



MEETING REPORT JANUARY 14, 2024

TEXT gold coast asc (with spaces) to 855-918-3505

to get TEXT REMINDERS & NOTIFICATIONS

You may also subscribe using this short link <https://slkt.io/CY0G>

OPEN FORUM: Any member may address the Area Service Committee. You must email secretary@goldcoastna.org if you would like to have it included in the Meeting Report.

GROUP REPORTS & FLYERS: Group announcements and reports are made during *Roll Call* and should be emailed to secretary@goldcoastna.org to be included in the Meeting Report.

If your group is distributing a flier, please email it to webinfo@goldcoastna.org to have it posted on the area website. *(If any related facility or outside entity is mentioned, a disclaimer must be conspicuously placed stating that "NA is not affiliated with [name of related facility or outside enterprise]" and an approved NA logo must also be present on the form or page.)*

MOTIONS/ NEW BUSINESS: BLANK MOTION FORMS are found at <https://goldcoastna.org/resources> and MUST be submitted to the ASC Secretary PRIOR to the start of new business. You may also email the motion to secretary@goldcoastna.org.

It is suggested that all motions relating to Area Policy be presented at this meeting or to the Policy Subcommittee prior to submission for ASC consideration. The POLICY SUBCOMMITTEE meets at 11:00 AM prior to the ASC meeting.

ASC ADMIN & NEW GSR ORIENTATION: ALL SUBCOMMITTEE CHAIRPERSONS meet with the ASC Vice Chair at 12 Noon prior to the Area Service Committee meeting.

If you are a NEW GSR or ALT GSR, you should meet with the Policy Subcommittee Chair at 12:30 PM prior to the Area Service Committee meeting.

USE ONLINE FORM FOR LITERATURE ORDERS: The direct link is <https://form.jotform.com/212648033288054> and orders are due by ASC. **NEXT LITERATURE PICKUP (LAST SATURDAY OF EACH MONTH): SATURDAY, JANUARY 27, 2024 9:30 AM - 11:00 AM (Serenity By the Sea)**

GROUP CONTRIBUTIONS:

- **ONLINE:** Visit <https://goldcoastna.square.site/>
- **CASH DROP OFF:** Only during literature order pickup on the LAST Saturday of each month between 9:30 am and 11:00 am.

BE A PART OF YOUR AREA!!! GET INVOLVED!!!

REFERRED TO GROUPS FOR CONSIDERATION:

1. **5** OPEN AREA TRUSTED SERVANT POSITIONS FOR NOMINATION.
 - a. (Call for Nominations at June ASC. Nominations made at July ASC. Elections made at August ASC.)
2. **0** OPEN GCCNA 30 (ASC-ELECTED) POSITIONS FOR NOMINATION.
 - a. (Call for Nominations at April ASC. Nominations made at May ASC. Elections made at June ASC.)
3. **10** OPEN REGION TRUSTED SERVANT POSITIONS FOR NOMINATION.
4. **0** ASC TRUSTED SERVANT POSITIONS FOR GROUPS TO VOTE.
5. **0** GCCNA 30 (ASC-ELECTED) POSITIONS FOR GROUPS TO VOTE.
6. **0** REGION TRUSTED SERVANT POSITIONS FOR GROUPS TO VOTE.
7. **2** AREA MOTIONS SENT TO GROUPS:
 - a. PROCESS MOTION TO ELECT DAWN S. TO POLICY
 - b. ASC MOTION 2024-01-14-01
8. **0** REGION MOTIONS FOR GROUPS TO VOTE.
9. **0** ASC AD HOC COMMITTEE OPEN (Area History) for members with White Key Tag.

GOLD COAST AREA SERVICE RULES OF ORDER

MOTION	2nd REQ?	DEBATABLE?	AMENDABLE?	VOTE
Main Motion	YES	2 PRO/2 CON	YES	MAJORITY
Amendment	YES	2 PRO/2 CON	NO	MAJORITY
Refer to Committee	YES	1 PRO/1 CON [2]	YES	MAJORITY
Refer to Groups	YES	1 PRO/1 CON [1]	YES	MAJORITY
Call the Vote	YES	1 PRO/1 CON [1]	NO	2/3
Table	YES	1 PRO/1 CON	NO	MAJORITY
Recess (Break)	YES	NO	NO	MAJORITY
Adjourn (Close)	YES	2 PRO/2 CON	NO	MAJORITY
Point of Order	NO	NO	NO	NONE
Appeal Chair's Decision	YES	1 PRO/1 CON	NO	MAJORITY
Suspend the Rules	YES	NO	YES	2/3
Point of Information	NO	NO	NO	NONE
Reconsider	YES	2 PRO/2 CON	NO	MAJORITY
Take From the Table	YES	1 PRO/1 CON	NO	MAJORITY

NOTES:

- [1]** IF PASSED, 2 PROS AND 2 CONS FOR INFORMATION ONLY ON THE MAIN MOTION.
[2] DEBATABLE ONLY IF MOTION TO BE AMENDED IS DEBATABLE.

[CLICK THIS LINK to go to GoldCoastNA.org Resources section FOR FURTHER DESCRIPTIONS.](#)
(Review Gold Coast Policy Manual “TABLE ASC-03: DESCRIPTION OF PARLIAMENTARY PROCEDURES”.)

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SUPPORT YOUR AREA !!! GET INVOLVED !!!

Gold Coast ASC Entity Acknowledgement

The BROWARD GOLD COAST SERVICE OF NA INC is a corporation organized under the laws of the State of Florida, filed on February 17, 2020, effective February 10, 2012. The document number of this corporation is N20000001948. This entity was formed with the purpose of conducting the business of the Gold Coast Area, in supporting its members as designated by the Twelve Concepts for NA Service, and has no affiliation with



1. OPEN MEETING

- The ASC Chair opened the meeting with the Serenity Prayer at 1:00 PM.

