

**MINUTES****TWIN CITIES AREA SERVICE CONFERENCE OF NARCOTICS ANONYMOUS**

March 16, 2002

Sabathani, 3<sup>rd</sup> Fl, Rm. J**OPENING**

Steve opened Meeting with the Serenity Prayer

12 Concepts by Scott

12 Traditions by John

12 Steps read by Mark

**INTRODUCTIONS:**

Attendance: Secretary absent (excused)

Steve welcomed new GSRs and provided Welcome Packets, 20 GSRs present. Quorum (17) met.

**APPROVAL OF MINUTES:**

February TCASC minutes accepted as written, no objections.

**CORRESPONDENCE:** None**OFFICER REPORTS****CHAIR**

Steve - Will be unable to attend the April TCASC. Mary Jo will chair the whole meeting.

**Co-CHAIR**

Mary Jo - Apology for missing last TCASC meeting.

**SECRETARY**

No report, excused absence.

**CO-SECRETARY**

Charlie - Helped prepare minutes for online distribution. Prepared one page summary of motions (for discussion at groups) and announcements from the February TCASC that was available online. Attended the February IT sub committee meeting. Will continue to prepare the one page summary.

**TREASURER**

Tim - See minutes for financial report.

**CO-TREASURER**

Sherry - Will be taking group donations and attendance.

**RCMs:**

Debbie - This RCM "commitment" for me, was to give back to "those" in the Twin Cities Area. To "those" who have experienced a small part or any part of my grief for the past three years... My term is up in April, I will not be able to attend the April TCASC. Noted that there may be a conflict between that dates of the April RSC and the TCASC.

Steve polled the body on hosting a Learning Day in conjunction with the Midwest Zonal forum. Discussion included: Zonal Forum is a consensus building tool used to discuss issues at the World level. A Learning Day offers workshops on many areas of NA service: H&I, PI, etc. Motion will be made in new business to address the TCASC hosting a Learning Day as part of the Midwest Zonal Forum.

**OLD BUSINESS****Motions:**

#44 Remove Addicts names and telephone numbers from automated helpline messages.

Vote: 17 For, 6 Against, 1 Abstention, motion Passed.

#45 Remove Addicts names and telephone numbers from any meeting schedule posted on the internet.

Vote: 11 For, 13 Against, 0 Abstentions, motion Failed.

#46 The UMSO would no longer mail any TCASC meeting lists that contain names and phone numbers.

Vote: 7 For, 15 Against, 0 Abstentions, motion Failed.

Activities Chair election: Mary Jo read job description for position. There were no nominations or volunteers. Position tabled.

Motion #49: That the TCASC host a Learning Day in conjunction with the Regional Zonal Forum in August 2002.

Vote: 4 For, 16 Against, 2 Abstentions, motion Failed.

## NEW BUSINESS:

Motion #48. Allow up to \$1,500.00 of the 2002 secretaries budget to be used by the Information Technology (I.T.) subcommittee, and at the discretion of the I.T. subcommittee, in accordance with the *Twelve Concepts of Service*, to fulfill its intended purpose by purchasing hardware and software for use by the TCASC to produce the treasurer and secretary reports for the minutes during 2002.

GSRs please take this motion (#48) back to your groups for discussion. Vote is planned for the April TCASC.

Break @ 11:45 a.m.

## SUBCOMMITTEE REPORTS:

## IT Ad Hoc Committee:

Rick - Please read the letter to the fellowship (from the IT subcommittee) and the IT subcommittee meeting minutes from February 2002. Both of these will be included with these (March 2002) minutes. Rick read a portion of the letter to the body.

## Helpline:

Rick - Many helpline slots need to be filled. There will be a helpline training session at 10:00 a.m. before the next TCASC meeting.

## H&amp;I:

Rob - Good turn out at today's H&I meeting. Hope Harbor meeting needs a female panel leader. Hennipin county has asked for a meeting a correctional facility. Please contact Rob for both of these. We also need another team to go to Stillwater. Important note, we recently lost a meeting at St. Joseph's due to profanity. GSRs please ask group H&I panel leaders to attend the H&I subcommittee meeting.

