



Tampa FunCoast ASC Agenda December 10, 2011

Open meeting with Service prayer at 2:00 pm:

God grant us knowledge that we may write according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours, in order that no addict, anywhere need die from the horrors of addiction.

Readings: Purpose and Function
Service Meditation
12 Traditions
12 Concepts

Welcome new attendees to ASC:

Welcome any new Groups to ASC:

Secretary's report: (5 min)

Open floor to GSR's with home group issues: (3 min each)

Open floor to anyone wishing to address the ASC: (3 min each)

Roll call: Groups
Sub-committee Chairs
ASC officers

LDO report: (5 min)

RCM report: (5 min)

Vice Chair report: (5 min)

Sub-committee reports: (5 min each)

Activities
Helpline
H&I
Newsletter
Policy
Public Relations
Convention

FRCNA

Announcements for the good of NA:

Recess: (10 min)

Roll Call: to establish quorum

Serenity Prayer: to reflect on why we are here

Pass the basket: (7th Tradition)

Treasurer's Report:

Old Business:

New Business: (3 min per each discussion; cons and pros)

Elections:

Regional Business:

Close the meeting with the Serenity Prayer



Tampa Funcoast ASC Minutes Nov 12, 2011

Chair: Deb C. (813) 352-4158
Vice Chair: Chris M. (813) 601-2151
Treasurer: Jessica G. (813) 505-6867
RCM #1: Sheri S. (727) 271-1579

Secretary: Anna M. (813) 600-9911
Alt. Secretary: Sylvia M.
Alt. Treasurer: Kimbra (813) 516-6335
RCM#2: Cy K. (813) 781-1699

ASC opened at 2:00 pm by with the Service Prayer.

Readings: *Purpose and Function:* A Women's Perspective
Service Meditation: Helpline
12 Steps: The War is Over
12 Traditions: New Beginnings
12 Concepts: A New Way

Welcome new attendees to ASC:

- **Bob**

Welcome new groups to ASC:

- "Primary Purpose" meets Fridays from 8:30 am – 10 am
- New Meeting on Monday's starting Nov 14th at 7:30 PM. "More will be revealed"

Secretary's Report:

Hi, my name is Anna and I'm an addict. Last month many groups missed one of the two roll calls. In order to be considered present for the day you must be here for both roll calls.

On the table to my left is the sign-in sheet, announcement sheet and contact list. If your group has elected a new GSR or if you did not receive your minutes this month please look update the contact list. Please indicate whether you want your minutes mailed or not by writing in **MAIL** or **NO** in the far right column of the contact sheet. This is to insure that your group receives their minutes in a timely fashion. If you are a new Subcommittee Chair please be sure to update the contact sheet as well.

Also, located on the table to my left, there are event flyers, literature order forms, GSR report forms, meeting schedule change forms. There is a box on the table for the GSR reports to be submitted. All meeting changes such as time or location can be put in the GSR report box as well. However, you also **must** fill out a meeting schedule change form so that it can be updated on the meeting schedules and on our website. If you have Motion Request form to turn in, please turn it in before New Business or you

will have to wait until the next ASC meeting for the new motion to be read on the floor.

The Alt LDO has submitted a letter of resignation: Dear Family, I regret to inform you that due to personal reasons I need to resign as Alt LDO effective immediately. I appreciate the time you've allowed me to serve. My apologies for any inconvenience this may cause. In loving service, Lynne A

The cost of printing the minutes last month was \$195.53. The following groups are excluded from voting today: **Fresh Start, Hope After Dope, La Ultima Parada, Living Life, Midday NA, NA Speaker Meeting, New Tampa NA, Oldtimers, Second Chance @ 7, Together We Can, and Women Stand United.** Quorum is set at 36 with 69 eligible voting groups in the area at this time.

If you have any questions, feel free to ask me during the break or after the close of business today. Please do not come up to me during area, as I will not be available to answer questions at that time. Thank you again for allowing me to serve.

In Loving Service, Anna M

Open floor to GSRs with home group issues:

- A Women's Perspective: Addressing concern about violating traditions Chris speaking on Parenthood in Recovery. Taryn read:
"Does the 10th Tradition tell us that, as individual recovering addicts, we must not talk in NA meetings about the challenges we face? No, it does not. While a particular problem may be an outside issue, its effects on our recovery are not; everything affecting a recovering addict's life is material for sharing. If a problem we are having impacts our ability to stay clean and grow spiritually, it's not an outside issue. Many things can put us off balance and challenge our recovery. We often discuss such challenges with one another at our meetings, seeking to ease our personal burdens by sharing them with our fellow NA members. We ask others to share how they have applied the principles of the program in similar circumstances, recovering their balance and strengthening their recovery. We need no one else's permission to talk about such things in our meetings."

