**West Tennessee Area Service Committee Minute (2/28/2021)**

**WHAT DO WE NEED TO KNOW FOR OUR BUSINESS MEETING?**

**OPEN POSITIONS w/ CLEAN TIME & REQUIREMENTS**

**ASC Chair – VACANT | Minimum of two years continuous abstinence from all drugs.**

**ASC Vice-Chair – OPEN | 1-Year minimum clean time.**

**ASC Treasurer – Leighann will continue filling in until we have a new Treasurer. 3 years clean time.**

**ASC Alternate Treasurer – OPEN | Minimum 2 years clean time.**

**Activities – OPEN | Minimum 1-year clean time.**

**Literature – Term ending for current Literature Chair. May run again, Minimum 1-year clean time.**

**Newsletter - Current Chair showed willingness to run again. Minimum 1-year clean time.**

**Motions to Vote On:**

**Cari B for Newsletter Committee Chair.**

**Please check announcements at the end of these minutes!**

Note from Glen H Policy and Procedure: The Secretary was absent, and I am putting out the minutes. We had some lengthy discussions on the Treasurer\Bank issues, so I am including those in the minutes.

**ROLL CALL:**

Calendar

Description automatically generated

1. **Administrative Reports**

**Chair Destin(absent)**–**Destin’s resignation letter Dated 2/28/21:** This letter is my notice that I will be resigning as the chairman. I really appreciate you guys letting me serve for the amount of time that I did but due to unforeseen circumstances and a new job I will not be able to fulfill my commitment. ILS Destin

**Vice-Chair – David A**(Acting Chair): States that he is willing to run for chair since he was already vice-chair.

**Secretary – Pamela(absent)**

**Alt -Secretary – Vacant**

**Treasurer – Leighann**: Starting out with a balance of nine thousand $9,983.22. We had some good donations. I have almost the final report, so I'll just say that online access is not available for the bank account. I will continue to reconcile the bank account by getting a paper copy of transactions from the day. ILS, Leighann.

Q: **Glen H**: Have you budgeted to pay-off the Basic Text Fund? Treasurer – Leighann: We didn’t pay any money last time because we were in the hole. I received some good donations thanks to the Fellowship for stepping up. And it looks like we're going to be able to pay more for that.

Q: **Jonathan** – GHOD: Since Glen brought up the NA in May Funds, is there a plan on how we are paying that back.

**Leighann**: Said that it’s on her report. Shows how much we borrowed. In January, we borrowed $649.91. Didn’t pay any in December. February, we did not have anything to give back. We owe $911.46. It’s all documented in the Treasurer report documented to the side.

Q: **Jonathan:** Main question was how are we deciding how much to pay each month?

Leighann. She gave all in January all that we. Instead of sending money to Region, she put it all in Basic Text Fund, She plans on doing the same this month. Stated that it is looking like this month, she will be able to pay $700 unless other Area Committees have to be paid. Bring us back to under #300 dollars that we owe., Jonathan: GHOD requests the pay statements can be submitted each month. Beyond the Treasurer report you send each month moving forward.

**Leighann:** OK

**Jonathan:** And lastly, request that a Pay\Credit summation for the year be done. Could be as simple as adding 12 monthly statements. This is for transparency to see what is coming out and going in.

**Leighann**: OK

**Thursday Nighters - Kathryn**: I have a question to piggyback on that too. We were hoping to see the statements as well. Leighann mentioned the Region. What is the current policy on donations to Region. Confused whether we have to make a motion or what at end of area.

**Leighann**: Explained the current policy. It doesn't happen if a motion is made to not send the money then and automatically whatever is all verifiable to region.

**Kathryn G**: Saying that anything up and over of outgoing expenses and prudent reserve. unless we have a motion at Area, we have to send to Region.

**Policy – Glen**: re-states the policy.

**Leighann**: Unless anyone objects at the end of Area, anything over and above what we have available, cash automatically gets sent to the region.

**RCM - Lucy O:** Read from the Area Guidelines - At the end of each year, the bills are paid and the Subcommittee on Oversight and Credit Reserve will be sent to Congress. If there's an objection is made, their objection occurs. And we know that it will take a two thirds majority of GSRs present and able to vote for the motion to pass. (Blocks sending money to Region) **RCM - Lucy:** It’s under Financial Procedures in Guidelines.