## Literature:

Bob - nothing current. Waiting for results on the sponsorship submission.

There was discussion regarding the meeting list. Bob will coordinate with Rufus. Request that 100 regional meeting schedules be printed.

## Banquet:

Duane: At our last meeting we decided on our design and logo. We also decided to use rebuild academy for merchandise and Insty Prints for tickets. The banquet committee will put on a fund raising dance in conjunction with the Midwest Zonal Forum. Our next meeting will be Tuesday March 19, 2002 at the VOA 2825 E. Lake St. Minn. At 5:30 p.m. downstairs in the library.

**T.C.A.S.C. Banquet Budget for 2002 as of March 16th, 2002**

PROCEEDS	PROJECTED	ACTUAL
200 TICKETS @ \$20.00 EACH	\$ 4,000.00	\$ -
DANCE PROCEEDS	\$ 200.00	\$ -
MERCHANDISE	\$ 1,500.00	
FUNDRAISER #1	\$ 500.00	\$ -
FUNDRAISER #2	\$ 500.00	\$ -
<b>TOTAL</b>	<b>\$ 6,700.00</b>	<b>\$ -</b>
EXPENSES		
HALL AND FOOD @ \$20/PLATE	\$ 4,000.00	\$ 500.00
MERCHANDISE	\$ 1,000.00	\$ 532.00
FUNDRAISER #1	\$ 250.00	\$ -
FUNDRAISER #2	\$ 250.00	\$ -
MUSIC	\$ 500.00	\$ -
MISC	\$ 200.00	\$ 43.30
	<b>\$ 6,200.00</b>	<b>\$ 1,075.30</b>
CASH FLOW		
	MONEY IN	MONEY OUT
2/16/02	\$ -	\$ 503.30
3/16/02	\$ -	\$ 572.00
4/20/02	\$ -	\$ -
5/18/02	\$ -	\$ -
6/15/02	\$ -	\$ -
7/20/02	\$ -	\$ -
8/17/02	\$ -	\$ -
9/21/02	\$ -	\$ -
<b>TOTAL TO DATE</b>	<b>\$ -</b>	<b>\$ 1,075.30</b>

**Outreach:**

Steve - nothing new happening. Still trying to reach Laotian/SE Asian community in Ramsey county.

**PI**

Rufus - Not much to report. The PI committee meets at 10:30 a.m. the Saturday of the area meeting at Sabathani. There is a Friday noon meeting that is struggling. It has no trusted servants and no regular attendance. Please announce that this meeting —A gift called life— needs support. If nothing changes this month it will be removed from the meeting schedule. The bus shelter program will be up for renewal in May. I will meet with Budd K. and have more contract/cost information next month.

**Big Thaw:**

Dick: Big Thaw lost money, inclement weather caused low turn out. Good speaker and dance. Dick is willing to help the new activities chair.

**Open Forum:**

Rob - H&I has plans to host an annual TCASC Learning Day.

Rick - concern: children and parents at meetings. Discussion.

Charlie - Parents at and participating in meetings. Discussion.

**Amendment to January 2002 minutes:**

The January minutes neglected to report that the Ladies in the Lakes group made a \$20 donation to the TCASC.

Motion to close, passed at 1:10 p.m.

**TCASC Monthly 7<sup>th</sup> Tradition Donations & Attendance Record for March, 2002.**

<b>Group</b>	<b>Donation</b>
Riverside NA	\$150.00
Tuna	\$113.65
Monday Nite Wave	\$75.00
Barking Buffalo	\$60.00
Sunday Morning NA	\$50.00
Candlelight Bakery	\$45.00
Freedom From Addiction	\$30.00
Northwest NA	\$28.00
7-11 NA	\$25.00
Camden Recovery	\$25.00
East Lake N.A.	\$20.00
Coast to Coast	\$13.00
North Side NA	\$10.00
Addicts for Life	\$0.00
Addicts in the Garden	\$0.00
North Suburban NA	\$0.00
Pleasant NA	\$0.00
Saving Our Lives	\$0.00
Serenity Sunday	\$0.00
Wednesday Afternoon Serenity	\$0.00
<b>March, 2002 7<sup>th</sup> Tradition Donations Total</b>	<b>\$ 644.65</b>