Open Floor to Anyone Wishing to Address the ASC Floor:

- Jessica G: Saving money for area; we are spending about \$200 for minutes every month. Today we are putting in a motion about emailing minutes. Please put your email minutes on the contact sheet and we can try and cut down costs
- Fernando: La Ultima Parada is struggling. It is a Spanish home group. No home group members attend. There has been no representation at area in a long time
- Adrena: Women's Recovery Room would like to thank everyone for their support of their first spaghetti dinner
- Barbara: Last area there was a discussion about children attending areas. I was hit with a boot today by a child. If you bring your kids please keep them by your side. This isn't for you to just drop your kids off.
- Bill: Next Saturday is Unified Learning Day. Starts at 6 PM. Home groups please bring Chili. We are having a cook off. There are t-shirts for sale. Nov 19th 6 PM. There is no fee to attend. Flyer went out. It is at Oak Grove Church

- Craig: Recently witnessed charging for children to be allowed at an event. These events should be paid for by the basket. Talking to home group about putting in motion that this can't be done.
- Robert: There is a sign at John Calvin for the 27th year celebration on December 3rd

Roll Call: (attendance attached to the end of the minutes)

Voting Groups present at First Roll Call: 61

Voting groups present for the Second Roll Call:

Quorum (based on # of voting groups in the Area) established (prior to opening of ASC) at: 36

LDO Report:

Hello family my name is Ron and I am an addict. Last months ending inventory was \$1705.13. This month's literature order was \$2398.28 with a 6% discount. I would like to thank Jimmy, Mary, Kim, and Bill for helping to pull literature orders today. Their help is greatly appreciated. Without their help literature orders would not get filled. All Policy books are \$5 each.

In Loving Service, Ron H.

RCM Report:

Region is next weekend; therefore, there is no report

VICE CHAIR Report:

Apologize for leaving last ASC early. Does not have report. Change order of day and do convention report first.

SUBCOMMITTEE REPORTS

Activities:

Hi Family,

Activities met on November 6, 2011, at John Calvin Presbyterian Church at 5:00 PM. The primary purpose of the Activities Subcommittee is to promote unity and fellowship in the Tampa FunCoast Area of NA. Activities' is responsible to hold four (4) key events -- Halloween, New Years Eve, Valentine's Day, and Memorial Day.

We held our first event (Halloween Dance) on October 29, 2011 at Yana. We would like to thank everyone who showed up. Special Thanks to the Saturday Nite Live Home Group for allowing us to use their meeting space. We pass the basket and collected \$22.00 in (7 tradition) which will be given to SNL this area. Thanks to Tom & Lisa for the outdoor movies, the adults had a blast as well as the little ones. Thank you to Brandy for being awesome speaker. We took in \$424.00 and spent \$410.01 we made a profit of \$13.99. Deposit with Treasurer \$263.99 - 50.00 Payable to Yana = \$213.99. Financial report submitted 11/12/11. Also the area storage was moved Thank You Don for all your help in moving it back.

Our next event is the New Year's Party with breakfast included all for \$15.00. The sale of ticket has been extended until Dec 24, 2011. Theme color for this Event is Black & White, Silver & Gold. Our Women's Closet will be opening starting Dec 1-30" If you don't have a outfit come

and get one” . This is going to be a Gala Event. Good music and great food. We are going to have a blast, so come out and rock in the New Year with us. We have new flyer on the table. Motions: For the Chair to secure a palace for Valentine Day Event for the new chair.

Upcoming Events Mark Your Calendar

December **New Years Eve Gala Wellswood Civic Dec.31, 2011**

January **Forest Gump Nite Jan. 21, 2012 Oak Grove**

In Loving service, Jennifer P

Helpline:

Hi, I am an addict named Kandi. This month helpline took a total of 826 calls for a total of 1507 minutes, 14 seconds. We had 36 messages. We also went over policy changes which we will submit.

In loving service, Kandi O

H&I:

Hello my name is Dave and I'm an addict. We met today at 12 pm and opened with Serenity Prayer, 12 Concepts and Primary Purpose. New attendees: Ed S, Carl C, Dorian B, Aron R, David N, and Pam S. There were 35 members present. The Secretary's report was given. Panel Coordinator's report was given.

Concerns: The adhoc committee concerning attendance policy for panel members and panel leaders has been temporarily put on hold. Last meeting was Oct. 1, 2011.

Panel leader reports were given.

Old Business: Budget proposal was submitted. Learning day is next Sat. at 6 pm. Book drive continues. We have approximately 95 books and our goal is 140.

New Business: Motion to move our men's Sunday panel at FRJ to Tues or Thurs night

Elections: 4 members elected to 2 different panels (2 to each panel)

Closed with Serenity prayer

ILS, Dave L.

Newsletter:

Good afternoon everyone! I'm Terence and I'm an addict. The November and December issue was printed at a cost of \$336 for 700 copies. I want to thank everyone that contributed articles and expressions. Also thanks to the committee members for their service. Please send articles, comments, and suggestions to funcoastnews@hotmail.com. Thank you, Terence

Policy:

Started meeting at 12:30 with Serenity Prayer. There was 1 new member in attendance, Sylvia m the alt. secretary. We discussed motion 1P and found it does not violate traditions, concepts, and steps or require additional time. We also discussed motion 2P and the motion will be postponed to January for further clarification. There was discussion on cleaning up the ASC Policy, this will be discussed further next month when new policy Chair is in place. Thank you Chris M.

Public Relation:

The Public Relations subcommittee met today at 1:00pm. There were 7 members present with 1 new member. We opened the meeting with the Serenity Prayer. There were 1400 copies of the meeting schedules printed this month and there was 1 change to the meeting Rise to Recovery. A

reminder to all GSRs to submit a meeting change request form by the end of area to get your changes into the next schedule. The Tampa FunCoast Website had 2,262 unique visitors in October, which was a decrease of 289 visitors from the month of September. I would also like to remind the members of our area that if there is something that is not correct on the website, you would like to post a flyer or event, or if you have any comments or suggestions on how to make it better, you can send any correspondence directly to us by clicking Contact Us in the navigation bar and selecting "Website Info" as the department. The old business we discussed was the website policy that we continue to work on. Our hope is to have policy regarding the maintenance of the website by the end of this year. We are currently still on target for this date. Another item of old business was that a new meeting place has been added to our area by the Kingdom Worship Center, which is located at 1102-C E. Fowler Ave. (about ¼ mile east of Nebraska Ave.) After announcing it at the last ASC and providing it in writing in the ASC minutes. Public Relations is still keeping an open line of communication with the church and they again voiced their desire to have a meeting brought into their facility. Once again, they have almost completely open time slot availability, so I would ask that if there are any groups that would like to explore new meeting place options, or if someone has the willingness to start a meeting there, please contact me or any member of Public Relations. So far, we have one interested group for a possible move. Of the three dates we have been given to hold a booth at MOSI, we were able to have 2 Public Relations members attend on Friday, November 11th. We were in attendance there with other groups such as M.A.D.D. and Operation PAR. For the next and final date of December 3rd, we have some other willing members slated to attend at MOSI, and our contact there is very excited to have us return, as well as open the door for possible future events. For new business, we discussed the upcoming Unified Learning Day and selected PR members to help put together a short presentation. We will be in attendance at the last ad-hoc meeting for Learning Day to address any last minute details. One of our members notified us that a meeting in Gibsonton may not be following our traditions. In response to this, some members of Public relations have volunteered to visit this meeting and bring back any information to this body. Next in new business, we discussed the current system for maintaining our area website, specifically, the process by which we as a committee receive the information. I understand that some of the requests for updates are falling through the cracks, and we appreciate your patience in this matter. Lastly, we revisited the proposed date for our next poster hanging day, which was targeted for December 10th, but has been pushed back so as not to conflict with any holidays. The new date is slated for January 21st, where we plan to hang posters on east Busch Blvd. The last poster hanging day was done in tandem with members of groups in Brandon. Public Relations would like to ask for similar support in the upcoming poster hanging day.

In Loving Service, Rick S

Convention:

We thank the Florida Regional Service Office for use of a cash register and the Embassy Suites for their excellent hospitality for the meetings leading up to the convention and the accommodations for registration. We especially thank the members of registration subcommittee: Kimbra S, John S, Albert S and Belynda N for their tireless commitment to service. We are extremely grateful to our fellow members of the FunCoast Area Convention Committee who worked with and through illness, personal grief, relapse, recovery, and all other everyday life situations to bring FACNA XXVII into a reality. Finally, but most importantly, we are grateful for a loving God that continues with us and sustains us all, in all things, through all things. In and of service, Carlos N

Early Registrations: 93 = \$2325.00
Full Pay: 199 = \$5979.00
Total Paid registrations: 292 = \$8295.00
Partial Pay registrations: 166
Indigent Registrations: 64
Main Speaker Registrations: 3
Total Registrations: 525
Banquet Meals: 70 = \$2100
Comedy show: approx. 145 = \$1450.00

Total expense \$20,673.91

Monies rose for 2011 FACNA
 Merchandise \$2762.00
 Fund-raising \$2706.23
 Registration \$8295.00
 Partial Registration \$805.30
Ending Balance \$5505.38

3 suggestions from the committee:

- 1-Keep bank account open
- 2-Increase seed money to \$3000
- 3-Hold convention every 2 years

FRCNA:

Good afternoon family. I am an addict named Ninnah R. The FRCNA committee had our first meeting at the host hotel, the beautiful Marriott Bay Front downtown Tampa. The FRCNA convention will be held July 4th weekend. We had good support with two FunCoast members on each sub-committee with the exception of merchandise and registration, which is still available for support. I along with Nate are on the program committee and we are expecting speaker CD's to be reviewed during the next meeting held on December 11, 2011. If anyone is interested in joining us in this wonderful opportunity to give back please see me after this meeting or call me at (813) 412-7060. In loving service, Ninnah R

Announcements for the good of NA:

- See the flyers!
- Women Stand United with Hope 7th Annual Spiritual retreat is March 30th-April 1st at Cedar Kirk. There are registration forms on the front table. Thanks for supporting the Women's Hope Spaghetti dinner last month. They donated over \$800 to be used toward scholarships. Scholarship forms are also available on the front table. The drawing will be held at the Feb. ASC
- More Hope 1 and 2 Christmas Dinner and Dance on December 17, 2011 Tickets are \$5
- Daily Recovery Gratitude Picnic is Sat Nov 26th; Pavilion #120 10am-6pm; plenty of fun, food and fellowship. Please come out and support us.
- Choices group is struggling right now. Meets Saturday night at 8pm at Brandon Christian Church. We need home group support. The meeting will close in December 2011 is we cannot get support.

