



**CHESAPEAKE & POTOMAC REGIONAL SERVICE  
COMMITTEE MEETING MINUTES**

**PO Box 8160**

**Silver Spring, MD 20907**

**Meeting #215 – October 13, 2018**

**Hosted by the Rock Creek Area of Narcotics Anonymous**

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**\*\*\* VACANCIES \*\*\***

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|--|------------------------|-----------------------------|
| * Literature Vice-Chair                      | * CPRNA Program        | * Special Events Chair      |
| * Phoneline/PR Vice Chair                    | Committee At-Large Rep | * Special Events Vice Chair |
| * Convention Oversight<br>Subcommittee Rep 2 | * Free State Rep 2     |                             |

**I. CALL TO ORDER: 1:05 pm**

**II. READINGS: SERVICE PRAYER, TWELVE TRADITIONS OF NA, 12  
Concepts, & PURPOSE OF AN RSC**

**III. ADMINISTRATIVE REPORTS**

- **Regional Delegate (RD) & Regional Delegate Alternate (RDA):** Combined Report
  - The Autonomy Zone had a teleconference meeting on September 17<sup>th</sup> where the following was discussed:
  - Zonal Facilitator and Secretary Position – As was noted in the report at the last Regional meeting, the C & P Region needs to decide if we are willing to participate in funding the travel expenses for a Facilitator and Secretary to attend the onsite Zonal Forum meetings. We have estimated a budget of \$750 per position, per year (as needed). The cost per region would be \$125 per position, per year. We need to discuss and vote on this so we know how to vote on this issue. There was additional discussion on the logistics of these positions: how will the candidates be selected and approved (consensus on positions), who would be the treasurer (person responsible for keeping track of and disbursing the funds). The majority of the other regions in our zone either approve or have no objection to funding these positions.
  - We have formed an ad-hoc subcommittee that will be determining the guidelines for the Facilitator and Secretary positions. That ad-hoc subcommittee had a zoom meeting on October 8<sup>th</sup>. We will have another zoom meeting on October 29<sup>th</sup>.
  - Zonal Workgroup – There was some confusion about who the work group representative is responsible to. Are they carrying the conscience of the zone to the work group or are they working for the board. We are currently looking for clarity on how Etta will vote within the work group. It was stated the all work group news will be

reported by NAWS through the NAWS news. There will be 2 World Board members sitting on the work group. The purpose of the work group is not to make changes but to make recommendations. The work group will be meeting face to face at the end of December and information from that meeting will be available in January.

- Future Autonomy Zonal meetings – There was a lot of discussion regarding the future funding of the Zonal meetings. It was suggested that whatever zone is hosting the event would absorb the cost but no final determination was made. We need to get our regions viewpoint on this issue. C&P would be hosting the Autonomy Zone in 2021.
- January 26-27, 2019 2-day Zonal Forum: The Freestate Region has approved the funding this event. Saturday will be a Regional event. The AZF business will be conducted on Sunday. Ideas for the Saturday event were:
  - Panel discussion; Speed sharing; Public Relations workshop; IDT discussion; Projectors/Map display; Informing the fellowship; Information sharing; Zonal map; Banners
  - If you have any ideas please send them to us and we will forward them to the Freestate RD team. They have also discussed having a photo collage of NA members in service. If you have any photos you would like included please send them to us.
  - There was also discussion regarding the name of the event. Ideas were:
    - More will be Revealed; What can I do; Relationships; Relationships within Our Fellowship
    - Consensus was that the name would be Relationships Within Our Fellowship
  - The location has not yet been determined. They are looking into local hotels. There may be a possible issue with created flyers due to regional event policies.
  - Our next Zoom meeting will be held on November 19<sup>th</sup> to further discuss the 2-day Zonal Forum in January and the outline created by the Ad-hoc subcommittee regarding the responsibilities of the Facilitator and Secretary.
- NAWS Updates and Information
- The 2018 membership is available online at [www.na.org/survey](http://www.na.org/survey). The survey is anonymous. The data collected provides information about our Fellowship, strengthens our public relations efforts and helps us learn more about how and where we carry our message of recovery. The survey will be available until the end of the year. The more members who fill out the survey, the better.
- Issue Discussion Topics (IDTs) are subjects that encourage us to think more deeply about relevant topics and help build unity within our groups and service bodies. The IDTs for this cycle are Carrying the NA Message and Making NA Attractive, Attracting Members to Service, and Drug Replacement Therapy (DRT) and Medically

Assisted Treatment (MAT) and NA. Workshop material including Session outlines, PowerPoints, and handouts have been posted at [www.na.org/idt](http://www.na.org/idt). There is also a section with general discussion/workshop tools. If you have a workshop, please send the results to [worldboard@na.org](mailto:worldboard@na.org). You can type the responses or just send in pictures of the note sheets.

- Input for the new book project, Spiritual Principle a Day Book, can be submitted online. Forms are available at [www.na.org/spad](http://www.na.org/spad). This book will explore a spiritual principle each day, in a similar style to the *Just for Today* daily meditation book. Please spread the word!
- We had a Web Meeting on October 6<sup>th</sup> that was focused on the WSC of the Future. We were broken into small groups and each small group discussed two of the following four areas:
  - vision & purpose; oversight/legal responsibilities; community building; global coordination/sharing best practices
  - The small group discussion question was “What steps can we take to better achieve these objectives and be more effective in this area?” The information gathered from this web meeting will be available to the Future of the WSC workgroup to help them in their discussions.
  - We will be attending the Multi-Zonal Service Symposium on November 2<sup>nd</sup>-4<sup>th</sup>. This is being hosted by Plains States, Southern, and Midwest Zonal Forums. This symposium will offer us an opportunity to exchange experience, strength, and hope with other members of NA service. It is especially important to interact with other zones during this time when we are looking at what the Future of the WSC is and the role that zones play in that future.

