

**MOUNTAINEER REGIONAL SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS**

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**MRSCNA Minutes  
January 9-10, 2016**

**OFFICERS:**

Chair: Kay M.

Vice-Chair: Nick L.

Secretary: Beverly R.

Treasurer: Candie B.

Treasurer II: Kristyn G.

RSD/RD: Kristina C.

RSD/RD Alt: Brandon C.

**SUBCOMMITTEE CHAIRS:**

Convention: Allen L.

Literature: Vacant

PR: Cooper B.

H&I: Joe B.

P&A: Nick L.

Finance: Kristyn G.

Phone Line: Barbara W.

Web Servant: Shayne M.

**REGIONAL COMMITTEE MEMBERS:**

NCASCNA: Mike B.

Alt: Chris B.

AFASCNA: Destini W.

Alt: Butch D.

NANA: Greg Y.

Alt: Shayne M.

METRO ASR: Stacy B.

Alt ASR: Donn C.

MANA: Cooper B.

Alt: vacant

GTO: Tom F.

Alt: Miles C.

FANA: Ryan S.

Alt: Jimmy C.

UPANA: Matt K.

Alt: Frank P.

JAFASCNA: Diane T.

Alt: vacant

GMANA: Pam T.

Alt.: Anant V.

SCURA: Eric L.

Alt: Vacant

Those in attendance to the MRSCNA meeting for 01/09/2016-01/10/2016

Shayne M. - Web servant, RCM NANA  
Allen L. - Convention vice chair  
Ryan S. - RCM Alt., FANA  
Joe B. - H&I Vice-Chair  
Kay M. - Chair  
Cooper B. - MANA RCM, PR Chair  
Butch D. - RCM, AFASCNA  
Brandon C. - RD Alt.  
Kristina C. -- RD  
Eric L. - RCM SCURNA  
Barbara W. - Phoneline Chair  
Beverly R. - Secretary  
Destini W. - AFASCNA RCM  
Nick L. - Vice Chair  
Candie B. - Treasurer  
Stephanie F. - Refreshment V. Chair  
Jimmy C. - FANA RCM alt.

Kristyn G. - Treasurer II  
Greg Y. - NANA RCM  
Denise S. - Member  
Emily J. - Member  
Avant V. - GMANA RCM alt.  
Donn C. - Metro RCM alt.  
Brad W. -- Member  
Thomas F. - GTO RCM  
Pam T. - GMANA RCM  
Sarah P. - Merchandise Vice Chair  
Kevin E. - Member  
Stacy B. - Metro ASR  
Frank P. - UPANA RCM alt.  
Daniel O. - Member  
Andrew V. - Member  
Miles C. - GTO RCM Alt.  
Wes R. -- Member

### **MRSCNA MINUTES**

01/09-01/10/2016

- Kay M. opened with prayer.
- Nick L. read Traditions
- Avant V. read Concepts

**Secretary's Report:** Beverly R. read the minutes. Approved with corrections; amendments to policy attached to this report as they were left out of the 10/2015 minutes.

**Treasurer's Report:** Candie B. See attachments at end of minutes

### **OLD BUSINESS**

Poster for flow chart to be displayed at RSC as per Regional Inventory - Cooper took care of it - poster displayed at RSC

### **AREA REPORTS/RCM/ASR:**

**GTOASCNA:** Tom F. gave report

All is well with the Greater Than Ourselves Area of Narcotics Anonymous which continues to grow with 27 weekly meetings and a strong message of recovery being shared. I am newly appointed as the area RCM and we have no business or concerns to bring to MRSCNA nor donation at this time.

Grateful to serve  
Tom F. GTOANA RCM

**AFASCNA:** Destini W. gave report  
Hi Family!

All is alive and well in the Appalachian Foothills. We currently have 8 home groups with 14 meetings a week and all groups seem to be thriving and moving forward.

Our LSB hosted a Service Learning Day and even though there was low attendance everything went off without a hitch. The members that were present gave some positive feedback and seemed to be extremely receptive to the information that was given. Our LSB is still functioning better than many imagined at the beginning of this process regardless of a few hiccups we've experienced recently due to some members stepping down from their positions. We've had a few members step in to take over our upcoming St. Patty's Day Literature Fundraiser which will be held March 19<sup>th</sup> at 5:30 at the Good Sheppard Church (AKA: The Pink Church) and there's a flyer on the Regional website. We have a flyer day planned for February 13<sup>th</sup>, which is much needed because it's been well over a year since one has been done. We also have a CAR workshop planned for February 21<sup>st</sup>, and an H&I workshop is in the works for after St. Patty's Day.

We still only have one H&I commitment at the Camden Clark Memorial Hospital on the Behavioral Health Unit, and are waiting for background checks to come back to start a new commitment at the Lorrie Yeager Juvenile Detention Center. Once the background checks are back we will work out the details with that facility.

We have no needs at this time.  
In Loving Service,  
Destini W., RCM

**GMANA:** Pam T. gave report.

Greeting from GMANA!!

We have 10 meetings a week and 8 Home Groups. All meetings are going well. Our Not High at Noon group is looking into a weekend meeting on the WVU campus.

The Old Bugaboos hosted a Thanksgiving Meal and speaker meeting on Thanksgiving. It was a success.

Live Clean or die had a New Year's Dance. They also had a meeting at 12:01 to 1:01 am. Great way to spend the first hour of the New Year.

H and I meetings are doing well.

The PR chair is on hiatus due to lack of willingness of members.

Elections are coming up this month. Chair, H&I, Treasurer, Activities and PR are needed. We are also going to have a Literature Chair. This is a new position. We are reviewing policy one a month. Joey F. is doing a great job with that.

We have a \$50.00 donation this time.

We have been working on getting the funds to get the billboard up. We will discuss this at our next ASC.

Pam T. RCM

**UPANA:** Frank P. gave report

**SCURA:** Eric L. gave report

Hello again from SCURA. We're continuing to carry the message in the coal fields of southern WV. We currently have meetings in Madison, Man, Gibling, Ocean, and Williamson. We have 6 home groups and 9 meetings. Attendance at all meetings seems to be growing slightly and a few people are staying. Some of the members seem to be interested in service as well. As of 2 months ago, all of our meetings are now registered and updated with NAWS. We're doing well and have no needs from the region except for support.

Grateful to serve,  
Eric L. RCM

**NANA:** Greg. Y. gave report

Greetings from NANA.

Our Area is well. The formerly nonaffiliated Monday Meeting Makers Make It, Mostly Group (5Ms) has joined our Area and Shayne M. has been elected RCM/Alt. We gratefully welcome them both.

Unfortunately, we will no longer be able to carry the message to Western Regional. Sorry, GTO, we just don't have anyone to staff that project.

Two of our Groups have moved. The Group formerly known as Hope Out the Holler is now called Hope on the Hill, because they have moved up on a hill from out holler. They are now in Mink Shoals, WV off of I-79 exit 1 at the Trinity United Methodist Church, 2626 Pennsylvania Ave, park and enter in back. They still meet every Mon. at 7:30 PM. Also, 5Ms has moved from the church annex to the church. They are in the United Methodist Church 2<sup>nd</sup> floor Youth Group Room at 815 Kanawha Terrace, St. Albans, WV on Mon. at 7:00PM.

We have clean time celebrations. No Weekends Off 29Yrs. On 1-16. Hope On The Hill 17 & 22 yrs. All 3 celebrants serve on this committee, just saying, service saves lives.

Thanksgiving It Away went pretty well. We are taking steps toward having a smoother flow of events and better informing our guests of where we need help and what the church requires of us. Holding a Convention Subcommittee interim at that time and place, it turns out, was not one of my better ideas. While the meeting was productive, it distracted Allen and I from the many other responsibilities we had that day.

Grateful to Serve,  
Greg Y.

**MVASCNA:** Stacy B. gave report

The Metro Area of Narcotics Anonymous continues to carry the message with 10 home groups and 17 meetings per week.

We have an H&I presentation biweekly at the South Central Regional Jail, once a week at the Highland Detox Unit, and we have just started taking a presentation into the new work release facility.

Our Activities Committee did a great job with the 80s New Years Function and hope to have a new activity planned soon.

At our last Area Service, there was much concern discussion about the finances at Region. We feel that all financial business should cease completely, until the books are completely straightened out.

We do not have any needs from the Region at this time.

Grateful to serve,

Stacy B.

**FANA:** Ryan S. and Jimmy C. gave report

Greetings from FANA! We had a wonderful Holiday function in Bluefield, it was well attended & the Regional H&I chair held an H&I workshop. We have made contact with Beckley work release as they have expressed interest with taking meetings into their facility. We have not, as of this time, received the applications to do this. We have 6 home groups regularly attending ASC plus we are still meeting jointly with MANA to pool our resources & experience. The non-affiliated Freedom to Change group in Summersville is still meeting regularly.

Grateful to serve

Ryan S.

Jimmy C.

**MANA:** Cooper B. gave report

Hello to all. Things have been generally quiet in the Mountain Area this past quarter, but we do need to report that for whatever reason our meetings have doubled in size or more. Meetings that usually had just a few addicts are now very well attended. Maybe it's the billboard or maybe it's the cold weather. We are grateful nonetheless. We had a gathering on New Year's Eve in Lewisburg after the Thursday night meeting, and we managed to stay till midnight. We had such a great time playing "Cards Against Humanity" that we are planning another game night for Feb. 21st after the meeting. In December several addicts drove to the Holiday Dinner in Bluefield and attended the H&I workshop as well. They reportedly had a great time. We also had a 34yr. celebration last month. We continue to take a meeting into the Anthony Correctional Center once a month, and we are still holding joint ASC meetings with FANA. We have a donation this quarter of \$350.

Gratefully, Cooper

**NCASCNA:** Absent

**JAFASCNA:** Absent

**Open Sharing Session**

**Area Motion:**

**MOTION: 16-01-01**

**MAKER:** Metro

**MOTION:** The Metro Area requests that all regional business stop and decrease until finances are completely straightened out.

**INTENT:** 11<sup>th</sup> Concept – to manage NA funds responsibly

**RESULT:** Referred to P&A, returned to RSC unresolved, failed 1 to 7 in RSC

## **SUBCOMMITTEE REPORTS:**

### **PR Subcommittee**

Greetings from the PR Vice Chair. As we continue our PR efforts in the area of Media, we were able to secure funding for another billboard in the Morgantown. This was made possible through the efforts of Pam T, GMANA RCM. This will be a semi-permanent location that has been donated by her, and the approval of \$495 is to be used for printing and placing the billboard. It will be located along University Ave. and should reach a lot of folks travelling to and from the WV Games!

I also reported that following our October RSC, I signed another contract with Lamar Advertising which will extend our Beckley Billboard location on Robert C. Drive until 06/26/2016. Since we are now tracking monthly call volume with OneBox, I am hopeful that we will be able to realize and somewhat see our efforts pay dividends by reaching more suffering addicts with our message. We agreed to once again attend the Social Workers Conference at the end of April and \$450 was allocated to this effort. This will be a first for me and I am looking forward to it!

Ryan S. has expressed willingness to take on the position of H&I Vice Chair. I'm sure he will do a great job helping Joe B. H&I Chair with all there is to do in this aspect of PR. Thanks Ryan!

Lastly we touched on the need for a policy workgroup to update some of the PR policy. It was decided to bring this up again at a later date.

Grateful to serve,  
Jimmy C.

### **WEB SERVANT:**

Greetings from the inter web. Things have been jumping with all the holidays partying going on.

Now to the real stuff. I am giving out to each area representative a print out of their info from the NAWS data base to check for updates. I will do this each quarter so we can try to stay on top of the information used in the naws app and online search engine. I'm hoping that each group charges one member to keep their information current. The NAWS data base is a great tool for new members searching for meeting as well as old-timers.

As a reminder the info on your meeting has space for directions and room details. Please check each meeting for that information and add it if necessary.

Also please note that there is a lag in when the information is changed and when it shows up on the app. It can take as long as a few days to a week.

Let me know if I can help your groups in keeping up with meeting information. We don't want members showing up at meeting that aren't there.

Thanks for letting me serve

Shayne M. MRSCNA web guy

PS: Since as far as I know all meeting are now nonsmoking, can I remove the NS/ from the meeting schedule and just note on it that all meeting are nonsmoking. That will give me a bit more room for important stuff. We can deal with vaping later.

PPS: I updated the new or change meeting form to ask if a meeting is registered with NA world services that will help in syncing the two data bases.

**PHONE LINE:** Barbara W. gave report

I have updated the master lists since the last regional and dated these lists for future reference. If there is anyone on the list that needs to be removed please make the changes and let me know. If you had a phone line workshop since October, 2015, please get me a list of those who need to be added or if phone numbers have changed. If you need a workshop, let me know.

During the three month interim, One Box received 216 incoming calls. (I have a list of those calls if you would like to see them) I would like to caution members, there was one 70 minute phone call. Please let call receivers know to keep calls to under 20 minutes.

I received one phone call from a recovering addict, letting me know that some calls were not being picked up. I inquired as to the day and time this was happening and was told it was happening around 5:00 p.m., but didn't know the day. Please remind phone line addicts to pick up the call. Addicts may die if we don't.

I am in the process of changing up the schedule by moving some people around on the one box call list only to give those who are in the # 1 group to the number #2 position (or 3 or 4 position) so as to keep in the spirit of rotation.

Let me know if you need a phone line workshop and I'll put it on my calendar. Thanks for letting me serve.

Barbara W.

**H&I REPORT:** Joe B. gave report.

Greetings and I hope this reaches you all in great spirits. First, I want to thank this subcommittee for all the support you have given me and how grateful I am to continue to serve. We have just received the Basic Texts from the east coast again and we are in the process of revamping our resource list of all the jails and prisons within our region. I am very grateful to have Ryan S. on board and believe that he will be an asset to our service commitment. I have also attached a list of all the members that we were able to present H&I workshops to. We are hoping to continue to grow in the upcoming services that we will be providing and want to encourage all of the areas within our region to feel free to reach out to us for any

assistance that we may be able to provide to them. We will continue to be available and to be of service to all.

Your friend in service,  
Joe B. H&I chairperson

**CONVENTION SUBCOMMITTEE:**

There will be some changes in the Spring Program that should make it easier to use and see. We will also be looking into another DJ for the Saturday Night dance. I will look for a professional DJ that will be willing to DJ the dance for 3 hours for \$300.

Speakers in the spring will be:

- Friday Ovis M /Dining Hall/Harrisburg PA
- Mike S./Assembly Hall/ Bruceton Mills WV
- Saturday Lucy S./Dining Hall/Cincinnati OH
- Noreen L-S/ Assembly Hall/Cincinnati OH
- Sunday Cooper B/ Assembly Hall/ Lewisburg WV
- Jo C/Akron OH 1st alt and Joe B/Charleston WV 2nd alt.

Merchandise: Beverly R. gave report.

Merchandise flowed very well. Using the card swipe/Pay Anywhere app actually worked well for keeping up with inventory. We had some leftover merchandise:

- 3 tie-dyed hoodies
- 11 sweatshirts
- 34 tie-dyed T-shirts
- 2 zipper hoodies
- 9 regular T-shirts
- 8 pocket T-shirts
- 98 mugs

Items sold: (per Pay Anywhere)

<b>Item Name</b>	<b>Item Quantity</b>
Express Item - Express Item	1
Long Sleeve Plain T-shirts	42
Long Sleeve Tie Dye T-shirts	22
Mugs	190
Regular Hoodies	40
Regular/Pocket T Shirts	92
Speaker CD - Base Price	405
SPRING MERCH - Base Price	31
Sweatshirt - Regular	13
Tie-Dye Hoodies	67
Tye Dye T Shirt	83

Zipper Jackets	30
<b>TOTAL</b>	<b>1016</b>

We bought 463 pieces from Glenn's costing \$5943.45 and 288 mugs from Chapmans costing \$1302.51 and have deposit receipts totaling \$7416.00, plus \$2294 in debit/credit card sales showing a profit of \$2464.04.

It was suggested in convention subcommittee that we use the base price of merchandise and add 50% to determine the prices of our merchandise, so we will do that at the Spring Convention. We will go back to ordering only 144 mugs for the spring convention as well.

Grateful to Serve,  
Beverly R.

Registration: Kristina C. and Destini W. gave report.

This report summarizes all registration information from the Fall 2015 convention and includes some information as we prepare for the Spring 2016 convention.

Our starting budget for Fall 2015 was \$500 of which we only used \$244 for stickers, markers, badges, lanyards, and hole punchers; leaving \$256 left over that was returned to the Treasurer at convention. Registration money totaled \$9114 (\$8244 cash/check, \$870 credit), leaving \$8870 total profit after accounting for expenses.

Changing the badges was a definite cost saver and we heard a lot of feedback over the weekend, both positive and negative. Most people really liked the idea of lanyard badges and we heard over and over again that many people were grateful to not have to poke holes in their clothes and that these were more visible as well. The main complaints we heard were that they were too big and too flimsy where the lanyard attached to the badge itself. We got a lot of compliments about the map on the back as well! Another piece of feedback we heard multiple times is that people would like something they can place their schedule and meal ticket inside of, and will also hold the badge. We took all of this feedback and have some great ideas to share with the committee today. We did a lot more research this time and have found plastic holders that are a good size, but smaller than the recent badges, that can also be connected to a lanyard. The plastic holders can hold the badge, meal ticket, and schedule. We have plenty of lanyards left over and will only have to order a minimal amount of those. We feel that we have found a great deal on the plastic holders and badges as well. It will cost slightly more than we spent in the Fall, but will still be very cost effective and cheaper than the old badges & bracelets. We look forward to sharing this with everyone.

A couple of other points we feel are important for the committee and the Region to take note of: We could not find anywhere in policy stating when Registration should open on Saturday and Sunday mornings. It is spelled out regarding the opening of registration on Friday. We decided to open the same time as Merchandise since that was listed on the schedule and Registration was not listed as having a specific time. We realize that a handful of people were

waiting on Saturday morning, and for that we apologize. However, we were treated with a lot of disrespect on Saturday morning for having opened 30 minutes later than was apparently expected (though this was never communicated to us). We are offering a couple of solutions: 1) Put the expectation in policy so that it is adequately communicated to the trusted servants in this position, 2) Put hours of Registration on the schedule and be specific. We would also like to ask for some help in the Spring with manning the table so that we are not the only two people there the entire weekend. Any Regional Officer can step in and give breaks and we would really appreciate some time away from the table, even if it's just 30 minutes. We appreciate your help in advance.

In Loving Service,  
Kristina C.  
Destini W.

Refreshments chair report:

Everything thing went really well this past convention in regards to supplies such as coffee, cups and what not. Although we ran into a problem when a percolator shorted and we had to have someone who knew about wiring and electrical take a look. So we rented an extra pot from Cedar Lakes, which was fine. Hoping to receive the one purchased by Candie for this coming spring if it's still available.

Grateful to serve,  
Brittany O

## **SUNDAY 01/10/2016 9 RCM/ASRS PRESENT**

### **RD/RDA Report:**

Since the last RSC the Delegate team has participated in the Regional Forum at the Fall Convention, 1 Zonal conference call (and 1 failed conference call), and a CAR webinar with the World Board.

The Regional Forum was one of our most successful to date, in our opinion. We had around 20 people attend and participate, all really enjoyed the "Why We Serve" writing workshop, and we got nothing but positive feedback from those who attended. At the Spring Convention we will give an update from the WSC and would like to have it on the convention schedule listed as "World Service Conference Review." We feel that not labeling this time slot as "Regional Forum" communicates to people attending the convention that all are welcome to attend this session, and hopefully we will continue to have high participation.

The Zone had 2 scheduled conference calls, but one was a failure due to the facilitator forgetting to phone/log-in and participate. The second one centered on discussion regarding the upcoming "Zonal Event" to be held at the July 2016 Zonal Forum in the Greater Philadelphia Region. This event is the result of years of inventory regarding the functions of the Autonomy Zone. Friday will be a PR presentation to professionals and Saturday will see both a Speaker Jam and the

scheduled Zonal Forum. The idea is to hopefully increase awareness and participation in the Zonal Forum while also assisting the hosting Region with some PR efforts. They are asking for \$234 from each participating Region and we would like to report in at the January Zonal Forum if this Region is able to commit to this. The idea is to move toward a format that closely resembles other US Zones that meet for multiple days and that time includes a PR presentation to local professionals, and workshops open to everyone in the Region who would like to participate, as well as the Zonal meeting. We look forward to your feedback on this matter. The next Zonal Forum is the last weekend of January in the Free State Region. World Board members will be in attendance in order for us to review the CAR/CAT and answer any questions we may have. Please feel free to let us know any questions you would like us to bring to the table at this event.

The CAR Webinar was very successful and very informative. Some important points that we took from this webinar include the following (these will only make sense if you have at least looked over the CAR):

- WCNA: There were questions about the World Convention and its cost effectiveness (this is in response to Motion #5) and reporting of financials regarding the World Convention. The result of this discussion was that the financial outcomes of hosting a World Convention are not always what is hoped for, but it is difficult to measure its effects in strict monetary value as it is difficult to measure the amount of Fellowship Development that occurs and what the response is in that Region. The Board does recognize the need for some changes however, and they are currently re-evaluating the current planning model and would like an opportunity to do this prior to making any hard decisions. They plan to have more information to present at the WSC. There will be a more detailed financial report from this last WCNA, but they are still debating invoices that were received at the end of November. Some things were also not line itemed in contract negotiations so it would be difficult to do a complete line item report at this time. Also note that any changes to the WCNA would occur after 2021 and please keep in mind that we have not yet begun the 3 year rotation that was approved at the WSC in 2012 as this will begin with the 2018 WCNA. The Board is asking for at least one rotation cycle to look at how that new rotation schedule could improve current issues.
- Motion #2: There were questions as to why this was presented as one motion instead of three different motions. They took a poll at the end of the webinar and an overwhelming 71% of participants asked that Motion #2 be broken down into separate motions. We will report more about this after Zonal, but for now, please plan to vote on this as separate motions.
- Motion #4: There was a lot of discussion on the legal ramifications of this Motion. Many things are discussed during a Board meeting and they do not want people guessing over the intent of something someone said as an idea (the same thing happens during our RSC for example). It is generally not legally sound to post verbatim minutes outside of final recommendations. Another example given was that the Board may discuss possible legal issues and in the realm of liability it is just not prudent to have these things posted publicly. Minutes are made available to any member who requests them.

Please also note that it was mentioned that Motions #4 & 5 may both be ruled out of order due to their being no rationale stated. This can be brought up at the WSC. It was reported that the Region was asked repeatedly to provide a rationale to be included in the CAR.

- Motion #11: This may not be equally put into action as there are Zones that simply could not afford this or are not as organized yet.
- Please also note that all RCMs should have received an email informing you that we need your Area's conscience regarding the literature and IDT surveys included on pages 55-56 of the CAR when we meet for the Regional CAR Workshop in March. We need to have this information reported to the World Board by April 1<sup>st</sup> and since we do not meet again as a Region until after this date, we need your help gathering this conscience from groups now. Please let us know if you need any more information from us regarding this task.

We need to work with the Region to fill out the Regional Report form for the WSC as we need to have this submitted after this RSC so it will be included at the WSC. We will do this today as part of our report time.

We will be attending the Zonal Forum this month as well as MARLCNA in February so we look forward to having more information regarding the CAR and the CAT in March. As always, we hope that you will let us know any questions you would like us to ask while we attend these events. We look forward to representing our Region at the upcoming WSC.

In Loving Service,  
Kristina C.  
Brandon C.

## **RESULTS OF AUDIT:**

### **2016 Treasury Audit Report**

The Chair, Vice-Chair, and RD completed an audit of the current Treasury to match up the register, bank statements, and check book. The following are our findings:

- The Treasurer has reported to this body a discrepancy of \$284.95 between the registry and the bank statements. The audit team was able to locate this discrepancy in the form of a voided check for \$205.00 that was never added back into the registry and a check for \$79.95 that was accidentally deducted twice. ***With these corrections the books are now correctly balanced with the registry and bank statements both reflecting the same, correct, amount.***
- While reviewing the bank statements from 1/1/2013 to the present the team found two debits that seemed odd. One debit occurred on 1/27/15 to zappos.com in the amount of \$210.94. The other occurred on 4/15/15 to Nordstrom's in the amount of \$2,090.00. Totaling: \$2,300.94. We spoke with

the previous Treasurer regarding these debits and the previous Treasurer stated that she accidentally used the Region's debit card and once she recognized this error she paid back the funds. We made note of this as we continued trying to locate that deposit.

- According to the register, there were deposits in April and May totaling \$18,828.58 that should have been deposited into the bank, but we could not locate these deposits individually in order to confirm these amounts. There was a lump cash deposit made in May for \$16,507.46 that could have included all of these individual deposits listed in the register, there is just no way to prove that. This leaves \$2,321.12 in deposits written in the register that are not reflected in the bank statement.
- Since this deposit discrepancy is so close to the amount of accidental debits the previous Treasurer stated that she repaid, we are writing her a letter asking that she provide proof of repayment of these funds. This still leaves a difference of (-\$20.18) from 2015 deposits that are written in the register, but not reflected in the bank statements.

\*This was discussed at length during the RSC and the body, with the current Treasurer, will work to try and reconcile the differences in the May 2015 deposits by comparing convention receipts with what is written in the register and what is stated on the bank statements. We are also contacting the previous Treasurer in writing asking for any possible proof that the accidental debits were repaid. We referred some business to P&A to better clarify in policy who's responsibility it is to schedule the annual audit and when that audit is to be held so that we do not end up in this situation again and are making sure that we are holding our trusted servants accountable. It was suggested to the Treasurer's that they make smaller deposits during the convention and make sure these deposits are written individual in the register reflecting the actual cash deposits made to the bank so that these items are more easily reconciled in the future. We hope to have more facts to present to the body in April.

**P&A Subcommittee:** Nick L. chaired.

- Next RSC will meet Saturday April 9<sup>th</sup> at noon and Sunday April 10<sup>th</sup> at 9am
- CAR workshop will meet March 5<sup>th</sup> at noon at Cedar Lakes
- Workgroup to form and have something to report in April concerning the packet of information for new members to the RSC
- Treasurer Policy #10: take out the period and make "W" a small "w." Everything else in the Policy addendums is correct
- Made motion, to make a motion to send the addendums to new business to be approved by the body
- P&A Chair will make changes to the policy document to reflect the addendums and change the date and email it to the Web Servant
- Area motion from Metro, concerning the RSC ceasing business until the audit is complete, was referred to P&A—straw poll to accept the motion: 10 for, 3 against. Sent to New Business

- Changing Policy to say that the Treasury Review (audit) will be done annually in July at the July RSC before the books change hands and as needed
- Add into the policy, under RSC Chair duties: "Chairperson is responsible for convening the Treasury Review in July."
- Change policy to say under the Treasury and Financial section, under procedures and transactions "A #11": "The treasurer will make daily deposits at the convention and all deposits must be made by the end of convention."

**Upcoming RSC Dates**

- March 5<sup>th</sup>—CAR Workshop
- April 9<sup>th</sup> and 10<sup>th</sup>—RSC
- May 20<sup>th</sup>-22<sup>nd</sup>—Spring Convention
- July 9<sup>th</sup> and 10<sup>th</sup>—RSC
- October 8<sup>th</sup> and 9<sup>th</sup>—RSC

In Loving Service,  
Nick L.

**Finance Subcommittee:** Kristyn G. chaired.

**Bank Balance as of 1/7/2016: \$24,424.40**

**Checks to be taken out today:**

- |   |            |
|---|------------|
| • H&I Travel Expenses                   | \$84.09    |
| • RD Zonal Forum/MRLCNA Travel Expenses | \$1,310.93 |
| • Convention Flyers                     | \$96.30    |
| • Convention mailings, banner & PSA's   | \$191.61   |
| • MRSCNA Chair travel expense           | \$111.60   |
| • Convention Flyers                     | \$130.00   |
| • RD travel to WSC                      | \$600      |

*Total = \$2,524.53*

**New Starting Balance: \$21,899.87**

**Donations**

- |                           |       |
|---------------------------|-------|
| • High On Life Group      | \$50  |
| • MANA                    | \$350 |
| • Go To Any Lengths Group | \$20  |
| • GMANA                   | \$50  |
| • NANAANA                 | \$200 |

*Total Donations= \$670*

**Reimbursements**

- |                             |      |
|-----------------------------|------|
| • NANAANA Meeting Schedules | \$80 |
|-----------------------------|------|

**Balance before projected expenses: \$22,649.87**

**Projected Quarter Expenses**

- Frontier \$270
- PayPal \$14.85
- Secretary \$320
- Mailroom \$665
- Onebox \$239.85
- BB&T \$12
- H&I \$150
- Billboard \$600

*Total = \$2,271.70*

**New Balance: \$20,378.17**

**Money Motions**

- Billboard in Morgantown \$494
  
- Spring Convention
  - a) Audio \$250
  - b) Merchandise \$7,000
  - c) Registration \$500
  - d) Refreshments \$1,000
  - e) DJ \$300

\$9,050 total for Convention
  
- Zonal Forum \$234
  
- PR Conference Expense \$450

Total for Money Motions = \$10,228

**Total after Money Motions (if all pass) = \$10,150.17**

**Money Motion Voting Results**

- Billboard in Morgantown \$494 PASSED
- Spring Convention \$9,050 PASSED
- Zonal Forum \$234 PASSED
- PR Conference Expense \$450 PASSED

**NAWS donation = \$4,000**

**Balance = \$6,150.17**

**Prudent Reserve = \$2,500**

**End Working Balance = \$3,650.17**

**Literature Subcommittee:** Inactive

**NEW BUSINESS:**

**MOTION: 16-01-02**

**MAKER:** PR

**MOTION:** To request \$494 from Region to print and put up a billboard in Morgantown

**INTENT:** To carry the message to the addict who still suffers

**RATIONALE:** The billboard will have an impact on the region as various residents in West Virginia may see it. Having trouble raising funds from our area. Phonelines will be impacted also.

**RESULT:** Carried by consensus.

**MOTION: 16-01-03**

**MAKER:** Convention

**MOTION:** Money motion

Merchandise	\$7000
Refreshment	\$1000
Audio	\$250
Registration	\$500
DJ	<u>\$300</u>
Total	\$9050

Amendment #1: Do not hire previous DJ, 3 for 4 against, 1 abstention. **Amendment failed.**

Amendment #2: **Withdrawn by the maker.**

**INTENT:** Put on convention.

**RESULT:** Carried by consensus

**MOTION: 16-01-04**

**MAKER:** RD/AD

**MOTION:** To approve a budget of \$234 to send to the Autonomy Zonal Forum in order to expand the July 2016 Zonal Forum to include a PR panel presentation and a speaker jam.

**INTENT:** To fulfill recommendations set forth by the Zonal Inventory and increase participation in the Zonal Forum.

**RESULT:** Carried by consensus.

**MOTION: 16-01-05**

**MAKER:** PR

**MOTION:** \$450 for PR to attend the social workers' conference in Charleston.

**INTENT:** Interact with professionals

**RESULT:** Carried by consensus.

**MOTION: 16-01-06**

**MAKER:** P&A

**MOTION:** Change policy to say that “the Treasury Review (audit) will be done annually in July at the July RSC before the books change hands and as needed.

**INTENT:** To practice financial accountability.

**RESULT:** Carried by consensus.

**MOTION: 16-01-07**

**MAKER:** P&A

**MOTION:** Add to policy, under RSC chair duties: “Chairperson is responsible for convening the Treasurer Review in July”.

**INTENT:** To clarify the point of accountability for convening the annual Treasurer Review.

**RESULT:** Carried by consensus.

**MOTION: 16-01-08**

**MAKER:** P&A

**MOTION:** Change policy to say under the Treasury and Financial section, under procedures and transactions “A #11”: The treasurer will make daily deposits at the convention and all deposits must be made by the end of convention.

**INTENT:** To practice financial accountability.

**RESULT:** Carried by consensus.

**MOTION: 16-01-09**

**MAKER:** P&A

**MOTION:** To approve addendums made in P&A over the past year.

**INTENT:** To update the policy document to reflect the current practice.

**RESULT:** Carried by consensus.

**NAWS DONATION: \$4000 (Ryan S. made motion, seconded by AFASCNA, passed by consensus).**

**NEXT REGIONAL SERVICE: 04/09-04/10/2016**

**ANNOUNCEMENT:**

**Regional CAR workshop 03/05/2016 @ noon**

**SCURA has a 2 year celebration 02/11/2016 at the Go To Any Lengths Group**

**Open forum.**

### **ORDER OF THE DAY**

- Opening at Noon (**Saturday 04/09/2016**)
- Reading of the Twelve Traditions of NA
- Reading of the Twelve Concepts for NA Service
- Introductions
- Secretary's Report (Reading of the Minutes from preceding RSC)
- Treasurer I Report
- Old Business
- Area Reports
- Open Sharing Session
- New Area Motions/Proposals
- Sub-committees
- Convention Subcommittee
- PR Subcommittee
- Phonenumber
- H&I
- PR

**\*\*Will break from 5-6:30 p.m. for dinner and then resume subcommittees at 6:30 PM\*\***

- Resume PR subcommittee if needed
- P&A subcommittee if time permits

***The subcommittees may continue into Sunday if needed.***

- **REOPEN AT 9 A.M. SUNDAY, 04/10/2016**
- Representative Report:
  1. Regional Delegate (RD).
  2. Regional Delegate Alternate (RD-Alt.)
- Sub-committees
- P&A (if not held Saturday evening)
- Finance
- New Business
- NAWS Donation
- Set Agenda for Next RSC Meeting
- Open Forum
- Announcements
- Closing Prayer

**Quarterly Report**

1/2016

<b>Income:</b>	Donations	1701.19
	Reimbursements	102.75
	Convention	<u>19,838.30</u>
	<b>Total</b>	<b>21,642.24</b>
<b>Expenses:</b>	Administrative	3,245.95
	Convention	9,595.96
	RD	0.00
	PR	1,492.24
	NAWS	<u>0.00</u>
	<b>Total</b>	<b>14,334.15</b>
<b>Total Income</b>		21,642.24
<b>Total Expense</b>	-	<u>14,334.15</u>
		7,308.09 Excess
<u>Oct/2015 Excess</u>		<u>2,986.13 Excess</u>
Excess		10,294.22 Total Excess/Deficit Last 3 Quarters

- Donations: Areas, Groups
- Reimbursement: Areas reimbursement for Meeting Schedules or refunds
- Convention Income: Any money made at Spring/Fall convention
- Convention Expenses: Any money spent for conventions
- Administration: Secretary, bank fees, mailing cost, insurance
- RD: RD travel expense
- PR: Phonline, website, H&I, PR expense
- NAWS: Donation to NAWS

**Quarterly Report**  
10/2015

<b>Income:</b>	Donations	669.58
	Reimbursements	89.00
	Convention	<u>0.00</u>
	<b>Total</b>	<b>758.58</b>
<b>Expenses:</b>	Administrative	261.00
	Convention	2918.88
	RD	778.00
	PR	2309.49
	NAWS	<u>0.00</u>
	<b>Total</b>	<b>6267.37</b>
<b>Total Income</b>	758.58	
<b>Total Expense</b>	<u>6267.37</u>	
	-5508.79 Deficit	
<u>July/2015 Excess</u>	<u>8494.92 Excess</u>	
Excess	2986.13 Total Excess/Deficit Last 2 Quarters	

- Donations: Areas, Groups
- Reimbursement: Areas reimbursement for Meeting Schedules or refunds
- Convention Income: Any money made at Spring/Fall convention
- Convention Expenses: Any money spent for conventions
- Administration: Secretary, bank fees, mailing cost, insurance
- RD: RD travel expense
- PR: Phonenumber, website, H&I, PR expense
- NAWS: Donation to NAWS

**Quarterly Report**  
7/2015

<b>Income:</b>	Donations	1500.00
	Reimbursements	183.58
	Convention	<u>16545.00</u>
	<b>Total</b>	<b>18,228.58</b>
<b>Expenses:</b>	Administrative	368.35
	Convention	7010.70
	RD	67.84
	PR	1036.77
	NAWS	<u>1250.00</u>
	<b>Total</b>	<b>9733.66</b>
<b>Total Income</b>		18,228.58
<b>Total Expense</b>	- <u>9,733.66</u>	
		8,494.92 Excess

- Donations: Areas, Groups
- Reimbursement: Areas reimbursement for Meeting Schedules or refunds
- Convention Income: Any money made at Spring/Fall convention
- Convention Expenses: Any money spent for conventions
- Administration: Secretary, bank fees, mailing cost, insurance
- RD: RD travel expense
- PR: Phonline, website, H&I, PR expense
- NAWS: Donation to NAWS

Treasurer's Report

10/5/15-1/07/16

(Expenses)		(Beginning Balance 12,562.20)
8-Oct	Frontier	87.15
15-Oct	PayPal	4.95
21-Oct	BB&T	4.00
29-Oct	Mailroom	665.00
02-Nov	Onebox	79.95
02-Nov	Literature	60.00
09-Nov	Frontier	90.93
09-Nov	Glenn's	943.45
09-Nov	Onebox	79.95
10-Nov	Chapman	1302.51
16-Nov	PayPal	4.95
23-Nov	BB&T	4.00
12-Dec	Onebox	79.95
08-Dec	Frontier	89.51
15-Dec	PayPal	4.95
21-Dec	BB&T	6.00
31-Dec	Onebox	79.95
07-Jan	Lamar	400.00

(Deposits)

5-Oct	GTO meeting lists	13.75
5-Oct	Metro meeting lists	66.00
5-Oct	FNRGNA donation for ins.	50.00
5-Oct	FANA/MANA	100.00
5-Oct	Metro	180.00
5-Oct	AFASCNA	150.00
5-Oct	Lewisburg Group	500.00
5-Oct	NC	556.19
5-Oct	JFT Group	15.00
5-Oct	GMANA	80.00
5-Oct	Go to any lengths group	<u>20.00</u>
		1753.94
11-Nov	Convention	19,838.30
14-Dec	Living in the Solution Group	<u>50.00</u>
	Total	21,642.24

Bank Balance as of 1/7/16 24,424.40

(books show 280.95 less than bank balance)

**PUBLIC RELATIONS WORKGROUP  
PROPOSED ADDENDUM TO THE  
MOUNTAINEER REGIONAL SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS  
STATEMENT OF POLICY AND PROCEDURE (April 2, 2014)**

**Add to:**

**SECTION VII: SUBCOMMITTEES, B. Public Relations (PR)**

The PR Subcommittee will be responsible for the following four areas of service: Public Relations, Website, Phone Line, and Hospital and Institutions – each of which will have a trusted servant responsible for that area of service. The PR Chairperson is the point of accountability for these services.

**B. will become B1. Public Relations (PR)**

**C. will become B2. Hospitals and Institutions (H&I)**

**E. will become B3. Phone Line**

**D. will become C. Literature**

**F. will become D. Convention**

**G. will become E. Finance**

**H. will become F.**

**THE FOLLOWING ADDENDUMS WERE NOT ADDED TO THE OCTOBER 2015 MINUTES. THEY HAVE SINCE BEEN ADDED AND I AM ENCLOSING THEM HERE FOR THE AREAS TO HAVE A COPY**

**October 2015 ADDENDUM TO THE  
MOUNTAINEER REGIONAL SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS  
STATEMENT OF POLICY AND PROCEDURE (October 3, 2015)**

**Current Policy Reads:**

**SECTION VI: TRUSTED SERVANTS**

**A. Chairperson**

The Chairperson arranges the agenda and presides over regular MRSCNA quarterly meetings. She/He is also responsible for correspondence and maintaining regional files and archives. The Chairperson shall be the single point of accountability for mail delivery and disbursements. The Chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. For this reason, it is suggested that she/he have a minimum of two (2) years continuous abstinence from all drugs.

**Changed To:**

**SECTION VI: TRUSTED SERVANTS**

**A. Chairperson**

The Chairperson arranges the agenda and presides over regular MRSCNA quarterly meetings. She/He is also responsible for correspondence and maintaining regional files and archives. The Chairperson shall be the single point of accountability for mail delivery and disbursements. The Chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. For this reason, it is suggested that she/he have a minimum of four (4) years continuous abstinence from all drugs.

**July 2015 ADDENDUM TO THE  
MOUNTAINEER REGIONAL SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS  
STATEMENT OF POLICY AND PROCEDURE (April 2, 2014)**

Current Policy Reads:

**SECTION VI: TRUSTED SERVANTS**

**E. Regional Delegate (RD)**

A Regional Delegate (RD) is to the Region what a GSR is to a Group and an RCM/ASR is to an Area. An RD represents and speaks for the members and groups that comprise the RSC. The primary responsibility of an RD is to work for the good of NA, providing two-way communication between the Region and the rest of NA. An RD is the fellowship's link with the World Service Conference (WSC) and the Narcotics Anonymous World Services (NAWS). The RD presents minutes of WSC and NAWS to the RSC. They attend all RSC meetings and as many ASC meetings as possible.

The RD and RD-Alt. attend the WSC and its interim meetings to take part in any decisions which affect NA. An RD serves on one or more RSC subcommittees, communicates regularly with NAWS, works closely with regional officers and subcommittees, and is a source of information and guidance in matters concerning NA's Twelve Traditions and Twelve Concepts.

Every other year the RSC elects a Regional Delegate and an alternate from among the qualified members of the Regional. An RD normally serves for a period of four (4) years, the first two (2) serving as RD Alt., becoming familiar with the position by reading all WSC correspondence and performing other representative tasks as needed. The RD-Alt. will fill in for the RD if the RD is unavailable.

In order for the RD/RD-Alt to do a good job, it is recommended that each nominee have the following qualifications:

1. A commitment to service.
2. Service experience.
3. Willingness, time, and resources necessary to serve.
4. A suggested minimum of five (5) years continuous abstinence from all drugs.
5. An in-depth knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

An RD is the voice of the Region and votes the group conscience of the Region at the WSC. In order to prevent the tabling of important clarifications and motions for a year, the RD should be granted, before leaving for the WSC, a vote-of-confidence

that she/he is authorized to vote their member group conscience at the WSC. An RD-Alt. should be elected from the best informed, most trusted and active members so that the needs of the Region, Narcotics Anonymous as a whole, and most importantly, the addict who still suffers are adequately served.

In the absence of the Chair and the Vice Chair, the RD shall perform the duties of the RSC Chairpersons.

### **Changed To:**

## **SECTION VI: TRUSTED SERVANTS**

### **E. Regional Delegate (RD)**

A Regional Delegate (RD) is to the Region what a GSR is to a Group and an RCM/ASR is to an Area. An RD represents and speaks for the members and groups that comprise the RSC. The primary responsibility of an RD is to work for the good of NA, providing two-way communication between the Region, Zonal Forum, World Service Conference (WSC), and the rest of NA. An RD is the fellowship's link with the WSC and the Narcotics Anonymous World Services (NAWS). The RD presents minutes of WSC and NAWS to the RSC. They attend all RSC meetings and functions, Zonal Forum, MARLCNA, WSC, and as many ASC meetings as possible.

The RD and RD-Alt. attend the Zonal Forum and WSC, and vote at zonal forum and WSC, and take part in any decisions which affect NA. An RD serves on one or more RSC subcommittees, communicates regularly with NAWS, works closely with regional officers and subcommittees, and is a source of information and guidance in matters concerning NA's Twelve Traditions and Twelve Concepts.

Every other year the RSC elects a Regional Delegate and an alternate from among the qualified members of the Regional. An RD normally serves for a period of four (4) years, the first two (2) serving as RD Alt., becoming familiar with the position by reading all WSC correspondence and performing other representative tasks as needed. The RD-Alt. will fill in for the RD if the RD is unavailable.

In order for the RD/RD-Alt to do a good job, it is recommended that each nominee have the following qualifications:

1. A commitment to service.
2. Service experience.
3. Willingness, time, and resources necessary to serve.
4. A suggested minimum of five (5) years continuous abstinence from all drugs.
5. An in-depth knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.

An RD is the voice of the Region and votes the group conscience of the Region at the WSC. In order to prevent the tabling of important clarifications and motions for two (2) years, the RD should be granted, before leaving for the WSC, a vote-of-confidence that she/he is authorized to vote their member group conscience at the

**WSC.** An RD-Alt. should be elected from the best informed, most trusted and active members so that the needs of the Region, Narcotics Anonymous as a whole, and most importantly, the addict who still suffers are adequately served.

In the absence of the Chair and the Vice Chair, the RD shall perform the duties of the RSC Chairpersons.

**October 2015 ADDENDUM TO THE  
MOUNTAINEER REGIONAL SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS  
STATEMENT OF POLICY AND PROCEDURE (October 3, 2015)**

**Current Policy Reads:**

**SECTION VI: TRUSTED SERVANTS**

**C. Secretary**

The secretary keeps accurate minutes of each RSC business meeting and gathers minutes and reports for all sub-committees and RD and RDA. These minutes will be verified by the RSC chairperson prior to making copies. The secretary produces and distributes paper copies of the RSC minutes including all reports and attachments no later than four weeks following each RSC meeting. The secretary distributes RSC minutes to all RSC officers and sub-committee chairs, loner groups making reports of that RSC meeting and up to ten copies as requested to each area.

The Secretary shall maintain a notebook of all past motion forms of all adopted motions. It is suggested that the Secretary have a minimum of one year (1) continuous abstinence from all drugs.

**Changed to:**

**SECTION VI: TRUSTED SERVANTS**

**C. Secretary**

The secretary keeps accurate minutes of each RSC business meeting and gathers minutes and reports for all sub-committees and RD and RDA. These minutes will be verified by the RSC chairperson prior to making copies. The secretary produces and distributes paper copies of the RSC minutes including all reports and attachments no later than four weeks following each RSC meeting. **The secretary will be responsible for: attending all RSC functions, emailing the minutes to all RSC officers and sub-committee chairs, mail copies of the minutes as requested, and to loner groups making reports of that RSC meeting.**

The Secretary shall maintain a notebook of all past motion forms of all adopted motions. It is suggested that the Secretary have a minimum of one year (1) continuous abstinence from all drugs.

**October 2015 ADDENDUM TO THE  
MOUNTAINEER REGIONAL SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS  
STATEMENT OF POLICY AND PROCEDURE (October 3, 2014)**

**Current Policy Reads:**

**SECTION VI: TRUSTED SERVANTS**

**D. Treasurer**

The MRSCNA shall have a Treasurer I and Treasurer II, and these two positions are expected to involve a two-year commitment. The first year will be served as Treasurer II, communicating and working with Treasurer I to learn all the duties of that position. Treasurer II will also serve as Chairperson of the Finance Subcommittee (See Finance Subcommittee Policy Guidelines). The second year will be served as Treasurer I, assuming all treasurer duties and working with incoming Treasurer II.

Both Treasurer I and Treasurer II are officers of the RSC and members of the Policy and Administration Subcommittee. Additionally, Treasurer I should be a participating member in the Finance Subcommittee. Confirmation by RCMs/ASRs is needed for any person to serve in either position.

**Requirements**

1. Three (3) years of continuous abstinence from all drugs.
2. Willingness and ability (basic math skills, etc.) to fulfill position.
3. Prior NA service experience of serving as treasurer of an Area or Group.

**Duties**

1. Maintain Regional bank account.
2. Receive and record all donations and all income from regional activities.
3. Issue checks in a timely manner at the direction of the RSC, except for routine expenditures.
4. Maintain a ledger recording all income and expense transactions for the fiscal year.
5. Bring ledger sheet to each Finance Subcommittee and RSC meeting for review by all members.
6. Prepare and submit to the Secretary a written report (see Quarterly and Annual Reports) at each meeting of the RSC containing an itemized listing of income and expenses for the preceding quarter. Report is to be accepted by RCMs/ASRs.
7. Present a like annual report at the end of the fiscal year.

8. Must attend all Regional Conventions and activities to handle money at those events.
9. Responsible for having each subcommittee chairperson review the Treasurer's Report to verify the accuracy of any financial activity reported for that subcommittee.
10. The regional treasurer shall utilize a standard reporting format for quarterly and annual report.

**Changed To:**

**SECTION VI: TRUSTED SERVANTS**

**D. Treasurer**

The MRSCNA shall have a Treasurer I and Treasurer II, and these two positions are expected to involve a two-year commitment. The first year will be served as Treasurer II, communicating and working with Treasurer I to learn all the duties of that position. Treasurer II will also serve as Chairperson of the Finance Subcommittee (See Finance Subcommittee Policy Guidelines). The second year will be served as Treasurer I, assuming all treasurer duties and working with incoming Treasurer II.

Both Treasurer I and Treasurer II are officers of the RSC and members of the Policy and Administration Subcommittee. Additionally, Treasurer I should be a participating member in the Finance Subcommittee. Confirmation by RCMs/ASRs is needed for any person to serve in either position.

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**Duties**

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2. Receive and record all donations and all income from regional activities.
3. Issue checks in a timely manner at the direction of the RSC, except for routine expenditures.
4. Maintain a ledger recording all income and expense transactions for the fiscal year.
5. Bring ledger sheet to each Finance Subcommittee and RSC meeting for review by all members.
6. Prepare and submit to the Secretary a written report (see Quarterly and Annual Reports) at each meeting of the RSC containing an itemized listing of income and expenses for the preceding quarter. Report is to be accepted by RCMs/ASRs.
7. Present a like annual report at the end of the fiscal year.
8. Must attend all Regional Conventions and activities to handle money at those events.
9. Responsible for having each subcommittee chairperson review the Treasurer's Report to verify the accuracy of any financial activity reported for that subcommittee.

10. The regional treasurer shall utilize a standard reporting format for quarterly and annual report which includes a breakdown by area of service.

**October 2015 ADDENDUM TO THE  
MOUNTAINEER REGIONAL SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS  
STATEMENT OF POLICY AND PROCEDURE (October 3, 2015)**

**Current Policy Reads:**

**SECTION VI: TRUSTED SERVANTS**

**B. Vice-Chairperson**

The Vice-Chairperson coordinates all subcommittee functions including scheduling of meetings at MRSCNA quarterlies. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. It is the responsibility of the Vice-Chairperson to contact the RCMs/ASRs no less than three (3) weeks in advance all subcommittee meetings held outside of the regional quarterly weekends. The Vice-Chairperson also serves as Chairperson of the Policy & Administration Subcommittee. It is suggested that the Vice-Chairperson have a minimum of one (1) year continuous absence from all drugs.

**Changed to:**

**B. Vice-Chairperson**

The Vice-Chairperson coordinates all subcommittee functions including scheduling of meetings at MRSCNA quarterlies. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. It is the responsibility of the Vice-Chairperson to contact the RCMs/ASRs no less than three (3) weeks in advance all subcommittee meetings held outside of the regional quarterly weekends. The Vice-Chairperson also serves as Chairperson of the Policy & Administration Subcommittee. It is suggested that the Vice-Chairperson have a minimum of two (2) years continuous absence from all drugs.