**Archives, Terry B:** Yeah, well, the box looks good, you know, moved it to another spot, so it has actually been moved since last time. There is now a blanket over the top of it. And I put a blanket over it and everything looks just the way it did. So we're good. Thanks.

**H&I Jerry B:** H&I Sub-Committee report from the March 18th meeting was open to 6:00 p.m. the silence and saying the top position attendance was 18 interested persons. The committee does need the vice chair. So, I was interested in helping getting involved with the page and I get in touch with me or show up at the next meeting, which is April 15th. Grace House panel leader Lucy O gave report. the meeting and having my contact Lucy member of helping with this grayscale Zoom meeting. The Shelby County D.O.C Women's Meeting, held its first meeting Tuesday evening at seven p.m. The time now been changed to six p.m. We'll be able to chair the meeting and had a speaker. And again, she's looking for some support in that position. The Shelby County Women's D.0.C. needs a panel leader. Please join us in this very rewarding service work. Contact me or another subcommittee member to ask about this position. Joda S has shown the willingness to be the panel leader, and he was accepted as the men's meeting panel leader and Shelby County Department of Corrections. He gave the group his qualifications and he was immediately accepted to handle that. Thank you to Joe s. And then looking to help Jonah, please join him on the panel, That's going to need every two weeks at 6:00 p.m. on Zoom.

So join us at the subcommittee meeting and find out what's going on in that meeting. Another meeting, It was supposed to start March twenty third because they didn't get their IP Internet issues resolved. The men's meeting will start April 6th. There was a discussion regarding area guidelines for H and I and then we set a meeting, an additional meeting March 25th to spend the whole hour going over the guidelines. During our sub-committee meeting, we did not have to have time to do the dos and don'ts. I have them on the agenda. We just ran out of time. When there are new members attending many meetings. I would like to get to the dos and don'ts before the end of the meeting. The next meeting. But the meeting was closed with a moment of silence. We closed on time at 7 p.m. and we closed the meeting with all the silence followed by the tradition. The next subcommittee meeting will be April 15th. A little addition to this report, the guidelines discussion primarily on defining the responsibilities of officers, panel leaders and members. April 8th will get together again in one hour. Same ID and Password. We will need to review the guidelines. If anyone's interested, join us saying meeting.

**Literature: Carl H:** Did not bring the report to Area. All is going.

**NA in May – Jonathan:** Jonathan Addict. Since last month, I called Meeman-Shelby forced to change the dates of the event from 2021 to 2022. I was able to snag the first full week of May, as I mentioned, the last area. Someone brought up that that particular weekend also included Mother's Day, May 8th. The committee felt that weekend was not best for local and out of towners. Therefore, I'll be calling back to hopefully move it to May 2022, the weekend of May 12th to the 15th. I understand. May 15, 2022 is peace officer peace officers, Memorial Day. This is not to be confused with actual Memorial Day on May 30th. So I say the hell with the peace officers. I plan on switching the second weekend of May or the 3rd so it does not coincide with a real holiday in living service.

**Newsletter - Cari:** The March 2021 edition of the Newsletter was uploaded to the website and emailed to Area GSRs and committee members. We had two people subscribe to the newsletter in March. The April Newsletter is almost finished and will be Published to the website on April 1st. It will also be emailed to Area GSRs and committee members on April 1st. We are always seeking articles and artwork. If you would like to submit content for the April newsletter, email me at [carinabck@gmail.com.The](mailto:carinabck@gmail.com.The) next committee meeting is April 24th at 2pm. The ZOOM meeting ID is 929 0101 7093 and the password is xX47Ff.

**Policies and procedures: Glen H:** Policy procedures report. I've been working with the vice- chair on getting him up to speed on procedures for area. I got one hundred pages of each of our GSR forms printed that are necessary so that the secretary can get those next time she is here. I have them with me. I turned in a receipt for that to Treasurer. Also beenworking on getting all of our open positions filled. I was just going to say that we have six or seven open positions: Chair, vice chair, treasurer, alt-treasurer, NA in May is going to be open, but usually doesn't start until August anyway. Activities, Outreach are open.

**Public Relations Bill S.:** Good News! After the Regional Public Relations meeting last week, It looks like they're going to be able to get the money for the MATA bus Signs from the Regional PR budget. So that's not going to have to come from Area. We're hoping to get it done in April. We are working very hard. Instead of a 4 month contract. They were very open to making it 6 months. The Area Public Relations sub-committee restocked the main library, and we are going out to restock other library this week. *Bill Showed a packet from PR available.* It will have NA business cards going in there along with pamphlets. It will be mailed all over. Mayor's office, probation office, Juvenile Court, etc*.* And on a side note, next PR Sub-Committee in April.

**VRC Committee: Leighann:** This committee is meeting monthly. The fliers are now being readied for distribution. I'm getting some copies and then we'll have them probably available at other meetings. I'll bring them to if I got any in-person meeting or I'll bring it to next area. We have three or four just open Alt- Treasurer, Alt-Secretary, Entertainment & Fundraising. We we can kind of split that one out together. If someone just wants to do Entertainment or someone just wants to do Fundraising. We're open to that as well. The next meeting is April 18th, via Zoom at two o'clock. If anybody needs any information, just message me and I'll make sure that you have the Zoom information to log in.

1. **Group Reports**

**Clarity – Chris**: All is well at Clarity. We had 37 addicts attend. One new home group member and four new members from the Fellowship. We have no literature order or donation.

**Clean Air – Katryn** R: I'm Kat and I'm an addict. At Clean Air. We are still Zoom only we do have an average of twenty-eight addicts per meeting. We are going to be discussing soon the topic about going back to in person or what that looks like. But as of this time, right now, we're still going to be Zoom. So we do have one birthday and that would be Debbie H with thirty nine years on the April 17th. No donations or anything in love and service Kathryn R.

**G.H.O.D – Jonathan:** Hi Family. All is well at GHOD. We averaged 23 addicts each Monday with an average of 4 newcomers. We are still holding off on meeting in person at this time. It will be likely that once the church meets and opens up their own services will then meet in person as will hold a Zoom meeting, but not hybrid discussions. Still in the works about this. Stay tuned if you care. No lit order and no donation to area.

**High on Life** - **David**: Greetings from High on Life. Greeting from High on Life. We are open. We could use some support.

**Hope Dealers Not present. But included their report.** Hello family. All is going well at Hope Dealers. We continue to meet in person every Monday at 7 p.m. in Arlington. Our average meeting attendance is between 3 to 9 attics including newcomers. Our very own Laura S is celebrating 4 years clean on Monday April 22nd! We have no literature order and no donation at this time. Marcus.

**Lunch Bunch – Doug:** We meet in person seven days a week in advance or we do support on Tuesdays. We have coming for 4/17, Gwen L she's celebrating 4 years, Rickey Y on 4/7 will be celebrating 20 years. Literature order $124.98. and we donated $35.02 to area all the time.

**Primary Purpose - Janice:** We continue to carry the message to those still suffering. We average about 10 to 15 attendees. We have an in-person meeting as well simultaneous with the Zoom meeting, both starting at 7:00 p.m. on Sunday night. Upcoming anniversaries. Jerry B will be celebrating 29 years and Thomas R six years on April 11 in a hybrid celebration. And Jeff L will be celebrating eight years on the 24th of April in a hybrid celebration as well. A literature order of $5.08 and an area donation of $77.75

**Simplicity is the Key – Geoff**: Simplicity is the Key is still meeting in person at Trinity 6:30 p.m. Masks must be worn at all time. Social distancing observed. We have one anniversary this month, Wes M three years on 4/6/2021 and also had a literature order of $33.59 and donation $16.41.

**Something Different – Amanda:** I'm here as alternate GSR for Something Different. Things have been going well since we reopened in-person meetings last month. We've had 12 to 15 in attendance with newcomers as well. We are social distancing and masks have to be worn at all times. Upcoming birthdays: Jennifer H will be celebrating two years tomorrow night 3/29 and Trinity P will be celebrating 17 years on May 3rd. We have no literature order at this time and sixty dollars to be given as a donation. I do have a question regarding our voting rights. It's my understanding that if the group misses two area meetings, we lose voting privileges and have to attend to area meetings in order to gain it back. And I was just seeking clarity.

**Spiritual Awakenings – Hank:*.*** All is well at Spiritual Awakening on Fridays at 8 pm. Masks are required until you are in your seat. We are meeting in the Fireplace Room. We average 20 plus a week. We have a literature order of $30 and a donation of $5.00.

**Thursday Nighters – Kathryn G**: I'm an addict. Good afternoon from Thursday Nighters. All as well, We have made a $335 area donation through the PayPal donate button on the website. We are moving forward with plans to move to in-person meeting starting Thursday, May 6th, and our virtual meetings will terminate barring any unforeseen issues There are limitations required by the church that we will respect and strictly enforced. A 20-person maximum on attendees. masks are mandatory and social distancing. And I've asked London for these limitations on the meeting schedule next month so people will know beforehand. Please come with this knowledge of mind and plan to respect these requirements as we are grateful for meeting place for allowing us to meet there and would like to remain there. I am celebrating13 years this Thursday, April 1st on Zoom so please come and celebrate with me.

**Unity – Homer:** Unity Homer K I am an addict. All is well at Unity Group. Masks are mandatory and we also check temperatures as you enter the facility. Our attendance is pretty stable at each and every meeting, four times a month from 20 to 25 people. A lot of new-comers coming and a literature order of $68.96 and donating $11.10 to area.

**You + Me = We – Joanna**: We're doing well. We we have a meeting every morning, still on Zoom at 8a.m., 12 to 16 people in a meeting and it possibly may be reopening Congo in June and we are keeping in contact with Julia. No Literature order, No birthdays. ILS Joanna.

**Open Forum:**

**Hank:** I know this has been going on for quite a long time. I don't know who all is in the bank account, but from my past experiences with business and stuff like that, I don't understand why Representative from Regions Bank has not been contacted. And we get through this. I mean, everybody should have their own ball game where there's transparency. You can see who's been on that account and what this is gonna be a problem. And I don't have to lose all of that. But there's probably people out there that are no longer that we have to be held accountable. And I think all that should be taken care of immediately. And whatever needs to be done should be done to rectify.

**David:** Ok, there are no more open forum questions. Next item is old business. Wait. did Leighann answer the question from Open Forum?

**Leighann:** How many times do I have to answer it. I'm sorry, I have to go to the bank in person to get the information.We have gone there. The bank has given me a list of information that needs to be obtained before we can have online access again and then everybody can have it. They cannot no unlock our account at the bank without. And I was just looking in my and my notes to see if I sent the secretary. But I think I put it in January, I gave a list of items that are needed. We need things from forty years ago. We were supposed to to get together and talk about, you know, I just have been trying to do the best that I can with what has been given to me, which is I'll go there and get a paper copy of the account. So I know you guys. It's not for me to decide. All I can do is provide the information. It's up to the group, the Fellowship, to decide what you want to do about this issue.

**Hank:** Yes, I have another question. Why don’t we move on from Regions Bank and go to another bank and set this up and get this going like it should be? And it's such a problem if you need it from four years ago and pretty soon seem to get all of this is something that really needs another five questions before your answer is one thing.

**Kathryn G:** But, you know, before we had online access to any banks, they made us paper copies. I thought we said earlier today that she was getting copies. Now that to account. **Leighann:** And then I send you my report through and including it in the minutes prior to the bank statements, paper copies mailed to the P.O. Box. No, I don't get anything. I just go in there and get a print out so that I can reconcile and make sure that the check cleared. I've never seen a paper copy of a bank statement.

**Kathryn G:** You don't want it. How is it? Why can't we get that just if we just can't get it in the online bank? Because that's all right.

**Leighann:**Well, that's what I've just been going and getting a copy of the transaction, you know, here. Here's what I'll say is this has not been an issue until we put the two thousand dollars following policy back in June or July. I find it I find it that it's challenging my integrity. But you're now asking for me to send additional information that I have not seen any treasure send. And I have been coming to Area for several years.

**Kathryn G :**In my recollection, Past treasurers and have provided statements with their stuff. So we were under the impression that that's recent the past couple of years that that has stopped. That may not say you stopped having it doing it, but that it was stop at some point. It needs to be resurrected because I mean, I've managed four different accounts. We want to work and have Quick Books.I get paper copies of every day, everyone with the paper copies of the thing. So I assume that's what we did here. And then I was told, no, no, no, they don't know where the prices change down the road, but there has to be some kind of way to verify what our stuff is. I want to show the accounting of that. Every major company requires physical copies of accounting. I mean, I'm not saying anything about you. I just read well done before we started, you know, before you were ever Treasurer, where did it stop? There was why can't we start that again.

**Leighann:** There's nothing saying that in the Policy. Maybe we need to add that into the policy. **Glen:** I can address that if I want to start getting motion. Changing the secretary's responsibility to include a paper copy, which I know that Jonathan asked for it, we can put a request in for policy change to make it mandatory to include paper copies of the Bank statements. I just want to say also, I was involved in the meetings last year for the bank and all that with Chris M who is former treasurer, and he dealt with that account for a while, too. I know that a lot of this problem happened when we were just going into the pandemic, I believe. And so it made things difficult. And then when we started having money again, then there was a need to go back in to the bank account, but it kept being locked out. And because of this weird grand-fathering, they kind of put into the account like, you know, it's beyond behind the wall that we can't get to. So I we did discuss getting another bank or bank account. To do that, Leighann can you just summarize That. What was required to come up with it?

**Leighann:** We have to have an EIN . we would have to pay accountant fees to have an accountant, you know, balance our our books and that I think the way the is set up now, it's under somebody's Social Security number. I have no clue what security number that is, you know. So, we have to establish ourselves as a.... I mean, I don't have to get an EIN nor federal ID number, and then there will be accounting fees and an accounting firm we would have to employ on a regular basis, whether that be yearly or, you know, in order to open up a new account.**Hank:** Hey it's not a problem to get a tax id number. I mean, that's that's fairly easy. And, you know, there might be some reach out the world to find out what value they say needs to be done to do that.

**Glen:** Oh yeah. Well. Oh, to find out about the EIN. I did volunteer to contact the World Service Office about their experience with this kind of thing about ancient bank accounts and things like that. Imean, we have access to the money. Leighann or Chair can sign a check and go out there and withdraw all of it, you know, and transfer it to a new bank. But we have to set up a, uh, either 501.3.c Or business, and it can't be under an individual's name. A motion is being made today discussing 501.c.3 Three. So we'll be talking about that real thing. It may cover the need for an accountant, both of things, because 501.3.c does require accounting.

**Hank:** I just want it to be easier for you to do your job. Thank you,.

**Jonathan:** Already down the road. Immediately you find out your Social Security number is if the bank can provide that for you. I can find out for you that person is . Basically like this bank stuff. I mean, we had access and so we got locked out. This is nothing I can deliver what the end is doing or has done. I think I'm around twelve years and I only know one person actually turned in a yearly reconciliation from Treasurer. That Is actually in the guidelines. As far as I know, we're not always I have the monthly vague statements submitted each month. That was just a request we're not looking to put in motion just about as GHOD. It was just a request.I do believe that Leighann has some accountability. you still get monthly bank statements. I was able to go in there and get some for NA in May.But this ongoing issue with us being 501.c.3., I don't know why such a big deal these days, because it's been going on for ten, twelve years since I've ever come around. I'm seeing now is people who barely counts. We don't know for maybe two years before I even came around, if we were to make any changes to our big accounts. Do we think we have that all these things that we is telling us about? So this is nothing new, but I've had to deal with personally. Twelve years I've been coming around. Yes, I believe it is being addressed today in a motion. That we can solve this and move on to our situation.

**Glen:** Oh, let me just say, my name's Glen, I'm that this is a motion that came from Clean Air, we're just going to read it now because it has bearing on what was just discussed and the chair can say yay or nay on this right now. Motion made by Clean Air with Second by GHOD to create an Ad hoc committee to pursue a 501c.3. No. the reason or intent for that is to explore a recommendation to become compliant with the IRS. And it's not a policy change. It's actually using the policy and the chair can assign an ad hoc committee any time he wants to, and it doesn't require approval or a vote or anything. So.

