
  - Jeremy Z 18 months 5/21/15
- **Frontline Group:** No Changes
  - Chuck 1 year anniversary 11/25/15
- **Girls Gone Good:** No Changes
  - **Nikki 2 year Anniversary 8/12**
  - **Siera M 1 year clean 10/6**
- **High Hopes:** No Changes

**Just for Today:** No report

- **Keep it Simple:** No Changes

**Keeping it Green:** No Report

- **Life Boat Group:** No Changes
  - **HG Two year anniversary 01/10/2017**
- **Living Clean:** No Changes
- **Men's Meeting:** No Changes
- **More Gratitude Less Attitude:**
  - Karena G 18 month anniversary 5/21/15
- **Never Alone:** New Alt GSR Ralph S
  - **Hector R 16 year anniversary Nov. 2000**
- **New Beginnings YPG:** No Changes
- **New Directions:** New GSR Jason P
- **No Matter What Club:** New GSR Aaron D., New Alt GSR Eric O.

- **Peace in the Morning:** No changes
- **Principles B4 Personalities:** No Changes
- **Recovery by the Books:** No Changes
- **Saturday Night Speaker:** No changes
  - Megan G 1 year anniversary December 2015
- **Serenity in the Morning:** No Changes
- **Solution in the Steps:** No Changes
  - **December 8<sup>th</sup> Saucy with the Steps 7-10 pm**
- **Solution Revolution:** No Changes

**Together We Can:** No Report

- **Tradition Twelve:** No Changes
- **Unity and Serenity:** No changes
- **Waves of Recovery:** TUESDAY NIGHT SUNSET MEETING NO LONGER MEETS
  - Robert G 7 year anniversary 11/28/2009
- **We Do Recover:** No Changes
- **The Wednesday Meeting:** No changes
- **Women in Recovery:** No Changes

**Women's Perspective:** No Report

**THE END**