<b>REPORT DATE : 3/16/2002</b>	<b>LAST MONTHS' ENDING BALANCE</b>	→	<b>\$ 3,393.23</b>
ENDING BALANCE FROM BANK STATEMENT		→	\$ 6,231.57
MINUS TOTAL OF OUTSTANDING CHECKS, FEES & EARLY DEPOSITS		→	\$ 2,838.34
EQUALS THE RECONCILED BANK BALANCE		→	\$ 3,393.23
<b>DISCREPANCY SHOULD EQUAL ZERO</b>		→	<b>\$ 0.00</b>
<b>BEGINNING BALANCE (ALWAYS THE RECONCILED BANK BALANCE)</b>		→	<b>\$ 3,393.23</b>
<b>PROCEEDS</b>			
GROUP DONATION (FROM BACK SIDE)		→	\$ 644.65
OTHER PROCEEDS TOTAL (LIST NAME & AMOUNT INDIVIDUALLY)		→	\$ 157.75
Big Thaw proceeds \$152.75			
Anonymous donation 5.00			
<b>TOTAL PROCEEDS</b>		→	<b>\$ 802.40</b>
<b>SUBTOTAL (BEGINNING BALANCE PLUS PROCEEDS)</b>		→	<b>\$ 4,195.63</b>
<b>EXPENSES (ALWAYS CHECKS WRITTEN)</b>	<b>CHECK #</b>		<b>\$ AMOUNT</b>
QWEST FOR HELPLINE	2651		\$ 120.00
ANSWER AMERICA FOR HELPLINE	2652		\$ 440.00
UMSO (H&I)	2653		\$ 232.73
Target Printing (meeting lists-Literature)	2654		\$ 38.34
Rick Lundeen (for snail-mailing minutes)	2655		\$ 25.12
Debra Neddo ( Car workshop printing)	2656		\$ 34.47
Rebuild Academy (Banquet merchandise)	2657		\$ 532.00
Insty Prints (banquet printing-tickets)	2658		\$ 40.00
<b>TOTAL EXPENSES</b>		→	<b>\$ 1,462.66</b>
<b>ENDING BALANCE (SUBTOTAL MINUS EXPENSES)</b>		→	<b>\$ 2,732.97</b>
<b>DEPOSITS</b>			
CHECKING DEPOSIT DATE & AMOUNT	3\16\2002		\$ 802.40
CHECKING DEPOSIT DATE & AMOUNT			\$ -
CHECKING DEPOSIT DATE & AMOUNT			\$ -
<b>TOTAL DEPOSITS (SHOULD EQUAL TOTAL PROCEEDS)</b>		→	<b>\$ 802.40</b>

ACTIVITIES	TARGET	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE
<b>ACTIVITIES</b>	\$4,000.00	\$1,696.79		\$600.45		\$41.00	\$838.00	\$34.18						\$2,331.42
<b>BANQUET</b>	\$6,400.00			\$180.00		\$233.00	\$2,379.00	\$230.00						\$5,318.81
<b>TOTAL</b>	<u>21,400.00</u>	<u>3,191.89</u>	<u>844.23</u>	<u>1,695.97</u>	<u>1,989.66</u>	<u>708.79</u>	<u>1,551.64</u>	<u>3,453.22</u>	<u>1,682.71</u>	<u>1,238.63</u>	<u>946.80</u>			<u>19,796.82</u>
<b>EXPENSES</b>														
<b>EXEC CMTE</b>														
MNRSC	\$4,800.00	\$3,000.00				\$150.00	\$1,800.00							\$4,800.00
UMSO	\$1,300.00	\$1,000.00				\$150.00		\$150.00						\$1,300.00
MNNAC	\$1,000.00	\$1,000.00												\$1,000.00
TREASURER	\$200.00	\$21.75	\$45.00	\$71.10					\$6.41					\$144.26
SECRETARY	\$1,800.00	\$280.41	\$154.74	\$152.39	\$91.50	\$62.49	\$75.85	\$66.54	\$89.92	\$150.00	\$187.01			\$1,464.26
MISC.	\$800.00	\$100.00	\$125.00	\$10.70							\$164.15			\$299.85
OUTREACH	\$100.00													\$0.00
LITERATURE	\$0.00									\$102.24				\$102.24
P. I.	\$2,000.00	\$672.00			\$1,000.00		\$98.98	\$11.77		\$30.00				\$1,812.75
H & I	\$2,000.00			\$276.11	\$15.95			\$188.02		\$108.02				\$960.65
HELPLINE	\$3,000.00	\$144.45		\$124.65	\$55.05	\$109.52	\$29.11	\$246.64	\$246.64	\$235.27	\$225.87			\$1,896.46
BANQUET	\$5,900.00			\$1,295.25	\$647.25	\$323.34	\$250.00	\$2,630.88						\$5,146.72
ACTIVITIES	\$3,000.00	\$69.16	\$435.00	\$88.00				\$400.00		\$600.00	\$350.00			\$1,942.16
<b>TOTAL</b>	<u>\$25,900.00</u>	<u>\$6,187.77</u>	<u>\$759.74</u>	<u>\$2,018.20</u>	<u>\$793.80</u>	<u>\$1,661.30</u>	<u>\$2,253.94</u>	<u>\$332.32</u>	<u>\$902.21</u>	<u>\$3,210.22</u>	<u>\$331.60</u>	<u>\$1,108.11</u>	<u>\$1,310.14</u>	<u>\$20,869.35</u>

TCASC 2002	TARGET	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE
<b>EXCESS 2001</b>	<u>\$1,000.00</u>													
<b>PROCEEDS</b>														
GROUPS	\$12,000.00	\$1,104.60	\$1,405.34	\$644.65										\$3,154.59
OTHER	\$1,400.00	\$110.00	\$200.00	\$5.00										\$315.00
ACTIVITIES	\$2,500.00	\$1,541.00	\$100.00	\$152.75										\$1,793.75
BANQUET	\$6,700.00													\$0.00
<b>TOTAL</b>	<u>22,600.00</u>	<u>2,755.60</u>	<u>1,705.34</u>	<u>802.40</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,263.34</u>

EXPENSES	TARGET	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE
<b>EXEC CMTE</b>														
MNRSC	\$3,600.00		\$1,800.00											\$1,800.00
UMSO	\$600.00		\$600.00											\$600.00
MNNAC	\$1,000.00		\$1,000.00											\$1,000.00
TREASURER	\$200.00		\$45.00											\$45.00
SECRETARY	\$2,200.00	\$38.34	\$71.63	\$25.12										\$135.09
MISC.	\$1,200.00	\$22.00	\$64.34	\$34.47										\$34.47
OUTREACH	\$100.00		\$64.34											\$22.00
LITERATURE	\$500.00													\$0.00
P & I	\$2,000.00		\$137.13	\$232.73										\$572.94
H & I	\$1,000.00	\$203.08	\$255.98	\$560.00										\$1,038.30
HELPLINE	\$3,000.00	\$222.32	\$503.30	\$572.00										\$1,075.30
BANQUET	\$6,200.00		\$444.19											\$444.19
ACTIVITIES	\$2,000.00													\$0.00
<b>TOTAL</b>	<u>\$23,600.00</u>	<u>\$485.74</u>	<u>\$4,921.57</u>	<u>\$1,462.66</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$6,869.97</u>

February 27, 2002

From: The Information Technology Ad-hoc Subcommittee  
Of The Twin Cities Area of Narcotics Anonymous

Fellow Members of Narcotics Anonymous in the Twin Cities Area,

The committee is drafting this letter to inform our fellow members of the conclusions we have drawn during the hours of discussion which this committee has engaged in at the direction of the TCASC. Many of the ideas presented here have been in development at the TCASC for many years. They are part of a practical solution to problems that are inherent at the TCASC. We would like to start by describing a couple of the problems and offer the solutions we propose. Please bear in mind that this about principles and has nothing to do with individual personalities.

- 1) **The TCASC has a very high turnover of skilled volunteers.** Service at the TCASC could actually be thought of as training. The only thing a new member should need to do a job at the area is willingness and enough humility to learn from the collected experience of the TCASC. Unfortunately, that experience usually goes with the last member who did the job. Sometimes it gets passed on sometimes it doesn't. Many of us can remember a few years ago, the treasury debacle that occurred at the area. We had three treasurers all with more than 5 years clean and not one of them could do a competent job. Were they just incompetent? Absolutely not! Not everyone is an accountant, and our treasurer doesn't need to be. But our treasurer does need a system that works, is clear, simple and easy to learn. Those three individuals were handed a pile of crap that they just weren't qualified to deal with. And we shouldn't have expected them to. We didn't recognize what the problem was then either, just that there was one. Much work has been done on the Treasury and it has been used with various members for a period of time that may suggest that it works well. It is still a little difficult to adjust to and some computer skills are required. **The committee would like to put the treasury functions onto a laptop that the co-treasurer and treasurer would use to enter all our financial, group donation, and attendance information at the TCASC. This would help the treasury team do an accurate job, make the job much easier to learn and ensure that our team could deliver a timely and consistent report to the secretary for inclusion in the minutes for years to come.**
  
- 2) **Many of the members in the Twin Cities Area don't get involved with the Area news because the minutes have notoriously been to late in the month to spend time discussing the issues and form a group conscience.** When we used to mail all of the minutes it took the person who had to print everything and stuff all the envelopes more than 10 hours a month and that didn't include typing or waiting for the typing to get done. Last year we started e-mailing some of the minutes, this was possible because the secretary had a computer with a scanner and this year we've been able to send them out really fast and post them on the web because of a lot of people working diligently every month to make that happen. We want to keep doing this, unfortunately, see problem number one (last page). People don't always stay at the area, our secretary isn't always

going to have their own laptop or scanner or even a computer for that matter. And we won't always have a secretary that can type 80 words per minute either. **The committee would make available a laptop to the Secretary and also one to the co-secretary. They can divide the work and conquer it. It is important for our minutes to become available right away, encouraging our members to participate in their area (the one they keep sending all the money too). By using templates and other word processing technology we can ensure accurate and timely minutes to the fellowship for years to come at a very small cost. This technology is not only easy to use and learn it can provide our members with skills they can use in the real world solving real problems (Like on a job).**

**3) Who's going to do all this training and keep this equipment working?**

As we've already mentioned there is a high turnover at the area. For many years people we've never met have performed jobs for us that have required special equipment or skills. There is no official capacity to the service they do for us. It's just a job that needs to be done, and a capable volunteer to do it. **This committee recommends that the I.T. committee be established as a permanent committee. The description of the committee would include "a group of members each with individual experience, knowledge or special expertise that are willing to help the TCASC fulfill it's objective of providing consistent financial and secretarial reporting to the fellowship on a timely basis ".**

**In closing we would like to thank you for your patience and look forward to serving our fellowship in the capacity its members would choose for us.**

**Sincerely,**

**Members of the TCASC IT Ad-hoc Subcommittee**

**Information Technology Adhoc Subcommittee (I.T.) minutes for 2/24/02**  
Twin Cities Area Service Conference Of Narcotics Anonymous

Meeting convened at 4:45 pm at 22<sup>nd</sup> & Fillmore St. N.E.

In attendance were:

Charlie O.	I.T. Chairperson
Charlie K.	T.C.A.S.C. co-secretary
Daniel T.	I.T. Webmaster
Rick L.	I.T. secretary (acting)

The meeting lasted until 5:55 pm, during which the following items were discussed.

- 1) Mailing the minutes using the U.S.P.S. service.

In January a trial run was successfully completed and the service was used again in February. The TCASC Secretary will begin performing the task in March. The committee agrees that using the service is an effective solution to compiling and mailing the minutes, as does the TCASC Secretary who is on vacation and could not attend.

Concern was expressed regarding members requesting mailings that could just as easily be downloaded from the web. Also, that over a period of time this list continues to grow and perhaps the committee should ask that members request mailings more frequently to insure they actually even want them. The body felt that these issues were beyond the scope of the I.T. committee's function and that these decisions would lie with the TCASC secretarial staff.

- 2) Using the UMSO web space.

The UMSO has agreed to allow the TCASC to utilize extra web space available on the regional web site at no cost to the area. This is a savings to the area of \$9.95 a month. Charlie K. has agreed to contact Mario N. and work out the details. Daniel and Charlie will move the site and send the new link out to everyone on the e-mail list for the TCASC minutes.

- 3) Performing the maintenance on the regional web site.

The UMSO has expressed an interest in the I.T. committee performing the maintenance of the MNRSC web site. Mario N. was scheduled to attend our meeting but was unable to for personal reasons. Charlie K. has expressed an interest in possibly filling this position (regional webmaster) at the UMSO BOD and will discuss it further with Mario.

The body is concerned that perhaps these additional responsibilities could divert us from our intended focus as described in the December TCASC minutes at the time of this body's inception. These are, for your convenience:

- a) Make minutes available on a timely basis.
- b) Eliminate \$1500 annual secretaries expense.
- c) Ensure Accuracy of the minutes.
- d) Provide a consistent source of knowledge, information and experience year after year for the TCASC.

The committee has agreed to discuss this again as more information will become available prior to our next I.T. meeting.

4) Funding for the I.T. committee.

When the 2002 budget was presented in November 2001 each line was discussed, questions were answered and the budget was sent to the groups along with the minutes for their approval at the December area meeting.

During that time, a great deal of information was presented to the TCASC concerning the secretary's budget and the efforts that had been made over the two years prior to move the TCASC executive committee towards becoming a much more responsive and efficient body. Specifically, regarding using computer technology to accumulate, assemble and disseminate accurate and timely financial and secretarial information to the N.A. groups to whom we serve.

Additionally, the TCASC was informed in November that the secretary's budget had an additional \$1500 above the projected expenses for 2002 and that the money was going to be used for hardware and software for the secretarial and treasury teams. The body passed the Budget in December and the I.T. committee came prepared in January to do its job. However, some members complained, that, because they were not present at the November or December TCASC meetings they had no knowledge of the budget considerations for I.T.

The I.T. committee makes no apology for the fact that nothing written was included in the November minutes. The I.T. committee was not officially formed until December. However, Rick L. does apologize for not including a written report of these budgeting matters in the November minutes and accepts full responsibility for the delay this has caused the hard working members of this committee.

The committee has agreed to draft a letter to the body that fully discloses our position and intentions. We will post this letter on the web site by Sunday March 2<sup>nd</sup>, 2002 and alert our subscribers by email. Included in the letter will be a motion that will be made at the area on March 16<sup>th</sup>, 2002. This motion will ask the body to consent to \$1500 of the secretary's budget being used by the I.T. committee at their discretion and in accordance with the 12 concepts. The monies will be used to buy hardware and software for the secretary and treasurer teams during the year 2002. We would ask that this motion be sent to the groups and voted on in April. Our intention is to allow adequate time for questions and a solid group conscience (7 weeks).

It is the opinion of this committee that without adequate funding we're not really doing anyone, including ourselves, a service by continuing to function as a committee. We will be available to answer questions at the TCASC. We will not schedule another meeting until after we have a clear direction from the body. We believe the area web site can continue to function as it currently is at no additional cost to the TCASC.

NA CIRCLE OF SISTERS VI



PRESENTS

# GAME NIGHT

**MARCH 30, 2002 6:00 PM - 10:00 PM**

**RAMADA INN, 24TH AVE S & 494**

**\$ 5.00 Adults, \$ 2.00 Children 10 and under**

*Baked goods and pop for sale*

**CARD TOURNAMENTS!! Prizes**

**SWIMMING POOL AVAILABLE**

**Everyone Welcome!**



# NOT A FUNDRAISER

# JUST FUN!

## **What?**

Clear Atmosphere is celebrating its five year anniversary as an NA meeting and you are all invited! We are having a pot luck (bring something to share if you can☺); speakers; open mike; fellowship; and fun.

## **When?**

5pm to 9pm  
Saturday April 20th

## **Where?**

Calvary Church  
26th Street & Blaisdell Avenue South

If you need more information call Mark J. 612 239-3884