- **Chair:**
- **Vice Chair:**
- **Secretary:** Distributed RSC Minutes from October RSC meeting; updated rosters.
- **Treasurer: {See Attached Report}**

IV. **APPROVAL OF MINUTES:** August 11, 2018 Minutes, Approved, with revised Treasurer’s report,

V. **Board of Directors:**

- There was a Board of Directors "Action Without Meeting" held on Saturday October 13, 2018. We had full participation to permit the action.
- 2:30-2:36pm - BOD action without a meeting
- To adopt the following meeting dates:
- December 8, 2018 - meeting time:10am
- August 10, 2019 - meeting time: TBD
- Intent: To establish BOD meeting dates for the Board of Directors. Vote 9-0-0. Motion passed.

## VI. AREA REPORTS

- **Battlefield (Matt- RCM)**  
**Meeting Location:** 10047 Nokesville Rd, Manassas, Church of Manassas Meets: 1st Sunday @ 5pm  
**Regular Meetings:** 18; H&I Meetings: 9  
**Active Subcommittees:** H&I, Literature, Policy, Special Events, Outreach Area  
**Problems/Announcements:** Area bank account need support with setting up account with non-profit status. How do we do this?  
**Area Report:** Area commitments are mostly filled. Area service still being held. Meetings in area function well.
- **Central Maryland (Terri H- RCM)**  
**Meeting Location:** Holy Cross Lutheran Church, 6905 Greenbelt Rd, Greenbelt  
**Meets:** 1st Wednesday @ 7:00pm  
**Regular Meetings:** 38; H&I Meetings: Approx. 30  
**Active Subcommittees:** H&I, Phonline, Literature, Policy, Special Events, Newsletter, PR, Outreach; **Area Problems/Announcements:** None; **Area Report:**
- **District of Columbia (Kym G- RCM)**  
**Meeting Location:** Westminster Presbyterian Church, 400 I St SW, DC  
**Meets:** 1st Saturday @ Noon-3pm  
**Regular Meetings:** 58; H&I Meetings: 32; 9 in facilities  
**Active Subcommittees:** H&I, Literature, Policy, Special Events, Newsletter, PR  
**Area Problems/Announcements:** None  
**Area Report:** Area is doing well; making a donation.
- **Dulles Corridor (Corey C- RCM)**  
**Meeting Location:** St Timothy's Episcopal Church, 432 Van Buren St, Herndon, VA Meets: 4th Sunday @ 2:15pm except holidays  
**Regular Meetings:** 20; H&I Meetings: 39/ 4 in facilities  
**Active Subcommittees:** H&I, Literature, Policy, Special Events, Newsletter, PR, Outreach,  
**Area Report:** Area is doing well; making a donation; Area voted me (Terri H.) as new Board member.
- **East of the River**  
**Meeting Location:** Anacostia Library, 1800 Good Hope Road SE, Washington, DC Meets: 2nd Monday @ 7:30pm
- **Frederick [FANA] (Tony S. - RCM)**  
**Meeting Location:** St John's Catholic Church, 116 2nd St, Frederick, MD  
**Meets:** 1st Sunday @ 3-4pm (subcommittees) & 4-5pm (business)  
**Regular Meetings:** 20; H&I Meetings: 1 per month  
**Active Subcommittees:** Phonline, H&I, Literature, Policy, Special Events, Newsletter, Public Relations, Outreach Webmaster  
**Area Problems/Announcements:** Previous 2 term Area Treasurer, Rebeca F, expresses need to repay the FANA \$595.32, misplaced during the end of her final term; however, no firm commitment was made on how this will get

completed; no donation due to lack of funds (no prudent reserve); William F. 21 yrs. Sunday Nov 25 6:30 pm ! the JFT mtg @ the Crossroads Center, 511 W. South St., Frederick, MD; Darrell R., 3 yrs. Friday 7:30 pm Nov. 9 2 We do Recover @ Cair R. Jackson Memorial Center 207 Lee Alley, Frederick, MD; Area having difficulty filling Area positions.

**Area Report:** New meeting: Friday's 7 pm, NBS, 9411 Baltimore Rd., Frederick, MD; Friday Night Candlelight meeting moved to 111 Pennsylvania Ave., Monday's, 8:30 pm (meeting list is incorrect); Addicts Only moved to Concordia Lutheran Church, 17906 Garden Lane, Hagerstown, Monday's 7:30 pm; Motion passed: Motion: Chair or whoever is responsible for Chairperson duties per page 4 of the FASC policy, review treasurer's report monthly against bank statement prior to Area Service in order to ensure the accuracy of the treasurer's report – Intent: Put additional checks and balances in place; due to lack of handicap accessible restrooms per church policy, the FANA Area Chair appointed AD-Hoc committee to research more accommodation venue; Open Area PR Chair position filled by Darrell R, soon to celebrate 3 yrs.; Dawn H., 11 yrs, nominated for Area Policy chair; Vote taken back to Area Home Groups for GSR voting.

- **Montgomery (Dave S. – RCM)**

**Meeting Location:** Silver Spring Presbyterian Church, 580 University Blvd E, Silver Spring

**Meets:** 1st Tuesday @ 7:30-9:30 pm

**Regular Meetings:** 45; H&I Meetings: 68/11 in facilities

**Active Subcommittees:** H&I, Literature, Phone-line, Policy, Special Events, Newsletter, PR

**Area Problems/Announcements:**

**Area Report:**

- **NORVANA(Frank E.- RCM)**

**Meeting Location:** Fairlington Presbyterian Church Meets: 1st Thursday @ 7pm

**Regular Meetings:** 37; H&I Meetings: 70

**Active Subcommittees:** H&I, Phonenumber, Literature, Special Events, Newsletter, Public Relations

**Area Problems/Announcements:** Letter to read during open forum addressed to RSC.; **Area Report:** No Chair or Vice Chair

- **Rock Creek (Steve H - RCM)**

**Meeting Location:** St Albans 3001 Wisconsin Ave NW, WDC

**Meets:** 1st Thursday @ 7PM

**Regular Meetings:** 32; H&I Meetings: 20 in 5 facilities

**Active Subcommittees:** H&I, Phone-line, Literature, Policy, PR, Newsletter, Outreach; Other

**Area Problems/Announcements: None**

**Area Report:** Voting of new Area position November 2018;

**South Potomac (Darryl B. - RCM)**

**Meeting Location:** Epiphany Episcopal Church, 3111 Richie Rd, Forestville MD

**Meets:** 1st Saturday @ 6-8pm

**Regular Meetings:** 15; H&I 14

**Active Subcommittees:** H&I, Literature, Special Events, Newsletter

**Area Problems/Announcements:** South Potomac has financial issues; each Area meeting we are discussing ways to get groups to donate to Area; the South Potomac Area hosting mini convention on November 10, 2018; South Potomac hosting December 8, 2018, Regional meeting; requesting \$250 from Region to offset cost of hosting; making a donation; Michelle J. is the alternate RCM.

- **Tri-County (Annette E. - RCM)**

**Meeting Location:** Christ Church, 112 Charles St, LA Plata, MD

**Meets:** 1st Wednesday @ 6:30-8:30pm

**Regular Meetings:** 39; H&I Meetings: 68

**Active Subcommittees:** H&I, Literature, Policy, Special Events, Newsletter, PR

**Problems/Announcements:** Awaiting the broken door issues to be resolved re: Chair, Sanding, of 707 Homegroup indicated that it is in working process to pay off the church.

Area Report: All is well. Making a donation. A copy of the incident report at the 707 homegroup meeting, Lexington Park, MD, will be forwarded to the RD.

## **VII. RSC SUBCOMMITTEE REPORTS**

- **H&I (Bonnie C.):** Central MD, DC Area, Rock Creek, Montgomery County, Tri-county, and East of the River were in attendance; we were overjoyed to have EOR in attendance reaching out for assistance in updating their policies and procedures as well as their roster; the C&P Region carries 309 meetings to 57 facilities throughout the Region; Tri-County is holding its annual Learning Day titled "Giving Back", November 17<sup>th</sup> 2018, 12 pm-7:30 pm, MD Ctrs of America, MCAT, 11100 Billingsley Rd, Waldorf, MD; Tri-County also returned a check in the amount of \$150 which was not needed; we received a written report from the MD Correctional Training Center asking if we would be willing to donate literature, specifically, copies of the Basic Text, Step working Guide, How It Works, and Just for Today; I am requesting direction on this issue as well as another issue; What to do about the "Regional Learning Day", NORVANA which was tasked with hosting the event, had chosen a state park in Battlefield to hold the event; it was scheduled for the weekend of Hurricane Florence came through, the Governor closed all state parks, so the Learning Day was cancelled and our money refunded; however, the H&I Chair relinquished his position; no one seems willing to put on the event; I will pick up the \$450 from the previous Chair on Monday; because he is no longer H&I Chair for NORVANA, he did not show up today. I also put in a check request for \$100 to give to the DC Area to help their subcommittee purchase literature.
- **Literature (Deenie B.):** Eric W., DC Area, was present; Vice chair discuss matters with Cliff and Eric: ideas: (1) to have hosting Area sell their literature at RWC meeting; (2) have a survey for all Area Literature chairs to see what does and doesn't work; new

meditation book, “A Spiritual Principle A Day”, approved at 2018 WSC; will contact NAWS to see if we are to have workshops for input and if so get the appropriate materials.

- **Phoneline/PR:** Special shout to Anne E., Vice Chair (Montgomery) for doing an excellent job in reaching out into the community by participating in various PR events and for helping with numerous subcommittee projects -you are appreciated!; please welcome Anne E. (Montgomery) as our ne Webmaster; Special thanks to Lauren M. (Battlefield) for doing a fantastic job as Secretary – we love you!; Please welcome Al B. (South Potomac) as our new Secretary; Shout out to Brendan B. (Dulles) for updating info on our website; Shout out to Frank G. (NORVANA) for updating our FreedomVoice message; Shout out to Theresa P. (DC Area) for returning missed calls and being an awesome Helpline Calle; PR teleconference, September 23, 2018, the PR subcommittee held its off-month teleconference to discuss matters of concern; humbly, the teleconference was extremely productive, the results of which are included in my report; on October 7<sup>th</sup> we held a phoneline training in which three (3) new members were confirmed and added to our team of volunteers; Phoneline database: the phoneline database is updated and we continue to move forward in assuring its efficiency – hooray; we now have an easy to read grid of volunteers and timeslots; Thanks to Lauren M. for suggesting our new grid design; and Anne E. & Jay G. for making calls to confirm participation and schedule adjustments; the last batch of new recruit phone calls will be made this weekend by our PR chair; Missed Call Ratio: unfortunately, we are unable to process our missed calls ratio analysis at this time; the FreedomVoice system is producing error messages when try to run Total Call per Extension report that is need to complete our analysis; aw we contract FreedomVoice for the solution, we plan to include this information in our next report; Misc. Projects: the PR subcommittee is working to complete past projects; thanks to Frank G. for Re-recording our phoneline message which now states, “Chesapeake and Potomac Region” instead of “Chesapeake Region; PR Poster: Carrie K. is continuing to work towards moving forward with this project, although her work schedule has made it quite challenging-estimated completion date December 2018; Location of PR Materials: Anne M. was given a hand cart with PR materials to assist with transporting information during events; also, a large bin will be purchased next week to hours bulk PR materials; as our vice chair has storage room, our subcommittee has voted to store both bins at her location; Summary of Procedures: we are currently working to compose a listing of ongoing assignments/tasks and completion dates to better assist future volunteers who serve our subcommittee; the PR subcommittee is hosting a Web Servant training Saturday, November 10, 2018, 11: 30n am until 2 pm, St. Martin’s church, 1908 North Capital, St, NW.
- **Policy (Anthony W.):** The RSC Policy subcommittee started at 10:30 am with two (2) areas represented; DC and Dulles Corridor along with the Policy Vice Chair, Regional Chair & Treasurer; the group started the review process of the Convention Policy Manual to update all areas that refer to the former Board of Directors and correct to reflect Convention Oversight Committee; we also looked at the RSC Policy as well. Of the areas present there was no area concerns.

However, Dulles Corridor is in the process of reviewing and update of their Area policy; we are requesting \$100.00 to assist with printing of updated RSC Policy and/or policies period; s motion has been submitted to allow the Policy subcommittee to begin the update to all documents and Convention Host Committee Timelines to reflect the changes of the regional name; convention oversight committee respectively.

- **Free State Rep 1 (Scott P):** We as a board do not meet during the summer months; sales: June: \$37,000; July: \$36,000; August; \$41,000; We meet on the 4<sup>th</sup> Thursday of the month at the Freestate Service Center in Baltimore on Warwick Avenue, 7pm; meeting was held in September; our Region has two (2) slots for a representatives and one (1) slot is available; bank balances: \$48,000; Savings: \$22,000; Prudent Reserve, \$22,000; and \$9,000, Money Market account; outstanding debt to NAWS of \$27,000, which will be sent next week.
- **Ad-Hoc: Convention relocation (Feasibility Ad Hoc) Jonathan B. -** Committee is still in the process of researching venues; Robert F. has been in contact with Martin's Crosswinds in Greenbelt, MD, a large venue with Conference Facilities; a walk-through is scheduled in October for Martin's Crosswinds, Greenbelt; all are welcome to join Robert F. to view the Conference facilities.
- **Ad-Hoc: Service Inventory – Jimi S. {No Written Report}** Looking for meeting space.
- **CPRCNA 33 Host: Report:** NORVANA is bringing a motion today to continue under current convention policy through the rest of Host 33 term. We feel that changing Convention procedures now would disrupt our process.
  - We see overlap in new structure and encourage RSC and COC to look into ways to simplify.
  - We are essentially on track with our timeline in all areas. However, issues such as personality conflicts and differences of opinion cause some difficulty and may disrupt our timeline at some point.
  - Financial gap (shortfall) has not been resolved and we are tightening our budgets and outlays in all areas. We need help driving early registration to support pre-convention cash flow. PLEASE REGISTER ONLINE and EARLY!!!
  - **Hospitality:** Chair has stepped down and Vice Chair was not willing to serve. We have recruited several experienced members and will be re-forming this sub-committee. Next meeting is **TOMORROW!**
  - **Registration:** Brochures are printed and are available today. I believe online registration is available today. Note that this was not in our hands but handled by a special worker.
  - Have eliminated direct mailing of brochures. We do not have a good list of email contacts where email address is matched with full contact info. **Need to start now** in building our list for future years to more fully transition to paperless.
  - **Program:** Beginning on Topic selection and Speaker nominations. Deadline for Speakers extended to 11/15. Have a Spanish flyer to increase participation with outreach to Hispanic NA communities.



- After seeing at World Convention, we plan “round table” workshop format meetings. This includes H&I and PR workshops, plus 4-5 other service and recovery topics to be recommended by RSC and Host. Please bring suggestions NOW if you have any ideas for this.
- No representation from Battlefield, South Potomac, DC and EOR areas. We are concerned that this may be a threat to the balance that we would like to achieve.
- **Merchandise:** Met with several vendors and is on track for merchandise selection. Goal is to make a smaller purchase and have less material leftover.
- **Conv. Info:** Adding a lot of content to the website as well as online registration. Will be reviewing for possible re-organization of website so that content is more user-friendly and informative.
- Seeking to make the Convention more approachable and user friendly for newcomers. May include signage, training of volunteers, online support, the overall layout and flow, etc.. Also may include free events or discounts for newcomers/indigents. We’re open to other ideas.
- Actively recruiting now for support in all areas. **NOW IS THE TIME** to increase the size of all committees and plan for our onsite responsibilities. Please spread the word and send us volunteers!!
- **Convention Oversight Committee Chair (formerly BOD):** The B.O.D. has changed its name to the Convention Oversight Committee; attended the last host meeting on September 6, 2018; We will set up a meeting with the CPA at some point for the new B.O.D. Board to talk with and to ask any question they may have; Major went to the PO Box and to move; talked to Anthony about the policy he suggested to look at the bylaws and incorporate them; went to bank and gave them all information for the name change and all paper work is done and ready for signatures; please remember when we are to meet at the bank we all need to be there or we cannot make any changes; as a body you may want to think about raising the seed money for Host 34; still need reps for Battlefield, Dulles, Frederick, NORVANA, and South Potomac
- **Convention Oversight Committee Vice Chair: {No Written Report}**
- **Convention Oversight Committee At-Large Rep 1:** Major A. - Stepping down to volunteer for Hospitality Chair for CPRCNA 33
- **Convention Oversight Committee At-Large Rep 2:** Vacant
- **CPRCNA Program Committee Rep.:** Vacant

#### VIII. Open Forum

- **Concerns: Northern VA Area of Narcotics Anonymous Letter of Grievance to RSC (see attached).**

**XI. ATTENDANCE/RCM COUNT**

10 out of 11 Regional Subcommittee Members were present; Quorum was met.

<b><u>Area/Position</u></b>	<b><u>8/11/2018</u></b>	<b><u>10/13/2018</u></b>					
Battlefield	P	P					
Central Maryland	P	E					
DC	P	P					
Dulles Corridor	P	P					
East of the River	A	A					
Frederick	P	P					
Montgomery	P	P					
NORVANA	P	P					
Rock Creek	P	P					
South Potomac	P	P					
Tri-County	P	P					
Chair	P	P					
Vice Chair	P	P					
Secretary	P	E					
Treasurer	P	P					
Vice Treasurer	V	V					
RD (Regional Delegate)	P	P					
RD Alternate	P	P					
CPRNA XXXIII Host Chair	A	P					
CPRNA XXXIII Host 1st Vice Chair	P	P					
CPRNA XXXIII Host 2nd Vice	P	P					

<u>Area/Position</u>	<u>8/11/2018</u>	<u>10/13/2018</u>					
Convention Oversight Subcommittee Chair	P	P					
Convention Oversight Subcommittee Vice Chair	P	P					
Convention Oversight Subcommittee At-Large Rep 1	P	P					
Convention Oversight Subcommittee At-Large Rep 2	V	V					
H&I Chair	P	P					
H&I Vice Chair	P	P					
Literature Chair	P	P					
Literature Vice Chair	V	V					
Phoneline/PR Chair	P	P					
Phoneline/PR Vice Chair	V	V					
Policy Chair	V	P					
Policy Vice Chair	V	V					
Special Events Chair	V	V					
Special Events Vice Chair	V	V					
FSRSO Rep 1	P	P					
FSRSO Rep 2	V	V					
CPRCNA Program Committee At-Large Rep	P	V					
Ad hoc Service Inventory	P	P					
Ad-Hoc Convention Relocation	P	P					

P = Present; A = Absent; L = Late; E = Left early; N = Attendance not received/not noted; \* = Proxy; V = Vacant position

**XII. OLD BUSINESS**

➤ **Elections**

**Trusted Servant Nominations 2018-2019**

<b>NOMINATIONS</b>	<b><u>Nominee</u></b>	<b><u>Disposition</u></b>
<b><u>Position</u></b>		
Vice Treasurer	Michelle J.	8-0-0

### XIII. NEW BUSINESS

- **Motion 1:** Made by South Potomac (Darrell B., RCM) Seconded by DC Area (Kym, G., RCM)  
To allow RSC Policy subcommittee to correct and update all documents where the former Convention BOD is referred to reflect the new name etc., Chesapeake and Potomac Region of NA & Convention Oversight.  
**Intent:** To correct the Convention Policy Manual; subcommittee timeline and Regional Policy  
❖ **Passed: 8-0-0**
- **Motion 2:** Made by NORVANA (Frank E., RCM) Seconded by Montgomery Area (Dave S., RCM)  
To have the Regional Policy updated to not allow the RSC Chair to be the Regional Board “BOD” President  
**Intent:** To avoid conflicts of interest  
❖ **Ruled out of order**
- **Motion 2:** Made by NORVANA (Frank E., RCM) Seconded by Montgomery Area (Dave S., RCM)  
To allow the Convention Oversight Committee to retain and continue to use the old “BOD” policy until the revised policy for the Convention Oversight Committee is updated  
**Intent:** To maintain business continuity without interrupting the daily business of the convention  
❖ **Ruled out of order**

### XIV. ADJOURNMENT

All business being concluded, the August 11, 2018, meeting of the Chesapeake & Potomac Regional Service Committee was adjourned at approximately 4:15 pm.

***NOTE:** Please remember that, per policy, the RSC meeting is scheduled to end at 6:00pm; therefore, any place secured for the meeting should be scheduled accordingly & noted in the flyer.*

**CPRNA**  
**TREASURER'S REPORT**  
October 13, 2018

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Hello Region:

I am submitting the following reports for your review:

- 2017-2018 Monthly Income, Expense & Accounting Detail
- 2018-2019 Monthly Expense Detail (new fiscal year budget)

Our income for the month of August 2018 totaled \$4,741.18 which were from Area donations and a donation via the mail. Operating expenses for August totaled \$1,854.00. Our remaining budget for the fiscal year 2017-2018 ended up being \$11,551.57. There will be no donation to NAWS this month.

If you have any check requests, please get them in before new business.

As of the first of this month, October 1, 2018, our actual account balance was \$19,303.97.

Thank you!

**Reminder: Please submit receipts for checks received from regional meetings.**

In Loving Service,

Cheryl D,  
Treasurer

MONTHLY INCOME DETAIL								
INCOME SOURCE		Oct-2017	Dec-2017	Feb-2018	Apr-2018	Jun-2018	Aug-2018	FY TOTALS
<b>AREAS:</b>								
Battlefield								\$ -
Central Maryland		\$ 534.02		\$ 154.13	\$ 972.43	\$ 999.69	\$ 921.77	\$ 3,582.04
DC			\$ 81.74	\$ 445.25			\$ 40.28	\$ 567.27
Dulles Corridor						\$ 1,316.12	\$ 130.05	\$ 1,446.17
East of the River					\$ 250.00		\$ -	\$ 250.00
Frederick			\$ 66.44	\$ 29.62		\$ 293.31	\$ -	\$ 389.37
Montgomery		\$ 1,870.48	\$ 445.30	\$ 693.26	\$ 408.48		\$ 3,614.08	\$ 7,031.60
NORVANA			\$ 1,210.27		\$ 91.45		\$ -	\$ 1,301.72
Rock Creek		\$ 948.41		\$ 265.34	\$ 750.46	\$ 200.18		\$ 2,164.39
South Potomac			\$ 25.00			\$ 25.00	\$ 25.00	\$ 75.00
Tri-County		\$ 420.00	\$ 732.64	\$ 642.70				\$ 1,795.34
<b>SUBTOTALS FROM AREAS</b>		<b>\$ 3,772.91</b>	<b>\$ 2,561.39</b>	<b>\$ 2,230.30</b>	<b>\$ 2,472.82</b>	<b>\$ 2,834.30</b>	<b>\$ 4,731.18</b>	<b>\$ 18,602.90</b>
Another Look Group								\$ -
It Works -- How & Why Group		\$ 64.20			\$ 42.10			\$ 106.30
Women's Step @ St. Martin Group								\$ -
<b>CONVENTION</b>								
MISCELLANEOUS		\$ 49.71		\$ -	\$ 60.00	\$ 341.00	\$ 10.00	\$ 460.71
Note:	Old deposits of \$49.71				refund from Anthony - zonal		Donation from mail	
<b>TOTALS</b>		<b>\$ 3,886.82</b>	<b>\$ 2,561.39</b>	<b>\$ 2,230.30</b>	<b>\$ 2,574.92</b>	<b>\$ 3,175.30</b>	<b>\$ 4,741.18</b>	<b>\$ 19,169.91</b>

**MONTHLY EXPENSE DETAIL**

<b>SUBCOMMITTEE LINE ITEMS</b>	<b>APPROVED BUDGET</b>	<b>Oct-2017</b>	<b>Dec-2017</b>	<b>Feb-2018</b>	<b>Apr-2018</b>	<b>Jun-2018</b>	<b>Aug-2018</b>	<b>TOTAL SPENT</b>	<b>BUDGET REMAINING</b>
<b>ADMINISTRATIVE</b>									
Printing/copying	\$ 150.00		\$ 14.81			\$ 17.03	\$ 97.21	\$ 129.05	\$ 20.95
Miscellaneous/Supplies	\$ 300.00		\$ 3.16					\$ 3.16	\$ 296.84
Post Office Box	\$ 350.00	\$ 356.00	\$ 20.00				\$ 350.00	\$ 726.00	\$ (376.00)
Workshops	\$ 500.00						\$ -	\$ -	\$ 500.00
Legal/Ad-Hoc	\$ 1,000.00		\$ 50.00	\$ 75.00		\$ 50.00	\$ 43.89	\$ 218.89	\$ 781.11
<b>ADMINISTRATIVE TOTAL</b>	<b>\$ 2,300.00</b>	<b>\$ 356.00</b>	<b>\$ 87.97</b>	<b>\$ 75.00</b>	<b>\$ -</b>	<b>\$ 67.03</b>	<b>\$ 491.10</b>	<b>\$ 1,077.10</b>	<b>\$ 1,222.90</b>
<b>RD, RD ALT. &amp; 2ND RD ALT.</b>									
Administrative/Miscellaneous	\$ 400.00		\$ 59.81	\$ 26.25	\$ 36.81	\$ 77.78		\$ 200.65	\$ 199.35
ASC Travel	\$ 600.00	\$ 112.81			\$ 600.00			\$ 712.81	\$ (112.81)
MARLCNA	\$ 900.00		\$ 656.00					\$ 656.00	\$ 244.00
Other World Service Events - DLT	\$ 1,000.00			\$ 106.71				\$ 106.71	\$ 893.29
Zonal Forum	\$ 900.00		\$ 763.50			\$ 310.00		\$ 1,073.50	\$ (173.50)
GSR Assemblies / Workshops	\$ 500.00			\$ 500.00				\$ 500.00	\$ -
World Services Conferences	\$ 1,800.00			\$ 418.96	\$ 1,293.85			\$ 1,712.81	\$ 87.19
Fellowship Development	\$ 1,500.00							\$ -	\$ 1,500.00
<b>RD ET AL TOTAL</b>	<b>\$ 7,600.00</b>	<b>\$ 112.81</b>	<b>\$ 1,479.31</b>	<b>\$ 1,051.92</b>	<b>\$ 1,930.66</b>	<b>\$ 387.78</b>	<b>\$ -</b>	<b>\$ 4,962.48</b>	<b>\$ 2,637.52</b>
<b>H&amp;I SUBCOMMITTEE</b>									
Learning Day	\$ 800.00						\$ 600.00	\$ 600.00	\$ 200.00
Literature	\$ 500.00							\$ -	\$ 500.00
Travel - MARLCNA	\$ 300.00		\$ 300.00					\$ 300.00	\$ -
Meeting List	\$ 500.00		\$ 160.00	\$ 50.00				\$ 210.00	\$ 290.00
<b>H&amp;I TOTAL</b>	<b>\$ 2,100.00</b>	<b>\$ -</b>	<b>\$ 460.00</b>	<b>\$ 50.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600.00</b>	<b>\$ 1,110.00</b>	<b>\$ 990.00</b>
<b>LITERATURE SUBCOMMITTEE</b>									
Administrative/Miscellaneous	\$ 200.00							\$ -	\$ 200.00
Workshops/Meetings	\$ 600.00							\$ -	\$ 600.00
Travel - MARLCNA	\$ 300.00		\$ 218.00	\$ 57.21				\$ 275.21	\$ 24.79
<b>LITERATURE TOTAL</b>	<b>\$ 1,100.00</b>	<b>\$ -</b>	<b>\$ 218.00</b>	<b>\$ 57.21</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 275.21</b>	<b>\$ 824.79</b>
<b>POLICY SUBCOMMITTEE</b>									
Administrative/Miscellaneous	\$ 200.00							\$ -	\$ 200.00
Workshops/Meetings	\$ 500.00							\$ -	\$ 500.00
<b>POLICY TOTAL</b>	<b>\$ 700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700.00</b>
<b>PUBLIC RELATIONS SUBCOMMITTEE</b>									
Admin/Misc <i>inc Mailings</i>	\$ 400.00				\$ 150.00	\$ 27.98	\$ 72.70	\$ 250.68	\$ 149.32
Conventions/Events	\$ 600.00				\$ 300.00	\$ 44.60		\$ 344.60	\$ 255.40
Internet	\$ 1,000.00						\$ 118.80	\$ 118.80	\$ 881.20
Meeting Lists	\$ 750.00				\$ 540.00			\$ 540.00	\$ 210.00
Non-NA Events <i>inc PSA's</i>	\$ 800.00							\$ -	\$ 800.00
Phoneline (FV/Verizon)	\$ 2,200.00	\$ 608.78	\$ 271.40	\$ 271.40	\$ 271.40	\$ 271.40	\$ 571.40	\$ 2,265.78	\$ (65.78)
Training and Workshops	\$ 800.00				\$ 96.08	\$ 280.91		\$ 376.99	\$ 423.01
Travel	\$ 750.00				\$ 426.79			\$ 426.79	\$ 323.21
<b>PUBLIC RELATIONS TOTAL</b>	<b>\$ 7,300.00</b>	<b>\$ 608.78</b>	<b>\$ 271.40</b>	<b>\$ 271.40</b>	<b>\$ 1,784.27</b>	<b>\$ 624.89</b>	<b>\$ 762.90</b>	<b>\$ 4,323.64</b>	<b>\$ 2,976.36</b>
<b>SPECIAL EVENTS SUBCOMMITTEE</b>									
Administrative/Miscellaneous	\$ 200.00								\$ 200.00
Picnic - Annual Event	\$ 1,200.00								\$ 1,200.00
Unity Day	\$ 800.00								\$ 800.00
<b>SPECIAL EVENTS TOTAL</b>	<b>\$ 2,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,200.00</b>
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 23,300.00</b>	<b>\$ 1,077.59</b>	<b>\$ 2,516.68</b>	<b>\$ 1,505.53</b>	<b>\$ 3,714.93</b>	<b>\$ 1,079.70</b>	<b>\$ 1,854.00</b>	<b>\$ 11,748.43</b>	<b>\$ 11,551.57</b>
<b>BUDGET REMAINING</b>		<b>\$ 22,222.41</b>	<b>\$ 19,705.73</b>	<b>\$ 18,200.20</b>	<b>\$ 14,485.27</b>	<b>\$ 13,405.57</b>	<b>\$ 11,551.57</b>		



		MONTHLY ACCOUNTING DETAIL						
		<u>Oct-2017</u>	<u>Dec-2017</u>	<u>Feb-2018</u>	<u>Apr-2018</u>	<u>Jun-2018</u>	<u>Aug-2018</u>	
<b>BALANCE RECONCILIATION</b>								
BEGINNING BOOK BALANCE		\$ 14,361.08	\$ 14,992.72	\$ 15,137.43	\$ 15,612.20	\$ 14,126.19	\$ 16,116.79	
PLUS UNCLEARED CHECKS		\$ 5,289.83	\$ 350.00	\$ 160.00	\$ 350.00	\$ 50.00	\$ 70.52	
LESS UNCLEARED DEPOSITS					\$ (2,230.30)		\$ (140.00)	
<b>CALCULATED BANK BALANCE</b>		<b>\$ 19,650.91</b>	<b>\$ 15,342.72</b>	<b>\$ 15,297.43</b>	\$ 13,731.90	\$ 14,176.19	\$ 16,047.31	
LESS ACTUAL BANK BALANCE ON 1st OF MONTH		\$ (19,650.91)	\$ (15,342.72)	\$ (15,297.43)	\$ (13,731.90)	\$ (14,176.19)	\$ (16,047.31)	
<b>EQUALS RECONCILIATION ERROR</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>DONATION CALCULATION</b>								
BEGINNING BOOK BALANCE		\$ 14,361.08	\$ 14,992.72	\$ 15,137.43	\$ 15,612.20	\$ 14,126.19	\$ 16,116.79	
LESS REMAINING BUDGET		\$ (22,222.41)	\$ (19,705.73)	\$ (18,200.20)	\$ (14,485.27)	\$ (13,405.57)	\$ (11,551.57)	
LESS PRUDENT RESERVE		\$ (5,000.00)	\$ (5,000.00)	\$ (5,000.00)	\$ (5,000.00)	\$ (5,000.00)	\$ (5,000.00)	
<b>EQUALS NAWS DONATION AVAILABLE</b>		<b>\$ (12,861.33)</b>	<b>\$ (9,713.01)</b>	<b>\$ (8,062.77)</b>	<b>\$ (3,873.07)</b>	<b>\$ (4,279.38)</b>	<b>\$ (434.78)</b>	
<b>ENDING BALANCE CALCULATION</b>								
BEGINNING BOOK BALANCE		\$ 14,361.08	\$ 14,992.72	\$ 15,137.43	\$ 15,612.20	\$ 14,126.19	\$ 16,116.79	
PLUS DEPOSITS		\$ 3,886.82	\$ 2,561.39	\$ 2,230.30	\$ 2,574.92	\$ 3,175.30	\$ 4,741.18	
LESS BUDGETED EXPENSES		\$ (1,077.59)	\$ (2,516.68)	\$ (1,505.53)	\$ (3,714.93)	\$ (1,079.70)	\$ (1,854.00)	
LESS NON-BUDGETED EXPENSES			\$ (250.00)	\$ (250.00)	\$ (346.00)	\$ (105.00)	\$ (250.00)	
LESS DONATION TO NAWS		\$ (2,177.59)						
<b>EQUALS ENDING BOOK BALANCE</b>		<b>\$ 14,992.72</b>	<b>\$ 14,787.43</b>	<b>\$ 15,612.20</b>	<b>\$ 14,126.19</b>	<b>\$ 16,116.79</b>	<b>\$ 18,753.97</b>	

DC Area  
Regional  
Reimbursement -  
\$250

Dulles Corridor -  
\$250

Frederick (201)  
and Mont Area  
Regionals (145)

Mont Area  
Service  
Committee \$105

**MONTHLY EXPENSE DETAIL**

<b>SUBCOMMITTEE LINE ITEMS</b>	<b>APPROVED BUDGET</b>	<b>Oct-2018</b>	<b>Dec-2018</b>	<b>Feb-2019</b>	<b>Apr-2019</b>	<b>Jun-2019</b>	<b>Aug-2019</b>	<b>TOTAL SPENT</b>	<b>BUDGET REMAINING</b>
<b>ADMINISTRATIVE</b>									
Printing/copying	\$ 150.00							\$ -	\$ 150.00
Miscellaneous/Supplies	\$ 300.00							\$ -	\$ 300.00
Post Office Box	\$ 350.00							\$ -	\$ 350.00
Workshops	\$ 500.00							\$ -	\$ 500.00
Ad-Hoc	\$ 1,000.00							\$ -	\$ 1,000.00
Regional Meeting Rent	\$ 1,500.00							\$ -	\$ 1,500.00
<b>ADMINISTRATIVE TOTAL</b>	<b>\$ 3,800.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,800.00</b>
<b>RD, RD ALT. &amp; 2ND RD ALT.</b>									
Administrative/Miscellaneous	\$ 400.00							\$ -	\$ 400.00
ASC Travel	\$ 600.00							\$ -	\$ 600.00
MARLCNA	\$ 900.00							\$ -	\$ 900.00
Other World Service Events - DLT	\$ 1,000.00							\$ -	\$ 1,000.00
Zonal Forum	\$ 900.00							\$ -	\$ 900.00
GSR Assemblies / Workshops	\$ 500.00							\$ -	\$ 500.00
World Services Conferences	\$ -							\$ -	\$ -
Fellowship Development	\$ 1,500.00							\$ -	\$ 1,500.00
<b>RD ET AL TOTAL</b>	<b>\$ 5,800.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,800.00</b>
<b>H&amp;I SUBCOMMITTEE</b>									
Learning Day	\$ 800.00							\$ -	\$ 800.00
Literature	\$ 500.00							\$ -	\$ 500.00
Travel - MARLCNA	\$ 300.00							\$ -	\$ 300.00
Meeting List	\$ 500.00							\$ -	\$ 500.00
<b>H&amp;I TOTAL</b>	<b>\$ 2,100.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,100.00</b>
<b>LITERATURE SUBCOMMITTEE</b>									
Administrative/Miscellaneous	\$ 200.00							\$ -	\$ 200.00
Workshops/Meetings	\$ 600.00							\$ -	\$ 600.00
Travel - MARLCNA	\$ 300.00							\$ -	\$ 300.00
<b>LITERATURE TOTAL</b>	<b>\$ 1,100.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,100.00</b>
<b>POLICY SUBCOMMITTEE</b>									
Administrative/Miscellaneous	\$ 200.00							\$ -	\$ 200.00
Workshops/Meetings	\$ 500.00							\$ -	\$ 500.00
Travel - MARLCNA	\$ 300.00							\$ -	\$ 300.00
<b>POLICY TOTAL</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000.00</b>
<b>PUBLIC RELATIONS SUBCOMMITTEE</b>									
Admin/Misc <i>inc Mailings</i>	\$ 450.00							\$ -	\$ 450.00
Conventions/Events	\$ 600.00							\$ -	\$ 600.00
Internet	\$ -							\$ -	\$ -
Meeting Lists	\$ 750.00							\$ -	\$ 750.00
Non-NA Events <i>inc PSA's</i>	\$ 800.00							\$ -	\$ 800.00
Phoneline (FV/Verizon)	\$ 2,700.00							\$ -	\$ 2,700.00
Training and Workshops	\$ 800.00							\$ -	\$ 800.00
Travel	\$ 750.00							\$ -	\$ 750.00
<b>PUBLIC RELATIONS TOTAL</b>	<b>\$ 6,850.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,850.00</b>
<b>SPECIAL EVENTS SUBCOMMITTEE</b>									
Administrative/Miscellaneous	\$ 200.00							\$ -	\$ 200.00
Picnic - Annual Event	\$ 1,200.00							\$ -	\$ 1,200.00
Unity Day	\$ 800.00							\$ -	\$ 800.00
<b>SPECIAL EVENTS TOTAL</b>	<b>\$ 2,200.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,200.00</b>
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 22,850.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 22,850.00</b>
<b>BUDGET REMAINING</b>		<b>\$ 22,850.00</b>	<b>\$ 22,850.00</b>	<b>\$ 22,850.00</b>	<b>\$ 22,850.00</b>	<b>\$ 22,850.00</b>	<b>\$ 22,850.00</b>		

		MONTHLY ACCOUNTING DETAIL					
		<u>Oct-2018</u>	<u>Dec-2018</u>	<u>Feb-2019</u>	<u>Apr-2019</u>	<u>Jun-2019</u>	<u>Aug-2019</u>
<b>BALANCE RECONCILIATION</b>							
BEGINNING BOOK BALANCE		\$ 18,753.97					
PLUS UNCLEARED CHECKS		\$ 550.00					
LESS UNCLEARED DEPOSITS							
<b>CALCULATED BANK BALANCE</b>		<b>\$ 19,303.97</b>					
LESS ACTUAL BANK BALANCE ON 1st OF MONTH		\$ (19,303.97)					
<b>EQUALS RECONCILIATION ERROR</b>		<b>\$ -</b>					
<b>DONATION CALCULATION</b>							
BEGINNING BOOK BALANCE		\$ 18,753.97					
LESS REMAINING BUDGET		\$ (22,850.00)					
LESS PRUDENT RESERVE		\$ (5,000.00)					
<b>EQUALS NAWS DONATION AVAILABLE</b>		<b>\$ (9,096.03)</b>					
<b>ENDING BALANCE CALCULATION</b>							
BEGINNING BOOK BALANCE		\$ 18,753.97					
PLUS DEPOSITS		\$ -					
LESS BUDGETED EXPENSES		\$ -					
LESS NON-BUDGETED EXPENSES							
LESS DONATION TO NAWS							
<b>EQUALS ENDING BOOK BALANCE</b>		<b>\$ 18,753.97</b>					