

CENTRAL NOVA AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS
November 26, 2023

Area Service Committee Executive		
RCM	Supriya D	Present
Alternate RCM	Vacant	Vacant
Chair	Bill H	Present
Vice Chair	Vadim M	Present
Secretary	Julee A	Present
Alternate Secretary	Vacant	Vacant
Treasurer	Jennifer M	Present
Alternate Treasurer	Vacant	Vacant
Activities Committee Chair	David C Rep	Present
Literature Committee Chair	Dave B giving report	Present
PR Committee Chair	John L Rep	Present
Ad hoc Committee Chair	Dave B	Present

Attendance: Home Groups – GSRs, Alternates, & Representatives				
	Group	Representative	Present?	Vote?
1	90 in 90	No Rep	No	No
2	A New Beginning	Keith F	Yes	Yes
3	Breaking Free	Darren B	Yes	Yes
4	Circle of Hope	No Rep	No	No
5	I Can't We Can	No Rep	No	Yes
6	Just for Today	No Rep	No	No
7	Last Chance	Brian M	No	No
8	Liberation	Antoine L	Yes	Yes
9	Living Clean	Cindy S	No	No
10	Love Life	Kyle P	No	No
11	Nature of Recovery	Darrell P	No	Yes
12	New Vision	No Rep	No	No
13	Nothing to Fear	Chrissy B	Yes	Yes
14	Phoenix Group (Sydney)	No Rep	No	No
15	Phoenix Group (Valley)	Will H	No	Yes
16	Pride in Our Recovery	Jenni P	No	No
17	Progress Not Perfection	Jack L	Yes	Yes
18	Serenity Seekers	No Rep	No	No
19	Sharing the Message	Nelson	Yes	Yes
20	Shelter from the Storm	No Rep	No	No
21	Starting Point	Steve T	No	No
22	Sticking with the Winners	No Rep	No	No
23	Strength in Numbers	No Rep	No	No
24	Survivors	Rick E/Scott M	Yes	Yes
25	Taking Care of Business	Tim B	No	Yes
26	We Do Recover	Ray K	Yes	Yes
27	You Have a Choice Today	Jim S	No	Yes
28	You're Not Alone	Ernie C	No	No

CNA web-site: www.centralnovaarea.ca CNA e-mail address: centralnovaarea@gmail.com

The meeting opened at 1:40pm with the Serenity Prayer. The 12 Traditions, 12 Concepts, 'A Vision for NA Service', and Service Prayer were read by the members.

No errors and omissions from October Minutes. Motion made and minutes adopted.

Attendance was taken with 8 groups present today. 9 executive members were present. Every group present has a vote today which means we can make decisions today.

Any Observers: no

No new groups to be seated.

SUB-COMMITTEE REPORTS

ACTIVITIES COMMITTEE: Dolores F, Chair (David C representing)

November 26, 2023

Good afternoon Area,

We opened our meeting with the Serenity Prayer at 10:15 am on the zoom platform with 6 of 9 voting members present. Our treasurer read his report and then had to leave leaving us 5 of 9. Chair David C has stepped up and has the support of the committee. Open positions on the committee: Vice chair, Secretary, Assistant Registration, Assistant Hospitality, Canteen Coordinator. Please take back to your home groups !! Come and be apart of.

Our walks went well – thank you to Will E for taking care of this.

We are looking for volunteers to help set up and clean up at the Inn Out of the Cold event.

Dec 25 Inn Out of the Cold is being held at 322 Herring Cove Rd. Please preregister for head count purposes only. Flyer to follow. For donations and contributions see any activities member.

10:00 am doors open

11:00 am brunch

1:00 pm meeting

5:00 pm Turkey dinner with all the trimmings etc

We are also looking for volunteers to help set up and clean up at the NY's Eve event.

Dec 31 New Years Potluck and Dance \$10.00 – being held at 152 Windmill Rd. Flyer to follow.

Please preregister for head count only.

6:00 pm doors open

6:30 pm Potluck

8:00 pm Speaker

9:00 pm Dance

March 30, 2024 Spring Into Recovery - more to be revealed.

May 17th – 19th, 2024 will be our Convention in Truro

Preregister \$35.00 before April 1. Register \$45.00 after April 1. Banquet \$35.00. Flyer and such to follow.

Special Activities Committee meeting:

December 16 10:00 am zoom platform 84901509248 pw cnana

Next Activities Committee meeting:

Jan 27, 2024

10:00 am zoom platform 84901509248 pw cnana

Question: Jennifer - Could NA Poster be put on the CARNA and CANA websites?

LITERATURE COMMITTEE: Dolores Chaired online meeting (Dave B as Rep at Area)

Good afternoon Area

The committee met this morning at 9:30 am on the zoom platform with 3 of 4 voting members present.

OPEN POSITIONS

VICE CHAIR

SECRETARY

PLEASE TAKE THIS BACK TO YOUR HOME GROUPS !!!!!

Starting Jan 1 2024, the pamphlet “20 things to do” will be .25 cents more. Postage for mailing will start at \$1.10

RAFFLE FOR THE CONVENTION (BASIC LIBRARY)

BASIC TEXT GUIDING PRINCIPLES LIVING CLEAN IT WORKS AND JFT

TICKETS \$5.00 EACH winner will be drawn at the convention Sunday morning before the spiritual speaker.

Winner will not have to be present to receive it.

SEE ANYONE ON THE COMMITTEE FOR TICKETS.

We did some house keeping to our guidelines for clarity.

WE HAVE A CONTRIBUTION OF \$277.61 TO GIVE TO AREA THIS MORNING.

Our next meeting is Jan 28 9:30 am

zoom platform 830 5446 3712

Pw cnana

Closed with 3rd step prayer at 10:05 am

The treasurer’s report will be sent to the secretary

YIS Acting Chair Dolores F.

PUBLIC RELATIONS COMMITTEE: John L Vice Chair

Verbal report given

PR Guideline changes:

Question: Rick – what were the questions for the committee regarding the new guidelines. John L – had to do with content changes whereas we understood they were only format changes to be done. The Area Vice Chair also confirmed that PR Committee can come to Area at any time to review but, for now, PR Committee is ok to support the changes to the guidelines. PR is standing aside and allowing the Groups to do their job and support the PR Guidelines. Discussion tabled.

PR Chair – there just isn’t enough support right now to push the guideline changes through. Tabled until January Area

ADHOC COMMITTEE: Dave B Chair

Ad-Hoc Committee on Guidelines – Final Report: 26 Nov 2023

This report outlines the rationale of our existence, a short history of our actions, the review and amendment process we applied to CNA and subcommittee guidelines, how we worked on guidelines, some other information, and a bit regarding our archives.

Rationale

More than once, our guidelines have existed in various “editions” with one set being partially updated while others were updated in other ways. Guidelines effective dates varied:

Committee Latest GLs On website

Area 29 Sep 2021 Jun 2017

Activities 26 Nov 2022 27 Nov 2021

Literature 08 Jan 2023 27 Mar 2022

PR ? 26 Nov 2017

Concept 8 states: “Our service structure depends on the integrity and effectiveness of our communications.” What communications do we send or receive regarding our various copies of guidelines? What & where exactly is the most up-to-date copy? How may they be easily accessed? At the February 2023 Area meeting, a proposal was submitted regarding our area’s guidelines. The

proposal asked that an ad-hoc committee be set up to review all guidelines used by Central Nova Area and its subcommittees. This committee:

1. Would consist of a chairperson, whose requirements are found in Area guidelines Article 3, para 3.10, and at least two other CNA members, preferably subcommittee members.
2. Would look at how guidelines may be better formatted, and more readily updated and accessed by members of CNA.
3. Would recommend how best to put any recommendations into our guidelines.
4. Would meet as necessary in March, April, May, and June, with the chairperson keeping accurate minutes of each meeting.
5. Would report progress to the ASC at the March, April, and May regular business meetings.
6. Would submit a final report at the June ASC meeting.

The intent was to incorporate Concept 8 more fully, by ensuring our guidelines are clear, concise, updated, and stored in a manner that makes the latest readily accessible. Concept 8 tells us: “Without the full picture, seen from all sides, our groups, service boards, and committees cannot develop an informed group conscience.” Out-dated and hard-to-find or comprehend guidelines detract from this. There would be no financial impact to CNA, other than minimal printing costs, which are detailed later in this report.

History of the Ad-Hoc committee

Comprising three members – one each from the Activities, Literature, and PR committees – our main tasks were to look at how the Area, Activities, Literature, and PR guidelines may be better formatted, more readily updated and accessed by members of CNA, and to recommend how best to put any recommendations into our guidelines.

We approached this in a methodical manner by:

1. Creating a guide: “Guideline Parts” – to provide a rationale for each guideline article.
2. Ascertaining a logical order of guideline articles to distinguish between guideline identification, the administration of the guidelines and the committee, and the functions of the committee (the jobs they perform).
3. Downloading or otherwise copying ALL editions of all guidelines that we could find, whether or not they conflicted with other copies.
4. Changing any PDF copies to Word, and comparing documents, a huge time-consuming task made much easier and more accurately performed by using the “Compare Document” function of Word.
5. Using the Compare Document function to get a history of revisions and amendments that had been made in guidelines, and incorporating that info into the revision page to provide a up-to-date history of changes made. Some guidelines were missing this info.
6. Inserted in-document links to allow for easier access to Articles from the Table of Contents.
7. Ensuring a common standard in formatting of all guidelines.

In March, we started with the latest copies of Area guidelines (amended 29 Sep 2021), Activities (25 Feb 2023), Literature (26 Feb 2023). We had done very little with the PR guidelines, as they were undergoing PR committee assessment for applicability to PR’s functions in 2023.

Although our original mandate was to look at formatting, accessibility, ease of update action, and clarifying common administration areas, we’ve noticed areas in guidelines that required clarification. To the best of our ability, these were cleared up, and would be submitted to the ASC as part of the overall review for that particular set of guidelines. The intent of the Article behind these clarifications was not disrupted.

Work progressed through March and April.

In May, due to an unavoidable delay in processing some of the guidelines, we requested a two-month extension to our mandate, allowing for the time PR needed for their internal review of their guidelines. Our end-date would now be the August Area meeting, rather than the originally scheduled June Area meeting.

In June, although not part of our mandate, as a courtesy we forwarded the completed common-standard

Activities and Literature guidelines to those respective committees for review. Both committees were satisfied with them. We submitted two proposals requesting Area approval of the completed Activities and Literature guidelines.

In August, the Activities and Literature guidelines were approved, and we submitted a proposal requesting Area approval of the completed common-standard Area guidelines. In the August Area minutes, it was recorded that PR had submitted a proposal asking groups to approve their up-dated guidelines. They had been unanimously approved by the PR committee in July, but weren't sent to the Area Secretary to send to our groups until a week before the Sep Area meeting, so could not be voted on by CNA groups.

In September, the Area guidelines were approved. Because the PR guidelines seemed to be only a partial set of guidelines, Area tasked the Ad-Hoc Committee to accept the PR guidelines as-is, and format them to the common-standard.

In October, PR guidelines were received, worked on, reviewed, and were forwarded to the PR committee for their review. The PR committee looked at them and give feedback, prior to them being presented to Area for approval.

In November, PR guidelines will hopefully receive Area approval. This report will be the final report of the Ad-Hoc Committee on Guidelines, and we will disband at the end of the November Area meeting.

Review process

To upgrade our various guidelines to a common standard, research and development was required. In order to develop a logical, readable, easy-to-update, and informative format that would be applicable to all our guidelines, we looked at two areas: What, and How.

What refers to the content of our guidelines. To understand what needs to be in our guidelines, we needed to know what CNA groups requires of its committees – not just the tasks the committee must

perform (its functions), but also how the committee operates (its administration). We had to ascertain if those requirements are currently in the applicable guidelines. We saw what other NA Areas have in their guidelines regarding similar requirements. NAWS was a huge help with this. Many Area and Regional guidelines and by-laws were perused. Some were helpful, and some were rather dismal in both their content and readability. Compared to others, ours were higher than the middle of the pack. How refers to the formatting of our guidelines. We needed to develop a logical order of Articles (eg- Removal of Officers should not come before Elections).

We grouped Articles according to their relationship to the committee. This involved splitting each guideline into four parts:

Part 1 is Guideline Identification, which contains five items common to all committee guidelines:

1. A Cover Page which displays:

- a. The committee's name and email address to identify whose guidelines these are and how to contact the committee.
- b. Central Nova Area website and postal address.
- c. Concept 1 to spell out why this committee exists.

2. A Revision Page which displays:

- a. The total number of pages to help ensure a printed copy has no missing pages.
- b. The date the guidelines were submitted and received Area approval.
- c. Subsequent revision dates when amendments were approved.
- d. A revision caveat to let readers know that their printed or downloaded copy might not be the latest.

3. A Table of Changes Page which tracks the revision date and affected Article(s) & page(s) and provides a concise description of each amendment. In effect: a short history of the guidelines.

4. A Table of Contents Page which lists Articles in a logical functional order, allowing Articles to be grouped with other similar Articles. In-document links allow easier access to Articles and back to the Table of Contents.

5. A Vision Statement, which is a clear, concise, and inspiring statement of committee purpose and functions. This serves to motivate committee members and to attract potential committee members by clearly specifying committee goals.

Part 2 is Document Administration, which contains three Articles common to all committee guidelines:

1. Article 1 – Purpose. States why these guidelines are required.
2. Article 2 – Definitions. Lists common and uncommon acronyms, words, etc., the committee uses in its guidelines.
3. Article 3 – Guideline Amendments. How to revise the guidelines. Differentiates between amendments that change the intent of an Article and those that don't (eg- housekeeping).

Part 3 is Committee Administration, which contains eleven Articles that are common to the composition of all committees:

1. Article 4 – Integrity. Ensures the principles and intent of the guidelines are followed.
2. Article 5 – Committee Members. WHO the committee is, position-wise.
3. Article 6 – Requirements and Duties of Executive Officers. Requirements needed for election. Duties: jobs of the position. Basic requirements of all committee members.
4. Article 7 – Requirements and Duties of Non-Executive Officers. Requirements needed for election. Duties: jobs of the position.
5. Article 8 – Other Requirements and Restrictions of Committee Officers. Term limits. Waiving requirements.
6. Article 9 – Elections. How and when to elect committee officers.

7. Article 10 – Removal of Officers. Removal & resignation policy.
8. Article 11 – Procedures. What gives the committee its authority to operate? How does it operate.
9. Article 12 – Voting Policy. CBDM, Robert's Rules of Order, a mixture? Table of voting policy.
10. Article 13 – Committee Meetings. Usual times/dates (generally-speaking). Special meetings.
11. Article 14 – Reports and Records. How to report committee activity to Area (or to Region). Secretarial and financial records. Physical/digital copies. Length of retention and disposal methods.

Part 4 is Committee Functions, which contains Articles that are unique to each committee. Total number of articles will vary.

1. Article 15 – Overview of Functions. A concise account of what that particular committee does.
2. Article 16 – Fund-Flow System. How that particular committee practices Concept 11.
3. Articles 17, 18, etc. One or more Articles detailing, in a general or detailed manner, what that particular committee's tasks are, and how they are performed.

The last page of each set of guidelines contains our guiding principles for service: the 12 Traditions of NA and the 12 Concepts for NA Service.

Working on our guidelines

We had to compare all the various editions of each of our guidelines. Because they were kept up-to-date, Activities and Literature guidelines were very easy to work on. Both of them, and the Area guidelines comparisons were started and completed in March. PR guidelines were started in April but were not complete until October.

Amending various common areas of each guideline was fairly easy, with the Cover pages of all four being completed in March. The Revision pages of all four were started in March, with Area and Activities completed in March, Literature completed in April, and PR completed in May. After each guideline was approved by Area, the approval information was entered on the Revision and Table of Changes pages prior to being sent to the appropriate committee secretaries for forwarding to their committees. What they received would then be the absolute up-to-date product.

For the body of the guidelines, we selected a readable font style which would reduce eyestrain when reading our guidelines, and ensure font sizing holds the reader's attention, making an Article's headings easy to differentiate from the body of that Article. Times New Roman, a serif style font, worked best.

We ensured sufficient “white space” (margins, paragraph spacing, etc.) on each page, neither overloading a page with what is written upon it, nor creating too much space between paragraphs. To aid the reader to quickly find what they wanted, we inserted in-document hyperlinks connecting the Table of Contents to the specific Article selected. We ensured all links worked, including external hyperlinks to the websites of CNA, CARNA, CANA-ACNA, and NAWS, as applicable.

Both the Activities and Literature guidelines were already using in-document hyperlinks. Hyperlinks were added to the Area and PR guidelines in March and October respectively. After achieving a common standard, in-document links were corrected in the Activities and Literature guidelines in April.

A standard of spacing was incorporated, with 24 pt between Parts, 18 pt between Articles, 6 pt between paras (eg- 10.1 & 10.2), 3 pt between subparas (eg- 1 & 2 or a & b), and 0 pt between sub-

subparas (eg- i & ii). This greatly improved readability. Area, Activities, and Literature guideline spacing was completed in March, with the PR guidelines completed in October.

We did an Article-by-Article comparison between each set of guidelines for commonality, where applicable. Articles that applied to two or more guidelines were identical, except where the applicable committee was named. An example is Article 4 Purpose, which is similar for each committee.

Area The purpose of these guidelines is to define the processes and responsibilities for arranging

and coordinating service functions in Central Nova Area of Narcotics Anonymous.

Activities The same, except for arranging and coordinating recovery-oriented social functions.

Literature The same, except for arranging and coordinating literature functions.

PR The same, except for arranging and coordinating public relations functions.

Area, Activities, and Literature guideline comparisons were completed by April. PR guidelines were completed in October.

Other information

Monthly progress reports were submitted for the March through November Area meetings. Every monthly report contained the request that if any groups had questions regarding the process we use, or any other matter regarding guidelines, they can contact the committee at literaturechaircna@gmail.com. No communication was received from anybody outside the Ad-Hoc committee. Our meetings were held in-person or on the Zoom platform, as the schedules of the committee members dictated.

Our printing costs are based on what Area pays for printing their minutes, agendas, etc. A statement of expenses is detailed below. An Area cheque will need to be cut for this amount payable to Dave B. who did all the printing for the committee’s use, and for presentation to Area.

Date	Document	# of copies	# of pp	Total pp	Cost
26 Mar	Area guidelines (Sep 2021)	1	13	13	\$1.30
30 Apr	Area guidelines	2	1	42	4.20
30 Apr	Activities guidelines	2	22	44	4.40
30 Apr	Literature guidelines	2	22	44	4.40
30 Apr	Guideline parts	3	3	6	0.60
25 Jun	Literature guidelines	1	22	22	2.20
25 Jun	Activities guidelines	1	22	22	2.20
25 Jun	Guideline parts	2	2	4	0.40
27 Aug	Area guidelines	1	21	21	2.10
27 Aug	Guideline parts	1	2	2	0.20
24 Sep	PR guidelines (from PR)	1	14	14	1.40
29 Oct	PR guidelines	1	24	24	2.40
29 Oct	Guideline parts	1	2	2	0.20
29 Oct	Submission sheet	1	1	1	0.10
26 Nov	Final report	1	6	6	0.60
26 Nov	Archives guidelines	1	18	18	1.80

Totals 285 \$28.50

Our archives

When looking at what services our Area provides, we noticed that guidelines mentioned the Area archives, yet had no information regarding exactly what is in them, where they were, how to access them, or whose responsibility they were. Our archives offer identification and a message of hope from our serving members, and are an invaluable source of help for members – currently-serving, past-serving, and those yet to serve.

It may, or may not, be common knowledge that – for many years – our Area archives are under the care and control of a non-elected member of CNA. This impacts two of NA’s Concepts:

1. Concept 5 states “For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.” A non-elected member is not accountable to the Area Service Committee.

2. Concept 8 states “Our service structure depends on the integrity and effectiveness of our communications.” What communications do we send or receive regarding the Archives? What exactly is contained in our archives? How may they be accessed?

The continuous duty of care regarding any service position or function can be a stress-provoking situation, especially when occurring over a period of years, or decades as in the case of our archives. A way forward may be to establish an Area Archivist as a non-executive officer of Central Nova Area, and to establish an Archives Committee. We’ve studied this, and following much thought, using the experience of our Area, and with the benefit of NAW’s Service Material Area, a method of operating the archives was produced, along with a common-standard set of guidelines for the Archives Committee. We’ve printed a copy for your perusal during the break. We would encourage discussion on this, and if desired, we could submit a proposal to form an Archives Committee and approve their guidelines. In anticipation of this, we’ve drawn one up for today.

All this is in no way a rebuke of the current archives holder, but is instead a way of addressing the impacts of Concepts 5 and 8 on our archives.

The current archives holder has expressed great interest in storing our archives at our storage facility, and would be grateful to have them there. Storing them in the temperature- and humidity-controlled environment of the storage facility would extend the physical life of our archives. It would also transfer the liability for care and custody of our archives from one member and their house to CNA, where it properly belongs.

The Last Amendment

With the PR guidelines hopefully being approved today, all our guidelines are current, and in a readable, logically-ordered form, easy to navigate, and with our new website, will be easy to find. One last housekeeping tweak of Area guidelines is required in order to have a commonality with our other three guidelines. As this affects more than simple grammar, a proposal is submitted today to deal with it. The intent of the Article has not changed, so groups can discuss and come to a consensus on this today.

Conclusion

The work we performed on our guidelines perhaps should not have been necessary. Keeping on top of the various changes to committee makeup, amendments, etc., will go a long way to help ensure the Ad-Hoc committee’s work will not require repeating.

Despite the long hours and frustrating delays, it has been a pleasure to engage in this endeavor. Thank you for your trust in us and the opportunity to be of service to you and the members yet to come.

Yours in service,

Dave B. John B. Krista D.

Chairperson Member Member

Activities representative PR representative Literature representative

GROUP REPORTS:**90 & 90**

GSR: Alt. GSR:
Absent, no report

A New Beginning

GSR: Keith F Alt. GSR:
Present, report submitted

Beginning Balance: \$ 7th Tradition: \$ Literature Sold: \$ Other: \$ Total Income: \$
Rent: \$ Literature Order: \$ Other: \$ GSR Fund: \$ ASC Contribution: \$
Total Expenses: \$ Prudent Reserve: \$ Total GSR Fund: \$ Ending Balance: \$
Home Group Members: 2 # at Business Meeting: 2 Average Attendance: 6 +/-

Breaking Free

GSR: Craig M Alt. GSR: Darren B
Present, verbal report given

Circle of Hope

GSR: Alt. GSR:
Absent, no report

I Can't We Can

GSR: Wade M ALT GSR: Bill H
Absent, no report

Just for Today

Rep Juniper P. All GSR
Absent, no report

Last Chance

GSR: Antoine L Alt GSR: Brian M.
Absent, report submitted

Beginning Balance: \$772.70 7th Tradition: \$61.35 Literature Sold: \$ Other: \$ Total Income: \$833.55
Rent: \$ Literature Order: \$194 Other: \$ GSR Fund: \$110 ASC Contribution: \$400
Total Expenses: \$804 Prudent Reserve: \$100 Total GSR Fund: \$ Ending Balance: \$29.55
Home Group Members: 6 # at Business Meeting: 3 Average Attendance: 20

Group Concerns: We are looking for home group members

Announcements: Our Candlelight meetings on the 1st and 3rd Monday of every month have been well received and will continue

Anniversaries: Joey B 6 years January 6, 2024 and Nancy B 7 years January 20, 2024

Liberation

Rep Jenn H Alt GSR: Antoine L
Present, report submitted

Beginning Balance: \$44.13 7th Tradition: \$TBD Literature Sold: \$5 Other: \$ Total Income: \$TBD
Rent: \$75 (Dec, Jan, Feb) Literature Order: \$6.50 Other: \$4 (Bank Fee) GSR Fund: \$ ASC Contribution: \$0
Total Expenses: \$ Prudent Reserve: \$100 Total GSR Fund: \$ Ending Balance: \$TBD
Home Group Members: 6 # at Business Meeting: 5 Average Attendance: 20 – 22

Group concerns: Following up to last month's group concern, we have re-instated greeters at the door for our group. This endeavor seems to have a positive effect on members and our own unity! If a newcomer enters, we also have a meeting list in hand, should they want one. As always, and as stated in our preamble,

we welcome any and all feedback. If members have any other suggestions or concerns, please feel free to reach out to Rick F, Samantha M, Tyra M, Jenn H, Antoine L, Louise G, Mike M or Cindy B.

Announcements: Liberation Annual Holiday Candlelight meeting will be held on Monday, December 18.

Festive treats and fellowship will follow the meeting ...please feel free to join us! Donations of finger foods and munchies are welcome! As with our group tradition, the 7th contributions collected will be donated to Inn Out of the Cold/Activities.

Anniversaries: Jenn H 3 years January 8, 2024

Living Clean

Rep Alt GSR:

Absent, no report

Love Life

GSR: Kyle P Alt. GSR: Brie Y

Absent, no report

Nature of Recovery

GSR: Darrell P Alt GSR:

Absent, no report

New Vision

GSR: Alt GSR:

Absent, no report

Nothing to Fear

GSR: Chrissy B Alt. GSR: Kary H

Present, report submitted

Beginning Balance: \$52.75 7th Tradition: \$42.30 Literature Sold: \$ Other: \$ Total Income: \$95.05

Rent: \$30 Literature Order: \$39.50 Other: \$ GSR Fund: \$20 ASC Contribution: \$

Total Expenses: \$89.50 Prudent Reserve: \$100 Total GSR Fund: \$100 Ending Balance: \$5.55

Home Group Members: 3 # at Business Meeting: 1 Average Attendance: 16

Group Concerns: We are in need of home group members to hold service positions

Announcements: Ashley C 2 years January 21, 2024

Phoenix Group (Sydney)

GSR: Alt GSR:

Absent, no report

Phoenix Group (Valley)

GSR: Shannon F Alt GSR: Willy W

Absent, report submitted

Group has 7 regular members. With Ledgehill clients, we usually have 5 – 10 people at our meetings. Our group conscience took place on Thursday, 16 November 2023 with 2 members present. We have no donation for Area this month.

Announcements: Shannon F 12 years December 7th

Pride In Our Recovery

GSR: Jenni P Alt GSR: Patrick M

Absent, no report

Progress Not Perfection (Musquodoboit)

GSR: Jack L Alt GSR: Vacant

Absent, report submitted

Beginning Balance: \$ 7th Tradition: \$ 214.60 Literature Sold: \$255 Other: \$ Total Income: \$469.60

Rent: \$80 Literature Order: \$382.55 Other: \$ GSR Fund: \$ ASC Contribution: \$7.05

Total Expenses: \$469.60 Prudent Reserve: \$ Total GSR Fund: \$ Ending Balance: \$

Home Group Members: 12 # at Business Meeting: 4 Average Attendance: 19

Anniversaries: Karen S 1 year December 19th

Serenity Seekers

GSR: None Alt GSR:

Absent, report submitted

Beginning Balance: \$100 7th Tradition: \$ 98.35 Literature Sold: \$ Other: \$ Total Income: \$98.35

Rent: \$40 Literature Order: \$43.50 Other: \$1.95 (Bank fee Oct 2023) GSR Fund: \$

ASC Contribution: \$ Total Expenses: \$85.45 Prudent Reserve: \$100

Total GSR Fund: \$ Ending Balance: \$112.90

Group Members: 7 # at Business Meeting: 4 Average Attendance: 8

Group Concerns: Our group really needs support. Most meetings are a few group members plus newcomers from recovery centre.

Announcements: Please announce that Serenity Seekers needs support. Also, we will be having a random “surprise” themed meetings – pamphlet student, SPAD discussing, speaker meetings in the upcoming months

Sharing the Message

GSR: Nelson (Rep) Alt GSR: Open

Present, report submitted

Beginning Balance: \$ 7th Tradition: \$83.60 Literature Sold: \$ Other: \$ Total Income: \$83.60

Rent: \$33 Literature Order: \$ Other: \$ GSR Fund: \$15

ASC Contribution: \$35.60 Total Expenses: \$83.60 Prudent Reserve: \$ Rent Fund: \$33

Total GSR Fund: \$150 Ending Balance: \$

Group Members: 9 # at Business Meeting: 4 Average Attendance: 6

Group Concerns: Does CNA keep a listing of motions/proposals that can be readily accessed? If not, why not? Having this list would be beneficial for groups when a proposal is being discussed, as they could quickly see that (e.g.) the proposal had been discussed years ago and not supported, or that it in fact had been supported but no action was taken.

Other Group Information:

1. We approved the PR guidelines with four minor housekeeping changes which require no proposal action, and may be approved during Old Business when the PR guidelines are discussed.
2. We also have a proposal to amend Area guidelines regarding travel expenses. This puts established and new policy in the guidelines, and requires group approval. We have one copy here, and will email the proposal to the Area Secretary for distribution to our groups.
3. Rent is paid up to end-January, and we serve herbal tea and decaf coffee.

Shelter from the Storm

Co-GSR: Tristan K Co-GSR: Jeff S

Beginning Balance: \$716.39 7th Tradition: \$119.20 Literature Sold: \$ Other: \$ Total Income: \$119.20

Rent: \$ Literature Order: \$ Other: \$ GSR Fund: \$ ASC Contribution: \$

Total Expenses: \$ Prudent Reserve: \$835.59 Total GSR Fund: \$ Ending Balance: \$

Home Group Members: 12 # at Business Meeting: 4 Average Attendance: 16

Other Group Information: Shelter currently lacks a GSR. Monthly reports are being completed and sent by the Acting Secretary

Starting Point

GSR: Steve T Alt GSR: None
Absent, no report

Sticking with the Winners

GSR: Alt GSR:
Absent, no report

Strength in Numbers

GSR: Alt GSR:
Absent, no report

Survivors

GSR: Rick E Alt GSR: Scott M
Present, report given

Beginning Balance: \$0 7th Tradition: \$212.25 Literature Sold: \$37.50 Other: \$ Total Income: \$ 249.75
Rent: \$ Literature Order: \$ Other: \$ GSR Fund: \$ ASC Contribution: \$ 75
Total Expenses: \$72.50 Prudent Reserve: \$ Total GSR Fund: \$ Donation to Church: \$75
Ending Balance: \$27.25

Home Group Members: 18 # at Business Meeting: 8 Average Attendance:

Group Information: It is with sad hearts that our group must announce the great loss of Patricia Frances L. Frances will be sadly missed, and we ask that all keep the family in their prayers during this time.

Other Group Information: Group talked about opening a 3rd meeting night on Thursday evenings. We have asked the church about this and to see if it is available. More discussion will be had after the New Year and when we have more information from the church. Meeting attendance is still high and our group is doing good.

Taking Care of Business

GSR: Tim B. Alt GSR:
Absent, no report

We Do Recover

GSR: Ray K Alt. GSR:
Present, report given

Beginning Balance: \$0 7th Tradition: \$95 Literature Sold: \$ Other: \$ Total Income: \$
Rent: \$80 Literature Order: \$ Other: \$2.50 (Bank fee) GSR Fund: \$12.50 ASC Contribution: \$
Total Expenses: \$82.50 Prudent Reserve: \$160 Total GSR Fund: \$ Ending Balance: \$

Home Group Members: # at Business Meeting: Average Attendance: 9

Group Concerns: Looking for home group members that can commit to at least one meeting a week. We are held Mondays, Wednesdays, and Fridays 12pm

You Have a Choice Today

GSR: Alt GSR:
Absent, no report

You're Not Alone

GSR: Ernie C Alt GSR: None
Absent, no report

EXECUTIVE REPORTS

RCM: Supriya D

Hi family,

I attended the Regional meeting on November 12th.

Our discussion included:

- All Area Webservants were asked to forward their upcoming activities as soon as possible.
- After the CANA Convention, a large donation of literature was given to the NFLD Area by the WSC which included Ips, white books, and 5 boxes of books.
- There is a new group in Miramichi, NB, and 2 new meetings in St. John's NFLD which will all be added to the Regional meeting list.
- All Areas were asked to get on board with linking their meeting list information with the World Website for Geotagging. For those of you unfamiliar with the term, Geotagging is the process of appending geographic coordinates to media, based on the location of a mobile device. Geotags can be applied to photos, videos, websites, text messages and QR codes. The benefit of geotagging in our fellowship is that it will help us assist with accurate information for the person who is looking for a meeting location.
- John B, Regional treasurer and Carl K, RD, will find the cost of the in person meeting space for the next Regional Assembly. They agreed to bring an estimate on how many rooms are needed as well as other logistics for the event to the next Regional meeting. Along with newly elected Susan G, RDA, they will make all arrangements for the event with no cost to the GSRs except for their overnight lodging and meals prior to the Assembly. Preregistration is a must.
- The RD encouraged all members to visit the website www.na.org/survey for an outline of the topics of discussion that are open to consideration at the next Canadian Assembly. He said it is a good way to become increasingly connected to the NA fellowship by developing an awareness of our worldwide fellowship and how we address those issues.

Elections:

- Dolores F was voted in as the Regional Vice-Chair and Susan G from NFLD was elected as our RDA.

Congratulations to you both!

- The Webservant position is open and really needs someone to step up and take the position as Paul made it clear he is soon finished.

Motions:

1. To create a yearly budget based on previous expenditures with the prudent reserve lowered to \$1,500. (Passed)
2. To have a cap of \$5,000 for the RD travel fund. (Passed)
3. To have the guidelines updated by the Admin Committee. It was agreed that a draft would be provided to the RSC for input and revision at the February meeting and the final approval at the May RSC. (Passed)
4. Since the Regional Assembly and the Central Nova Area Convention were scheduled for the same date, it was motioned to move the in-person Assembly event to August 10 & 11, 2024. (Passed)

Announcements:

- Sponsorship Day: Dec 2nd at 3-4:30pm (AST) Hear speakers from around the world. ID: 836 2813 3892 Passcode: 1953 (See na.org for more information.)
- PEI Unity Days: April 20-21, 2024
- Central Nova Area Convention: May 17-19, 2024.
- World Convention: August 29-September 1, 2024 in Washington, DC.
- CANA Convention: October, 2024 in Edmonton, ALTA.

The next Regional meeting will be held on the Zoom platform on Sunday, February 11th at 10a.m.

ID: 937 9880 0030 Password: NAservice

Thanks for letting me Serve,

Supriya D, CNA RCM

cnanarc@gmail.com

VICE-CHAIR: Vadim M

No Report

TREASURER: Jennifer M

Treasurer's Financial Report for October 28 to November 25, 2023

Prudent reserve \$1,250.00
 Insurance deductible reserve \$1,000.00
 Insurance Premium reserve \$1,300.00
 Total reserve \$3,550.00

Opening balance..... \$843.73

Income:

Literature (199).....	\$	
I Can't We Can (40)	\$100.00	
Liberation (56)	\$175.00	
New Vision (420).....	\$79.03	
Phoenix Group of NA (valley)(44).....	\$400.00	
Serenity Seekers (42).....	\$461.25	
Sharing the Message (cash)	\$121.40	
Survivors (196)	\$114.55	
We Do Recover (et)	\$13.00	
Income	\$1,464.23	+\$1,464.23
Total Income	\$2,307.06	

Expenses:

Void check(595).....	.00	
Secretary Travel expenses re Oct ASC (596)	\$135.00	
Circle of Hope travel expense Oct (597)	\$138.98	
CNAA Committee (storage box rental)(598)	\$232.17	
Post Office Box renewal(599)	\$281.75	
Literature (starter kit plus PR order#942735)(602)	\$141.65	
Contribution to Region (603).....	\$1,371.13	
Literature (PR order #942743)(604).....	\$70.50	
November rent (600).....	\$100.00	
Eastlink (cell phone) (PAD).....	57.11	
Bank fee(PAD).....	4.95	
Total expenses.....	\$2533.24	-\$2,533.24

Opening balance +Total income - Total expenses = Closing balance.....-\$225.28
 Rick - Do you have concerns? Jennifer - as Treasurer, the only concern that is had is that the groups need to be accountable. Now that the proposal went out and it has passed, for all groups to read financial information, this is good.

Yours in Loving Service, Jennifer M

OLD BUSINESS:**Elections:**

Alt. Secretary – vacant

Alt RCM - vacant

Alt. Treasurer – vacant

PR Chair – Darren B qualified – bring back to Home Groups

Activities Chair – David C qualified – bring back to Home Groups

Literature Chair - Voting for/against Article 9.2 in the Area Guidelines – Asking if Dolores F can be voted in over video call. Consensus is yes. Dolores called in and Groups voted as to whether she should be voted in as Literature Chair. All Groups voted in favor. Congratulations Dolores!

OPEN FORUM:

David C – putting our financial report in from activities for this month and last month. Area Treasurer report being talked about should be included in the minutes. This money is already ok'd to spend.

Ray – I would rather hear the Treasurer's financial then just included the group financials in the minutes.

Chrissy – asked for clarification of the GSR amount and how it is in a negative. Jennifer explained.

John L – create an ad hoc committee to audit groups.

John B – explained that if something is being blocked, the group must refer to the Traditions and explain how this goes against a tradition, as background information.

Dave B – provide transparency with the Treasurer's report, this is why it is read.

Ray – we used to do an end-of-year audit at the group level and submit it to Area.

GROUP CONCERNS:

Last Chance – looking for home group members.

Liberation - Following up to last month's group concern, we have re-instated greeters at the door for our group. This endeavor seems to have a positive effect on members and our own unity! If a newcomer enters, we also have a meeting list in hand, should they want one. As always, and as stated in our preamble, we welcome any and all feedback. If members have any other suggestions or concerns, please feel free to reach out to Rick F, Samantha M, Tyra M, Jenn H, Antoine L, Louise G, Mike M or Cindy B.

Nothing to Fear – looking for home group members to hold service positions.

Serenity Seekers – really needs support.

Sharing the Message - Does CNA keep a listing of motions/proposals that can be readily accessed? If not, why not? Having this list would be beneficial for groups when a proposal is being discussed, as they could quickly see that (e.g.) the proposal had been discussed years ago and not supported, or that it in fact had been supported but no action was taken.

Shelter from the Storm - Shelter currently lacks a GSR. Monthly reports are being completed and sent by the Acting Secretary.

We Do Recover - Looking for home group members that can commit to at least one meeting a week. We are held Mondays, Wednesdays, and Fridays 12pm.

NEW BUSINESS:

Proposal #1

Date: 26 Nov 2023

Proposal made by: Ad-Hoc Committee on Guidelines

Group/position:

Proposal: To establish the Area Archivist as a non-executive officer of Central Nova Area, and to form an Archives committee in accordance with Area guidelines Article 18 (Standing Committees).

This would require:

1. A set of requirements and duties to be spelled out in a manner similar to other Area committees (see Archives Guidelines).
2. Amendment of our Area & subcommittee guidelines to incorporate the Archives committee.
3. Elections for Archivist would be held at the Area meeting after approval of the Archives guidelines (this provides a month for Archivist volunteers or nominees to know what their job is).

Intent:

1. To incorporate Concept 5 by placing the archives under the responsibility of an elected member of Central Nova Area.

2. To incorporate Concept 8 by ensuring our archives are stored in a manner that makes archival material readily accessible.

Background:

1. Our archives have been in the care of a non-elected member of CNA for many years. This impacts two of NA's Concepts.

a. Concept 5 states "For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined." A non-elected member is not accountable to this body.

b. Concept 8 states "Our service structure depends on the integrity and effectiveness of our communications." What communications do we send or receive regarding the Archives? What exactly is contained in our archives? How may they be accessed?

2. The Ad-Hoc committee has studied the archives problem and has proposed the solution of adding the Archivist as an ASC officer. Following much thought, using the experience of our Area, and with the benefit of NAWS' Service Material Area, a method of operating the archives was produced, along with a common-standard set of guidelines for the Archives Committee

3. The continuous duty of care regarding any service position or function can be a stress-provoking situation, especially when occurring over a period of years, or decades in this case. The liability for care and custody of our archives properly belongs to CNA. This proposal is in no way a rebuke of the current archivist, but is a way of addressing the impacts of Concepts 5 & 8 on our archives.

ACTION: TAKE BACK TO GROUPS AND BRING BACK FOR JANUARY AREA

Proposal #2

Date: 26 Nov 2023

Proposal made by: Ad-Hoc Committee on Guidelines

Group/position:

Proposal: To approve the Archives Committee guidelines.

Intent: To ensure the Archives Committee has a written statement of its requirements and duties.

Background/Rationale: This presents new policy, consensus on which may be reached following discussion and approval at the group level.

ACTION: TAKE BACK TO GROUPS AND BRING BACK JANUARY AREA

Proposal #3

Date: 26 Nov 2023

Proposal made by: Ad-Hoc Committee on Guidelines

Group/position:

Proposal: To amend Area, Activities, Literature, and PR guidelines to incorporate the Archives committee. Added parts are highlighted in yellow, below.

Intent: To incorporate Archives requirements and duties as they apply in our Area and subcommittee guidelines.

Background/Rationale: This is a major housekeeping amendment, consensus on which may be reached during the meeting in which it was proposed. Note that the Archives Committee guidelines must be approved prior to this proposal being considered.

ACTION: TAKE BACK TO GROUPS AND BRING BACK TO JANUARY AREA

Proposal #4

Proposer: Ad-Hoc Committee on Guidelines

Date: 26 Nov 2023

Proposal: Amend Area guidelines. Yellow highlighting is added. Grey highlighting is deleted.

Article 9 Elections, paragraphs 9.2, 9.3, and 9.5.

- 9.2 Nominations will be held for two (2) consecutive months before elections. Nominees or volunteers are required to attend their nomination and election dates, and must qualify upon volunteering or acceptance of the nomination. Elections for an open position may be held at any time.
- 9.3 Nominees are required to be present during the month they are nominated and for elections and must qualify upon acceptance of the nomination. Elections for an open position may be held at any time.
- Old 9.5 Newly elected officers will assume responsibility immediately following the ASC meeting at which they are elected, except the newly elected secretary who will assume responsibility at the ASC meeting following their election.
- New 9.5 Elected officers will take over their duties immediately after election, except for the Secretary. The outgoing Secretary will take and distribute the minutes of the election meeting. All other secretarial duties are assumed by the incoming Secretary at the end of the meeting at which they were elected.

Rationale: 1. This removes the duplicate requirement that nominees/volunteers attend their nomination and election dates as previously stated in paragraphs 9.2 and 9.3. Paragraph 9.3 is a standalone sentence in common with the three subcommittees' guidelines regarding elections for open positions.

2. This clarifies that the newly-elected Secretary is responsible for every secretarial duty other than the minutes of the election meeting, as some of those duties refer to preparation for the next meeting. If the newly-elected Secretary waits until the following ASC meeting to begin their duties, chaos will ensue.

Financial Impact: None

Note: This housekeeping amendment affects more than simple grammar and addresses more than one spot, so this proposal is submitted to ensure clarity of action. The intent of the Article has not changed, so groups can discuss and come to a consensus on this today.

PROPOSAL #4 PASSED: AREA SECRETARY TO ADD UPDATE TO AREA GUIDELINES

Proposal #5

Date: 26 Nov 2023

Money Proposal? No

Proposer: Sharing the Message group

Proposal:

To amend the Central Nova Area guidelines to add a new article on travel expenses.

Intent:

1. To ensure CNA guidelines contain our current policy on travel expenses.
2. To ensure clarity of that policy.

Financial Impact: None

Background info / Proposal rationale / Contact persons outside the committee, etc: (if required, use other side)

Rationale:

1. Our current policy is not in our guidelines, which makes it easy to overlook. Eligible groups are not always aware of this policy. Placing this policy in our Area guidelines will enable awareness and reduce financial and mental stress.
2. The distance mentioned in paragraph 20.2 of this proposed article is up to the groups to determine during discussion. Eg- Sydney is 400 kms. Truro and Bridgewater are 100 kms. Windsor is 70 kms. Musquodoboit Harbour is 51 kms.

ACTION: TAKE BACK TO GROUPS AND BRING BACK TO JANUARY AREA

The meeting closed at 4:30 pm. The next Area will be January 28, 2023, at 1:30 pm.

YIS, Julee A

Email: secretarycna@gmail.com