

RCM Report Attachment

Palm Coast Area Narcotics Anonymous Service Committee Not-For-Profit Work Group Notes - March 25, 2018

The third meeting of the Not For Profit (NFP) work group was held on March 25, 2018 9:00am at The Meeting Place. Members present were Dawn M., Ezra K., and Carlos S. The work group discussed the results of research into insurance, financial structure, BOD structure, and an informational workshop for PCA.

Insurance

- Insurance quote from reputable firm, First Nonprofit Group, a division of AmTrust.
- Total cost of premium is \$516.89/year including coverages:
 - general liability \$1M
 - damage to personal property \$5,000
 - business income loss \$25,000
 - damage to rental properties \$100,000
 - forgeries \$2,500
 - absconding with funds \$10,000
- Coverage group meetings and events would be extended to all groups which registered with PCA / NFP.

Financial Structure

- The NFP would register fictitious names to do business as the Convention Subcommittee and the Spiritual Retreat Subcommittee in order to establish separate bank accounts for each. Each account would have the trusted servants of that particular committee as account signatories. The costs are: fictitious name filing - \$50.00; certified copy of filing - \$30.00; and certificate of status - \$10.00.

Board of Directors

- PCASC policy descriptions of Admin positions would be revised to include dual duties as officers of the NFP: Chair, Vice Chair, Secretary, Treasurer, RCMs (2), Archivist. (Alternates would not have duties as officers of NFP).
- Two (2) Directors-at-Large would be elected from the PCA membership, to make a total of nine (9) members of the board of directors of the NFP.
- Admin committee would serve one (1) year terms, but Directors-At-Large would serve two-year staggered terms. These members would be responsible to educate new Directors and their position descriptions would require knowledge and skills in the areas of organizational administration, accounting, legal, and related.

Informational Workshop

- Informational workshop be held during PCA Convention in November 2018.
- Informational bulletin to be distributed to groups through PCASC in advance.

Follow up

1. Dawn to contact State DOR about sales tax exemption extension to groups.
2. Dominic to contact FRSO about sales tax on literature purchases.
3. Carlos to coordinate date for next meeting, identify fictitious name costs (done herein) and prepare update for PCASC

SUBCOMMITTEE REPORT

Date: 3/10/2019 Subcommittee: Activities

Name: Bonnie R

When & Where: Planning 2019 Events Attendance: 3

OLD BUSINESS:

Chili Cookoff is this Wednesday
3/13 We're having a Large Pot of chili
that Activities will provide and we
still need HELP Volunteer to taste chili & Judge
(Sarasota)

NEW BUSINESS:

Annual Beach Bash will
be held on Sunday 5/19 9am to 4³⁰
Speaker will be our one & only Tim

(Bradenton) Also Unity Day Luau 4/13 10/3
Bay Area in St Pete
T-shirts \$1500

SITUATIONS/CHANGES:

Next Activities meeting will be 3/14
at the Area Meeting @ 2:30

SUBCOMMITTEE REPORT

Date: 3/10/19 Subcommittee: Area O&M

Name: Ron P.

When & Where: 833 Magellan Dr. Attendance: 5

OLD BUSINESS:

NEW BUSINESS:

1. Kim G.	GSR	Sunset Serenity	Thursday 7-8pm
2. Jimmy H	AH GSR	Friday Night Lights	Friday 9-10pm
3. Amy B.	GSR	Keeping It Green	Sunday 7:15-8:30pm

SITUATIONS/CHANGES:

SUBCOMMITTEE REPORT

Date: March 10th 2019 Subcommittee: Rack

Name: Cait C.

When & Where: DLQm Attendance: 1

OLD BUSINESS: no old business

NEW BUSINESS: We have people willing to do service in Bradenton & Sarasota for Rack. I have given PR a new location for Rack ~~community~~ at the Manatee Community Action Agency in Bradenton.

SITUATIONS/CHANGES: Manatee memorial moved the ER so im not sure where the rack is now. I talked to PR and ask them to contact the hospital and find ~~out~~ out. We need to up date the location list in web hasn't been updated in 2 years. Drug Court is the wrong address & post office can no longer have racks in them.

lit 97.50

I talked to wed about the location changes updated my Email for Rack. So contact me.

SUBCOMMITTEE REPORT

Date: 3/10/2019 Subcommittee: IT/Webservant

Name: Seth T

When & Where: ASC Attendance: _____

OLD BUSINESS:

Web history

Total Sessions: 2486 Average daily visits: 83

62% of visitors access meeting lists directly

Mobil devices account for 87.2 % of all site traffic

NEW BUSINESS:

Keeping it Green Meditation meeting added to Website meeting list
* policy states that 3 consecutive ASC attendances may be added (confirm)

Verify that keep it clean meeting / Palmetto is still in existence

Webservant plans to attend the ~~San~~ FL Regional Service Symposium
for further research into online literature order format 3/21-24

SITUATIONS/CHANGES:

Updated Rack Coordinator email password and forwarder
to personal email for Cait

Meeting with Co-Web to discuss plans for site re-fresh this
Friday 3/15

SUBCOMMITTEE REPORT

Date: 3/10/19 Subcommittee: Newsletter

Name: Cole

When & Where: Our Lady Queen of the Martyrs Attendance: _____

OLD BUSINESS:

We printed a new edition of the newsletter. They are being passed out w/literature. If you haven't received any come see me.

NEW BUSINESS:

The next edition will be published on in May. Sean M. will be fielding questions for the ask-a-sponsor feature. Submit questions or any original content in the form of poems, essays or artwork to newsletter@surcoastna.org or fax them at the Surcoast newsletter dropbox, or to me in person.

SITUATIONS/CHANGES:

~~We~~ We are actively looking for a co-chair to eventually take over Newsletter. The clean time requirement is one year, + a computer w/internet access is necessary. If interested, come talk to me.

Expenses: \$29

Phone line

Date: 3/10/19

Name: Cole (subbing for Cayla)

Old business: Billing period 02/11 - 3/10
13 inbound calls w/ 22/2000
minutes used

New business: None

Expenses: \$49.95

RESOURCE COORDINATOR REPORT FORM

H&I HELPLINE NEWSLETTER PUBLIC INFORMATION
 WEBSERVAN RACK COORDINATOR

Date: MARCH 10, 2019 Name: Jamie S.

When & Where: OLQM Attendance: 1

OLD BUSINESS:

Conference On Opioid Abuse @ USF on 2/23
Cole Y attended and sat on the grassroots panel.
The other member who was scheduled to attend
failed to show up or notify that she would not
be able to attend. Reports received from others
attending the conference stated that "Cole is
a rock star!"

NEW BUSINESS:

Was asked to make a presentation at MTC East Campus
on 3/14 ~~g~~ My partner for this event only
informed me that she would not attend minutes
before the scheduled start of the event.

Answered emails ~~reg~~ from members regarding
online meeting list functionality and meetings

Spoke with rack coordinator about contacting MMH about
putting materials in their new ~~sp~~ Also ~~will~~ will contact
Munroe Community Action Agency about putting
a rack in their facility

SITUATIONS/CHANGES:

The Cochair/co coordinator position is open.

MONTHLY EXPENSES

None

SUBCOMMITTEE REPORT

Date: 3/10/2019 Subcommittee: RCM

Name: ANDREW S. & JASON B.

When & Where: _____ Attendance: _____

OLD BUSINESS:

- printed copy of Regional
Not for profit Insurance workgroup
for Area Admins

NEW BUSINESS:

SITUATIONS/CHANGES:

Salvation Army -
LOOKING FOR SPONSORS

BRQ mens & womens JATH

Roger is starting a Admock comity

RAM pls ask H&I about

members & participants taking
meetings into ~~JATH~~, "they are

not coming to policy" orientation

April 14th

SUBCOMMITTEE REPORT

Date: 03/10/19 Subcommittee: H and I

Name: LIMG

When & Where: 014M Attendance: 32

OLD BUSINESS:

N/A

NEW BUSINESS:

Volunteers for Sarasota
CO Jail are doing celebrations

Dotty asked if volunteers
through orientation at H and I

Rodger suggested we ask our REM
to ask region for their exp.

SITUATIONS/CHANGES:

Charlie stepping down from
choices

Wanda looking for replacement
for mothers and infants