- Marathon Meeting Wednesday before Thanksgiving from 6pm until Friday after Thanksgiving until 6 PM at the Meeting Place.

Group Announcements from GSR reports:

Treasurer's Report: (Please see the attachment at the end of the minutes)

Old Business

Motion # 43P **Maker:** Women Do Recover **Second:** Parrot Pirates in Paradise
Motion: The FACNA Convention Committee will produce and bring to Area Service a monthly income and expense statement detailing events, registrations, funds used, expenses, and income for the convention committee.
Intent: Accountability and a past performance history
PASSES 46/1/2

Motion # 1P **Maker:** Parrots Pirates in Paradise **Second:** New Bite
Motion: Add to Policy: Submit in report how RCM voted on all motions put on Regional floor.
Intent: Accountability
Tabled to Policy and Groups for questions with voting in December

Motion # 2P **Maker:** Parrots Pirates in Paradise **Second:** New Bite
Motion: Add to Policy: RCM's to bring hard copies of all Regional reports to Area Service for posting on FunCoast Area website prior to next Area meeting, includes RSO, FRCNA, and Region reports.
Intent: Accountability
Postponed to January ASC for further clarity per pg 25 of our Policy

New Business

Motion # 5P **Maker:** Vice Chair **Second:** Treasurer
Motion: To add to policy under Secretary's responsibility to include the option of emailing the minutes to groups
Intent: Financial Responsibility
Tabled to Policy and Groups for questions with voting in January

Motion # 6 **Maker:** Activities **Second:** Secretary
Motion: To approve 2012 Activities Budget
Intent: Financial Responsibility
Tabled to Groups for voting in December
(see end of minutes for budgets)

Motion # 7 **Maker:** Public Relations **Second:** Secretary
Motion: To approve 2012 Public Relations Budget
Intent: Financial Responsibility
Tabled to Groups for voting in December
(see end of minutes for budgets)

- Motion # 8** **Maker: H&I** **Second: Secretary**
Motion: To approve 2012 H&I Budget
Intent: Financial Responsibility and to keep with ASC Policy
Tabled to Groups for voting in December
(see end of minutes for budgets)
- Motion # 9** **Maker: Helpline** **Second: Secretary**
Motion: To approve Helpline 2012 budget
Intent: To keep with ASC budget and financial responsibility
Tabled to Groups for voting in December
(see end of minutes for budgets)
- Motion # 10** **Maker: Treasurer** **Second: Secretary**
Motion: To approve ASC Administrative 2012 budget
Intent: To keep with ASC budget and financial responsibility
Tabled to Groups for voting in December
(see end of minutes for budgets)
- Motion # 11** **Maker: Newsletter** **Second: Secretary**
Motion: To approve Newsletter 2012 budget
Intent: To keep with ASC budget and financial responsibility
Tabled to Groups for voting in December
(see end of minutes for budgets)
- Motion # 12** **Maker: FRCNA Chair** **Second: Secretary**
Motion: To approve FRCNA 2012 budget
Intent: To keep with ASC budget and financial responsibility
Tabled to Groups for voting in December
(see end of minutes for budgets)
- Motion # 13P** **Maker: Helpline** **Second: Breakfast Club**
Motion: To accept helpline policy changes
Intent: To provide area with current policy
Tabled to Policy and Groups for questions with voting in January
(see end of minutes for Helpline Policy)
- Motion # 14P** **Maker: Activities** **Second: Newsletter**
Motion: For the previous Activity Chair to secure a place to hold the Valentine Day event prior to leaving their term
Intent: To secure a place for the Valentine's Day Dance prior to the new chair coming in because the new chair won't have enough time to plan for this event
Tabled to Policy and Groups for questions with voting in January
- Motion # 15P** **Maker: FACNA Committee** **Second: Triple M**
Motion: Increase FACNA seed money from \$2000 to \$3000
Intent: To be prudently responsible when securing a location
Tabled to Policy and Groups for questions with voting in January

Motion # 16P

Maker: FACNA Committee Second: Triple M

Motion: To have FACNA every other year opposite the World Convention year
Intent: To promote unity by making it available for people to attend both conventions

Tabled to Policy and Groups for questions with voting in January

Motion # 17P

Maker: FACNA Committee Second: Triple M

Motion: To have the existing bank account to remain open for the next FACNA Committee with \$250.00 with no fees/charges

Intent: To have an established bank account for FACNA Committee

Tabled to Policy and Groups for questions with voting in January

Regional Business

NONE

Elections

ADMIN POSITIONS:

Policy: PASSED

NOMINEE(S):

Lovett

Alt LDO: OPEN

NOMINEE (S):

Kim C.

Qualifications:

Hi my name is Kim C. My clean date is 10-25-10. I have the willingness and desire to help the FunCoast area. I have 2 home groups, a sponsor who has a sponsor, I am working on my step and I am secretary of my home group and I have a pickup truck. I have been helping the current LDO for 607 months and have experience. Thank you for my recovery FunCoast, Kim C

Jeremy

Qualifications:

My name is Jeremy M and I am an addict. My clean date is 1/24/09. I have a sponsor who has a sponsor and I have a working knowledge of the 12 Steps of NA. I have been a faithful member of a home group since early recovery and have been treasurer for that home group for just over a year. I have not stolen NA money. I have the willingness and desire and means to fulfill the Alt. LDO position and would love to serve our area. Thanks in advance! In loving service Jeremy M

Tampa Funcoast Area Service
Proposed Budget Form
2012

Committee Name: Public relations Motion #: 7

Motion: To approve Public Relations 2012 budget

Intent: financial responsibility

Itemized Expenditures	2011 Budget	Actual Expenses	Difference	Proposed 2012 Budget
Meeting Schedules	\$ 2,000.00	\$ 1,701.13	\$ 298.87	\$2,000.00
Web Site	\$ 300.00	\$ 628.00	\$ (328.00)	\$300.00
PR Supplies	\$ 250.00	\$ 50.00	\$ 200.00	\$250.00
PR Literature	\$ -	\$ -	\$ -	\$1,000.00
PI Learning Day	\$ 1,000.00	\$ -	\$ -	\$300.00
Total:	\$ 3,550.00	\$ 2,379.13	\$ 170.87	\$3,850.00

Tampa Funcoast Area Service
Proposed Budget Form
2012

Committee Name: Newsletter Motion #: 11

Motion: To accept Newsletter 2012 Budget

Intent: Financial Responsibility and to keep with ASC Policy

Itemized Expenditures	2011 Budget	Actual Expenses	Difference	Proposed 2012 Budget
Rent	\$ -	\$ -	\$ -	\$0.00
Copies	\$ 100.00	\$ 13.00	\$ 87.00	\$70.00
News Letter Printing	\$ 2,000.00	\$ 2,026.00	\$ (26.36)	\$2,100.00
Learning Day	\$ -	\$ 50.00	\$ (50.00)	\$50.00
Total:	\$ 2,100.00	\$ 2,089.00	\$ 10.64	\$2,220.00

Tampa Funcoast Area Service
Proposed Budget Form
2012

Committee Name: Newsletter Motion #: 9

Motion: To Approve Helpline 2012 budget

Intent: Financial responsibilty

Itemized Expendatures	2011 Budget	Actual Expenses	Difference	Proposed 2012 Budget
Rent	\$ 180.00			\$180.00
Copies/Supplies	\$ 250.00			\$250.00
Answering Service	\$ 3,120.00			\$1,200.00
Cell Phones	\$ 1,800.00			\$1,800.00
Acitivation & Renewal of cell phones	\$ 200.00			\$200.00
Yellow Pages	\$ 555.00			
Learning Day	\$ 800.00			\$400.00
Total:	\$ 6,905.00	\$ 4,019.98	\$ 2,885.02	\$4,030.00

Tampa Funcoast Area Service
Proposed Budget Form
2012

Committee Name: H&I Motion #: 8

Motion: To accept the H&I 2012 proposed budget

Intent: to keep with ASC Policy

Itemized Expenditures	2011 Budget	Actual Expenses	Difference	Proposed 2012 Budget
Rent	\$ 240.00	\$ 240.00	\$ -	\$240.00
Learning Day Supplies	\$ 150.00	\$ 57.00	\$ 93.00	\$150.00
Learning Day Refreshments	\$ 400.00	\$ 457.00	\$ (57.00)	\$400.00
Learning Day Location Rental	\$ 150.00	\$ 150.00	\$ -	\$150.00
Learning Day DJ	\$ 165.00	\$ 150.00	\$ 15.00	\$165.00
Learning Day Tshirts	\$ 500.00	\$ 568.17	\$ (68.17)	\$500.00
Literature	\$ 3,000.00	\$ 2,429.15	\$ 570.85	\$3,000.00
Copies/Supplies	\$ -	\$ -	\$ -	\$300.00
Total:	\$ 4,605.00	\$ 4,051.32	\$ 553.68	\$4,905.00

Tampa Funcoast Area Service
Proposed Budget Form
2012

Committee Name: FRCNA Motion #: 12

Motion: To approve FRCNA Committee 2012 Budget

Intent: To cover the expense of carrying the service message

Itemized Expenditures	2011 Budget	Actual Expenses	Difference	Proposed 2012 Budget
Gas	\$ -	\$ -	\$ -	\$100.00
parking	\$ -	\$ -	\$ -	\$200.00
Flyers	\$ -	\$ -	\$ -	\$50.00
Total:	\$ -	\$ -	\$ -	\$350.00