2. ASC READINGS

- THE TWELVE TRADITIONS of NA were read by **Justin K.**
- THE TWELVE CONCEPTS of NA were read by **Crister M.**
- THE DEFINITION of an ASC was read by **Paul I.**
- THE QUALIFICATIONS and RESPONSIBILITIES of a GSR and GSR ALTERNATE were read by **Paul I.**

3. OPEN FORUM

New GSR's please email your name, group name, and telephone number to secretary@goldcoastna.org

4. ROLL CALL & GROUP REPORTS

ASC TRUSTED SERVANTS	1ST	2ND	PHONE #
ASC Chair - RACHEL L.	X	X	754-308-8648
ASC Vice Chair - COREY S.	X	X	301-923-5760
ASC Secretary - NICKY6 A.	X	X	919-239-0135
ASC Asst. Secretary - OPEN	O	O	XXX-XXX-XXXX
ASC Treasurer - OPEN	O	O	XXX-XXX-XXXX
ASC Asst. Treasurer - OPEN	O	O	XXX-XXX-XXXX
RCM - ADAM E.	X	X	954-793-5420
Alt. RCM - OPEN	O	O	XXX-XXX-XXXX
Activities - KRISTY C.	X	A	954-881-1805
Activities Treasurer - TANYA D.	X	X	754-551-0274

Convention (GCCNA) - LAUREN C.	X	X	561-876-0111
H&I - TONY S.	X	A	754-551-0274
Literature Dist. - LISA M.	X	X	443-690-9681
Asst. Literature Dist. - MARCY	A	A	xxx-xxx-xxxx
Policy - PAUL I.	X	X	954-913-8638
Public Relations - ROCKY M..	X	X	954-551-0080
ISWG - DAVID L.	A	A	561-763-6404

NOTE: A = Absent; 2 = Second Consecutive Absence; x = Present; and o = n/a or Open

##	AREA GROUPS	1ST	2ND	REPORT/NOTES
1	5:30 Group	X	X	
2	5:30 Virtual	X	X	
3	6 O' Clock Solutions	X	X	
4	Best Meeting Ever	A	A	1
5	Came to Believe	X	X	
6	Come As You Are	X	X	
7	Entirely Ready	X	X	
8	Freedom Ain't Free	X	A	
9	Freethinkers South	X	X	
10	Giving it Away @ 7	X	X	
11	G.O.D	X	X	
12	Journey for Discovery	X	X	
13	Las Olas Sunday Night	X	X	
14	Mainliners	A	A	1
15	MIA/FLL	A	A	2

16	Monday Night Live	X	X	
17	New Path	X	X	
18	No Matter What	X	X	
19	Noontime Recovery	X	X	
20	Old School Recovery	A	A	1
21	Plantation Recovery	X	X	
22	PM Recovery	X	X	
23	Progressive Recovery	X	X	
24	Rainbow Group	X	X	
25	Recovery Exchange	X	X	
26	Room for Change	A	A	1
27	S.O.S	X	X	
28	S.T.A.R	X	X	
29	Stayin' Alive	A	A	1
30	Sunland Park	X	A	
31	Sunday Serenity	X	X	
32	Sunday Solutions	X	X	
33	The Wich Group	X	X	
34	Together We Grow	X	X	
35	Trust Us	X	X	
36	Women Do Recover	X	X	
37	Women of Substance	X	X	
38	Hispanos Unidos	A	A	2
39	Couch Recovery	X	X	

NOTE: A = Absent; 1= First Absence; 2 = Second Consecutive Absence; C = Meeting Closed; and X = Present

ACTIVE ROSTER

- If a group did not attend two (2) consecutive ASC's, the group is removed from the Roll Call roster, per Policy. THEY ARE NOT REMOVED FROM MEETING LIST OR AS AN ACTIVE MEETING IN GOLD COAST.
- (2) GROUPS REMOVED FROM ACTIVE ROSTER AFTER DECEMBER 2023 ASC:
 - MIA/FLL
 - HISPANOS UNIDOS
- (0) GROUPS ADDED TO ACTIVE ROSTER AFTER DECEMBER 2023 ASC:

5. ESTABLISH QUORUM

- 30 of 40 groups were present for the 1st Roll Call.
- A simple majority of 21 groups present from the active roster was required to conduct business; as such, quorum was met.
- For total of groups, a majority vote of 16 required to pass and a 2/3 vote requires 20 to pass
-

6. ACCEPT LAST MONTH'S MINUTES

- ASC CHAIR called for any corrections to the minutes -
 - NO CORRECTIONS SUBMITTED

MOTION		MAKER OF MOTION:	SECONDED BY:
		<i>Policy</i>	<i>S.O.S</i>
MOTION:	To Accept the Minutes		
ACTION:	MOTION PASSED		

MOTION		MAKER OF MOTION:	SECONDED BY:
		<i>GCCNA</i>	<i>Activities Treasurer</i>
MOTION:	To Change the Order of Business for the January 14, 2024 GCASC Meeting Such that Group Reporting Will be Heard Prior to Old Business		
ACTION:	MOTION PASSED ON THE FLOOR		

7. OLD BUSINESS

ASC MOTION 2023-12-10-01		MAKER OF MOTION:	SECONDED BY:
		<i>Policy</i>	<i>Renice</i>
POLICY CHANGE?	POLICY PAGE(S):	ADD/AMEND/DELETE:	LINE NUMBER(S):
YES	HI-40	AMEND	237
MOTION (NUMBER):	2023-12-10-01		
MOTION:	<p>To amend the existing Gold Coast Hospitals and Institutions Policy starting on HI-40 line 235:</p> <p>“Do not give out your phone number, but you may inform the resident what meetings you attend and if that person would like to meet you at a meeting, then at that time you can give him/her your number.”</p> <p>TO READ:</p> <p>“It is at your discretion to share your phone number. You may inform the resident what meetings you attend and if that person would like to meet you at a meeting at which time you may also provide him/her with your phone number.”</p>		
INTENT:	To provide the H and I member holding commitment(s) options for phone number sharing		
ACTION:	MOTION to Table made by H and I, MOTION Seconded by ASC Vice-Chair		
FINAL RESULT:	MOTION TABLED UNTIL THE FEBRUARY 2024 ASC MEETING		

ASC MOTION 2023-12-10-02		MAKER OF MOTION:	SECONDED BY:
		<i>Policy</i>	<i>Recovery Exchange</i>
POLICY CHANGE?	POLICY PAGE(S):	ADD/AMEND/DELETE:	LINE NUMBER(S):
NO			
MOTION (NUMBER):	2023-12-10-02		
MOTION:	<p>To distribute/make available the new Gold Coast Area of Narcotics Anonymous “GSR Survival Guide” in a format that is easily accessible to Gold Coast of Narcotics Anonymous GSRs (“GSRs”). Possible presentation formats for the “GSR Survival Guide” are hard-copy and electronic.</p>		
INTENT:	To provide a comprehensive support resource for GSRs. The “GSR Survival Guide” will cover all the areas necessary for GSRs to fully participate in their roles.		
ACTION:	SENT BACK TO GROUPS		
FINAL RESULT:	PASSED		

ASC MOTION 2023-12-10-03		MAKER OF MOTION:	SECONDED BY:
		<i>Chair</i>	<i>Literature</i>
POLICY CHANGE?	POLICY PAGE(S):	ADD/AMEND/DELETE:	LINE NUMBER(S):
NO			
MOTION (NUMBER):	2023-12-10-03		
MOTION:	To print copies of the Treasurer's Kit as a one-time event and make them available to Gold Coast Area Groups at Literature Distribution.		
INTENT:	To make Treasurer's Kits available to the Gold Coast Area Groups, which will also serve as a template for printing by groups for long-term use.		
FINANCIAL IMPACT:	The financial impact to the Area will be under \$50 and is a One-Time event		
ACTION:	VOTED ON THE FLOOR		
FINAL RESULT:	PASSED		

8. ELECTIONS

NO ELECTIONS THIS MONTH

MOTION		MAKER OF MOTION:	SECONDED BY:
		<i>S.O.S.</i>	<i>Recovery Exchange</i>
MOTION:	To Close Elections		
ACTION:	MOTION PASSED		

Nominations are brought back to the ASC in July. Elections are held in August. (GCCNA nominations are brought back to the ASC in May and elections are held in June.) Nominations for vacancies may be made during any month. All ASC elected officer nominees should be asked the following questions:

1. Have you read the policy for your position and committee, if applicable?
2. Are you aware of all responsibilities for the position per policy?

Additionally, all nominees for an area money handling position will be asked the following questions by the Policy Chair:

3. Are you currently employed?
4. Do you currently hold a bank account in your own name?
5. Have you ever misappropriated any funds since you got clean?

All nominees, even with only one nomination, must go back to the groups for a vote and be brought back to the ASC for election. *Answers to questions will be submitted in the area minutes when nominees are referred to Groups. All nominees are required to attend the ASC for elections in August. If a nominee is not present for elections, his/her nomination will be withdrawn. Voting is done by a show of hands: positions with only one (1) nomination require 2/3 majority; positions with two (2) require only a majority; refer to policy for procedures for handling three (3) or more nominees for the same position.*

9. NOMINATIONS

NO NOMINATIONS THIS MONTH

MOTION		MAKER OF MOTION:	SECONDED BY:
		S.O.S.	Recovery Exchange
MOTION:	To Close Nominations		
ACTION:	MOTION PASSED		

OPEN GOLD COAST AREA SERVICE COMMITTEE POSITIONS FOR NOMINATION: 5

1. Treasurer
2. Assistant Treasurer
3. Assistant Secretary
4. Regional Service Committee Member (RCM)
5. Regional Service Committee Member Alternate (RCM Alternate)

AREA SERVICE COMMITTEE - ASSISTANT TREASURER	Money Handling?: <u>YES</u>
<p><i>TREASURER Nominated and elected by the ASC and serves as BOARD OF DIRECTORS TREASURER. Money handling position. Not a co-signer on the ASC bank account. ASC mailbox key holder. 1) Four (4) years clean time. 2) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous. 3) Bookkeeping or accounting experience. 4) One (1) year prior experience (any consecutive time period during their recovery) as a group treasurer and prior participation in the ASC as GSR, Administrative Committee or Subcommittee Chairperson. DUTIES: Maintains fiscal yearly budget from September through August. Responsible for the management of ASC funds. Maintains checkbook; should not be signature on bank account. A copy of each month's bank statement is given to the Area Chair. Responsible for all incoming and outgoing monies through the ASC. Is responsible to collect mail monthly (at a minimum) and pay for the UPS Store mailbox annually when payment is due. Access online banking monthly (at a minimum) to ensure that the checkbook is balanced and accurate. Presents a detailed financial report at each ASC meeting. Includes monthly income and expenses showing fixed and all other operating expenses of the Gold Coast Area. (Operating expenses: Funds as outlined in our policy, allocated for planned budgets shall be held above and beyond our prudent reserve.) Keeps a running balance during the ASC so that an accurate, current report on finances can be made during the Treasurer's report. The treasurer maintains accurate balances of the ASC bank account and is responsible for confirming the monthly balances of the Subcommittees with their Chairpersons. He/She will report these monthly balances with accumulated year-to-date totals, as well as the ASC's general fund, prudent reserve and operating expenses as part of the Treasurer's report. During this report, he/she should encourage the GSRs to remind their groups of the importance of the Seventh Tradition at every level of service, beginning with the member and then the group. Explains briefly what this money goes to provide. The Treasurer shall report the current status of all of our legality actions and when the next actions are required to be performed. The treasurer oversees a prudent reserve of twenty thousand dollars (\$20,000.00) and reports overage/shortfall to the ASC. (Prudent reserve: Funds kept available and set aside to meet liabilities and for unforeseen emergency needs.) The treasurer will donate all funds over prudent reserve as directed by the ASC, requiring approval by the Groups. The Treasurer shall include his /her report in the ASC minutes. Attends the Vice-Chairperson's Pre-ASC Meeting and present report. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for BROWARD GOLD COAST SERVICE OF NA INC. AUGUST DUTIES: In August, the Treasurer will pull a report on each Subcommittee from the Area's computer on monies spent from August through July and distribute to all new Subcommittee Chairs at the August ASC which will also include last year's budget so a comparison will be available for voting procedures. The budgets will have a simple breakdown on expenses with a total bottom line figure for comparison. Sunbiz must be updated to reflect the new officers based on the elections of the new Admin committee members. There will be an update charge to do this that the treasurer will pay. Once it has been confirmed that the Sunbiz updates have been implemented, the treasurer shall coordinate a trip to an agreed to branch of the bank that the Area has its account in with all of the outgoing and newly elected officers that are signers on the account (Chair, Vice Chair and RCM) to have the signatures updated. JANUARY DUTIES: in January, the Treasurer shall file the annual report on Sunbiz and pay the annual fees to keep the account active. In addition, the treasurer will coordinate with our current tax service provider to provide the necessary information in a format that allows for the efficient transmission of our financial data in order to prepare the tax return for the past year and pay for these services. JULY DUTIES: In July, the treasurer shall pay the annual fee for the Area's storage unit. ADDITIONAL GUIDELINES: All funds are under one set of books. All subcommittees using ASC funds must submit their budgets for Group approval by September ASC. Budget should include: (1) prior year's budget and amount actually used; (2) next year's (projected) budget; and (3) any changes should include intent. All monies must be turned in to the ASC Treasurer within Forty-Eight (48) hours of the event: i.e., dance, merchandise sales, special events, etc.; the Treasurer must deposit these received funds within Twenty-Four (24) hours. The Treasurer makes disbursements upon direction of the ASC. Any request made to the Area for payment or reimbursement must be accompanied by an itemized receipt. Treasurer will pay invoices only after approval by the appropriate subcommittee chairperson. Incorporates a system for cash receipt verification requiring two (2) signatures with a receipt issued. No cash disbursements for payments or reimbursements will be made; all payments will be made by check only</i></p> <p>REF TO ASC POLICY MANUAL: https://goldcoastna.org/sites/default/files/resources/00%20GOLD%20COAST%20AREA%20POLICY%20MANUAL%2020200809.pdf</p>	

AREA SERVICE COMMITTEE - ASSISTANT TREASURERMoney Handling?: **YES**

ASSISTANT TREASURER Nominated and elected by the ASC and serves as BOARD OF DIRECTORS ASST TREASURER. Money handling position. Not a co-signer on the ASC bank account. Three (3) years clean time. 1) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous. 2) Bookkeeping or accounting experience is suggested. 3) Six (6) months prior experience (any consecutive time period during their recovery) as a group treasurer and prior participation in the ASC as GSR, Administrative Committee or Subcommittee Chairperson. DUTIES: Assists the Treasurer. There is a two year (2) commitment for this position. The first year is spent as Assistant Treasurer, becoming familiar with the job, attending all ASC meetings and assisting the Treasurer as needed. Is accountable along with the Treasurer, by signature, for all monies, cash and checks received. Will be present to witness signature when all monies are received and counted by the Treasurer, verifying group donations and balances. Will fill in for Treasurer on a temporary basis in his/her absence. The Assistant Treasurer shall serve as the Registered Agent for Sunbiz. The Assistant Treasurer will become Treasurer for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority of the quorum (as in the case of the RCM Alternate). If this is not received, the Assistant Treasurer can become a nominee for the position of Treasurer. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for BROWARD GOLD COAST SERVICE OF NA.

REF TO ASC POLICY MANUAL:

<https://goldcoastna.org/sites/default/files/resources/00%20GOLD%20COAST%20AREA%20POLICY%20MANUAL%2020200809.pdf>

AREA SERVICE COMMITTEE - ASSISTANT SECRETARYMoney Handling?: **No**

Nominated and elected by the ASC and serves as BOARD OF DIRECTORS SECRETARY. Not a money handling position. Not a co-signer on the ASC bank account. 1) Two (2) years clean time. 2) General office or secretarial skills and some organizational ability. 3) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous. 4) Six (6) months prior involvement (any consecutive time period during their recovery) as secretary to a group or to an ASC Subcommittee. DUTIES: Keep sense of order about what transpires at ASC meetings and draft concise minutes to reflect the essence of what is conducted at the meeting. Minutes compiled in the meeting report should be typed and follow the ASC format and agenda; the pages of the minutes will be numbered. The secretary will not re-type any motions or votes from the Region; all necessary and pertinent information will be provided by the RCM and will be included in the meeting report or attached separately when published. Takes roll call at the ASC meetings. Provides to the Chairperson, a list of groups that have missed two (2) or more ASCs. Reports to the PR Subcommittee and Website Coordinator, any received updates, additions, or eliminations of meetings. Attends the Vice-Chairperson's Pre-ASC Meeting and takes accurate minutes to include in the Area's minutes. Responsible for pointing out any holiday conflicting with the upcoming ASC. Prepares letters and communications for the officers. Maintains an archive for all information generated by the ASC, a record of motions, reports and ASC correspondence, and other materials created by the Subcommittees or Groups. Post the ASC Meeting Report to the Gold Coast Area website and email along with an agenda for the next meeting, to all ASC officers, group services representatives, sub-committee chairs, ad hoc committee chairs and regional activities chair within fourteen (14) days following the ASC meeting; prior approval by the chairperson required. Responsible for utilizing the most effective method of preparing and distributing minutes (i.e.: hand-copying, collating, stapling, etc.) The secretary will be provided with Fifty (\$50.00) Dollars at the beginning of his/her term for the printing of the next month's minutes. Then every month he/she will be reimbursed the amount of the receipt. At the end of his/her term the \$50.00 will be reimbursed to the ASC. The ASC shall purchase a second computer for the Secretary to do our Area business, when necessary, at an expense not to exceed \$749.00. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for BROWARD GOLD COAST SERVICE OF NA INC.

REF TO ASC POLICY MANUAL:

<https://goldcoastna.org/sites/default/files/resources/00%20GOLD%20COAST%20AREA%20POLICY%20MANUAL%2020200809.pdf>

AREA SERVICE COMMITTEE - REGIONAL SERVICE COMMITTEE MEMBER (RCM)Money Handling?: **No**

Nominated and elected by the ASC and serves as BOARD OF DIRECTORS MEMBER. Not a money handling position. Not a co-signer on the ASC bank account. 1) Four (4) years clean time. 2) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous. 3) Prior fulfilled commitment as a GSR. 4) Six (6) months prior experience (any consecutive time period during their recovery) in the ASC as GSR, Administrative Committee or Subcommittee Chairperson. 5) Time and resources to perform the responsibilities of the position. 6) Six (6) months prior involvement (any consecutive time period during their recovery) at the Regional level. DUTIES: The RCM position is a one-year commitment. As the representative of the Area, the RCM will speak for the members and groups within their Area Service Committee. The primary responsibility is to work for the good of NA and act as liaison between the Area and the rest of NA, particularly with neighboring ASC's. The RCM represents the group conscience of an ASC at a Regional level. In order to accomplish this, the RCM and RCM Alternate must become informed of issues from Area, Regional and World levels of NA service. Therefore, it is essential for both the RCM and RCM Alternate to attend all meetings of the ASC and the RSC, including Regional Conferences. The RCM should prepare a written report to the ASC of the RSC meetings and will read all Regional Motions referred to ASC during Area meetings. May serve on one or more of its ASC and RSC Subcommittees, but not as a chairperson. When the WSC Conference Agenda Report comes out at the beginning of each year, the RCM will need to be well informed on all agenda items to disseminate this information to the groups. This is a primary responsibility of the RCM and RCM Alternate, as they present the WSC Conference Agenda items to the groups in a workshop forum where group members may ask questions pertaining to these items. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for BROWARD GOLD COAST SERVICE OF NA INC.

REF TO ASC POLICY MANUAL:

<https://goldcoastna.org/sites/default/files/resources/00%20GOLD%20COAST%20AREA%20POLICY%20MANUAL%2020200809.pdf>

AREA SERVICE COMMITTEE - REGIONAL SERVICE COMMITTEE ALTERNATE (RCM ALTERNATE)

Money Handling?: **No**

Nominated and elected by the ASC and serves as BOARD OF DIRECTORS MEMBER. Not a money handling position. Not a co-signer on the ASC bank account. 1) Three (3) years clean time. 2) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous. 3) Prior fulfilled commitment as a GSR. 4) One (1) year prior experience (any consecutive time period during their recovery) in the ASC as GSR, Administrative Committee or Subcommittee Chairperson. 5) Time and resources to perform the responsibilities of the position. DUTIES: Assists the RCM. There is a two (2) year commitment for this position. The first year of service is spent becoming familiar with the job, attending all ASC and RSC meetings and filling in for the RCM, if he/she is absent for any reason or unable to complete their term in office. In the event the RCM cannot fulfill his/her commitment, the RCM alternate will be voted in by 2/3 vote of acclamation to fulfill the RCM's original term; that person will become the RCM, regardless of the amount of clean time the RCM Alternate has. The RCM Alternate will become the RCM for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority of the quorum. If this is not received, the RCM Alternate will become a nominee for the position of RCM. Will facilitate a bi-annual Conference Agenda Report Workshop to be held the weekend following the Regional workshop on the Conference Agenda Report and following the availability of this report to the groups. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for BROWARD GOLD COAST SERVICE OF NA INC
 REF TO ASC POLICY MANUAL:
<https://goldcoastna.org/sites/default/files/resources/00%20GOLD%20COAST%20AREA%20POLICY%20MANUAL%2020200809.pdf>

Email qualifications to secretary@goldcoastna.org

GCCNA 31 TRUSTED SERVANT POSITIONS OPEN FOR NOMINATION: 0

Email qualifications to secretary@goldcoastna.org

RSC (REGION) TRUSTED SERVANT POSITIONS OPEN FOR NOMINATION:10

- RSC
- Assistant Treasurer
- Member-at-Large
- Newsletter
- Outreach
- Additional Needs POC
- SFRCNA
- BOD (Board of Directors)
- BOD (Board of Directors)
- Host committee, many open positions

Email qualifications to secretary@srfna.org

MOTION		MAKER OF MOTION:	SECONDED BY:
		S.O.S.	Recovery Exchange
MOTION:	To Close Nominations		
ACTION:	MOTION PASSED		

10. **RCM REPORT**

Good afternoon Gold Coast ASC,
The South Florida Region met on Sunday December 17th via zoom.
Eleven of our fourteen current areas were in attendance, and quorum was met.

There are still open positions on the RSC, and on the SFRCNA committee as well. If anyone is interested they are as follows ...

RSC
Assistant Treasurer
Member at Large
Newsletter
Outreach
Additional Needs POC
SFRCNA
BOD two open positions
Host committee, many open positions

There were committee and subcommittee budget presentations which will be sent out for approval at our March ASC.

The region is still operating under prudent reserve.

Lastly, the next RSC is scheduled to meet Sunday February 18th in Fort Myers, and as a hybrid meeting, will be on Zoom as well. All are welcome.

Yours in loving service,
Adam E.

11. **SUBCOMMITTEE REPORTS**

● **ACTIVITIES SUBCOMMITTEE REPORT**

Greetings from the Gold Coast Area Activities Subcommittee,

We meet the first and third Tuesday of the month at 7:00 PM to 8:00PM Serenity by the Sea in the small room. The address is 1000 S. Pompano Parkway, Pompano Beach.

The subcommittee's last meeting was on January 2nd. We will meet again on January 16th. We are always looking for trusted servants. All you need is a white key tag to join.

Our last event was the 24 hour rooms on Christmas and New Years. Great turnout. The treasurer has the breakdown of expenses in her report.

The Rap n Recovery event has been canceled and we are working on a new event for February. More will be revealed.

We hope to bring new and exciting events this year and welcome new ideas.

In loving service,
Kristy C.

- **ACTIVITIES SUBCOMMITTEE TREASURER'S REPORT**

Good afternoon,

Our last event was the 24-hour rooms that were held on both Christmas and New Years.

We are requesting 2 checks for reimbursement for the cost of ice.

Our expenses were as follows:

Rent - \$250

Supplies BJ's - \$205.52

Breakfast trays BJ's - \$87.92

Pizza, Domino's - \$255.25

Ice - \$20.10

Total expenses \$818.79

Donations to area \$83.00

Total cost to area \$735.79

Annual budgeted amount \$2400.00

Under budget \$1664.21

Thank you for allowing me to be of service.

ILS,

Tanya

- **CONVENTION (GCCNA) SUBCOMMITTEE REPORT**

Dear Gold Coast Family:

The Gold Coast area convention committee met on Tuesday, February 9 at 7 PM. We did not meet quorum due to illness of several committee members.

Our next event will be the Cupid Shuffle Dance on Saturday, February 24 starting at 6 PM. There will be a meeting at 7 PM. The event goes until 9 PM.

Presale tickets are \$15 (\$20 at the door) on Eventbrite:

<https://www.eventbrite.com/e/gccna-xxxii-cupids-shuffle-dance-tickets-795548907197>

Or found on the events page of the Gold Coast website: <https://goldcoastna.org/events>

Please support the Area, purchase a ticket for you and one for a newcomer!

Pre-convention shirts are now on sale for \$20.

We are asking folks to complete their registration and to make their hotel reservations for memorial day weekend. Convention information can be found at <https://www.gccna.org>.

Banquet tickets and other convention weekend event tickets will open after the meeting at our February fundraiser. These tickets sell out every year, so mark your calendars and come to the Cupid shuffle Dance to be the first to purchase!

We have service opportunities available and many of these only require a white key tag. We meet on the second Tuesday of the month at 7 PM in the Glass Room at Sanctuary Church FTL, 1400 N Federal Hwy, Fort Lauderdale, FL 33304. For more information reach out to Lauren C (561-876-0111) or Crister M (770-545-2598).

In loving service,

Crister

● HOSPITALS AND INSTITUTIONS SUBCOMMITTEE REPORT

Greetings from the Gold Coast Hospitals and Institutions subcommittee.

We meet the first Monday of the month at the Serenity by the Sea Clubhouse.

1000 S. Pompano Parkway
Pompano Beach, FL 33069

Our last meeting was Monday, January 1st with 27 voting members in attendance. 5 new members attended orientation.

The subcommittee currently brings presentations into 14 facilities. There is a wait-list with three facilities requesting additional presentations. We are in desperate need of women with master clearance to take a presentation into the jails and we now have the updated BSO orientation to get clearance this is included in our minutes.

Anyone interested in attending upcoming jail orientation can go to goldcoastna.org for the email address to RSVP as space is limited to 20 attendees. All applicants will need their driver's license and social security card in addition to the application packet completed and notarized.

H&I requests a check made payable to Alissa Nicole Anthony in the amount of \$36.00.

Our next event is our H&I GRATITUDE EVENT. The AD HOC committee is currently meeting to plan the event. More information for this event is coming soon.

Our next subcommittee meeting is Monday, February 5th at the Serenity by the Sea clubhouse in Pompano Beach. Orientation is at 6 p.m. and the subcommittee meets at 7 p.m.

Thank you for allowing me to be of service.

ILS,
Tony S

● **INMATE STEP- WRITING GUIDE AD HOC COMMITTEE REPORT**

Greetings from the GOLD COAST Inmate Step Writing Guide Subcommittee,

We meet the **second Monday** of every month on Zoom
6:30-7:00 P.M. is Orientation
7:00-8:00 P.M. is our Subcommittee meeting
Meeting ID: 825 8328 4508
Password: 360371

Requirements to become a Guide

Must go through orientation.

Must have at least 2 years of clean time.

Must be active in recovery.

Must have worked up to the 5th step in Narcotics Anonymous.

Must be willing to guide an incarcerated addict work the 12 steps through the mail.

We are currently corresponding with 23 inmates.

We are also in NEED of Trusted Servants to serve on the Subcommittee

OPEN POSITIONS :

Co Chair

Assistant Secretary

In Loving Service,

Debi L.

Secretary, ISWG Subcommittee

Gold Coast Area of Narcotics Anonymous

● **LITERATURE DISTRIBUTION SUBCOMMITTEE REPORT**

FL Region Literature Order: \$1,642.33

2 orders

\$1,382.83

\$259.50

Meeting lists Print Order: \$0

QR code cards: \$0

Flyers: \$0

Phone Lists: \$0

Total spent: \$1642.33

H&I (budgeted) Sold: \$529.00

Group Literature Sold: \$1,578.00

Individual Literature Sold: \$0

Total Literature sold: \$1,578.00

of Groups ordered: 17

of Individuals ordered: 0

Total Orders Filled: 17

Total Group Contributions: \$603.00

of Groups Contributions: 6

Card collected: \$725.00

Cash collected: \$1427.00

Square fees: -\$20.38

Gross Sales for Lit/7th Tradition \$2,181

In loving service,

Lisa M & Marcy K

- **POLICY SUBCOMMITTEE REPORT**

The Gold Coast Policy subcommittee met on Sunday, January 14, 2024 from 11:00 A.M. to Noon on Zoom.

Present were:

Paul I.

Nicky6 A.

Dawn S.

ISWG p and p reviewed

Que - consecutive meetings for voting

Orientation (leave it up to the committee)

Survival guide

Sections

Account related

Nuts and Bolts

(Name)

Motions

Order of business

Open forum

Subcommittee reports

Old biz

Recurring

Literature

Discussed:

Website (pr responsibility?)

ILS,

Paul I., Gold Coast Policy Subcommittee Chair

● **PUBLIC RELATIONS SUBCOMMITTEE REPORT**

Hello everyone from the Gold Coast Area Public Relations Subcommittee, I am an addict named Rocky. The PR Subcommittee met on December 18th, 2023 at 7:30 PM via hybrid. We have 27 members total in our PR subcommittee. We have had 1 new member(s) join from the last two committee meetings we have had since the last South Florida regional meeting! We are always seeking new members, and anyone is always welcome to come sit in and be a part of our amazing group of trusted servants. You do not have to hold a position to join us to see how the public relations committee functions, all are welcome to log on. Dates and online links are always listed at the end of our monthly report as well as the Gold Coast Area website. Hope to see you all there.

What's new at PR in the Gold Coast Area?.

- Due to some mistaken scheduling and literature issues our committee will be deciding this month when we will be hosting our upcoming poster day, we will have more information by area next month.
- We had an amazing turnout from the PM Pancakes event!!!! The money we raised from

the event (\$1,250.00) will be matched by the South Florida region of NA to purchase the ad space for the bus bench ads. As a committee we have selected the locations we will be choosing to purchase the ad spaces. (the locations will be listed at the bottom of this report as well as pricing and the selected graphic) When we meet at the next Region next month we will hopefully be collecting the funds they're going to match us and I will have more updates come March.

- We're announcing that we have added to our orientation for the helpline volunteer position, we will now be including training for booths and presentations so that newer members can gain the experience to fulfill the service opportunities in the future! We welcome all to come check out this orientation even if you're not going to be joining the Committee.
- As a committee we decided that we will start in-person outreach to outside organizations such as first responders (law enforcement, EMT's, etc), probation offices, hospitals and places that will be the most beneficial to have NA literature present or to discuss possible presentation opportunities. We found that our previous attempts at electronic outreach hasn't been very effective.
- We ALWAYS welcome any new ideas for PR in our area even if you're not a part of the committee or not a part of our area! We encourage unity and could use any help that anyone wants to provide, please reach out using our contact information at the bottom of this report.

The following positions are open and need to be filled in our service committee

WEBSITE INFORMATION COORDINATOR

- 1) One (1) year clean time.
- 2) Website management experience.
- 3) Six (6) months prior involvement in the Public Relations Subcommittee.
- 4) Familiar with PR policy, Narcotics Anonymous FIPT, and copyright laws.
- 5) Working knowledge of the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
- 6) Willingness to serve.
- 7) An example of living recovery through application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

WEBSITE DEVELOPMENT COORDINATOR

- 1) Two (2) years clean time.
- 2) Website design and development experience.

- 3) Six (6) months prior involvement in the Public Relations Subcommittee.
- 4) Familiar with PR policy, Narcotics Anonymous FIPT, and copyright laws.
- 5) Working knowledge of the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts for NA Service.
- 6) Working knowledge of appropriate website development languages and technologies.
- 7) Willingness to serve.
- 8) An example of living recovery through application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The next subcommittee meeting will meet via hybrid on Monday December 18th 2023 at 7:30pm. Meeting information for both will be listed below. This date has been selected due to the last Monday falling on Christmas Day. Our committee usually meets the last Monday of each month at 7:30pm.

In person meeting location:

Conference room in the Dunkin Donuts at:
1405 SW 26th Ave, Pompano Beach, FL 33069

Zoom Meeting Info:

Meeting ID: 828 1216 2900

Passcode: 474652

For any groups wanting to update their meeting info such as openings/closings due to natural disaster, holidays, etc please contact:

Rhonda C. (Vice Chair/Temp Web Info Vice)

(P) 954-330-5751

(E) Webinfovice@goldcoastna.org

If you have any other questions you can also contact:

Rocky M. (Chairperson)

(P) 954-551-0080

(E) public-relations@goldcoastna.org

Bus Bench Information:

Go Benches/ Bench advertising.

425 per bench (initial cost)- 4 week period

250- (after that per bench 4 week period)

Example: \$3175 per year for one year (including initial cost) (1 bench)

1 year contract/ but can add a 60 day cancellation clause

We are within budget to do at least one bench

Bus Bench Graphics Below:



12. RE-ESTABLISH QUORUM (2nd ROLL CALL):

30 of 40 groups were present for the 2nd Roll Call. The assembly met the previously established quorum of 21 groups present from the active roster prior to New Business and the order of business continued. New simple majority of 16 and 2/3 majority of 20 were set based on the 2nd roll call.

13. NEW BUSINESS

Process Motion was made by the Gold Coast Area of Narcotics Anonymous Area Service Committee to Appoint Dawn S. to the Gold Coast Area of Narcotics Anonymous Policy Subcommittee. The service body consented and the Appointment was made.

ASC MOTION 2024-01-14-01		MAKER OF MOTION:	SECONDED BY:
		<i>Policy</i>	<i>Vice Chair</i>
POLICY CHANGE?	POLICY PAGE(S):	ADD/AMEND/DELETE:	LINE NUMBER(S):
YES		ADD	
MOTION (NUMBER):	2024-01-14-01		
MOTION:	To publish the new Policy for the Gold Coast Area of Narcotics Anonymous Inmate Step Writing Guide (“ISWG”) to groups for review and vote. NOTE - The ISWG Policy document is included in this document under Item 18, “Attachments”, starting on page 24.		
INTENT:	To put into place a separate Policy for the Gold Coast of Narcotics Anonymous Inmate Step Writing Guide (“ISWG”) subcommittee which is now a separate subcommittee in the Gold Coast Area of Narcotics Anonymous, and no longer under the umbrella of the Gold Coast Area of Narcotics Anonymous Hospitals and Institutions (“H and I”) subcommittee.		
FINANCIAL IMPACT:	NONE		
ACTION:	SENT TO GROUPS		
FINAL RESULT:			

MOTION		MAKER OF MOTION:	SECONDED BY:
		<i>Recovery Exchange</i>	<i>Policy</i>
MOTION:	To Close New Business		
ACTION:	MOTION PASSED		

14. TREASURER’S REPORT

See attachment

As of today, the bank balance is \$8,463.97. That is \$11,536.03 below prudent reserve with checks pending. Expenses paid: Literature, Activities and H&I.

For any other check requests, please email:
Treasurer@goldcoastna.org.

Group donations can be made at literature distribution the last Saturday of every month at 9:30-11am at Serenity by the Sea or through the link on the Gold Coast NA website via Square (located under the Service tab, 7th Tradition)

In loving service,

Corey S.

MOTION		MAKER OF MOTION:	SECONDED BY:
		GCCNA	Policy
MOTION:	To Accept the Treasurer's Report		
ACTION:	MOTION PASSED		

15. ASC SECRETARY REVIEW OF DAY’S BUSINESS

[\(See page 3 of meeting report\)](#)

16. ESTABLISH NEXT MEETING TIME & PLACE

- 1:00 PM on Sunday, February 11th, 2024

MOTION		MAKER OF MOTION:	SECONDED BY:
		G.O.D.	Recovery Exchange
MOTION:	To Close the ASC Meeting		
ACTION:	MOTION PASSED		

16. MEETING CLOSED

- Andrea closed the meeting with the Third Step Prayer at 2:28 P.M.

SUPPORT YOUR AREA !!! GET INVOLVED !!!

Gold Coast ASC Entity Acknowledgement

The BROWARD GOLD COAST SERVICE OF NA INC is a corporation organized under the laws of the State of Florida, filed on February 17, 2020, effective February 10, 2012. The document number of this corporation is N20000001948. This entity was formed with the purpose of conducting the business of the Gold Coast Area, in supporting its members as designated by the Twelve Concepts for NA Service, and has no affiliation with Narcotics Anonymous. Narcotics Anonymous is not affiliated with any other organization or outside entity, including any venues, meeting facilities or event locations listed in this report. Any included names are listed for the purpose to provide a description or direction to location.

17. ATTACHMENTS

GOLD COAST AREA POLICY MANUAL INMATE STEP WRITING GUIDE SUBCOMMITTEE POLICY

I. PURPOSE

The primary purpose of this committee is to provide written Narcotics Anonymous step guidance to any incarcerated addict desiring recovery within Narcotics Anonymous

II. MEMBERSHIP, VOTING and PARTICIPATION

A. GENERAL MEMBERS

- a. Two (2) years clean time to attend
- b. The willingness to fulfill the commitment
- c. All persons who join the ISWG subcommittee MUST complete orientation with the ISWG Orientation Chair.

B. VOTING PRIVILEGES

- a. NA members present at the ISWG subcommittee meetings have a vote.

C. GUIDELINES FOR ISWG SERVICE COMMITMENTS and PARTICIPATION

Addicts will qualify and become an oriented DOC volunteer through the committee (DOC policies and procedures for qualification and clearance will be adhered to). They will discuss and be able to answer affirmatively all of the following questions.

- 1) Is your recovery based in Narcotics Anonymous (NA)?
- 2) Have you done the 4th and 5th Steps?
- 3) Do you work the steps in writing with an NA Sponsor?
- 4) Do you have at least two (2) years clean time?
- 5) Do you regularly attend NA step meetings?
- 6) Do you have a working knowledge of the 12-Steps and the 12-Traditions of NA?
- 7) Do you have experience as an NA sponsor?
- 8) Do you have the means to provide stationary and stamps for regular correspondence?
- 9) Do you have the willingness and availability to reply to any letter you receive within two (2) weeks, and to notify the coordinating Secretary each time?
- 10) Are you willing to sign and follow the NA ISWG Correspondence Only Agreement?
- 11) Are you willing to attend at least one ISWG Committee meeting or one ISWG workshop per year?

Step guides will be assigned an inmate step-writer in the order that they have become qualified, and that addicts of the same sex become available. The coordinating Secretary will notify the new Step-guide if they are not present at the meeting when their "turn" comes up

D. ISWG CHAIRPERSON

- a. Minimum clean time requirement is two (2) years
- b. Attends the monthly meeting of the ISWG service sub-committee
- c. Prepares an agenda for each meeting
- d. Makes sure that the committee has a monthly meeting place
- e. Keeps order in the meeting
- f. Keeps the discussion on-topic
- g. Ensures that the Traditions and Concepts are upheld in all matters
- h. Maintains a clear line of communication between the ISWG sub-committee and the H and I Chair
- i. Gives a monthly report at the H and I subcommittee meeting
- j. Maintains the file of all ISWG subcommittee meeting minutes

E. ISWG VICE-CHAIRPERSON

- a. Minimum clean time is two (2) years
- b. Attends the monthly meeting of the ISWG service subcommittee
- c. Assists Chairperson in maintaining meeting order
- d. Acts as Chairperson in the event of the existing Chairpersons absence
- e. Conducts Orientation for New Guides
- f. Fills in for any other Trusted Servant position(s) as necessary
- g. If/When the office of the Chairperson becomes vacant, the Vice-chairperson serves as the Chair until confirmed by the ISWG subcommittee/area/region, or until a new Chair is nominated and elected

F. SECRETARY

- a. Minimum clean time is two (2) years
- b. Attends the monthly meeting of the ISWG service subcommittee
- c. Responsible for collection of mail from the P.O. Box
- d. Keeps a complete log of all ISWG Step-guide writer communications (as described in "Guidelines" under Function #4)
- e. Keeps in contact with Step-guides as needed
- f. Mails **Correspondence Only** agreements to each inmates facility **each time the Step-guide is assigned to a new Inmate Step-writer**

G. ASSISTANT SECRETARY

- a. Minimum clean time is eighteen (18) months
- b. Attends the monthly meeting of the ISWG service subcommittee
- c. Assists the Secretary with correspondence and learns the duties of the Secretary, such that in the absence of the Secretary, the Assistant Secretary may function as Secretary
- d. Records accurate minutes at each meeting of the ISWG service subcommittee
- e. Distributes the monthly minutes to ISWG service subcommittee members within two (2) weeks of the last subcommittee meeting
- f. Distributes the monthly minutes to the Chair of the H and I service subcommittee

III. TERMS OF COMMITMENT

1. All Trusted Servant positions have a tenure of one (1) years, with a two (2) year limit on consecutive terms in the same position
2. In the event that any Trusted Servant must miss a meeting, he or she will contact the Chair in addition to submitting a monthly activity report. If a Trusted Servant fails to meet these criteria for two (2)

consecutive months, the commitment will be considered as open

3. Any Trusted Servant within the ISWG service subcommittee may have other responsibilities within the subcommittee depending on the needs of the subcommittee at that time

IV. SPONSORSHIP BEHIND THE WALLS

1. REQUIREMENTS

- a. The prospective Step-guide:
 - i. Must go through orientation within the ISWG service subcommittee
 - ii. MUST have at least TWO (2) years clean
 - iii. Must be active in recovery
 - iv. Must have worked up to Step Five (5) in Narcotics Anonymous
 - v. Must be willing to help an incarcerated addict go through the Twelve Steps of Narcotics Anonymous through the mail

V. GUIDELINES FOR WRITING INCARCERATED ADDICTS THROUGH THE ISWG SERVICE SUBCOMMITTEE PROGRAM

1. In addition to observing the rules of the respective correctional facilities regarding mail and correspondence, the following are guidelines to follow when writing NA members on the inside:
 - a. We introduce ourselves by briefly qualifying so the addict can get to know and identify with us. We let them know that our purpose for writing is to act as a Sponsor, and to help guide them through the Steps.
 - b. We try to let the inmate know that writing, like all forms of sharing, helps us as much as it helps him or her.
 - c. We let the inmate know that they are not alone.
 - d. We stay focused on recovery.
 - e. We encourage the inmate to attend any NA meetings that might be carried out in their facility. We also strongly stress the importance of getting a meeting schedule for their area before they get out. This is so they can have a game plan and know where there is a meeting the FIRST day they are out.
 - f. If there is a desire to send a gift, we suggest a Basic Text, How it Works, Step Working Guide, Just for Today, or other NA literature. Before sending anything, check to see if the facility will allow it. Many correctional facilities will permit inmates to receive only literature sent directly from the publisher.
 - g. Never write anything that you do not want the whole world to read. All mail is monitored by security in the jails and prisons. Ask yourself before you write, "Would I want everyone to know that I said or did this?"
 - h. In the spirit of our 12th Tradition, we respect the anonymity of all correspondents.
 - i. Men write to men, and women write to women.
 - j. We use the ISWG P.O. Box for receiving mail rather than our home address. It is also suggested that you maintain your personal anonymity by using your first name and last initial only, or a pen name.
 - k. Please keep in mind that this program is not about hooking them up with a "Pen Pal", sending money, packages, stamps, or writing them a letter for their next Board appearance. Rather, this program is about working the Twelve Steps of Narcotics Anonymous.
 - l. In order to speed up the mail process and get you, the Sponsor, the correct mail, PLEASE have

your Sponsee address the letters that they write back to you as follows:

YOUR NAME (Pen Name)
P.O. BOX 6256
FT. LAUDERALE, FL 33310