**Terry:** Point of Information. I would be willing to lead the Ad Hoc Committee. So I've actually done accounting for 501.c.3.

**Glen:** So David here is acting as chair and he is creating an ad hoc committee to pursue 501.3.c and he's assigning Terry B. to chair that. [This will be to explore 501.c.3 which may help us in the long run with the Regions Bank Account] You'll be posting a meeting and anything like that on Facebook. And if you can send it to the secretary before 10 days, we can include it in the minutes.

1. **Old Business**

**Regional Votes**

**Lucy:** Donald for which one, the VRC 40 Chair. | 9 Yes. One abstention. OK.

Next was Vince B for Regional Delegate. 10 yes. 1 abstention.

**Lucy:** Greg B for Regional Delegate Alternate10 Yes. 0 No's and 1 Abstention.

**WTASC motions:**

**Lucy:** To change ASC Guidelines page twenty one, line four from Treasurer and or alternate move to accept prior months minutes to treasure and or alternate moved except prior months minutes treasurer and or alternate give their report. All it does is like a....The record I guess, to make sure that we don't forget to get their report. So that was that one.

10 Yes, 0 No's, No abstentions. Passed

**Lucy:** The next motion is made by me, seconded by Geoff to allocate up to five hundred dollars for equipment to continue having Hybrid area meetings using funds from NA in May set aside money and is to purchase our own equipment because we have been using regions and cannot do so past April.

**Glen:** How many Yes? 4. 6 No's and 1 Abstention. That does not pass.

**Lucy:** Next made by Public Relations. To get five hundred and five dollars for bus signs on 5 busses for four months.

**Glen:** All right. Just while we're checking on the bill, Lucy heard from the regional public relations person. They said Yes, we have already agreed to pay for it.

**Glen:** Based on that statement Lucy read from Region PR Chair, we can table and we can withdraw the motion. And if you do withdraw motions in the future, you need to tell the Secretary, the chair,

**New Business**

**Nomination for Newsletter Chair Cari B:** So, I haven't written a willingness statement, but I am Cari B, still an addict and I'm just getting started with the newsletter, so I definitely want to continue to stay in my position. if I need to type up a formal willingness statement, I will.

**Open Position for Treasurer - Leighann:** At this time, this will be my last area as treasurer.

**Glen:** We have a lack of quorum. **Lucy:** David, there's a question, so are you will are you doing a willingness statement for chair?

**Glen:** Any other announcements?

**Homer:** Homer K. Addict. I don't think no one stepped for Treasurer.

**Kathryn G:** I'm Kathryn, I'm an addict, and I put in my willingness to be treasurer.

**Glen:** OK, so come to the next area.

**Kathryn G:** Exactly, and I'll do that, then we will make a statement.

**Leighann:** Area took in, $648.75 today. $412.25 in in literature. $236.50 for donations. We have Paypal donations for March of $1160. I paid out for schedules, forms for the secretary, the phone line, the literature and the rent. But everything is set aside, leaving us with a total set asides and available cash of $11275.55. We still have some outstanding checks of $762.23. I can put all of that toward the NA in May balance. Currently, down to $8860.

**!!!!!Announcements!!!!!**

1] New Meeting in Forest City.

Daily Reprieve

Wednesday 7:00 pm - 8:00 pm Episcopal Church 400 Hill Street, Forrest City, AR, 72335

2] The next VRC Committee meeting is April 18th at 2 PM via Zoom Meeting ID: 878 9516 2953

3] The next H&I Committee meeting will be April 15 at 6:00 pm via Zoom ID 852 7199 0249 Passcode: 2021

## 4] High on Life is asking for some support…Monday nights at 8:30 pm

**5] WTASC is going to be losing the Zoom equipment in April or May as it has to go back to the Region from whom we borrowed it.** We need to come up with another solution and see what groups can come up with. Maybe they can one of them can give us a microphone and one of them can you know something else,(A speaker or webcam)

6] Next Area Service Committee meeting is on April 25 at 2 pm at Hope Presbyterian and on Zoom.

7] Check Clean Friends and Family or WTASC website na-wt.org for more events and announcements.

**Motion to Close.**