

Tampa Funcoast ASC Minutes May 11, 2024

First Church of God, 2202 E. Busch Blvd., Tampa, FL 33612

Vice Chair: Dan N. Chair: Scott B. **Secretary:** Amber N. Alt. Secretary: Open Lyla T. Alt Treasurer: Open **Treasurer:** Deb C. Richard **RCM #1: RCM #2: ITR Coordinator:** Shannon **Policy:** Open

ITR Alt. Coordinator: Open

(webmaster@tampa-na.org)

ASC opened @ 2pm by Scott B.

READINGS

Service Prayer: All Purpose and Function (Page 6 of Policy): Scott

Service Motives: (pg 4 of policy):

Service Meditation: (Pg 367 Daily Meditation)
Ted
12 Traditions:
Jill
12 Concepts:
Richard

WELCOME NEW ATTENDEES:

1. Angi

2. Kathy

NEW GROUPS: None **SECRETARY REPORT:**

If I missed anything in this month's minutes or need to make corrections, please let me know.

All reports email to secretaryfuncoast@gmail.com by Saturday May 18, 2024.

Located on the back table are several important forms:

- The <u>Contact Sheet</u> is for 'updates only' so we have an accurate Contact list to be able to email the groups and other trusted servants the minutes or any other pertinent information. Please print clearly.
- Please use <u>Sign-in sheet to sign in.</u>

- <u>Use Meeting Change Forms</u> so we can accurately update the meeting schedule. Accurate meeting information is important, so we have the correct information on the website and meeting schedules.
- Motions Forms New motions must be turned in by New Business to be heard today.
- Anniversaries' Forms are also available so we can celebrate individual's anniversaries on the Tampa Funcoast Facebook page.

Please email all reports to <u>secretaryfuncoast@gmail.com</u> by Saturday April 20, 2024, so we can have ample time to review the minutes for accuracy before they are distributed. Moving forward minutes will be reviewed by the 2nd Saturday after Area. They will be posted and emailed by the end of the weekend 2 weeks after area.

GROUPS ELIGIBLE TO VOTE:

There are 27 groups eligible to vote so quorum will be 15.

Thank you for allowing me to serve., Amber N.

Open Forum:

GSRs with Home-Group issues: ARC of Hope looking for support.

Any member wishing to address the ASC: WSUJWH donated \$1063.86 to area.

ROLL CALL: Groups, ASC Officers, Subcommittee Chairs – See Addendum A

ABSENT/RESIGNATION LETTERS

***Reminder: Excused absence: Administrative Committee and Subcommittee Chairs must send in a letter of absence prior to the ASC meeting and have someone available to read their report to have an excused absence.

FRCNA Rep:

Please excuse my absence today as I had a prior commitment. I will not be looking for reelection when nominations come up.

Thank you in advance In loving service, Mike D

ITR Chair:

Hello Funcoast.

I am unable to attend area today due to a personal family matter. I ask that you please excuse my absence.

Thank you for your understanding

In loving service, Shannon C

VICE CHAIR REPORT:

Admin Agenda - 5/11/2024

Open Meeting: Serenity Prayer

- 1) Attendance: Absent: Treasurer and ITR Chair
- 2) Open Floor:
- 3) Old Business
 - 501c3 Qualifications for 3 members at large Policy will be submitting motion for members at large.
- 4) Open Positions:
 - a) Alt. Secretary Open
 - b) Alt. IT Resource Coordinator Open
 - c) Alt Treasurer Open
 - d) Activities Open
 - e) Alt Secretary Open
- 5) New Business:
 - Key for LDO submitting motion to allow LDO to have key to storage

LDO REPORT: N/A

RCM REPORT:

- FRSC did not meet in April.
- The next FRSC will be on May 17-19, 2023 at the Rosen Plaza hotel in Orlando.
- We encourage everyone to attend either in-person or virtually.
- The FRSC virtual link can be found at www.naflorida.org
- FRCNA 42 is coming up soon, on July 3-7
- WCNA world convention is Aug 29-Sept 1, 2024 in Washington D.C.
- No new regional business to report on.
- No regional proposals to vote on.

