Southern Fairfield County Area of Narcotics Anonymous
Minutes of Meeting Held on May 20th 2020

- Meeting held virtually and called to Order by Alex W at 6:30
- Concept reading was waived
- No New GSRs
  - Mike D - Alt GSR, Lost then Found, Dave R, Alt GSR It Works How and Why
- **Roll Call:** 8 GSRs present at 6:35
- Quorum was not met at this time.

**Open Forum**

No discussions

**Administrative Committee Reports**

1. **Secretary Report** (Reading of prior months ASC meeting minutes) – Submitted by John K and read by Alex.
   Motioned to accept by missed 2nd by missed
   Passed
   Questions/Comments: n/a

2. **Chair report** – Submitted and read by Alex W.
   Motioned to accept by Bernadette 2nd by Wes
   Passed
   Questions/Comments: n/a

3. **Vice-Chair Report** - Absent
   Motioned to accept by 2nd by
   Questions/Comments: n/a

4. **Treasurer’s Report** – Not prepared with report, no collections, believes balance is currently around $241

<table>
<thead>
<tr>
<th>Area Books</th>
<th>Literature Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$</td>
</tr>
<tr>
<td>Group Donations / Literature Sales</td>
<td>$</td>
</tr>
<tr>
<td>Money Out/ Literature Ordered</td>
<td>$</td>
</tr>
<tr>
<td>Regional Fund Flow</td>
<td></td>
</tr>
<tr>
<td><strong>Ending Balance</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

Motioned to accept by 2nd by
Passed
Questions/Comments –None

5. **RCM Report** – Submitted and read by Clare B. They attended regional meeting via zoon. With no literature sales, NAWS is suffering badly financially. Please consider donating directly at NA.org while not attending in person meetings.
   Motioned to accept by Rick 2nd by Bernadette
   Passed
Southern Fairfield County Area of Narcotics Anonymous  
Minutes of Meeting Held on May 20th 2020

Questions/Comments:

Subcommittee Reports

1. **Policy:** Verbal by Andrew S. – plans to hold June 4th zoom meeting for those interested  
   Questions/Comments: None

2. **Hospitals & Institutions:** Absent  
   Questions/Comments:

3. **Public Relations:** Submitted and read by Ray F.  
   Questions/Comments: No H&I meeting taking place due to COVID-19 pandemic and CT DOC lockdown

4. **GSR Liaison:** OTF  
   Questions/Comments:

5. **Web Servant:** OTF  
   Questions/Comments: None

6. **Literature:** Verbal, Kevin  
   Questions/Comments: Will try to find out where to order from during pandemic

7. **Activities:** OTF  
   Questions/Comments:

   Motioned to accept Subcommittee reports by Tali 2nd by Andy  
   Passed

BOD Report – Submitted and read by Ron B. Tech Director OTF, Site Selection – OTF  
Convention still being planned as if there will in fact be a convention at this time. Working on a contract to protect us in the event of a forced health related cancellation.  
Questions/Comments:

Group Reports -

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>By The Text</strong></td>
<td>GSR Rick - verbal report</td>
</tr>
<tr>
<td><strong>Courage to Change</strong></td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td><strong>Feeling Free.</strong></td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td><strong>Free as an Eagle.</strong></td>
<td>GSR Wes – verbal report</td>
</tr>
<tr>
<td><strong>Free Spirit</strong></td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td><strong>It Works, How &amp; Why.</strong></td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td><strong>Just For Monday</strong></td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td><strong>Libertad Group</strong></td>
<td>no GSR attendance – no report</td>
</tr>
<tr>
<td><strong>Lost Then Found.</strong></td>
<td>GSR Andy - verbal report</td>
</tr>
<tr>
<td><strong>Never Alone, Never Again.</strong></td>
<td>GSR – Bernadette &amp; alternate Heather - verbal report</td>
</tr>
</tbody>
</table>
### Old Business:

We have approximately $600-$700 over prudent reserve. A motion was made and seconded to suspend discussion as to fund flowing to region.

A straw poll was held whether to set up a Venmo for area. Passed 6-5

### New Business
Southern Fairfield County Area of Narcotics Anonymous
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Agenda:
We will set up a Venmo’
We Will set up e-mails for area trusted servants using CTNA e-mail.

Meeting adjourned
The next ASC meeting will be on Wednesday June 17th, 2020 via Zoom 6:30pm to 9:00pm

Southern Fairfield County Area Service Committee meeting

Meeting Virtually
Zoom Meeting ID: 917 828 497
Password: 06880
Join URL: https://zoom.us/j/917828497?pwd=UVE3THJmdlhlZWEeBrTGozaVN1UT09
Dial in number: +16465588656,,917828497#

Thank you for allowing me to serve
John K
Andy and I attended May regions via Zoom

Available Positions:
Vice Chair
Treasurer
Secretary
Policy

BOD Positions:
Secretary
Tech Director
Site Selection

Fund Flow to World is April $2,938.70

RD and RDA Report
A Regional Delegate Alternate (RDA): Bryan added that they both participated in the Conference Participants web meeting and the World Service Office has been shut down, literature sales have almost completely dried up so NA World Services (NAWS) is really struggling financially. NAWS has traditionally relied on literature sales for income and this is an opportunity to try to bolster support via direct contributions. They will have all the info from the conference at June Regions

All subcommittee Budgets were approved

There was some discussion to change the time or day of Regions. (More will be revealed)

In Loving Service,

Claire B and Andy
Resumption of In-Person Meetings within the America River Area of Narcotics Anonymous

May 20, 2020

The American River Area of Narcotics Anonymous (ARANA) in conjunction with the Northern California Regional Service Committee (NCRSC) has been dedicated to providing the most updated and accurate information in regards to the current “Stay at Home Order” and future Social Distancing requirements due to the COVID-19 Pandemic and its impact on our fellowship and ability to meet.

The Narcotics Anonymous service structure places the Groups as the highest level of service, and as such neither the Area Service Committee nor Regional Service Committee can direct what a Group can or cannot do. The role of those bodies are to provide additional services to the Area or Region, allowing Groups to focus on their Primary purpose of ‘Carrying the message to the addict who still suffers’.

In that spirit, the ARANA Public Relations and Administrative Committees have developed this document as a guide for groups to follow to resume in-person meetings, what guidelines and protocols would look like in practice, and what would put a group in defiance of the Public Health Order. We have received information from Dr. Beilenson, Director of the Sacramento Department of Health, stating “… [ARANA] can hold [its] meetings as long as [they] comply with ‘Appendix A: Social Distancing Protocol’ of the Public Health Order.”

The ‘Appendix A: Social Distancing Protocol” guidelines include measures to:

- Post Signage
- Protect Health
- Prevent Crowds From Gathering
- Keep People at Least Six (6) Feet Apart
- Prevent Unnecessary Contact
- Increase Sanitation

As a result, the ARANA Public Relations and Administrative Committees have reviewed the “Appendix A” protocols for Sacramento County and created a Social Distancing Protocol tailored to Narcotics Anonymous meetings that will ensure compliance with the State and County Orders that groups may use. Please be advised, this is for meeting locations located within Sacramento County. At this time, American River Area meetings located in Yolo County are still prohibited under the current Yolo County Public Health Order. As more information becomes available, we will notify the area and provide additional documentation for Yolo County meetings.

The protocol must be followed as per the directive for Sacramento County, and a record must be kept for every meeting. Public Health Officers will have the right to request, observe, and where violations occur, cite our meetings, or the facility they are held in, ultimately leading to the possibility of fines. If a
group is not in compliance with the mandated Social Distancing Protocol and issued a citation or fine, the American River Area of Narcotics Anonymous and Northern California Region Service Committee will not be financially responsible nor be held liable for any and all fines as a result of a group’s non-compliance of the Public Health Order and Social Distancing Protocol. Financial responsibility and liability will fall to the individual group (e.g. the GSR and other service members of the group) as well as the facility or meeting location.

*It’s important to note, the company that provides insurance for NA meetings regionally has indicated that our policy covers only the meeting space listed on our schedules and DOES NOT cover the Coronavirus. Groups must be prepared to handle liability for any claims that arise as a result of Coronavirus, or lack of compliance with “Appendix A”.*

Recommendations and steps for considering if resuming in-person meetings is right for your group:

- Conduct a group level business meeting to get group conscience regarding resuming meeting and review the required Social Distancing Protocols to determine if compliance is feasible for the group.
- Contact meeting facility to determine if they are able to host the group with adherence to the Social Distancing Protocols and advise that the current Narcotics Anonymous insurance policy will not cover the Coronavirus.
  - Items to consider/discuss - Does the facility have extra cleaning charges? Can the group provide cleaning supplies needed for sanitizing twice per meeting and service members to perform such actions? Will the facility be able to accommodate extra time allowed before and after the meeting to allow for social distancing setup and sanitation? Any additional requirements from the facility?
- Complete the “Appendix A: Social Distancing Protocol” (groups may use the suggested version for NA meetings or thoroughly create their own or complete the blank Sacramento County version) and return a copy of the completed Social Distancing Protocol to the ARANA PR Committee (prchair@sacramentona.org) to have the meeting listed on the current meeting schedule.

Please keep in mind that meetings (located inside of a facility) will have a capacity limit in order to be in compliance with the 6-foot social distancing requirement (for example, a 400 square foot room can accommodate approximately 11 people, including trusted servants, properly spaced). Therefore, it is encouraged that groups discuss how they will stay in compliance if more members show up to the meeting than space allows and how they may potentially have to turn members away.

If groups are considering temporarily meeting in a different location other than their previously listed meeting space at the facility (lawn areas or patios at facility, parks, parking lots, etc.), groups MUST get permission from the location and contact the ARANA Public Relations Committee as insurance limitations may apply.

As meetings reach out to Public Relations with a completed “Appendix A: Social Distancing Protocol” form to confirm understanding and compliance with Appendix A of the Public Health Order, they will be added to the ARANA in-person meeting schedule.
In recognition and respect to our 4th Tradition, “Each group should be autonomous, except in matters affecting other groups or NA as a whole.” ARANA has a long standing policy of not including groups on the meeting schedule who may adversely impact the NA reputation in the Sacramento area. If at some point it becomes clear that a meeting is no longer in compliance and including it in the meeting guide then endangers NA, it may necessitate removing it.

The following are attached to this document for reference and use by groups is desired:

- A copy of the letter from the Northern California Regional Service Committee (NCRSC) Public Relations Committee Regarding the Future of Opening Meetings During Pandemic.
- “Appendix A: Social Distancing Protocol” for Sacramento County (Modified for in-Person Meetings of Narcotics Anonymous) This protocol is a suggestion for groups to use if they wish in order to be in compliance. It is not a directive. If groups choose to fill out their own “Appendix A” and list all measures being taken to ensure compliance they may do so.
- Signage that groups may use, if they wish, in order to be in compliance. Groups may choose to create their own signage as long as it meets the requirements listed in “Appendix A” of the Public Health Order:
  - COVID-19 Symptom check for anyone that enters the meeting facility.
  - Sacramento County Social Distancing Signage stating Maximum Capacity Allowed in Facility.
- A copy of the email from the Sacramento County Department of Health Services stating ARANA can hold meeting as long as they are in compliance with “Appendix A: Social Distancing Protocol”.
- Original “Appendix A: Social Distancing Protocol” released by the Sacramento County Public Health Office.

It is recommended to have a copy of this document, the completed original “Appendix A” groups are using, a copy of the email from the Sacramento County Department of Health Services, and any other documentation that may be required at each meeting in the event it is requested by Public Health, the facility, or an individual.

The American River Area of Narcotics Anonymous Administrative Committee is dedicated to assisting our area and groups safely return to meeting while limiting the risk of public health, controversy, liability, and the protection of our members and fellowship as a whole. We will continue to monitor the progression and re-opening of Sacramento and Yolo Counties, changes to Public Health Orders, and recommendations from NCRSC. As new information is released we will update the groups and make amendments to this document as needed. We appreciate your patience and understanding as we navigate through these unprecedented times.

Thank you for letting us be of service.

American River Area of Narcotic Anonymous Service Committee
Northern California Public Relations

Regarding the Future of Opening Meetings During Pandemic

May 16, 2020

It is important to know this document is not a directive, rather it is a tool for your areas to take into consideration to protect the health and safety of everyone. As members of Narcotics Anonymous we have a vested interest in protecting the fellowship from the possibilities of litigation, or public controversies. As members, though our personal positions regarding the directives and how it has affected our fellowship may differ, it is important to know where the fellowship’s liabilities end and where individuals may put themselves at legal risk.

Though Public Relations has no right to tell groups how to run their meetings, the Department of Public Health does have the right to make sure the recommended guidelines as set forth in the Social Distancing Protocol, are followed. Adopted by every county, the Social Distancing Protocol is the means by which any location where public gatherings can occur, are following measures created to minimize the risk of infection. The protocol must be followed as per the directive in every county in our region, and a record must be kept for every meeting. Public Health Officers will have the right to request, observe, and where violations occur, cite our meetings, or the facility they are held in, ultimately leading to the possibility of fines. Though most counties use the same document in terms of defining and recording your protocol activities, some have created their own version based on the state version; you may want to check your county public health page to see which one is being used in your county. A copy of a typical Social Distancing Protocol form is included in this document and should be saved for your records.

We took the time to visit the public health web page of every county in our region and cite the location of current directives that directly affect us. Please take the time to familiarize yourselves of where to find the directives and updates in your county. In each of these links, members may need to search out specific information, however if you follow the state directive, you will be over and above the directives of your county. Please note there is little difference between your county directive and the state directive. Also note for your records, a directive in writing is more valuable than a directive given over the phone. We recommend each area to keep a printed copy, as things change.

In terms of interpretation, some counties include a reference to Narcotics Anonymous in a FAQ related to the directive; whereas other counties refer to “meeting places”, and some counties use the state’s directive. We are advised that in cases where directions are not clear we should refer to the State’s directive, as well in cases where directives are in conflict, the stricter of the two is to be followed.
The State of California has created a Pandemic Roadmap which is divided into four stages, to progressively open in a safe manner and minimize risk. There is already a shift in some counties in opening from Stage One to Stage Two, which lets lower risk activities take place. So too, we are seeing an increase of mask requirements. Though the requirements may be different from county to county, none fail to make the recommendation to wear masks especially in close proximity to others as well as enclosed spaces.

In terms of our liability insurance it is important to note that our policy covers only the meeting space listed on our schedules. The holding of a meeting in any other location upon the facility property is not covered.

The goal of the Northern California Public Relations Committee is to assure the best information for your areas to use, and is committed to helping all areas navigate through the information and provide support to safely begin to return to the meeting facilities with the attention to limiting the risk of liability, public controversy, and moreover the protection of members and the fellowship as a whole.

Thank you for letting me be of service

Edward G.

NCRSC PR Chair

rscpr@ncrsc.org
IS IT TIME?

CAN WE RE-OPEN? (SHOULD WE?)

As we anticipate a return from virtual meetings to hybrid and/or physical meetings, here are some links and resources that may inform your group decision making process . . .

- PR STATEMENTS (NA.ORG)
- MA LOCAL GUIDLINES
- RI EXECUTIVE ORDERS
- CDC GUIDLINES
- CHECKLIST OF QUESTIONS

For more info please contact us at info@newenglandna.org
STRUGGLING WITH DRUG USE? DON'T KNOW WHERE TO TURN FOR HELP DURING THE PANDEMIC?

NARCOTICS ANONYMOUS CAN HELP.

With online meetings happening 24/7 all over the world, we’re ready when you are.

Check out these sites to find an online/phone meeting:

CTNA.ORG/VIRTUAL
NA.ORG/VIRTUAL

OR CALL 800-627-3543 TO SPEAK TO A MEMBER OF NA
CHECKLIST FOR REOPENING MEETINGS

It is suggested that groups have a detailed plan for reopening in-person meetings. As NA groups, we need to keep our Traditions in mind (paraphrased here):

4th Tradition – Groups are autonomous, except when our actions may affect other groups or NA as a whole.
10th Tradition – We have no opinion on outside issues, and so should avoid being drawn into public controversy.
12th Tradition – We should practice spiritual principles in all our affairs, including selflessness, responsibility, trustworthiness and compassion.

Below are items groups should take into consideration when planning to reopen, and suggestions for addressing them:

☐ Have we visited the websites to CDC and NC/SC local guidelines to be sure we are in compliance with them?

☐ Have we spoken to the facility; do we have permission to meet where we rent? Does the facility have any specific requirements that must be adhered to when using the facilities going forward?

☐ Do we have plans for sanitizing before and after the meeting?
  - Clean all tables and chairs before members arrive; and after members leave.
  - Have spray cleaner and paper towels available for those who want to clean their own areas.
  - Make sure that restrooms (if open) have soap for washing hands.

☐ Have we thought about ways to encourage personal safety?
  - Wear your masks/face coverings to meetings.
  - Consider not serving coffee, and suggest that members bring their own drinks.
  - Have hand sanitizer available if possible.

☐ Do we have a socially distant seating plan?
  - Move chairs to allow for space between members.
  - Consider designating a separate area for members with compromised immune systems – could use “reserved” signs on seats; make sure the designated space is away from high-traffic areas.

☐ Are we prepared to take every precaution we can during the meeting?
  - Readings: Download readings/books/IPs to avoid passing literature around the meeting.
  - Contributions: Put the basket in a stationary place; or consider using a money app for donations.
  - Have gloves and sanitizer available for anyone signing papers.
  - Spray keytags with disinfectant prior to the meeting; wear gloves when handing them out.
  - Create electronic versions of phone lists, or exchange phone numbers via text.
  - Refer attendees to websites or apps for meeting schedules instead of using paper lists.
  - Circle up without touching, and maintain physical distance.

☐ Have we thought about ways to accommodate those not yet able to meet in person due to health or other concerns? (Example: hybrid-virtual/physical meeting)

☐ Have we come up with a plan on how to handle situations where we may have an overflow in attendance?
  - Is there a completely separate space we have permission to use? (A large group, divided within a single room or space, is still a large group)

☐ Have we carefully considered how reopening our meeting will affect our public image?
  - Communicate with members and the public (as needed) about the precautions the group is taking to protect the safety of meeting attendees and the public as a whole.
  - Add an announcement in the meeting format to clearly state and reiterate the precautions being taken to protect members.

The following is an EXAMPLE of information that can be posted on the meeting door –
WELCOME TO THE ______________ GROUP OF NARCOTICS ANONYMOUS

To protect the safety of our members:

- Please do not move the chairs
- We normally hug – Please be mindful that due to the COVID-19 situation not everyone will be comfortable with hugs. Please ask permission before giving a hug!
- If you feel sick, or have had a fever in the past 14 days, please refrain from attending the meeting in person. Virtual meetings are still available at [insert virtual meeting information here]