Tampa Funcoast Area Service
Proposed Budget Form
2012

Committee Name: Admin Motion #: 10

Motion: To Approve Admin 2012 budget

Intent: Financial responsibility

Itemized Expenditures	2011 Budget	Actual Expenses	Difference	Proposed 2012 Budget
Rent	\$ 1,800.00	\$ 1,800.00	\$ -	\$1,800.00
ASC Storage	\$ 800.00	\$ 828.00	\$ 28.00	\$975.00
RSC Travel	\$ 3,600.00	\$ 2,554.80	\$ 1,045.20	\$3,600.00
Secretary Minutes	\$ 2,500.00	\$ 2,686.75	\$ 186.75	\$2,800.00
Treasurer Reports	\$ 300.00	\$ 70.00	\$ 230.00	\$300.00
Bank Fees	\$ 150.00	\$ -	\$ 150.00	150.00
PO Box	\$ 120.00	\$ 96.00	\$ 24.00	\$100.00
World Unity Hook Up	\$ 50.00	\$ -	\$ 50.00	\$50.00
GSR Workshop	\$ 500.00	\$ 350.00	\$ 150.00	\$500.00
Round Table	\$ 100.00	\$ -	\$ 100.00	\$100.00
Insurance	\$ -	\$ 460.00	\$ (460.00)	\$500.00
Total:	\$ 9,920.00	\$ 8,845.55	\$ 1,503.95	\$10,875.00

Total:				\$	6,690.00
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**A.6. HELPLINE
Subcommittee Guidelines of the Tampa Funcoast ASC**

I. PURPOSE

The purpose of the Funcoast Area Help line is to carry the message of recovery to those who call our Helpline. By informing those who reach out to us we attempt to make NA available to any addict seeking recovery. We accomplish this task by giving out meeting information, sharing our experience, strength, and hope or putting the caller in touch with another recovering addict through the use of Twelve Step volunteers.

II. GENERAL INFORMATION

The membership of the Helpline subcommittee is open to all recovering addicts. There are some requirements in order to serve on the Helpline as a cell phone volunteer or subcommittee leader. These requirements will be explained further in later sections regarding the specific positions. The Helpline meets once a month prior to ASC at a time and location that is generally convenient to most members. The meetings are conducted with the following format:

1. Open with the Serenity Prayer
2. Reading of the Twelve Traditions
3. Reading of the Twelve Concepts
4. Reading of our Purpose
5. Chairperson's report
6. Secretary's report (minutes from the prior meeting)
7. Schedule Call Coverage Rotations
8. Open Forum
9. Old Business
10. Elections
11. New Business
12. Close with the Serenity Prayer

III. VOTING

A member of the Helpline subcommittee is eligible to vote upon attending two (2) consecutive Helpline meetings. In order to vote a member must maintain attendance at the monthly subcommittee meetings. Missing two consecutive meetings will result in the loss of the ability to vote until the second consecutive meeting after the absences. Members are encouraged to contact the Meeting Coordinator prior to missing a meeting if possible. An attendance sheet is circulated at every meeting and it is the member's responsibility to make sure that they sign in at each meeting. If circumstances prevent advance notice of an absence, the member should contact the Meeting Coordinator to discuss the most recent meeting.

**A.6. HELPLINE
Subcommittee Guidelines of the Tampa Funcoast ASC**

III. VOTING (Con't)

1. For most matters of business a simple majority vote is required for passage.
2. For establishing (or waiving) policy a 2/3 majority of the voting members is needed for passage.
3. Quorum is 25% of the voting members.
4. The Chairperson will vote only in the event of a tie. The Chairperson is not required to break a tie but may return the item to the committee for further consideration at the next regularly scheduled meeting.

IV. TRUSTED SERVANTS OF THE HELPLINE SUBCOMMITTEE

A. CHAIRPERSON

Requirements:

1. A willingness and desire to serve in the position.
2. One year abstinence from all drugs.
3. One year experience on the Helpline subcommittee.
4. The time and resources necessary to complete the duties of the position.
5. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.

Duties/Responsibilities:

1. Organize and schedule volunteers.
2. Work with all Helpline Communication services.
3. Attend all ASC meetings and submit monthly reports.

B. VICE-CHAIRPERSON

Requirements:

1. A willingness and desire to serve in the position.
2. One year abstinence from all drugs.
3. One year experience on the Helpline subcommittee
4. The time and resources necessary to complete the duties of the position
5. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
6. Attend at least 6 ASC meetings per year.

Duties/Responsibilities:

1. In the absence of the Chairperson, the Vice-Chairperson shall temporarily perform all the duties of the Chairperson.
2. Provide a copy of subcommittee guidelines to each member of the subcommittee.
3. Provide at each subcommittee meeting to each Cell Phone Volunteer, call log, 5 of the following IPs (i.e. white booklet, Am I an Addict, Welcome to NA, and Meeting Schedule).