Thank you for allowing us to serve.

Questions?

SUB-COMMITTEE REPORTS:

ACTIVITIES: No Report, position is open

CONVENTION:

May 11, 2024

I want to report that the Registration Information to date is:

Registrations - 68

Banquet - 18

Show - 8

Shirts - 8

Donations - 176.00

Grand Total: \$ 3,144.00

We currently have 15 Rooms booked. This is 30 room nights.

The deposits due to the hotel:

1. Thursday, July 18, 2024 - \$6,125

2. Wednesday, September 18, 2024 - \$6,125

The current bank balance is \$7,800. The square has been set up, but we are waiting for the QR code that has to be done by Anthony with the IT committee, which will happen next weekend.

All the merchandise has been ordered and paid for that will be sold at the convention which consists in T shirts, mugs, and water bottles.

The order for the convention shirts and travel mugs has been placed, and a check for \$1245.00 has been issued. to Blue Cat. The good news is that if we sell all at the convention, we will more than double our money as retail, which should bring in \$2680.00. We also have 72 mugs, which, depending on how many preconvention orders there are, could bring in another \$1125.00, which cost us

Between now and the convention, we can expect expenses of about \$400.00 for Banners: one 6' by 8' and one 10' by 12', both in 13oz glossy vinyl.

Fundraising is having a Spring Fling Speaker Jam next Saturday, the 18th, at Nativity Catholic Church at 705 E. Brandon Boulevard from 12pm to 5pm. They have also finalized plans for two other speaker jams: both at 919 W. Kirby on June 15th, a Fish Fry, and another one at 919 W. Kirby on July 20th, a family BBQ, both from 1pm to 6pm. The committee is also planning a registration drive on August 17th, with more details to come at a later date.

Deb C was elected as vice chair and Yuly was elected as information chair. We still have the secretary position open.

FRCNA SUPPORT:

FRCNA will be held at Rosen Plaza Hotel July 3-7 in Orlando.

- Registration is open for \$55
- Saturday Banquet for \$65
- Sunday Breakfast for \$35
- Comedy Show for \$35

You may reserve your room for \$142/ night Anyone willing to be of service at FRCNA can contact Mike D. (727) 417-0169. ILS,

Mike D.

HELPLINE:

Helpline met Monday, May 6 at 7pm at Club Yana. We had 7 members in attendance and one new attendee. In April, we received 188 calls for 268 minutes. We had 3 messages left and 2 calls were returned. The 3 rd message was a test call from a Helpline member. All shifts are covered for the month of May with a normal call rotation. It is still our plan to be transferred over to the YAP program by June ASC. Our next meeting will be Monday, June 3 at 7pm at Club Yana and we are in need of support.

Please come out and join us. Thank you for allowing me to serve this area.

ILS,

Jill D.

HOSPITALS & INSTITUTIONS:

We met today at noon, with approximately 28 in attendance. We had one new attendees for their first business meeting and four returning for their second. We carried 46 out of 47 presentations last month. We are glad to announce that we are starting the women's presentation at the jail. It will be starting Wednesday, May15. We are still short of men to start the men's jail presentation. We have two men with their PV number and one more in the process. We had several men step and say there are will to try to get approved. We hope to start the men's soon. We have other facilities wanting us to present there. However, until we have all our current facilities fully staffed, we must hold off. Over all everything is going great and the Tampa Funcoast should be proud of their H&I Subcommittee efforts. H&I is a great place to perform your service. Our next business meeting will be on June 8th at 12 noon. You can attend in person (same place as area service) or via zoom. Zoom ID: 842 1616 9136 PW: 007510.

ILS, Jill D.

ITR Coordinator:

We meet on May 5th with 4 in attendance.

During our meeting

- * We updated the draft FACNA website contact list
- * We discussed the FACNA Square registration and adding it to FACNA.org website (once published)
- * We added the Regional and World donation links to TampaFuncoast.org
- * We also discussed ways to automate the SPAD and JFT posts on FB account.

We will meet again on June 2.

In Loving Service, Shannon C

POLICY:

Policy met at 12:00 on May 11.

Present:

- 1. ASC Chair
- 2. ASC Vice Chair
- 3. RCM II
- 4. ASC Secretary

Policy met today and reviewed the motion being submitted to ASC regarding the 501c3 Board Members at Large.

PUBLIC RELATIONS:

PR Meeting 04/28/24

- -Mt Clements Community Fair last month went well, good outreach they have our email for future events
- -Christine will follow non profit group's FB pages, start with NOPE and IDEA Exchange
 - -Outreach to nondenominational churches
 - -Boys & Girl's Clubs
 - -Will draft an email to send out, ask if they would like any materials from us or a presentation

PR cards for PR contact use? Region has an example

- -Get a quote for pricing
- -Spots still available at Three Coins Diner, the guy said when contact made in Jan that it cost \$1000 but pro bono spot available- will check back in
- -Group consensus is that either way we want to invest in a spot on the table
- -How long are they there? All tables? Price?

- *5/11 Update on tables- 3 years of advertising for \$1000
- -PR Week- some type of event June 2^{nd} - 8^{th}
- -June 2nd 12pm Meet at Rainbow poster hanging

ILS

Lorena

ANNOUNCEMENTS:

GSR ORIENTATION: None

TREASURER REPORT -

Hello Family,

Area donations can be sent by bank/cashier's check or money order to the ASC PO Box. Funcoast ASC,

PO Box 9730, Tampa, FL 33674 or you can bring money orders, cashier's checks and cash to area for

your literatur and 7 th tradition. Please do not use PayPal anymore.

ILS, Lyla

	4/30/2024	Bank balance after last Area:		\$	5,432.97				
							Conventi	4/30/2024	
Expenses - Before							Beginning Balance:		
	Admin	RCM Hotel	4/23		(360.21)			\$8,330.88	
	H&I	LDO Order	4/26				Deposits		
	H&I	LDO Order	4/26	\$	(232.18)				
	Admin	Storage	5/2	\$	(98.56)			\$325.00	Deposit4-174
	Admin	Mtg Schedules	5/6	\$	(69.88)				
	Admin	Frontier	5/6	S	(32.78)				
	H&I	Line 1 Communications	5/8	\$	(105.74)				
	Admin	Receipt Books for treasurer	5/11	S	(33.01)	Tot	al Income	\$325.00	
		Expenses at ASC		\$	(1,492.82)		Expenses		
		Balance before ASC:		\$	3,940.15			-\$85.08	ck 8521 4-15-
		Prudent Reserve		\$	(4,000.00)				ck 8520 4-22-
		Total for region donation and conver	ntlon	\$	(59.85)				
	Expenses at a	ASC				Total	Expenses	-\$130.08	
		ASC Mtg Rent	5/11	\$	(300.00)				
		LDO Order	5/11	\$	(1,238.72)		Total	\$8,525.80	
		Helpline Rent Bi annual	5/11	\$	(100.00)				
		PR Rent Bi-annual	5/11	\$	(120.00)				
		Zoom	5/11	\$	(15.99)				
		Tota	l Expenses:	\$	(1,774.71)				
		Income at ASC							
		Lit. Orders Area			\$520.05				
		Group & Member Donations Area			\$2,665.40				
		To	tal Income:		\$3,185.45				
		Our prudent reserve is \$4,000.00							

	May-24			Year To Date		
Group / Member	Lit	Donation	Total	Lit	Donation	Total
A New Way	14.20	\$60.00	\$74.20	\$35.50	\$60.00	\$95.50
Aging In Recovery			\$0.00	\$18.15	\$12.95	\$31.10
Brandon @ Noon			\$0.00	\$440.20	\$24.80	\$465.00
Choices			\$0.00	,		\$0.00
Free To Be Me		\$50.00	\$50.00	\$243.85	\$252.15	\$496.00
Freedom From Pain	\$30.50	\$44.50	\$75.00	\$34.60	\$46.40	\$81.00
Funcoast NA Online Meetings	,		\$0.00	*		\$0.00
Go With the Flow			\$0.00	\$204.50	\$275.50	\$480.00
Grow or Go	\$29.55	\$20.45	\$50.00	\$76.45	\$41.55	\$118.00
High Lie			\$0.00	\$507.65	\$686.35	\$1,194.00
Hope In Lutz	\$43.65	\$56.35	\$100.00	\$129.15	\$207.85	\$337.00
Hyde Park NA	\$120.20	\$600.10	\$720.30	\$374.55	\$1,003.40	\$1,377.95
Just for Today			\$0.00			\$0.00
Keep The Faith I & II			\$0.00			\$0.00
Life on Life's Terms	\$4.20	\$35.80	\$40.00	\$240.50	\$129.50	\$370.00
Monday Meditation			\$0.00	\$14.55	\$6.00	\$20.55
More Hope I & II			\$0.00			\$0.00
More Will Be Revealed	\$4.10	\$100.90	\$105.00	\$75.40	\$209.60	\$285.00
New Bite Of Serenity		\$100.00	\$100.00	\$19.75	\$608.20	\$627.95
New Life			\$0.00	•	,	•
New Tampa NA			\$0.00	\$25.30	\$0.70	\$26.00
Recovery in the Hood			\$0.00	\$117.10	\$50.20	\$167.30
Squeaky Clean			\$0.00	\$4.10	\$42.90	\$47.00
Stepping Up			\$0.00			\$0.00
Stick & Stay	\$34.35	\$62.65	\$97.00	\$67.00	\$116.00	\$183.00
Sunset Solutions	\$33.20	\$106.80	\$140.00	\$47.75	\$230.25	\$278.00
Tampa Unity Group	\$41.80		\$41.80	\$404.70		\$404.70
The Arc of Hope	\$12.60	\$0.40	\$13.00	\$22.20	\$0.80	\$23.00
The Broader The Base			\$0.00			\$0.00
The Heights of NA	72.30	\$189.20	\$261.50	\$353.62	\$674.70	\$1,028.32
The Time Is Now			\$0.00			\$0.00
The War Is Over			\$0.00			\$0.00
The Workshop	\$8.20		\$8.20	\$124.25	\$302.65	\$426.90
TiesThat Bind Us	\$29.00	\$11.00	\$40.00	\$29.00	\$11.00	\$40.00
Together We Can	\$8.20	\$90.80	\$99.00	\$11.20	\$90.80	\$102.00
Triple M			\$0.00			\$0.00
Women of Serenity			\$0.00			\$0.00
Women's Lit	\$10.80	\$0.20	\$11.00	\$10.80	\$0.20	\$11.00
M isc group donation			\$0.00			\$0.00
Women's Hope	\$23.20	\$1,136.25	\$1,159.45	\$177.75	\$1,208.95	\$1,386.70
			\$0.00			
Group Totals:	\$520.05	\$2,665.40	\$3,185.45	\$3,809.57	\$6,293.40	\$10,102.97
Member: PayPal						
Member: Lit Purchase/Donation				\$175.65	\$0.35	\$176.00
Cash rec'd no paper trail					\$65.05	\$65.05
PayPal fees						
Member Total:	\$520.05	\$2,665.40	\$3,185.45	\$3,985.22	\$6,358.80	\$10,344.02

OLD BUSINESS:

Motion #: 2024–5P Date: 1.13.23

Maker: Hope In Lutz 2nd: The Time is Now

Motion: To consolidate activities into FACNA Fundraising committee during a convention year,

Intent: To create unity in the Funcoast Area by limiting amount of additional activities during a convention year and committees working together to carry the message

For: Opposed: Abstain:

pg. 9

Tabled to Groups: Questions in May, Voting in June
May ASC - Voted to send back to maker to resubmit clearer. For: 17, Opposed: 2. Abstain:
0

ELECTIONS:

LDO: Alex L

Qualifications: Clean Date 9/7/98, I have a sponsor and have worked all 12 steps 3 times with my sponsor. I have also worked through several other pieces of NA literature with my sponsor and sponsor group. I have never absconded with NA funds. I have a pickup truck. I am willing to serve the area and fulfill the position.

Voted May: For: 20, Opposed: 0. Abstain: 0

Alt LDO: Lenora M

Qualifications: Clean Date 6/10/02, I have a sponsor who has a sponsor and work the 12 steps and 12 traditions of NA. I've worked with the convention in the area. I've done service in my home group and area level. I have the willingness to serve.

Voted May: For: 20, Opposed: 0, Abstain: 0

OPEN POSITIONS:

Alt. Secretary Open
Alt. Treasurer Open
Alt. ITR Coordinator Open
RCM II Open
Policy Chari Open

New Business:

Motion 2024-6P Date 5/11/24

Motion Maker: ASC Vice Chair Second: Secretary

Motion: Add to Policy the following qualifications and responsibilities for Board of Directors Members at large. To be included in Qualifications and Responsibilities of ASC Officers, added after Alternate Literature Distribution Officer.

BOARD OF DIRECTORS MEMBERS AT LARGE

Board of Directors Members serve a three-year term, one elected each year in rotation in the month of July. An elected Board of Directors Member at Large will be required to agree to have their name publicly listed on the ByLaws.

QUALIFICATIONS:

1. A willingness and desire to serve.

- 2. A knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service and Guide to Local Services.
- 3. The willingness to give time and the resources to do the job.
- 4. 3 years abstinence from all drugs.
- 5. Leadership ability.
- 6. Ability to communicate.
- 7. Ability to organize.
- 8. Ability to delegate.
- 9. Willingness to learn Robert's Rules of Order.

RESPONSIBILITIES:

- 1. Read, understand, and adhere to TFANA INC. Bylaws.
- 2. Attends 2 meetings annually in February and August.
- 3. May with another Director, call a Board Meeting.
 - a. All members will be given notice seven days in advance of any meeting.
 - b. All business meeting will be held in a public place.
- 4. To determine, along with other BOD Members, who will be the registered agent for TFANA, Inc.
- 5. To audit policy annually after elections of new policy chair to be completed by new chair and a BOD member.
- 6. To audit treasury quarterly after elections of new treasurer to be completed by new treasurer and a BOD member.

Intent:

Concepts 1, 3, and 4

Tabled to groups: Questions at June ASC, Voting July ASC

Motion 2024-7P Date 5/11/24

Motion Maker: ASC Vice Chair Second: RCM II

Motion: Add to Page 15 Literature Distribution Officer responsibilities, under Responsibilities of the LDO:

7. Will possess and maintain ASC storage key.

Intent: Concept 5 – For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

Tabled to groups: Questions at June ASC, Voting July ASC

Motion 2024-8 Date 5/11/24

Motion Maker: Sunset Solutions Second: A New Way

Motion: To waive policy to not have a 2026 convention as stated in Funcoast ASC policy page 16 under

"Election Procedures" paragraph 4

Intent: Motion is to abstain from conducting a 2026 convention holding off on convention efforts until next scheduled year 2029 for our 45th year as Funcoast Area. Referencing Concepts 2, 3, 7. And 11.

Voted at ASC to table to groups: For: 19. Against: 0, Abstain: 0

Voting at June ASC

Roll Call - Addendum - A

Attendance – 1st and 2nd Roll Call

Must be present for both Roll Calls to be considered present.

Y - Present; N – Absent; OPEN - Position needs to be filled; EX-Excused; UE-Unexcused;

INE Bold – Non-Voting Group

	GROUP	10.14.23	11.11.23	12.09.23	1.13.24	2.10.24	3.9.24	4.13	5.11
	Aging In Recovery	Y/Y	N/N	Y/N	Y/Y	Y/Y	Y/Y	Y/Y	N/N
	ARC of Hope	Y/Y	N/N	N/N	Y/Y	Y/Y	N/N	Y/Y	Y/Y
	Brandon at Noon Group	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
INE	Choices								Y/Y
	Free to be Me	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Freedom from Pain	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Go With the Flow	Y/Y	N/N	Y/Y	N/Y	Y/Y	N/N	Y/Y	N/N
	Grow or Go	Y/Y	Y/Y	N/N	Y/Y	N/N	Y/Y	N/N	Y/Y
	Heights of NA, The	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	High Lie	N/N	Y/Y	Y/Y	Y/Y	N/N	Y/Y	Y/Y	N/N
	Hope In Lutz	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Hy de Park NA	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Life On Life's Terms	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Monday Meditation	Y/Y	Y/Y	Y/Y	N/N	Y/Y	N/N	Y/Y	N/N
	More Will Be Revealed	N/N	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	N/N	Y/Y
	New Bite of Serenity	Y/Y	N/N	Y/Y	Y/Y	N/N	Y/Y	Y/Y	Y/Y
	New Way, A	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	N/N	Y/Y
	Recovery in the Hood	N/N	Y/Y	Y/Y	Y/Y	Y/Y	N/N	Y/Y	Y/Y
	Squeaky Clean	Y/Y	N/N	Y/Y	Y/Y	N/N	Y/Y	Y/Y	N/N
	Stick N Stay			Y/Y	N/N	Y/Y	Y/Y	Y/Y	Y/Y
	Sunset Solutions	Y/Y	N/N	Y/Y	Y/Y	Y/Y	Y/Y	N/N	Y/Y
	Tampa Unity Group (TUG)	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Ties That Bind, The								Y/Y
	Time is Now, The	N/N	Y/Y	Y/Y	Y/N	N/N	Y/Y	N/N	N/N
	Together We Can	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	N/N	Y/Y	Y/Y
INE	War is Over, The	N/N	Y/Y	Y/Y	N/N	Y/Y	N/N	N/N	N/N
	Women's Hope	Y/Y	N/N	Y/Y	Y/Y	Y/Y	N/N	Y/Y	Y/Y
	Women's Lit	Y/Y	N/N	Y/Y	Y/Y	N/N	Y/Y	N/N	Y/Y
	Workshop, The	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y

ADMIN/ Subcommittee Chairs						
ADMIN Subcommittee Charis	12.09.23	1.13.24	2.10.24	3.9.24	4.13	5.11
Chair	Y/Y	Y/Y	Y/Y	Y/Y	N/N	Y/Y
Vice Chair	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
*Secretary	OPEN	CLOSED	Y/Y	Y/Y	Y/Y	Y/Y
Alt. Secretary	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
Treasurer	Y/Y	Y/Y	N/N EXC	Y/Y	Y/Y	Y/Y
Alt. Treasurer	Y/Y	OPEN	OPEN	OPEN	OPEN	OPEN
RCM #1	N/N EXC	Y/Y	Y/Y	Y/Y	N/N	Y/Y
RCM #2	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
Policy	N/N	N/N EXC	Y/Y	Y/Y	Y/Y	OPEN
Activities	Y/Y	Y/Y	N/N UNE	Y/N	OPEN	OPEN
Convention	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
FRCNA Support	N/N EXC	Y/Y	Y/Y	N/N EXC	Y/Y	N/N
Helpline	Y/Y	Y/Y	Y/Y	N/N EXC	Y/Y	Y/Y
H&I	Y/Y	Y/Y	Y/Y	N/N	Y/Y	N/N
LDO	N/N UNE	OPEN	OPEN	OPEN	OPEN	Y/Y
Alt. LDO	OPEN	OPEN	OPEN	OPEN	OPEN	Y/Y
Public Relations	OPEN	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
ITR Coordinator	OPEN	Y/Y	Y/Y	Y/Y	Y/Y	N/N EXC
ALT ITR Coordinator	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN