

Tampa Funcoast ASC Minutes January 11, 2025

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

Chair:	Dan N.	Vice Chair:	Open
Secretary:	Morgan B.	Alt. Secretary:	Open
Treasurer:	Danielle C.	Alt Treasurer:	Open
RCM #1:	Richard	RCM #2:	Myra
Policy:	Julie S		-

ASC opened @ 2pm by Dan N.

READINGS

Service Prayer:	All
Purpose and Function (Page 6 of Policy):	Dan
Service Motives: (pg 4 of policy):	Tyler
Service Meditation: (Pg 367 Daily Meditation)	Dan
12 Traditions:	Tony
12 Concepts:	Joel

WELCOME NEW ATTENDEES:

Summer Sean Tony-The War is Over Kaitlyn-New Tampa Craig-Grow Or Go

NEW GROUPS: No New Groups

SECRETARY REPORT:

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

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.
- <u>Anniversaries' Forms</u> are also available so we can celebrate individual's anniversaries on the Tampa Funcoast Facebook page.

Please email all reports to funcoastsecretary@tampa-na.org by Saturday February 15th, so we can have ample time to review the minutes for accuracy before they are distributed.

GSR Orientation is at 1:30pm before ASC.

GROUPS ELIGIBLE TO VOTE:

There are 28 groups in total on the roll call. 27 groups are eligible to vote so quorum will be 14.

Thank you for allowing me to serve., Morgan B.

Open Forum:

Joel-Freedom From Pain. Met for the first time since the hurricane and could use some more support they are meeting at 301 N Route 41 in Ruskin.

HomeGroup Issue:

N/A

<u>ROLL CALL</u>: Groups, ASC Officers, Subcommittee Chairs – See Addendum A

ABSENT/RESIGNATION LETTERS

VICE CHAIR REPORT: Not Submitted

LDO REPORT:

Good afternoon,

Happy New Year. Hope everyone is well. So some new things have unfolded since last month. The person from last was going to take on the LDO position has decided to move in a different direction. However, I believe there will be a new nomination this month for it. Should things not work out I will continue to serve as LDO for our area in the meantime. Once a new person comes on board, I will work with them until they are comfortable assuming full responsibility for the Literature.

Id like to give a small thanks to me this month.ha ha I went and got the literature order. This is really in part to the fact I didn't make the order until the beginning of this month. If that caused any problems in payment, I apologize Lyla.

I'd like to ask this area for clarity about us picking up the order for H&I. Several things have been mentioned around me and to me about us getting it picked up when we travel to get the rest of the literature order. If we are going to do this I'd like to be part of the conversation please. We currently pick up the literature to save our area money. I cannot speak for the people that may come after us unless we write it into our policy as a requirement for the position. Jus sayin.

Thank you for letting me serve, Integrated Irrigation Srvcs



RCM REPORT:

RCM Report 1/11/2025

- FRSC met November 15-17, 2024 in Orlando. Tampa Funcoast RCMs were in attendance. FRSC did not meet in December.
- The next FRSC will be January 17-19, 2024 in Orlando. All members are welcome to attend in person or virtually. Go to www.naflorida.org for the virtual link.

Area Support (Saturday):

Topics:

- Insurance for Areas and Groups.
- Areas struggling financially, below prudent reserve and ways to maintain financial stability.
- Are Areas using PR to reach out to recovery houses to carry the message?
- What to do when a service body makes decisions that are in conflict with policy, guidelines, Traditions, or Concepts.
- Can 501c(3) Areas allow groups to use tax exempt paperwork for group purchases?
- Are 50/50 raffles illegal and are they in conflict with our Traditions and principles?
- Is crowdsourcing funding for Area conventions in conflict with Traditions?

Fellowship Development (Saturday):

• Disaster Preparedness Plan

• Online newsletter workgroup

• Making GSR Assembly a 2-day event

Current Interim CAR/CAT Schedule:

• December 14th - Funcoast ASC - CAR/CAT motions and ballots will be distributed to all GSRs attending Area Service.

• December 21st - CAR/CAT Presentation/Workshop (virtual) - Open to all who wish to attend - Access through www.naflorida.org

• January 11th - Funcoast ASC - GSRs submit completed ballots to RCMs at Area Service.

• January 18th - RCMs will submit all completed ballots to the Regional Delegates at the FRSC meeting.

• February 28th - Interim World Conference.

Do all of the groups have their ballots filled out with the Group name at the top? << Collect all ballots >>

FRSC Business (Sunday): Nominations and Elections: Position: Corrections Resource Coordinator Member: Angelo B Nominated by: Bay 2nd by: Coquina HRP: Requirements read; meets qualifications Outcome: Elected Old Business: (None) New Business: Proposal Number 2024-11-01 Maker: Uncoast Proposal: To modify the duties of the HRP to include the following: A detailed change log of changes to the guide at the end of the GTFRS. This log will include a short description of each change, at most three sentences, along with the date which it was voted on as approved. Intent: This will eliminate much excess work by the admin body as well as other trusted servants in researching evidence for topics, discussions, and historical references. Assent: 16 Assent with Reservation: 1 Stand Aside: 1 Block: 0 Result: Passed, RCMs gave HRP the leeway on how to best implement this proposal.

Treasurer's Report:

Hello everyone,

On September 1, 2024, the opening bank balance was \$42,174.25. After deposits of \$5,717.48 and expenses of \$15,197.31 on October 31, 2024, the ending book balance was \$32,694.42. After deducting \$10,000.00 withheld for the next RSC, the Prudent Reserve of \$11,000.00, the GSR Assembly Reserve of \$6,400.00, and the Florida Service Symposium Reserve of

\$5,950.00 the available balance was \$-4,855.58. We will not be making a donation to NAWS.

As of RSC held on November 17, 2024, we received \$9,635.06 in income and had \$8,863.24 in expenses. Additionally, we allocated the monthly reserve of \$350.00 for the GSR Assembly & \$800.00 the Florida Service Symposium. Therefore, after RSC business the available balance was \$-5,233.76.

Payment Information:

We accept payments via PayPal at paypal.me/frsc or search treasurer@naflorida.org. Choose sending to a friend since you are not paying for an item or service. Be sure to add a note to include the group or area name to ensure proper credit.

We also accept payments via Check or Money order. Please be sure to make it payable to the Florida Regional Service Committee. Also, please include your group or area name on the memo line to ensure proper credit.

Please send to:

Florida Regional Service Office c/o Florida Regional Service Committee 2222 South Combee Road, Suite 6 Lakeland, FL 33801 ILS, Danelle C. – Treasurer Lyla – Alternate Treasurer

Additional Information:

• The annual planning meeting for Regional trusted servants was held on October 19th in the Heartland Area.

• There are several H&I and Corrections initiatives happening, such as FDC Volunteer and the "Bridging the Gap" program. If you would like to be of service, please see one of us after the meeting.

• In 2024 the Tampa Funcoast Area has contributed no funds to the NA fund flow.

Are there any questions?

Thank you for allowing us to serve and thank you all for your service.

SUB-COMMITTEE REPORTS:

ACTIVITIES: N/A

CONVENTION: N/A

FRCNA SUPPORT: N/A HELPLINE: N/A

HOSPITALS & INSTITUTIONS:

Hi Tampa Funcoast,

This is our end-of-year report for 2024. We have had a successful year. The Tampa Funcoast H&I committee has grown this year and has been able to greatly expand its outreach to the addicts that still suffer in our area hospitals and institutions. We have grown the institutions we serve from eleven at the start of 2024 to twelve. Serving at one institution two times a week. We were able to restart our presentations at the Falkenburg Road Jaill. That's an average of 52 presentations carried out each month. We have an average of 27 members attending our monthly business meetings and 32 members currently serving on panels. Other members serve as floaters, covering presentations as needed. We have ended our book drive as of today. The number of books will be totaled this month and distributed next month. We will report our success in next month's report.

Our shortcoming is that many institutions want us to carry our message; however, with our current membership, we cannot. We shall continue our efforts this coming year, and we are confident we can succeed in carrying our message. I am very proud of the committee's efforts, and they deserve all the praise and thanks from the area.

In loving service, Pete M.

ITR Coordinator:

We did not meet in the month of January but the IT Committee was able to successfully set up Tampa Funcoast as a non profit organization on Google Workspace.

The committee will be setting up email addresses for all admin positions and subcommittee chairs to ensure successful and effective communication between the general members of the Area, GSR's, ASC Admin and Committee's.

These email addresses will end in Tampa-NA.org. For example FuncoastITR@tampa-na.org and FuncoastHandl@tampa-na.org

In loving service, Shannon C

POLICY:

- 1. Open with the Serenity Prayer
- 2. Open Floor for Policy Related Issues: 501©3
- a. Future items to be added to Policy by The Board of Directors required by the state:
- i. Annual Report
- ii. IRS Filings
- iii. Amendments

3. Old Business:

a. Motion: 2024-13P Date: 11/9/24
b. Maker: Together We Can Second: TUG
Motion: To reimburse the member who picks up the ASC and group literature from Regional Service Office for \$20 for travel expenses each time.
Intent: To be fully self-supporting
Tabled to: Groups
Questions in December, vote in January – Clarify - See Policy - page 20 item #13
Takes a 2/3 majority -This should be added to Admin Budget
Policy felt that this motion should be ruled O/O/O:

i. We don't pay trusted servants; we pay special workers.

ii. All money dispersed must be attached to a budget.

iii. Mileage has been added to Admin budget to be voted on in February.

4. Elections: None

5. New Business:

a. Distribution of Policy

b. New Motion/s referred to Policy – Tabled to next Area

Motion: 2024-19 Date: 12/14/24

Maker: Women's Hope Second: Second Chance

Motion: To direct the FL Region to dissolve the Service Symposium.

Intent: Same information given at the symposium is offered at the Regional Fellowship

Development, including being virtual. Also offered in the Guide to World Service and Guide to

Local Service literature. This symposium affects Region, Areas, and Groups financially.

Tradition 4: Each group should be autonomous except in matters affecting other groups or NA as a whole.

Concept 11: NA funds are to be used to further our primary purpose, and must be managed responsibly; Financial accountability

Motion referred to Policy

Women's Hope Texted Secretary to ask chair to Retable to February 2025

6. Close: Prayer

7. Next meeting on 2/8/25

Policy Report 1/11/2025 -

Note:

a. *Is the motion clear and concise?

b. *How and where will it be adopted into Policy?

c. * Does the Motion adhere to the 12, 12, & amp; 12?

d. * Financial Impact -

PUBLIC RELATIONS: N/A

ANNOUNCEMENTS:

Angelo- Flyer passed out for a new NA program, looking for support to set up NA meetings. Inmates support themselves by meeting several prison programs, helping addicts reintegrate etc. Joel- FACNA merchandise left if you are interested see Joel.

<u>GSR ORIENTATION</u> : No attendance

TREASURER REPORT –

	January 2025		Year To Date			
Group / Member	Lit	Donation	Total	Lit	Donation	Total
A New Way			-			-
Aging In Recovery	10.85	3.15	14.00			-
Brandon @ Noon	102.70	40.30	143.00			-
Choices			-			-
Free To Be Me	82.00	50.00	132.00			-
Freedom From Pain			-			-
Funcoast NA Online Meetings			-			-
Grow or Go			-			-
High Lie		262.00	262.00			-
Hope In Lutz	101.85	71.15	173.00			-
Hyde Park NA	51.05	299.95	351.00			-
Just for Today			-			-
Just for Today			-			-
Keep The Faith I & II			-			-
Ladies Lit	17.30	0.70	18.00			-
Life on Life's Terms	62.85	18.15	81.00			-
Monday Meditation			-			-
More Hope I & II		700.00	700.00			-
More Will Be Revealed	33.60	26.40	60.00			-
New Bite Of Serenity	132.70	299.00	431.70			-
New Life			-			
New Tampa NA			-			-
Recovery in the Hood			-			-
Second Chance			-			-
Squeaky Clean		40.00	40.00			-
Stepping Up			-			-
Stick & Stay	43.05	72.95	116.00			-
Sunset Solutions	4.10	88.90	93.00			-
Tampa Unity Group	166.90		166.90			-
The Arc of Hope	65.00		65.00			-
The Broader The Base			-			-
The Heights of NA	36.00	58.00	94.00			-
The Time Is Now	115.60	94.40	210.00			-
The War Is Over			-			-
The Workshop	4.00	1.00	5.00			-
Ties That Bind Us			-			-
Together We Can	18.65	37.35	56.00			-
Triple M			-			-
Women of Serenity			-			-
Women's Hope	29.20	63.80	93.00			-
			-			
Group Totals:	1,077.40	2,227.20	3,304.60	-	-	-
Member Donation						
Member: Lit Purchase/Donation	69.00	21.00	90.00			
Square Purchase	4.00					
Deposit Totals:	1,150.40	2,248.20	3,398.60	-	-	-

TFANA, Inc. Treasurer's Report - January 2025

			(4,000.00)	ASC Prudent Rese
			(2,000.00)	Convention Reser
	Adjusted Bank Balance	at Beg of Jan ASC	6,618.46	
Income		_		
	Literture		1,150.40	
	Donations		2,248.20	
	Total		3,398.60	
January Expenses (P	aid)	_		
Budget	Description/Vendor	Date	Amount	Cleared
Admin	Storage (reimb J.Smith)	1/2	(127.71)	х
Admin	Line 1 Communications	1/8	(105.74)	х
DO	RSO Lit Order	1/10	(977.01)	x
H&I	RSO H&I Lit Order	1/10	(21.00)	x
H&I	RSO H&I Lit Order	1/10	(544.53)	х
Admin	Frontier	1/10	(32.61)	x
Admin	Zoom	1/15	(15.99)	x
RCM	Rosen Center Region Hotel Expense	1/17	(145.44)	x
RCM	Rosen Center Region Hotel Expense	1/17	(290.88)	х
т	Host Domain (reimb J.Smith)	1/23	(224.27)	x
Admin	First Church of God (rent)	1/23	(300.00)	x
Admin	Florida Region (donation)	1/23	(3,500.00)	x
Admin	Tampa Printing (Policy Handbook)	1/24	(254.10)	
Policy	Tampa Printing (Mtg Sched)	1/24	(86.69)	
Admin	Square Merchant Fee	1/24	(0.20)	х
	Total	_	(6,625.97)	
Payable or Reserve (Not Paid)			
Budget	Description/Vendor	Date	Amount	
Admin	Sierra Nevada Donation		(872.65)	
Admin	Anonymous Donation		(290.00)	
RCM	RCM Fuel Reimb		(100.00)	
Admin	Sunbiz Annual Filing		(61.25)	
	Total	_	(1,323.90)	
	Available Balance		2,067.19	

OLD BUSINESS:

Motion: 2024-13P	Date: 11/9/24
Maker: Together We Can	Second: TUG

Amended

Motion to Amend by Together We Can, 2nd TUG For: 18, Against: 0, Abstain: 5 Motion: To pay the member who picks up the ASC and group literature from Regional Service Office for \$20 for travel expenses each time. Date: 12/14/24 Second: Secretary

Motion: Accept 2025 Admin budget.

Item	2024 Budget	Actual	Difference	Proposed Budget 2025
Rent	\$3600.00	\$3600.00	0	3600.00
Zoom	\$200.00	191.88	8.12	200.00
ASC Minutes	\$60.00	0	60.00	60.00
ASC Postage	\$25.00	0	25.00	25.00
Printing	\$100.00	0	100.00	
Storage	\$1800.00	1266.88	533.12	1800.00
PO Box	\$300.00	256.00	44.00	300.00
Copies/Supplies	\$100.00	0	100.00	100.00
Bank Fees	\$200.00	192.00	8.00	200.00
Events/Workshops	\$300.00	0	300.00	300.00
RCM Hotel	\$4200.00	2924.82	1275.18	4200.00
RCM Milage	\$400.00	0	400.00	400.00
Cloud Storage	\$120.00	0	120.00	Moved to ITRC Budget
Web Host ITT	200.00	203.88	- 3.88	Moved to ITRC Budget
Web Design	100.00	0	100.00	Moved to ITRC Budget
QR Cards	125.00	0	125.00	Moved to ITRC Budget
LDO Milage	0	0	0	360.00
*Literature (LDO)		10,540.49	Not in last year's budget	12,000.00
TOTALS	\$11,930.00	19,175.95	3,194.54	23,5045

*Literature is purchased by members and groups

Intent: To ensure funds are managed responsibly.

Concept 11 – NA funds are to be used to further our primary purpose, and must be managed responsibly; Financial accountability.

Questions January, voting February

Motion: 2024-19Date: 12/14/24Maker: Women's HopeSecond: Second Chance

Motion: To direct the FL Region to dissolve the Service Symposium..

Intent: Same information given at the symposium is offered at the Regional Fellowship Development, including being virtual. Also offered in the Guide to World Service and Guide to Local Service literature. This symposium affects Region, Areas, and Groups financially. Tradition 4: Each group should be autonomous except in matters affecting other groups or NA as a whole.

Concept 11: NA funds are to be used to further our primary purpose, and must be managed responsibly; Financial accountability

Motion referred to Policy

Motion: 2024-20P	Date: 12/14/24
Maker: H&I	Second: High Lie

Motion: Accept our 2025 budget.

Tampa H (& I Budget (2	2024 \$3,425.00)				
Date	Description		Expenses		Туре	
Tampa H (& I Budget 2	025				
2025	Literature		\$	247.50	Per Month	\$ 2,970.00
	Printing					
	and		\$			
2025	Laminating		16.50		Per Month	\$ 198.00
			Total			\$ 3,168.00

Intent: Concept 11 - NA funds are to be used to further our primary purpose, and must be managed responsibly; Financial accountability.

Questions January, voting February

Motion: 2024-21PDate: 12/14/24Maker: ITRCSecond: RCM 1

Motion: Review and approve 2025 proposed budget.

get for 2025			
2024 Budget	2024 Actual	Difference	2025 Proposed Budget
1,200	927.00	+273	1,200
120.00	0	+120	20.00
200.00	203.88	-3.88	250.00
100.00	0	+100	100.00
	2024 Budget 1,200 120.00 200.00	2024 2024 Budget Actual 1,200 927.00 120.00 0 200.00 203.88	2024 Budget2024 ActualDifference1,200927.00+273120.000+120200.00203.88-3.88

QR Codes	125.00	0	+125	125.00

Intent: Financial responsibility and to have a working budget for 2025. Concept 11 - NA funds are to be used to further our primary purpose, and must be managed responsibly; Financial accountability.

Questions January, voting February

NOMINATIONS:

<u>Activities – Freddy B</u>

1st Together We Can, 2nd A New Way

My name is Frederick "BOE" L. Clean date 06-03-08. I have a sponsor who has sponsor, I work the 12 steps, 12 traditions and 12 concepts, I have 17 years clean, work FRCNA support Rep. for 10 years, Area Convention Registration, GSR for several homegroups never misused NA funds and have the willingness and the desire to be a trusted servant.

<u>Secretary – Morgan B</u> 1st Hope In Lutz, 2nd Policy Passed: For 22, Against 0, Abstain 0

<u>FRCNA Rep – Mank</u> 1st Heights of NA, 2nd A New Way Passed: For 22, Against 0, Abstain 0

New Business:

Nominations:

Jerad C for LDO 1st Life on life's terms 2nd The War is Over -Clean Date:5/18/2021 -I have a sponsor who has a sponsor -Currently working the 12 steps of NA. -I was a GSR of my homegroup for 3 years -I am currently the treasure of my home group -I have a vehicle to transport literature.

OPEN POSITIONS:

Vice Chair	Open
Alt. Secretary	Open

Alt. Treasurer	Open
Helpline	Open
Activities	Closed
LDO	Closed
Public Relations	Open
BOD Member II	Open
BOD Member III	Open

*Please note you can reference the September 2024/Policy minutes for information on the roles and responsibilities for all positions.

<u>Call - Addendum – A</u> 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

		7.13.24	8.10.24	9.12.24	11.9.24	12.14.24	1.11.25
	Groups						
	Aging In Recovery	N/N	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Brandon At Noon Group	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Free To Be Me	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Freedom From Pain	Y/Y	N/N	N/N	N/N	Y/Y	Y/Y
INE	Go With The Flow					Y/Y	N//N
	Grow Or Go	Y/Y	N/N	Y/Y	Y/Y	Y/Y	Y/Y
	Heights of NA, The	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	High Lie	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Hope In Lutz	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Hyde Park NA	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Lady's Lit	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
	More Hope I & II	Y/Y	Y/Y	N/N	Y/Y	Y/Y	Y/Y
	More Will Be Revealed	N/N	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	New Bite of Serenity	Y/Y	N/N	Y/Y	Y/Y	Y/Y	Y/Y
	New Tampa NA					Y/Y	Y/Y
	New Way, A	N/N	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Recovery In The Hood	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
	Second Chance	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y

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Squeaky Clean	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	N/Y
Stick N Stay	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
Sunset Solutions	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
Tampa Unity Group (TUG)	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	N/N
Time Is Now, The			Y/Y	Y/Y	Y/Y	Y/Y
Together We Can	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
The War is Over				Y/Y	Y/Y	Y/Y
Women's Hope	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
Workshop, The	Y/Y	Y/Y	Y/Y	N/N	Y/Y	Y/Y

ADMIN/ Subcommittee						
Chairs	7.13.24	8.10.24	9.12.24	11.9.24	12.14.24	1.11.25
Chair	N/N EXC	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
Vice Chair	N/N EXC	Y/Y	Y/Y	Y/Y	N/N EXC	OPEN
*Secretary	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
Alt. Secretary	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
Treasurer	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
Alt. Treasurer	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
RCM #1	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
RCM #2	Y/Y	OPEN	CLOSED	Y/Y	Y/Y	Y/Y
Policy	OPEN	CLOSED	Y/Y	Y/Y	Y/Y	Y/Y
Activities	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
Convention	Y/Y	N/N	N/N	Y/N	OPEN	OPEN
FRCNA Support	Y/Y	OPEN	OPEN	OPEN	OPEN	OPEN
Helpline	N/N EXC	OPEN	OPEN	OPEN	OPEN	OPEN
H&I	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y//Y
LDO	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
Alt. LDO	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
Public Relations	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN
ITR Coordinator	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y	Y/Y
ALT ITR Coordinator	OPEN	OPEN	OPEN	OPEN	OPEN	OPEN