**A.6. HELPLINE
Subcommittee Guidelines of the Tampa Funcoast ASC**

IV. TRUSTED SERVANTS OF THE HELPLINE SUBCOMMITTEE (con't)

C. CELL PHONE COORDINATOR

Requirements:

1. A willingness and desire to serve in the position.
2. One year abstinence from all drugs.
3. Six months experience on the Helpline subcommittee.
4. The time and resources necessary to complete the duties of the position.
5. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.

Duties/Responsibilities:

1. Responsible for the cell phone rotation during the month.
2. Assist volunteers with any difficulties that may arise.
3. Responsible to check the system and resolve any problems.
4. Access the system to make any and all changes regarding meeting information and events.
5. Assist incoming Cell Phone Coordinator in making transition for a month.
6. To make test calls to ensure helpline is working.

D. SECRETARY

Requirements:

1. A willingness and desire to serve in the position.
2. Six months abstinence from all drugs.
3. The time and resources necessary to complete the duties of the position
4. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

Duties/Responsibilities:

1. Keep accurate minutes of all subcommittee meetings.
2. Maintains all correspondence and logs of attendance sheets.
3. Distributes monthly minutes at each meeting.

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IV. TRUSTED SERVANTS OF THE HELPLINE SUBCOMMITTEE (con't)

E. MEETING COORDINATOR

Requirements:

1. A willingness and desire to serve in the position.
2. Six months abstinence from all drugs
3. The time and resources necessary to complete the duties of the position
4. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

Duties/Responsibilities:

1. Responsible to contact all subcommittee members prior to the monthly meeting.
2. Update and distribute accurate 12 Step volunteer lists and flyers.

F. CELL PHONE VOLUNTEER

Requirements:

1. Attend two consecutive Helpline meeting and one workshop.
2. A willingness and desire to carry and be responsible for cell phone.
3. One year abstinence from all drugs.
4. Develop knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
5. Attend meetings on a regular basis.

Duties/Responsibilities:

1. Respond to all calls in a timely manner.
2. Keep a log of all 12 Step and Emergency calls received.
3. Attend all subcommittee meetings.
4. Maintain equipment in good working order and use for Helpline purposes only.
5. Report any communication problems to the Cell Phone Coordinator (if not available, contact the Vice-Chairperson).
6. To give or obtain accurate instructions to assist an addict in attending a meeting.

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IV. TRUSTED SERVANTS OF THE HELPLINE SUBCOMMITTEE (con't)

G. TWELVE STEP VOLUNTEERS

Requirements:

1. One year abstinence from all drugs.
2. A willingness to carry the message to the addict who still suffers.
3. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Attend at least 2 Helpline subcommittee meetings to orientate on section XII 12-Step guidelines.

Duties/Responsibilities:

1. Never go alone on a twelve step call
2. Do not give out the names and/or phone numbers of any NA members
3. Meet the caller in a public place, not at their home
4. Men work with men and women work with women
5. We carry the message, not the addict
6. Keep the 12 steps and 12 traditions in mind

H. SUBCOMMITTEE MEMBERS

Requirements:

1. Complete abstinence from all drugs.
2. A willingness to carry the message to the addict who still suffers.

Duties/Responsibilities:

1. Attend all subcommittee meetings and workshops.
2. Assist with the function of the subcommittee as needed.

**A.6. HELPLINE
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V. REMOVAL FROM THE HELPLINE

A member shall be considered for removed from the Helpline subcommittee for either of the following reasons:

1. Absence from two consecutive subcommittee meetings.
2. Use of the phone services for other than Helpline purposes.
3. Any other violation, as deemed warranted by the subcommittee.

Tradition violations will be dealt with as matters of principle rather than personality. All concerns regarding a possible violation of the Traditions of NA will be brought before the committee. If, after a group conscience, a violation has been determined to have occurred a notation in the minutes will be made to reflect the thinking of the subcommittee in this matter. This will be done to provide guidance for current and future volunteers.

When concerns exist that may result in the removal of a volunteer from the committee, the Chair and Vice Chairperson will notify the volunteer of the concerns for the purpose of discussion of the issues at hand. If BOTH the Chair and Vice Chairperson agree that the removal is necessary the member will be informed of that decision and the member will be asked to return and Helpline equipment to the Chair or Vice-chair. If the affected member disagrees with the removal they can appeal the decision through application of the 10th concept. This appeal will be placed on the agenda at the next regularly scheduled meeting of the subcommittee.

VI. GUIDELINES FOR ANSWERING HELPLINE CALLS

Remember that we carry the message of recovery to the caller when we express:

1. Get the caller on the phone BEFORE identifying yourself as an addict
2. Our primary goal is to get the addict to a meeting.
3. The program works.
4. We were once suffering ourselves.
5. We care and are willing to help.
6. Pay close attention to crisis calls and follow guidelines of Section XII below.

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VII. KEEPING A LOG OF CALLS

Keeping a log of all calls is important for our subcommittee for of the following reasons:

- it is a means of keeping a record of the types of calls received;
- by tracking the types of calls we can better train our volunteers on how to handle the calls.
- The log also lets us verify the number of calls that we receive each month against the billing of our service provider.
- This verification is an assurance to the members of our area that NA funds are being responsibly managed. Logs are turned in to the secretary at every subcommittee meeting.

VIII. CALLS FROM FAMILY MEMBERS

Many calls come from family members or friends who are concerned with the welfare of the person who is using drugs. We must remember that our primary purpose is to carry the message to the addict who still suffers. If the addict is there and is willing to talk with the volunteer, GREAT; if not it is suggested that the family member attend an open discussion meeting to find out more about NA. It can be suggested that the caller bring along the addict who is still suffering. The family member can be asked to give the Helpline number to the addict. Remember to treat the family member with kindness and respect. We need to keep in mind and convey our 6th Tradition (A NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose) when talking with family members. Various reference materials have been supplied to assist in contact with family members. If the caller is a family member, provide guidance for Naranon and 211 referral services.

IX. REQUESTS FOR INFORMATION

Helpline volunteers will sometimes receive calls from a number of different sources including the media (radio, TV, newspapers, magazines, etc.) and law enforcement agencies. The way we handle these calls will determine how these agencies look at the program of Narcotics Anonymous. It is imperative that any time a member of the media calls that we refer them to the Public Relations Subcommittee. The referral to PR is best accomplished by obtaining what type of information the caller is seeking and then contacting the Helpline Chair (or Vice Chair). The Chairperson will pass the information along to the PR subcommittee as well as contacting the caller to assure them that we are taking the needed steps to process their request. Occasionally, the caller may attempt to gather information while working under a deadline; it is helpful to remember that the deadline affects the caller and not NA.

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X. TWELVE STEP CALLS

There are times when a caller may not be able to attend a meeting without the support of another member or needs to speak at length with someone. Obtain the following information from the caller before contacting the Twelve-Step volunteer:

1. First name of the caller
2. Age and gender of the caller
3. Telephone Number and Zip code where the caller lives
4. What types of drugs the caller has been using
5. Does the caller need medical attention before attending a meeting? (If yes, DO NOT pass the call to a 12 step volunteer, have the caller seek medical treatment and call us back.) See section XII Crisis calls for more detailed instructions.

If not, consult the Twelve Step volunteer list for someone who lives in the same zip code as the caller. Contact a Twelve Step volunteer in that area and pass along the info. If difficulty is experienced in locating a volunteer, re-contact the caller and let them know you are still working on finding someone to assist them. If you decide to handle the twelve step call yourself remember:

XI. INFORMATION FOR HELPLINE AND TWELVE STEP VOLUNTEERS

DO's

Do always identify yourself with your first name only and state that you are an addict.
Do always have the necessary materials (white booklet, meeting list, NA pamphlets, Twelve Step list, and Phone log) close to the telephone, in order to avoid delay and confusion.

Do find out what the caller needs; ask questions.

Do, if you are returning a call, be certain that the person requesting help is on the line before identifying yourself as an addict or mentioning Narcotics Anonymous.

Do remember to be helpful and polite to all callers.

Do make appropriate referrals when necessary.

Do keep a log of all calls you answer.

Do contact the Helpline Chairperson if problems arise.

Do use the Twelve-Step list.

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**XI. INFORMATION FOR HELPLINE AND TWELVE STEP VOLUNTEERS
(con't)**

DONT'S

- Don't argue with the person whose views of addiction differ from yours or NA's.
- If the caller does not want to stop using, do not try to persuade him/her to stop.
- Don't try to handle calls that you are not qualified to answer.
- Don't give medical advice.
- Don't give out other people's names or telephone numbers
- Don't answer questions about who was at an NA meeting (to police officers, probation officers, or significant others). However, general information may be given about NA's make-up (variance in size of meeting, NA open to all age groups, etc.).
- Don't glorify active addiction by telling war stories

XII. CRISIS CALLS

Always take them seriously. If you are not sure what to do, use the helpline callout list. Contact someone and ask for help. Ascertain if the individual is alone. Find out their address if possible. Once the type of crisis is determined, refer them to the appropriate agency. If you hear evidence of domestic violence, abuse, or if the caller appears to be suicidal, you will need to make an individual decision on what to do. You can ask the caller for permission to call whomever you think needs to be notified. If the person is alone and appears to be having physical problems or seizures you, as an individual may decide to call 911.

List of emergency numbers:

Police, Fire and Ambulance	911
Suicide/Crisis Prevention Center	(813) 234-1234
Poison Control (Florida)	(800) 282-3171
Rape Crisis	(813) 234-1234
Child/Adult Abuse	(800) 962-2873
Other resources refer to the Hillsborough Information line (813) 272-5900	

XIII. DISCLAIMER:

"A NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose"