

CONNECTICUT REGIONAL SERVICE COMMITTEE MEETING MINUTES

November 26, 2011

VISITOR INTRODUCTIONS AND QUESTION & ANSWER SESSION – Elsie V. (new Alt. RCM for TVA), Al W. (new Alt. RCM for MSUA), James (visitor), Matt B. (new Alt. RCM for SFCA), and Mary H. (programming vice-chair) all introduced themselves and were welcomed to the RSC.

CALL TO ORDER

The CTRSCNA met at the Centerbrook Meeting House (Fellowship Hall), 49 Main St., Centerbrook, CT 06409. Steve J. called the meeting to order at 2:06 pm with a moment of silence followed by the Serenity prayer. The 12 Traditions and 12 Concepts were read.

ROLL CALL

Chair – Steve J. – present	PI/PL – Debbie D. – present
Vice-Chair – Leonard S. – present	WSR – Gerry P. – present
Secretary – <i>Out to the Fellowship</i>	CCA – Bill S. (RCM) – present
Treasurer – Keith T. – present	GDA – Gay H. (RCM) – present
Alternate Treasurer – Joey C. – absent	GHA – Alfred D. (RCM) – present
Regional Delegate – Jimmy C. – present	GNHA – Katy B. (RCM) – present
Regional Delegate Alt. – Adam H. – present	GWA – Robert H. (RCM) – present
Webservant – Rich G. - present	MSUA – Donna H. (RCM) – present
Board of Directors – Carl H. – present	SFCA – Tommy B. (RCM) – present
Convention – Dyan F. – present	TVA – Stephanie B. (RCM) – present
H&I – Dan E. – absent, Buddy O. representing	USA – Jill T. (RCM) – present
Literature – <i>Out to the Fellowship</i>	Policy Ad-Hoc – Adam H. – present

APPROVAL OF LAST MONTH’S MINUTES

Adam read the Old Business, Elections and New Business sections of the October minutes. One correction – in the Elections section, Ron B. was the Area’s recommendation for the SFCA BOD seat (the minutes state Rob B.)
The minutes were then accepted 8-0-0.

EXECUTIVE COMMITTEE REPORTS

Chair – Steve J. read the report. He sent the meeting changes to the webservant and obtained two insurance certificates for activities in New London.

Vice Chair – Leonard S. read the report. He attended the Literature committee meeting.

Treasurer’s Report – Keith T. read the report.

Opening Balance:	\$ 3,978.67
Donations Received:	\$ 1,567.65
Expenditures Total:	\$ 624.25
Donation to WSO:	\$ 943.40
Closing Balance:	\$ 3,978.67
Schedule Reserve:	\$ 6,863.86
Checkbook Total:	\$ 10,842.53

The financial statement was accepted 9-0-0.

RD & RDA Report – Jimmy C. read the report. Adam will be attending the NEZF this upcoming weekend. Conference Agenda Reports were ordered and should be in soon. We want to give a presentation on the Service System Proposals (*this didn't happen last month due to the storm). Workshop time secured at the CTRSCNA. A copy of the NAWS News Lite was attached and is also available on the na.org website.

Webservant Report – Rich G. read the report. Updates are happening on the site regularly. Meeting schedule was updated. Another issue that came up is the activities updates and how they're handled. Any correspondence should go to webservant@ctna.org and not any personal email address. This will keep everything consistent when the commitment transfers from one person to another.

SUBCOMMITTEE REPORTS

BOD – Carl H. read the report. The convention website went down (no fault of ours) and the technical director is waiting for the hosting company to get the server back online so she can upload the site. Contract for 2013 & 2014 should be ready for signing. Vendors were selected for fruit and printing. Q: is the BOD doing the selecting of the vendors from all three bids or only reviewing the one selected by the committee to make sure it's legit? A: The BOD focuses on the committee's recommendations.

Convention – Dyan F. read the report. Everything is on schedule. Discussed the website being down. Mail-in registrations are consistent with last years numbers. Flyers will be circulating asking for volunteers to do a lot of different work on-site at the convention. The Programming chairperson has stepped down. Q: Is Programming committee on schedule? A: Yes, everything is okay and the committee is functioning. Dyan thanked everyone for their guidance with committee issues.

H&I – Buddy O. read the report. Secretary is OTF. A deposit for rent was paid to YMCA in New Britain. Formed an ad-hoc to plan for the convention presentation, etc.

Literature – Chair is still OTF. Leonard S. and Steve J. read the report. 11,135 schedules on hand. Two people were in attendance at the committee meeting. They discussed making the meeting codes in the printed schedule match the codes in the new meeting database on the website. Also discussed the need to formalize the process of meeting updates. Last, discussed, and asked at Region, why no Area Lit chairs are attending Region Lit? A couple of areas responded that it is their policy that the Lit chair attend. GHA stated that they did away with Area Lit Committee years ago. Next meeting is scheduled for January 18, 2011 at Bethany Lutheran Church, 50 Court St., Cromwell, CT.

PI/PL – Debbie D. read the report. Only 2 areas present at last meeting. Asked phone service vendor if they could mail the invoice to us but they don't do that. Debbie has to go online and print it. She will continue to that and email a PDF to Keith. The committee is planning a learning day in the spring. Vice-Chair, Secretary and Spanish Phonenumber Coordinator positions are OTF.

WSR – Gerry P. read the report. They discussed the need to update/revise their internal policies. Planning for the convention workshop. Gerry will be participating in an online meeting facilitated by NAWS to exchange experience, strength, and hope with other members interested in serving addicts in prison.

Policy Ad-Hoc – Adam H. gave a verbal report. The ad-hoc meets at 1:00pm before the RSC meeting each month. There were 7 people in attendance today. The updated draft was emailed out and put on the website. The committee discussed the best method of including a revision date on the document. It was decided that we will present an annual update with a date on the front cover. If a change is made to policy during the year, the date on the front cover will be appended with a period and a number (i.e. 2011.1 would mean one change had been made to the 2011 version of the policy, 2011.3 would mean three changes were made, etc.). Inside the front cover will be a “change log” where any changes to that year’s document will be listed along with the page number affected. The affected pages would be updated as well. So, if someone had the 2011 version of policy and the current revision was 2011.2, then they would be able to look at the change log, see what pages were affected and only print out those changed pages. Also discussed was whose responsibility it is to maintain the document. We will be skipping the December meeting since the RSC starts at 11:00am that day. And again, Adam asked the subcommittees to please review their own internal guidelines (section VI of the Policy).

AREA REPORTS

Central Connecticut Area – Bill S. (RCM)

Positions Out to Area: Policy Chair, Alt. Sec., Alt. RCM

Activities: None

Fund Flow: \$ 0.00, Area Concerns: None

Greater Danbury Area – Gay H. (RCM)

Positions Out to Area: Vice-Chair, Literature Chair, Activities Chair, Public Relations Chair, Secretary.

Activities: Back to Basics H&I Learning Day (see Activities List)

Fund Flow: \$ 0.00, Area Concerns: There were no meetings in the area for almost a week due to the power outage.

Greater Hartford Area – Alfred D. (RCM)

Positions Out to Area: Vice Chair, Alt. Treasurer, Policy Chair, and Activities Chair

Activities: Movies at the Parkade, Holiday Marathon (see Activities list)

Fund Flow: \$ 0.00, Area Concerns: None

Greater New Haven Area – Katy B. (RCM)

Positions Out to Area: Alt. RCM, Treasurer, Vice Treasurer

Activities: Holiday Marathon meeting (see Activities List)

Fund Flow: \$ 72.92, Area Concerns: None

Greater Waterbury Area – Robert H. (RCM)

Positions Out to Area: Literature Chair, Policy Chair, PI/PL Chair

Activities: Recovery in the Woods Annual Holiday Celebration (see Activities List)

Fund Flow: \$ 191.26, Area Concerns: None

Mid-State Unity Area – Donna H. (RCM)

Positions Out to Area: PI/PL Chair, Treasurer, Activities Chair

Activities: Became Willing Retreat, April 13-15, 2012

Fund Flow: \$ 581.33, Area Concerns: None

Southern Fairfield Country Area – Tommy B. (RCM)

Positions Out to Area: Activities Chair, Policy Chair, GSR Liaison

Activities: None

Fund Flow: \$ 37.76, Area Concerns: None

Tunxis Valley Area – Stephanie B. (RCM)

Positions Out to Area: Vice Chair

Activities: Holiday Marathon meeting, New Year's Eve Dinner/Dance (see Activities List)

Fund Flow: \$ 0.00, Area Concerns: None

United Shoreline Area – Jill T. (RCM)

Positions Out to Area: RCM, Chair, Alt. Treasurer, Spiritual Weekend Chair

Activities: Sponsor/Sponsee Breakfast, NA's Got Talent (see Activities List)

Fund Flow: \$ 139.97, Area Concerns: None

A motion was made to suspend the orders of the day and move to Elections (we're waiting for the pizza 😊)

ELECTIONS

RSC Secretary – Lisa C. was nominated but declined. OTF. 3 yrs. clean time required

Literature Chair – Lisa C. was nominated, accepted and ELECTED. Congratulations Lisa!

RSC Alternate Webservant – Roberta T. was nominated but declined. OTF. 4 yrs. clean time required.

Reminder: We are meeting at 11:00am on December 31st.

BREAK

SHARING SESSION

- ⊙ **Kick-off Meeting, 28th CTCNA, Meeting Place, GHA (Dyan F.)** – Is Greater Hartford the next area in the rotation? For the kick-off meeting, yes. Dyan informed the RCM that a location needs to be selected before the next RSC meeting so they can have flyers at the convention. The kick-off meeting will be the 3rd Sunday in February, 2012. From 1pm – 5pm. Discussion: It's not the RCMs responsibility to secure a meeting place for the Convention Kickoff Meeting. It's the Convention Committee's responsibility although asking the RCM for help is a good idea.
- ⊙ **Website Schedule/Schedule Changes (Rich G.)** – People are confused about the process of updating meeting info. The process takes two months (GSR > RCM > Regional Literature Chair > Webservant). You can print out up to date schedule off the database. Maybe the web database should be updated first and that should be the primary source. Discussion: What about the addict that doesn't own a computer? Maybe it's not a problem with the process, it should only be about 1 month. Three people need the updates. Maybe there should be one defined point of contact who then gets the info to the three places. Who gets it first? If its changed on the web first at least people with computers can see the info faster. Can't RCMs email the info in? The process needs to be in writing. We're vieing it from a historical perspective where the printed schedule is the authoritative source and the Literature Committee is responsible for getting the updates out to other places. Maybe that perspective needs to change. We really don't have "a" schedule anymore. We have a printed version, the web version and the

computerized version on the Phonenumber. The issue in the past has been that the data on the forms needs to be verified. Many mistakes over the years. We need to define who is the single point of accountability for maintaining the schedule data (maybe the RSC Vice-Chair, maybe Webservant, maybe a Schedule Maintenance Person). Ideally, it would be nice to have a web form that addicts can fill out online and just submit from the web. Areas need to check the info before bring the form to Region. And don't forget about meetings that choose not to go to Area. As for the lag time between moving a meeting and the update getting in the schedule, people can sit at the old location and give directions to new location. Can't the Area Web person forward the info to the Regional Webservant? Maybe Areas can have schedules too so we wouldn't put so much emphasis on printed Regional schedule. The RCM should be verifying the info before bringing the form to Region. If you call the contact numbers, they'll just say "yeah" to any question since they filled out the form. Couldn't RCMs email the changes to other RCMs so each area would have the updates?

The Webservant, Literature Chair and PI/PL Chair will discuss this during the month and come up with a process, in writing. Q: Can the executive committee be the point of contact?

- ⊗ **Schedule Balance / Schedule Adjustment Pricing (Keith T.)** – Keith spoke to Woodsy and in the past we've transferred funds back into the RSC account when the Schedule Reserve got too high. Discussion: The Literature Chair or Treasurer can make a motion to transfer the money. Maybe there should be a prudent reserve for the schedule reserve? Keith recommends \$3000 be transferred. *Note – there was no discussion about adjusting the prices of the schedule. It was explained how the reserve might get as high as it did with the current pricing.
- ⊗ **Prudent Reserve (Keith T.)** – ??
- ⊗ **BMLT-CT (Adam H.)** – The meeting finder on our website was built with a technology called the Basic Meeting List Toolbox (BMLT). The person who wrote the software recently published an iPhone/iPad app that uses our meeting finder. It's free and anyone with an iPhone/iPad/iPod Touch can download it from the iTunes Store. Just search for BMLT-CT (make sure to get the CT version or you won't get the correct meeting info).
- ⊗ **Schedule Requests from Addicts (Steve J.)** – Every now and then a request for one schedule comes in to the PO Box. Discussion: In the past the literature/schedule committee would mail the person one schedule and mark it as a "sample" in the records. They would also include a letter explaining that we don't normally mail schedules (they can be picked up at a meeting) and we'd also include a schedule order form in case the person was from an outside agency. Adam/Donna will email Steve and Lisa all of the archived Schedule/Literature documents.
- ⊗ **Literature Meeting (Steve J.)** – Another meeting is in the church starting at 7:00pm. Someone needs to call the church. *Note – during the week after the RSC meeting, Adam emailed Lisa with the church information and an explanation of why there might be confusion.
- ⊗ **RD/RDA Presentation (Adam & Jimmy)** – Adam & Jimmy presented a slide show on the Grout Support Unit and Local Service Unit sections of the Service System Proposals. It lasted about 30 minutes.

OLD BUSINESS

None

NEW BUSINESS

Motion # 1 (11/26/2011) "To transfer \$3,000.00 from Schedules Balance to CTRSC."

Intent: To keep proper spending of schedules within the limits of expenditure and to properly fund flow any additional monies to WSO NAWS.

M/S: Keith T. Treasurer / Alfred D. RCM GHA

Voted 9/0/0

Motion Carried

The Meeting closed at 4:23pm. The next RSC meeting will be on November 26, 2011, 2:00 pm at the Centerbrook Meeting House (Fellowship Hall), 49 Main St., Centerbrook, CT 06409

In Service,
Adam H. (filling in)

GLOSSARY OF ABBREVIATIONS

OTF – *Out to the Fellowship*

ASC – *Area Service Committee*

CCA – *Central Connecticut Area*

GDA – *Greater Danbury Area*

GHA – *Greater Hartford Area*

GNHA – *Greater New Haven Area*

GWA – *Greater Waterbury Area*

MSUA – *Mid-State Unity Area*

SFCA – *Southern Fairfield County Area*

TVA – *Tunxis Valley Area*

USA – *United Shoreline Area*

RCM – *Regional Committee Member*

RSC – *Regional Service Committee*

CTRSCNA – *Connecticut Regional Service Committee of Narcotics Anonymous*

CTRCNA – *Connecticut Regional Convention of Narcotics Anonymous*

RD – *Regional Delegate*

RDA – *Regional Delegate Alternate*

BOD – *Board of Directors (for the CRCC, Inc. – Connecticut Regional Convention Corporation)*

H&I – *Hospitals & Institutions*

PI/PL – *Public Information & Phone Line*

WSR – *Writing Steps for Recovery*

WSO – *World Service Office*

CAR – *Conference Agenda Report*

Connecticut Region of N.A. Activities Calendar

Event / Activity	Date	Time	Place	Hosted By	Contact Number
Movies at the Parkade	Every Sunday	11:00am & 2:00pm	Parkade Cinemas 308 Broad Street Manchester, CT	Greater Hartford Area	Alfred D. 860-268-6279
NA's Got Talent	12/18/2011 & Every 3 rd Sunday	3:00pm - 6:30pm	75 Rogers Lake Trail Old Lyme, CT	Great To Be Straight group	Keith T. 860-304-1225
Sponsor/ Sponsee Breakfast	12/10/2011	10:00am - 2:00pm	2 nd Congregational Church 45 Broad St. New London, CT	United Shoreline Area Activities Committee	860-208-3415
Holiday Marathon Meeting	12/24/2011 - 12/25/2011	6:00pm - 6:00pm	Mt. Sinai Hospital (Lower Level) 500 Blue Hills Ave. Hartford, CT	Greater Hartford Area Service Committee	Alfred D. 860-268-6279
Holiday Marathon Meeting	12/25/2011	9:00am - 9:00pm	YMCA 50 High St. New Britain, CT	Tunxis Valley Area Activities Committee	Joe P. 860-777-6897
Holiday Marathon Meeting	12/25/2011	2:00pm - 6:00pm	Trinity Lutheran Church Corner of Orange & Wall St. New Haven, CT	Greater New Haven Area Activities Committee	
New Year's Eve Dinner/Dance	12/31/2011	7:00pm - 1:00am	St. Mark's Church West Main St. New Britain, CT	Tunxis Valley Area Activities Committee	Joe P. 860-777-6897
Annual Holiday Celebration	1/17/2012	7:30pm - 9:30pm	North Congregational Church Rt. 6 Woodbury, CT	Recovery in the Woods group	Chris S. 203-586-9009 Don M. 203-792-3489
26 th Anniversary of Sound of Serenity	1/18/2012	6:30pm - 9:00pm	Niantic Community Church Pennsylvania Ave. Niantic, CT	Sound of Serenity group	860-739-9843
H&I Learning Day	1/21/2012	12:00pm - 4:00pm	La Quinta Inn & Suites 116 Newtown Rd. Danbury, CT	Greater Danbury Area H&I Committee	Robert M. 203-470-8030 Albert 203-739-9320
Became Willing Retreat	4/12-14/2012		Incarnation Center Ivoryton, CT	Mid-State Unity Area	