

# Volunteer Regional Service Committee Minutes

6 August 2023

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## Volunteer Region Meeting Opened

Opened by Craig G with Serenity Prayer at 10:43 AM Central Time.

## Welcome/Recognize visitors and new members.

General introduction of all.

## Roll Call

### Administration

Position	Filled By	Attendance
Chair	Craig G	Present
Vice Chair	<i>Vacant</i>	
Secretary	Hannah M	Present
Alternate Secretary	<i>Vacant</i>	
Treasurer	Callie G	Present
Alternate Treasurer	Chris B	Present
Regional Delegate	Vince B	Present
Alternate Regional Delegate	Greg V	Present
Information Technology and Communications Coordinator	Jimmy N	Absent with notification

### Subcommittees

Position	Filled By	Attendance
Hospitals & Institutions	Lee K	Present
Outreach	Vacant	
Policy & Procedures	Lucy O	Present
Public Relations	Scott G	Present
Volunteer Region Convention - 41	Keith L	Present
Volunteer Region Convention - 42	Amber M (appt at Mid-Casual)	Present
Financial Legal Task Group	Joe S	Present
VRC Guidelines Ad Hoc	Sam D	Late with notification

### RCM/Areas

Area	Attendance
Chattanooga Area	Joe A
Clarksville Area	Absent
East Tennessee Ridges of Recovery Area	Oliver L
Greater Middle Area	Absent – but Dorian N (nominee)
Heart of Tennessee	Mike G
Knoxville Area	James B
Midwest TN Area	Jesse J
Mountain Area	Eddy G
North Central Tennessee Area	Bam P

Upper Cumberland	<i>Inactive</i>
West TN Area	Rick A
<b>Total</b>	8 of 10, quorum

## Secretary's Report

Please submit any reports you want in the minutes to the Google Drive by the end of this week. Lee K and Bam P need to be added to the distro list for email of the minutes.

## Review Minutes from Last VRSC

Minutes approved from May 2023 with amendments.

- Last names removed from outward facing minutes
- Remove Clarksville from list of areas that still owed merchandise money
- Replace Feb P&P report with May P&P report

## Reports

[Treasurer Beginning Report](#) (any submitted reports attached in Appendix D)

### May 2023

"Treasurer report 8/6/2023

Hello everyone,

The treasurer team has been busy. We have gotten three signers in the bank acct. Chris, Greg and myself That is the alt treasurer, RDA and treasurer. Chris has the debit card. We have closed the PO Box in Nashville and opened the one in Murfreesboro. The new address is PO Box 12053 Murfreesboro TN 37129. Jimmy has paid the bluehost and will be reimbursed Chris and jimmy are working to get the VRSC debit card so we won't have to worry about the renewal for three years. Chris is working on filing the post card. We have to consolidate the conventions books with the regions books before filing and has not had a chance to get that done. Our starting operating balance is \$25,125.35 Bank account balance is \$26,122.16 with three checks not cleared in the amount of \$986.81 The profit and loss statement and balance sheet will be in the minutes

Thanks for allowing me to serve

Callie G"

### August 2023

[Area Reports](#) (any submitted reports attached in Appendix A)

Area	Report Highlights
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Chattanooga Area	<ul style="list-style-type: none"> <li>21 groups, added the 'Active Change Group,' 10 other countries have viewed our website, added bus route numbers to meeting schedules, trying to put qr codes in buses, and much more in the full report. Look out for some upcoming events!</li> </ul>
Clarksville Area	<ul style="list-style-type: none"> <li>Absent</li> </ul>
East Tennessee Ridges of Recovery Area	<ul style="list-style-type: none"> <li>Recovering from pandemic, interest in doing an inventory, possible typos in guidelines and maybe need work done on them, several people have already registered for the convention in November.</li> </ul>
Greater Middle Area	<ul style="list-style-type: none"> <li>We have 35 homegroups and the Unity convention is coming up and we have not filled our portion of the room blocks.</li> </ul>
Heart of Tennessee Area	<ul style="list-style-type: none"> <li>16 homegroups, many events listed in the submitted report</li> </ul>
Knoxville Area	<ul style="list-style-type: none"> <li>Lots of area activities, 18 homegroup and 2/3 show up to area, looking at creating an area newsletter</li> </ul>
Midwest TN Area	<ul style="list-style-type: none"> <li>Expected to be observing today but will have a report next time.</li> </ul>
Mountain Area	<ul style="list-style-type: none"> <li>Recovery is strong, 14 homegroups, plans to start 2 new meetings, please visit our website for upcoming events</li> </ul>
North Central Tennessee Area	<ul style="list-style-type: none"> <li>I am the new RCM and looking forward to serving, we have 8 homegroups, events in written report</li> </ul>
Upper Cumberland	
West TN Area	<ul style="list-style-type: none"> <li>We have a check for the region, h&amp;I is serving 7 facilities, need some service positions filled, created a qr code to make online contributions, working with drug court to get our meeting lists updated</li> </ul>

### Administrative Reports (any submitted reports attached in Appendix B)

Position	Report Highlights
Chair	<ul style="list-style-type: none"> <li>Wanting to extend mentorship, mid-casual was very effective, amber m appointed at interim vrc 42 chair</li> </ul>
Vice Chair	<i>vacant</i>
Alternate Secretary	<i>vacant</i>
Regional Delegate	<ul style="list-style-type: none"> <li>We went to WSC and it was phenomenal, toured the world service office, we were able to use the e-ballots, about 300 participants from 44 countries and 28 languages, please read the submitted report for details of the business conducted at the WSC. Full report <a href="#">here</a></li> </ul>
Alternate Regional Delegate	<ul style="list-style-type: none"> <li>Attended SZF, business conducted in meeting is within the submitted report.</li> </ul>
Information Technology and Communications Coordinator	<ul style="list-style-type: none"> <li>Report in Appendix</li> </ul>

Subcommittee Reports (any submitted reports attached in Appendix C)

Position	Report Highlights
Policy & Procedures	<ul style="list-style-type: none"> <li>Meeting was held in June, have a few motions (likely housekeeping)</li> </ul>
Public Relations	<ul style="list-style-type: none"> <li>List of PR events that were conducted from May-August and those upcoming are listed in the submitted report.</li> </ul>
Hospitals & Institutions	<ul style="list-style-type: none"> <li>High need for services that outweighs the people available to do it, set a date for next regional h&amp;l meeting on Oct 29th</li> </ul>
Outreach	<i>vacant</i>
Volunteer Region Convention – 41	<ul style="list-style-type: none"> <li>All is well with this committee, asl chair positions filled and lots of volunteers, need area level speakers.</li> </ul>
Volunteer Region Convention - 42	<ul style="list-style-type: none"> <li>Going smoothly, working on hotel bids, holding on voting for subcommittee until the nomination actually goes through</li> </ul>
VRC Guidelines Ad hoc	<ul style="list-style-type: none"> <li>Copy in the reports folder and the edit groups are there, also.</li> </ul>
Financial Legal Task Group	<ul style="list-style-type: none"> <li>Not much has changed since the February report</li> </ul>

**-- Lunch Break 12:18-1:10 PM (during admin reports) –**

Open Forum

Topic	Discussion	Action
Recap of VRC merchandise	<ul style="list-style-type: none"> <li>All resolved</li> </ul>	- none
Regional debit card	<ul style="list-style-type: none"> <li>Callie, Chris, and Greg are the signers.</li> </ul>	- none
Regional assembly 2024	<ul style="list-style-type: none"> <li>moving to new business</li> </ul>	- none
MID-CASUAL	<ul style="list-style-type: none"> <li>Saves time here</li> <li>Who can attend/should?</li> <li>Admin, RCMs, everyone really</li> </ul>	- none
VRC Rotation/VRC 43/committee/location	<ul style="list-style-type: none"> <li>Like that it is a simple process and gives an accurate projection</li> <li>Maybe form an ad hoc</li> <li>What if we just sent it back to areas as being put back into the rotation?</li> <li>Do it every other year instead of every year.</li> <li>This is a premature conversation</li> </ul>	- On hold until info from VRC 43 is brought back
Require VRC to use QuickBooks	<ul style="list-style-type: none"> <li>We have it online and we can add users</li> <li>Instead of buying just add an expense line or class for the VRCs</li> </ul>	- Connect VRC 43 chair and VRC 42 with

	<ul style="list-style-type: none"> <li>• There is probably a way to keep them separate</li> </ul>	VRSC treasurer team
VRC Resource Advisory Chair vs Ad hoc	<ul style="list-style-type: none"> <li>• What about an archives committee?</li> <li>• Chairs are responsible for maintaining the files and archives</li> </ul>	- Leaving on open forum for more discussion
Cash app and/or Venmo	<ul style="list-style-type: none"> <li>• There might be fees</li> <li>• It takes a while to get Venmo linked to the account</li> </ul>	- Leaving on open forum for more discussion
New meeting space	<ul style="list-style-type: none"> <li>• This place? Yes.</li> </ul>	- Secure this place
VRC funding request	<ul style="list-style-type: none"> <li>• Trying to put something in place when something hasn't happened yet is pointless</li> <li>• They have to prove it is necessary in the guidelines</li> </ul>	- none
SZF donations	<ul style="list-style-type: none"> <li>• Are we donating outside of our organization/body?</li> <li>• We are not sending anything to SZF today no matter what</li> <li>• The SZF sends excess to NAS, we could send money to NAS instead and in the name of SZF instead of sending it to them</li> <li>• We should not be donating to non-charitable orgs until they become one</li> </ul>	- We need to look into this with the financial legal team
Changes to newsletter	<ul style="list-style-type: none"> <li>• Who would like to do it? Looking for help</li> <li>• Lucy offered (P&amp;P)</li> </ul>	- none

## Old Business

To include any unfinished business from the previous meeting and any items that were sent out for a "Group Conscience."

### Open from last VRSC or In-between meeting

- Inventory follow-up
  - VRSC resource list, Event calendar, Newsletter: feeling better so I am hoping to get back on top of that – Craig G
  - RCM orientation: Done
  - Event calendar: up and running
  - Secretary added to the calendar
  - VRC
- CAR/CAT workshop
  - Jimmy cannot be there but people want it to be hybrid.
  - I can bring stuff but we need a time limit because I can't stay there all night
  - We have stuff there and are hybrid so we can handle all of that – Craig G

- We will try our best to deliver info quickly – Vince
- Will we have reimbursement forms, if you need to be reimbursed
- Treasurer’s computer and software
  - Info to be provided in report by the end of the week

**Motions** If there are any, nomination forms and are in Appendix D

To go back to groups at areas:

- **Motion #07/05/2023 – 3:** Amber M for VRC 42 Chair.
- **Motion #06/08/2023 – 1:** Joe A for VRSC Vice Chair
- 

Done at VRSC:

- **Motion #06/08/2023 – 2: Marc S for SZF IT**  
**Passed**
- **Motion #06/08/2023 – 3: Kristin D for SZF Fellowship Development Facilitator**  
**Passed**

## New Business

Beginning with motions on the prearranged agenda and followed by motions submitted after the agenda’s preparation. Motions submitted after the agenda preparation may be put on the next meeting’s agenda but may need to be voted on during the current meeting at the discretion of the chairperson or by the decision of a two-thirds majority vote.

**Motions** If there are any, nomination forms and are in Appendix D

To go back to groups at areas:

- **Motion #06/08/2023 – 4:** Emergency check writing when 2<sup>nd</sup> signature is not available.  
Was attempted to be voted on at VRSC but **needs to go back to groups.**

Done at VRSC:

- **Motion #06/08/2023 – 5:** Length of Terms for Regional Delegate and Alternate Regional Delegate  
**Passed**
- **Motion #06/08/2023 – 6:** Regional Assembly  
**Passed**

**List of open regional positions:**

- Vice-Chair
- Alt-Secretary
- H&I
- Outreach

**If groups are interested in VRSC information, please request to be added to this email group:**

[allgroup@natennessee.org](mailto:allgroup@natennessee.org)

**Final Treasurer Report**

\$21,886.73 Final Balance

\$20,999.50 Pending Budgets

\$887.23 Remaining

Next VRSC meeting

November 26th, 2023, 9:30 AM CT

Chattanooga Marriott Downtown

Two Carter St.

Chattanooga, TN 37402

Closed Meeting

Closed meeting at approx. 5:30 PM CST



Appendix A – RCM/Area Reports

Mountain Area of Narcotics Anonymous  
PO Box 3161  
Blountville, TN 37617  
423.302.0490  
[Mountain-na.org](http://Mountain-na.org)

August 6, 2023

Report to VRSC

Greetings,

My name is Eddy G., I'm an addict, and I am the RCM from the beautiful Mountain area.

Overall, recovery in the Mountain area is strong and continues to grow from Marion, VA to Greeneville, TN. The majority of our service positions are filled, and all committees are active. We are donating \$1000 to the region this quarter.

**H&I** currently supports 9 weekly meetings where at least 110 unique individuals receive the message of recovery from an experienced group of panel members. There are plans to start two additional meetings this summer.

Our **PR** committee manages a robust and well-visited website, an active helpline, and maintains accurate meeting lists. There are 7 literature racks placed throughout community agencies that are managed and stocked by PR committee members. They manage and maintain a [Recovery Envoy website referral page](#) form that connects addicts exiting facilities with NA members so that their chances of attending a meeting on their first day out are increased. PR also holds regular service training workshops in coordination with other committees.

The **Activities** committee is also very active planning and organizing at least one area-wide event each month. In July we celebrated the 37<sup>th</sup> anniversary of the formation of the Mountain Area. For more information regarding future events please check our [website events pages](#). The **Policy** committee meets virtually each month. Our newly-formed **Outreach** committee is growing and carrying the message to our many remote, rural communities within the Mountain area.

In gratitude,  
Eddy G.  
Mountain Area of NA RCM

## **Knoxville Area Narcotics Anonymous (KANA) - 08/06/2023**

Hi, family!

There has been a lot of activity in the Knoxville area.

First, I want to introduce Della R., she has been voted in as our new Alternate RCM and will be taking over for me when my term ends. We are looking for the same warm welcome and networking to help her out in the spirit of rotation as she spins up and transitions over.

Next, I have information from our various subcommittees. PR is planning a flyer distribution day, where we will offer pizza to volunteering addicts who show up to distribute flyers (flyer attached in the region Miscellaneous folder). Our Area Activities has ramped up to full swing with about a dozen dedicated volunteers who support group events, our various subcommittees for other area events like Recovery on the Ridge and KACNA, and then create their own events such as Hope Floats which is coming back in September of this year. H&I has been slowly picking back up with a new chair, and we are looking to expand into other facilities, perform professional presentations where needed, and fill in gaps of service on the subcommittee. We have a website ad hoc subcommittee looking at proposals from professionals to take over our website for us and perform upgrades as well as ongoing maintenance. Our literature order coordinator position seems to be going well - we are not keeping stock, instead we are asking groups to bring their order and a check to ASC then come back to the next ASC to retrieve their order. We have vacancies with Policies and Procedures and with Outreach, and are hoping to fill those positions soon.

I have a number of upcoming event announcements, all flyers uploaded to Region Events folder:

Hope Floats has a pre-registration Game Night put on by two home groups at The Flat Iron V in Knoxville on Saturday, August 12th at 5pm, flyer attached.

Hope Floats will be addicts floating down the river in innertubes, full of speaker meetings, watermelon eating contest, all kinds of games and events, with a speaker meeting going down the river as a main event. September 2nd, noon-11pm, flyer attached.

Recovery on the Ridge is October 13-15 weekend and includes 5 meals, flyer attached for pre-registration. Register in time to get a homemade DIY lasercut commemorative birchwood badge with your name on it. This is our annual fundraiser for KACNA. Pre-registration flyer attached.

KACNA VI is March 1-3 2024, we have had home groups throw pre-registration fundraising events with one home group raising \$135 at an auction by selling a cream pie to throw at our Area Activity chair's face. Pre-registration flyer on the way, more to be revealed.

Our home groups seem to be doing well but this ebbs and flows, some have shut down and some new ones have started. There are about 18 home groups in our area, with about  $\frac{2}{3}$  that show up to our ASC. We have some smaller groups still struggling and there are efforts underway to try and show support but this has also been inconsistent with one group shutting down due to very low numbers after repeatedly asking for support several months in a row. Practical Applications home group has shut down. Spiritual Principles is a new home group located at The Gateway at 500 W 5th Avenue in Knoxville. Clean and Serene is a new home group located at First Christian Church at 328 W. Rockwood St, Rockwood TN. RAW is a returning home group that has started showing back up to area. A couple of groups have been engaged in the Group Inventory process.

At our area level, we had a fairly successful Area Inventory. Thanks to our facilitators for making that happen. We provided pizza and drinks and had about a dozen addicts show up to participate, and we came up with a list of issues we would like to address and proposed solutions. We have still not unpacked this yet at the area level, but this is expected to happen soon.

We are also looking at creating an area newsletter where events, announcements, and other info can be passed live to GSRs, servants, and any addict in the area.

We have discussed three of the VRSC agenda topics - VRC rotation, Regional Assembly 2024 topics, and online payments for region. I will bring my area's opinions up when we get to those agenda items.

Also, shoutout to Mountain Area for inviting us out to their 37th Annual Woods Party at the Laurels, it was a great time and we had about a dozen Knoxville addicts show up in support. We deeply appreciate Mountain Area sending out a bunch of addicts to our 4th of July KACNA fundraiser, as well, and for Chattanooga Area sending out Joe to speak for us at our ROR pre-registration fundraiser.

Our ASC meets 3rd Wednesdays at 10am at 828 Tulip Avenue in Knoxville, Tennessee at Square Dancer's Inc. For August only, we will meet the 4th Saturday, instead.

Finally, I took 200 blue and 200 purple VRC 41 fundraising step-writing pens to Knoxville. I have returned with \$202 cash and 106 purple, 101 blue. Some addicts donated without accepting the pens, which explains the overage.

In loving service,  
James B.

[knoxville@natennessee.org](mailto:knoxville@natennessee.org)

(865) 306-1869

## East Tennessee Ridges of Recovery Regional Committee Member Report: August 6, 2023

Good morning everyone.

I am happy to report that the ETROR ASC is continuing to recover from the struggles and transition from the pandemic and other matters. We now have a chairperson, secretary, and chairpersons for the PR subcommittee and A&F subcommittee. We still need a treasurer and several chairpersons for several other subcommittees. During our most recent business meeting during open forum the topic of doing an inventory of the ASC came up. One member with several decades of clean time and service work mentioned that they had never heard of service committees doing inventories. A request was made that I report that there is interest in doing an inventory and this time I'll record any suggestions of persons who might help with this and pass them on to our chairperson. Hopefully we can get things on a good track early on in the process of getting our area back up to levels before the pandemic and beyond. I appreciate everyone who has offered suggestions and support over the past year. Thank you.

On June 4<sup>th</sup> the Public Relations subcommittee did a "Feed The Park" event in the Fred Miller City Park in Morristown, TN, as part of the Public Relations week. During the day three or four people grilled hot dogs and gave them away free to park visitors along with bottled water and NA literature relevant to the situation. I believe this is the fourth year that we've done this event. Also our new Activities chairperson held the first A&F subcommittee business meeting on July 7 after the regular Friday night meeting in Newport, TN, with a dozen or so in attendance. A cookout was planned which ended up being in a TVA campground on Douglas Lake on July 29. It was a fund raising even with food served for five dollars a person. No addict was turned away. Some members camped out the night before as this is a free, first come/first serve site. It's great seeing our area service body taking advantage of the wonderful resources of East Tennessee. I don't have a head count of attendees or how much money the event raised. Good communication remains an function needing improvement in our area. I was unable to attend due to prior commitments. It's great to see things moving in a positive direction and recovering addicts enjoying our fellowship and recovery.

One of the things that we've been working on has been to improve the Guidelines for the ASC. Lacking a chairperson for the P&P subcommittee, an ad hoc subcommittee was formed back in the spring to address several concerns, including the chairperson's agenda. The committee recommended several changes that were made into a motion and sent back to the home groups, which were passed. There are a few other concerns that I see need to be considered, like from Section IV, Article A, Line #6 of the Guidelines.

"All members of the Area, including Chairperson up to 10 GSR's may make motions."

I'm sure whomever wrote this line knew what they were trying to say at the time, but it looks like a rewrite for clarification is in order. It was mentioned during discussions of the ad hoc committee that someone had retyped the guidelines at some point. Anyway, I'll be asking for more work on our Guidelines so we all have clarity on how we do service work to help become more effective in carrying the message to the addict that still suffers.

There wasn't a quorum of GSR's during the June business meeting. Those in attendance, including two GSR's, went ahead and did reports and had an open forum on how to increase home group attendance and service work. During the July meeting a member brought it to everyone's attention that according to the guidelines, if there isn't a quorum, there isn't supposed to be a meeting at all. This policy wasn't brought up back in January after the December business meeting when there wasn't a quorum. And this

policy isn't stated explicitly in the guidelines. My understanding is that a quorum is needed to pass motions that need to be voted upon, like spending funds. Just another example of where the ASC guidelines need some clarification.

Our H&I subcommittee chairperson's one year commitment was completed back in the spring and he chose to not continue until a replacement could be found. So when Lee K. sent out the notification about the Regional H&I Zoom meeting last Sunday, I logged on and attended it. It was a great meeting of going through introductions and reporting from the areas and I was glad to see this isn't going to end up being a committee of one. This is important work that leads to better chances of reintegration after release with respect to addicts that are incarcerated. My participation has been with treatment centers, especially juveniles. I look forward to passing on this information to the next person that steps up to take on this service position. Our previous chairperson was starting to burn out towards the end of his term. I think having a support network that the Regional subcommittee provides would have been really beneficial. Onward and forward. Thank you for your service, Lee.

A few months ago I got some cake pans and a covered dish for a cake that travels and started making cakes for the home group. Next Saturday I plan to take a cake to the Area business meeting. Maybe I can sweeten this crowd up. Hey! While recovery is a survival issue, let's not forget to have fun and enjoy this new way of life with a wonderful fellowship of folks like us.

In loving service,

Oliver L.

# Feed The Park

June 4, 2023, from 2 pm until 6 pm  
At The Rotary Pavilion in the Fred Miller Park  
441 West Morris Blvd, Morristown, TN



The Public Relations Subcommittee of East Tennessee Ridges of Recovery of Narcotics Anonymous presents our annual event bringing attention to the Public Relations service work in our Area by giving away free hot dogs and water to the community in the Park while providing information on how NA can help the addict who has a desire to stop using. There will be a meeting at the site from 5-6 pm. Please join us and support our fellowship. For more information contact John D @ 865-322-5213

**Chattanooga Area RCM Report**  
**8-6-2023**

Hello Family,

The Chattanooga Area is doing well. We have 21 groups in our Area. We recently added another group to our Area. The Active Change group. It meets every Sunday at 6pm CST in Rainsville, AL.

Fellowship Development reports that our website has been viewed but 10 different countries other than the US.

The following updates have been made to the Website:

- added new “Active Change Group” Sunday night meeting to the website.
- uploaded most recent Area minutes to the website.
- added the August meeting schedule PDF to the Home Page and Find A Meeting page
- updated the “No Matter What Group” to new TCCS address.
- updated “Rise And Shine Group” address and added lit study to the format for Tuesdays
- removed “The Summerville Group” from the website.
- put Chill Out On Chillhowie flyer on Events page

There has also been an issue with WordPress. We have been noticing recently that when event flyers are published on the site, WordPress is apparently very randomly selective about what kinds of devices can see which flyers. It seems to like Apple devices but things like Android phones and HP desktops will only show certain flyers, not ALL of them. Apologies to anyone that has been having difficulty seeing the event flyers on the website! We’re working on it, and we appreciate your patience.

The following Changes have been made to our paper meeting schedules:

- updated the schedule PDF to show suite 108 instead of suite 100 for the No Matter What Group
- added the new “Active Change Group” in Gainesville, AL to the schedule
- changed “The Fix Group” from Friday to Saturday
- made updates for the “Rise and Shine Group” (Tuesdays are now literature study and speaker meeting 1st Thursday of the month and changed address to 109 Frazier Ave [special instructions to park in the back off Woodland Ave] note that the location has NOT changed, they are just changing the address information with hopes that it will more effectively direct people to the meeting space)
- verified that “The Summerville Group” is no more and it has been removed from the meeting schedule.

They have also set a recruitment goal for phone line is 6 males and 6 females. Two members also put together some guidelines for the Carpool Coordinator position that



were presented to Fellowship Development and we discussed the final guidelines to present to Area for voting. (I'm attaching the carpool coordinator guidelines to be presented/sent out to groups at Area)

FD is also planning a flyer hanging day on September 9th. More details to come as planning continues. Fellowship Development reports that they have added CARTA bus route numbers to the meeting schedule to make it easier to pick the right bus to get to a meeting. They will be seeking funds from the Region to put QR code signs inside the buses that point people to the NA website.

H&I is alive in the Chattanooga area. Focus, Sholze, Walker State Prison and CADAS are going well but as always we could use all the help we can get to insure the strength and diversity of the message we are trying to carry. We had 8 orientations this month. We have great willingness for going into facilities but can always use new faces to help carry the message better. We also still really need people to sign up and help go to the Prison. To fill out the application you can find it in the NA Chattanooga website under the h&i page. We will also help people do the application all they have to do is reach out. We have an open position for Sholtz men sides chair. We are currently talking with valley about doing a presentation for H&I. And have some other centers interested in having H&I. Before we can do that we would need willing addicts to help facilitate these meetings. We are having a H&I learning day where we will be doing orientations and discussion about H&I. We will also be reviewing the guidelines to see if anything needs updated or changed. It will be Aug 6th location and agenda to be announced.

Surrender Under the Stars will take place on Sept.29th - Oct.1st. Speaker Jam was a HUGE success, our committee has simply gone above and beyond to make this year's event happen. They have voted on Artwork and our Merchandise Chairs are in full swing to

organize purchase of items for selling. They are in the process of scheduling a walk through at Dogwood Lodge to see where they are this year with improvements and anything we need to know that's new at the campgrounds. Culinary and Programming are wrapping up and almost finalized as well!!! Pre-Registration is recommended for a discounted price and much appreciated. I will include a digital copy of the registration Flyer with my report.

Our Activities subcommittee is looking for support for the local area. They currently only have 3 members serving on the committee and it's a struggle with so little help. There are concerns of the Activities getting disbanded if more willingness to serve doesn't arise. More will be revealed. Their next event will be Unity day on Aug. 6th located at the Chickamauga Dam Rec. pavilion.

We also created an Ad-Hoc committee to explore the feasibility for the Chill Out on Chilhowee annual campout to become a Chattanooga Area Service Committee (CASC) event similar to how the Surrender Under the Stars annual campout is a CASC event.

The next Chill Out on Chilhowee campout will be August 25-27. It is held at the Chilhowee Recreation Area, on Chilhowee Mountain, up near Lake Ocoee off Hwy 64.

One big item we are planning is that an Area inventory. A member reported that it has been 10 years since we have done an Area inventory. This event would take most of a day, and anyone may participate, but at a minimum the GSRs would participate. We have found a willing facilitator from outside the Area and we are now discussing a time and date. More will be revealed on that.

The No Matter What home group is hosting their annual Dam Picnic on Aug. 19th at the Chickamauga Dam.

Home groups are doing well and there are a lot of up coming celebrations in our Area. There are no group concerns at this point that have been brought forth that aren't handled effectively at the ASC meeting.

Please let me know if you have any questions or comments. Thank you for allowing me to serve.

I.L.S.

Joe A. Chattanooga RCM

## Heart of Tennessee Area of NA Volunteer Regional Report for August 2023

Greetings family from the Heart of Tennessee Area. The HOT Area has been actively carrying the NA message of recovery in our area of service. We currently have 16 Homegroups that are supporting the HOT Area.

Our Activities Committee has planned a kayaking trip on Saturday September 9<sup>th</sup>. The details are as follows.

### Kayak Trip:

The committee is excited to announce the organization of a beautiful kayak trip, scheduled to take place on Saturday, September 9<sup>th</sup> at Smooth Rapids in McMinnville, TN. The trip promises to be a memorable experience with breathtaking views and the opportunity to spend quality time with friends and family.

### Details:

- Date: 9/9/2023
- Location: Smooth Rapids, McMinnville, TN
- Meeting Point: Walmart on Rutherford in Murfreesboro
- Meeting Time: 8:00 AM
- Trip Start Time: 10:00 AM
- Rental Fee: Each participant is required to pay \$40.00 for the day, and \$39.00 for kayak rental (you can bring your own kayak, but it is still a \$20.00 fee).
- Payment Options: Cash App, Venmo, Zelle, and Apple Pay. Please contact Gordon or Kyle for further details. At 615-796-8238 or 615-479-8190.

The Activities Committee is also discussing the idea of hosting a Unity Day to foster fellowship and unity among the Groups in the HOT Area. Details for this event are still in the planning stage and will be updated as soon as the Committee finalizes plans.

A couple of Homegroups are also holding events in the next couple of months, The Rutherford County Night Owls will be having their annual picnic on Saturday, August 12<sup>th</sup>. The event will be held at Old Fort Park in Murfreesboro from 10:00 a.m. to 5:00 p.m.

The Spiritual Solutions Group will be celebrating their 8<sup>th</sup> Anniversary by having a picnic on September 10<sup>th</sup>. This event will also be held at the OLD Fort Park in Murfreesboro from 10:00a.m. until 5:00 p.m.

Our Hospital and Institution Committee is actively carrying the NA message to the Rutherford County Workhouse and Brooks Healing Center in Wartrace, TN. The Committee needs females to carry the message to the women's in the Workhouse. They are having a hard time fulfilling their commitment to the facility because of this issue.

Our Outreach Committee has been active in supporting the outlying groups in our service area.

The Public Relations Committee has had an active few months by hosting several Public Relations events for the public and professionals in our community. They have also planned to have a booth set up at the upcoming Rutherford County Recovery Fest in September and the Annual Autumn Street Fair in McMinnville in October. They are also planning a flyer hanging day in October.

Finally, our generous group donations have allowed the HOT Area to contribute \$900.03 to the Volunteer Region.

Thanks for allowing me to serve.

Michael Gill

615-556-5796

**West TN Region Area of Narcotics Anonymous Meeting, Sunday, 8/6/2023, Murfreesboro, TN**  
**West TN Area Report-Memphis, TN**

West TN Area's presenting Region Service Committee a check for \$200.00

H & I is currently serving 7 facilities in the area and currently working with another women's center[Marys Transitional Housing].

Public Relations are meeting monthly and wanting to add NA pamphlets into The City of Memphis libraries.

Created QR code for making online contributions thru our website.

Public Relations working to add more court ordered approved meetings. Currently the City of Memphis has 50% of meetings Drug Court approved.

Public Relation's presenting a Service Fair (see below)

***Narcotics Anonymous***  
***West TN Area Report-Memphis, TN***  
***Service Fair***

ALL NA MEMBERS WELCOME

WHEN:  
August 12<sup>th</sup>, 2023  
2pm – 4:30pm

PIZZA, SNACKS  
AND DRINKS  
PROVIDED

WHERE:  
1738 Galloway Avenue, Memphis, TN  
38112 Enter in rear, right side  
Of the building

2 SPEAKERS ON  
SERVICE WORK

COME LEARN ABOUT AREA SERVICE  
AND HOW YOU CAN GET INVOLVED.

QUESTIONS? CONTACT

Some positions have clean requirements.  
Some only require willingness and a daily abstinence.

George P (901) 490-4526

[tigergeorge55@att.net](mailto:tigergeorge55@att.net)

Glen H (901) 219-539

[Glen.Harmon@outlook.com](mailto:Glen.Harmon@outlook.com)

NA in May 33-Campvention was a success and were able to add \$2,349.40 to subsidy.

We still have West TN Area Service Positions available: Alt Secretary, Vice Chair, Alt Treasurer, Newsletter, Policy & Procedures.

In loving Service: RickA. and TammyS.



Appendix B – Administration Reports

## ITCC Report:

- YAP Updated to 4.2.10-beta2
- Updated google analytics and google ads
- Added North Central Area to the BMLT
- Have continued to update meetings, email addresses, and the website as requests come in



## REGIONAL DELEGATE TEAM REPORT

**EVENT:** Southern Zonal Forum

**LOCATION:** Murfreesboro, TN.

**DATES:** 7-28-23 / 7-30-23

**ATTENDEES:** Show Me, Arkansas, Bluegrass Appalachian, Tejas Bluebonnet, Lone Star, Volunteer, SZF Delegate, SZF Facilitator

**TOPICS:** Surveys, Taxation status, Inclusion of Ethnic groups, Disunity.

**WORKSHOPS:** Unity, MAT/DRT, Predatory Behavior.

**NOMINATIONS / MOTIONS:** Mark S. nominated for AV coordinator. Kristen D. nominated for FD coordinator

**ELECTIONS:** Scott K. was elected SZF Delegate, Scott M. was elected SZF Facilitator.

**FOLLOWUP:** There are still several Regions that have not submitted the survey on the collaboration of US Zones.

Discussion was held on the need to file an EIN or a 501c3 status for accountability on taxation. It was decided we will have a member check into both choices but it appears the EIN would be more affordable.

A discussion was held on the need to contact the Louisiana Region for confirmation of the Summer 2024 SZF.

A reimbursement was discussed for the travels of the PR Organizer for SZF business. The topic of reimbursement was also brought up, as to when those expenses and others can be submitted to the treasurer.

The topic of focusing on the need to recognize the Native American Heritage as a group in need of support in multiple areas and regions was presented to the body.

There was also the topic of dissention in trusted servants causing disunity in several situations.

Bank account signatures will be updated due to elections.

The Timeline for SZF meetings has been updated.

All workshops were well attended and very informative.

On Monday the 9th. of October a zoom meeting will be held to submit reports prior to the scheduled SZF meeting to be held hybrid on Sunday October 15 from 11:00am - 2:00pm in Detroit during the MZSS

In Loving Service,  
The Volunteer Region Delegate Team





Hannah McLaurin &lt;secretary@natennessee.org&gt;

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**Treasurer report Aug 23**

1 message

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**Callie G** <treasurer@natennessee.org>  
To: Hannah McLaurin <secretary@natennessee.org>

Sun, Aug 6, 2023 at 5:26 PM

Treasurer report 8/6/2023

Hello everyone,

The treasurer team has been busy. We have gotten three signers in the bank acct. Chris, Greg and myself That is the alt treasurer, RDA and treasurer. Chris has the debit card. We have closed the PO Box in Nashville and opened the one in Murfreesboro. The new address is PO Box 12053 Murfreesboro TN 37129. Jimmy has paid the bluehost and will be reimbursed Chris and jimmy are working to get the VRSC debit card so we won't have to worry about the renewal for three years. Chris is working on filing the post card. We have to consolidate the conventions books with the regions books before filing and has not had a chance to get that done. Our starting operating balance is \$25,125.35 Bank account balance is \$26,122.16 with three checks not cleared in the amount of \$986.81 The profit and loss statement and balance sheet will be in the minutes

Thanks for allowing me to serve  
Callie G

---

**5 attachments** **Profit and Loss Detail Report.pdf**  
44K **Balance Sheet Report.pdf**  
37K **May 2023 Statement.pdf**  
529K **June 2023 Statement.pdf**  
104K **July 2023 Statement.pdf**  
139K

# Volunteer Regional Service Committee Inc.

## Balance Sheet

As of August 6, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
USPS po box	176.00
VRSC Checking Acct	23,442.16
<b>Total Bank Accounts</b>	<b>\$23,618.16</b>
Other Current Assets	
Undeposited Funds	0.00
VRC Seed Money	15,195.94
<b>Total Other Current Assets</b>	<b>\$15,195.94</b>
<b>Total Current Assets</b>	<b>\$38,814.10</b>
<b>TOTAL ASSETS</b>	<b>\$38,814.10</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Bal Equity	3,392.53
Retained Earnings	33,908.90
Net Income	1,512.67
<b>Total Equity</b>	<b>\$38,814.10</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$38,814.10</b>



**Regions Bank**  
 Donelson Lebanon Road  
 2409 Lebanon Pike  
 Nashville, TN 37214

VOLUNTEER REGIONAL SERVICE COMM  
 PO BOX 12053  
 MURFREESBORO TN 37129-0041

**ACCOUNT # 5324416614**

Cycle 053  
 Enclosures 25  
 Page 1  
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**LIFEGREEN CHECKING FOR BUSINESS**

July 1, 2023 through July 31, 2023

**SUMMARY**

<b>Beginning Balance</b>	<b>\$23,929.49</b>	Minimum Daily Balance	\$21,929
Deposits & Credits	\$1,512.67 +	Average Monthly Statement Balance	\$23,273
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$2,000.00 -		
<b>Ending Balance</b>	<b>\$23,442.16</b>		

**DEPOSITS & CREDITS**

07/19	Deposit - Thank You	1,512.67
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**CHECKS**

<u>Date</u>	<u>Check No.</u>	<u>Amount</u>
07/12	2602	2,000.00

**DAILY BALANCE SUMMARY**

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
07/12	21,929.49	07/19	23,442.16

**You may request account disclosures containing terms, fees, and rate information (if applicable) for your account by contacting any Regions office.**

For all your banking needs, please call 1-800-REGIONS (734-4667) or visit us on the Internet at [www.regions.com](http://www.regions.com). (TTY/TDD 1-800-374-5791)



**Thank You For Banking With Regions!**  
 2023 Regions Bank Member FDIC. All loans subject to credit approval.

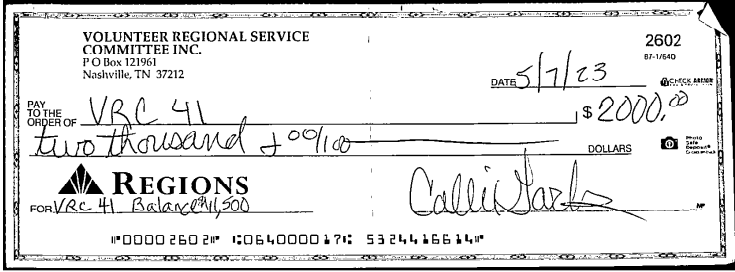


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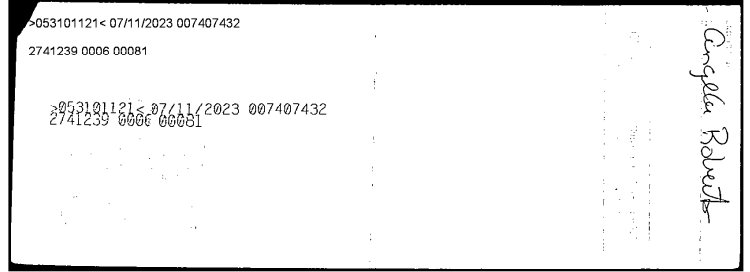
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**ACCOUNT # 5324416614**

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**Check# 2602      07/12/2023      \$2000.00**



**Check# 2602      07/12/2023      \$2000.00**









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**LIFEGREEN CHECKING FOR BUSINESS**

April 29, 2023 through May 31, 2023

**SUMMARY**

<b>Beginning Balance</b>	<b>\$45,069.10</b>	Minimum Daily Balance	\$23,397
Deposits & Credits	\$3,617.59 +	Average Monthly Statement Balance	\$40,597
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$25,288.78 -		
<b>Ending Balance</b>	<b>\$23,397.91</b>		

**DEPOSITS & CREDITS**

05/09	Deposit - Thank You	576.10
05/10	Reg E Claim Correction	136.49
05/15	Deposit - Thank You	2,905.00
<b>Total Deposits &amp; Credits</b>		<b>\$3,617.59</b>

**CHECKS**

Date	Check No.	Amount	Date	Check No.	Amount
05/04	2595	175.00	05/08	2601	503.31
05/08	2596	197.60	05/31	2603 *	2,129.89
05/09	2597	107.20	05/24	2604	19,169.09
05/11	2598	292.64	05/11	2605	176.00
05/08	2599	288.00	05/25	2606	2,189.25
05/08	2600	60.80			
				<b>Total Checks</b>	<b>\$25,288.78</b>

\* Break In Check Number Sequence.

**DAILY BALANCE SUMMARY**

Date	Balance	Date	Balance	Date	Balance
05/04	44,894.10	05/10	44,449.78	05/24	27,717.05
05/08	43,844.39	05/11	43,981.14	05/25	25,527.80
05/09	44,313.29	05/15	46,886.14	05/31	23,397.91

For all your banking needs, please call 1-800-REGIONS (734-4667)  
 or visit us on the Internet at [www.regions.com](http://www.regions.com). (TTY/TDD 1-800-374-5791)



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**ACCOUNT #** **5324416614**

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IMPACT ON THE FINANCIAL HEALTH OF THE  
INDIVIDUALS, BUSINESSES AND COMMUNITIES  
WE SERVE. PLEASE VISIT [REGIONS.COM/  
COMMUNITYENGAGEMENT](https://www.regions.com/communityengagement) TO READ THE 2022  
SHARED VALUE REPORT AND TO SEE HOW  
REGIONS BANK AND THE REGIONS FOUNDATION  
ARE HELPING OUR NEIGHBORS ACHIEVE THEIR  
FINANCIAL GOALS.**



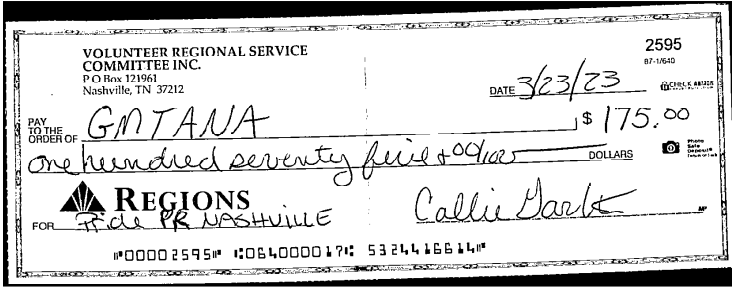
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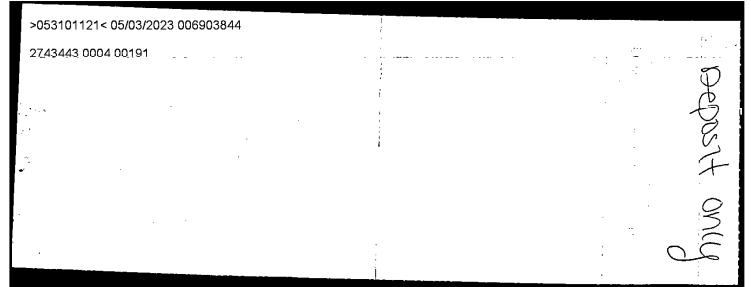
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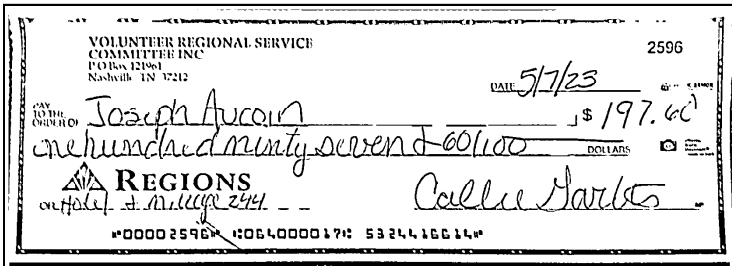
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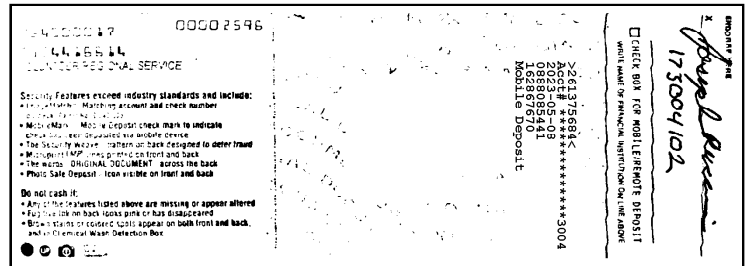
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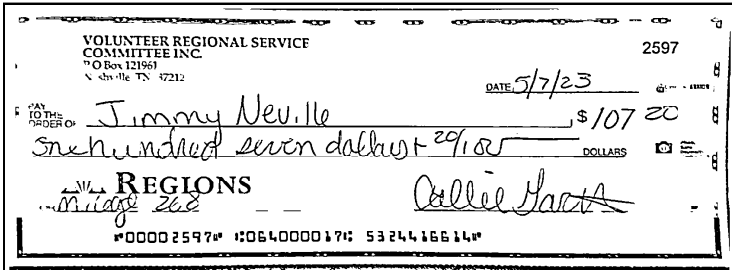
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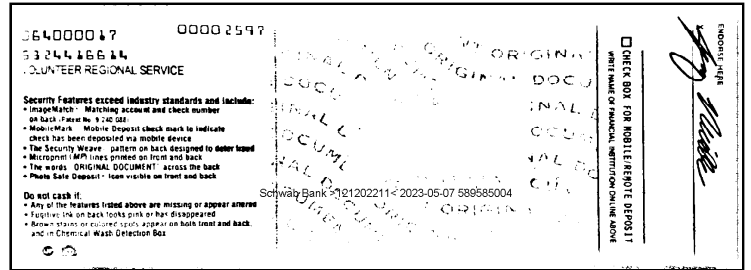
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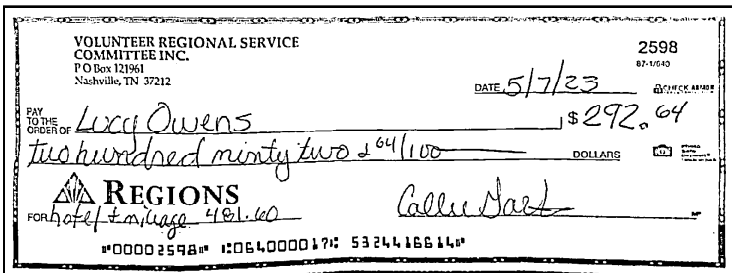
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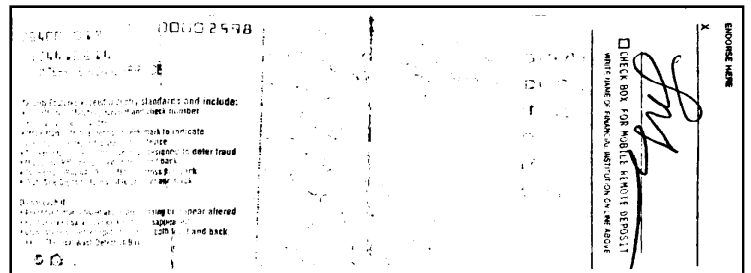
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**Check# 2597      05/09/2023      \$107.20**



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**Check# 2598      05/11/2023      \$292.64**

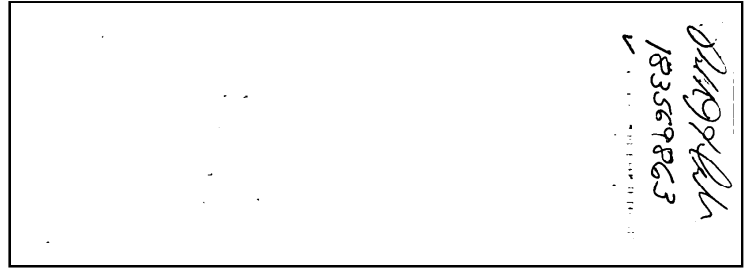
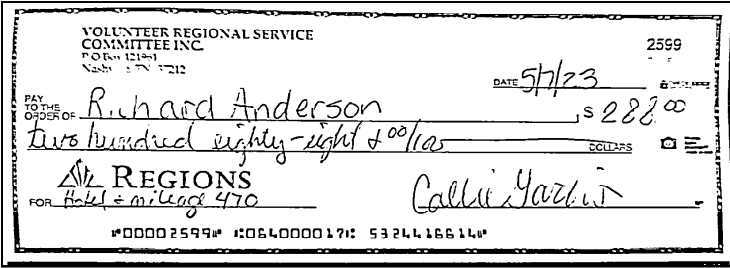


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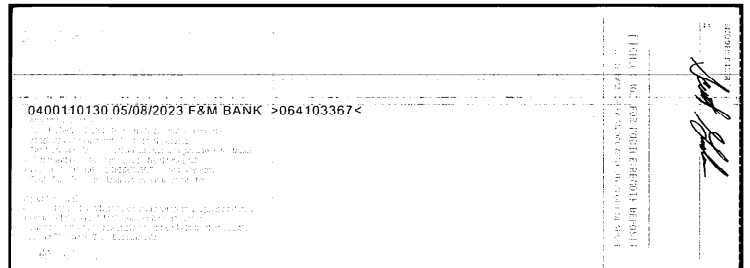
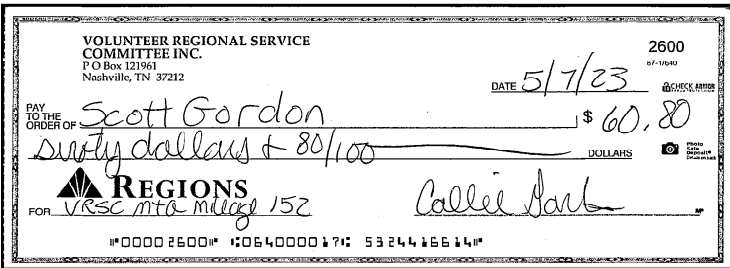
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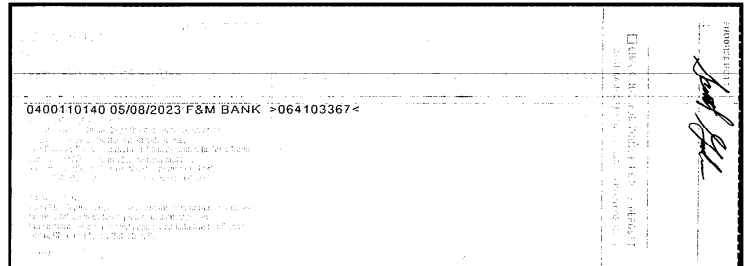
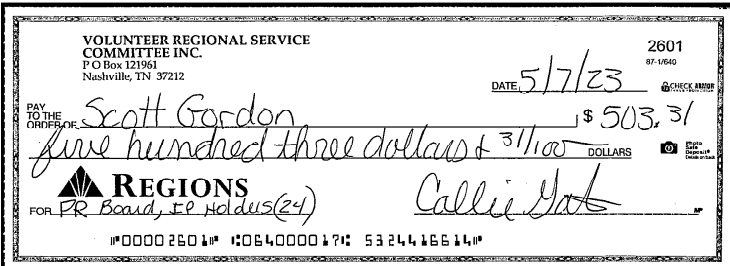
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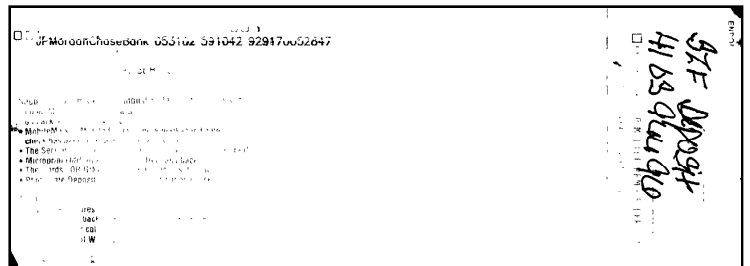
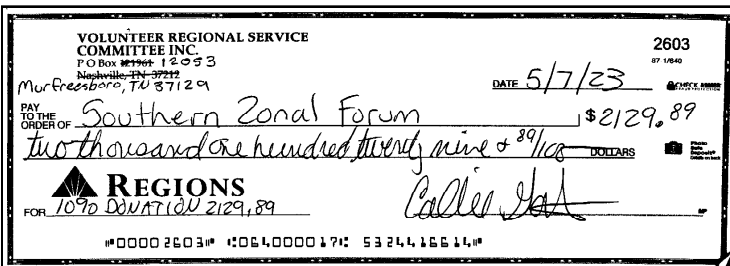
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**Check# 2603 05/31/2023 \$2129.89**

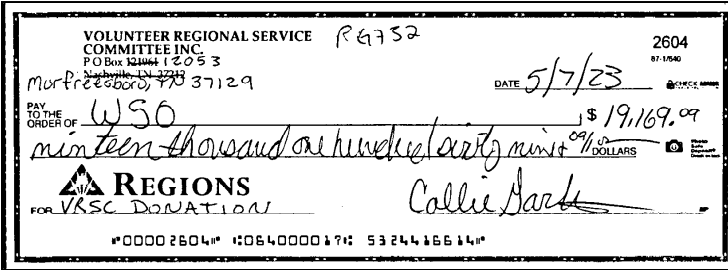


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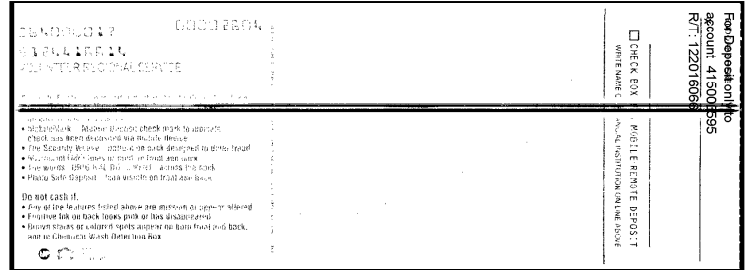
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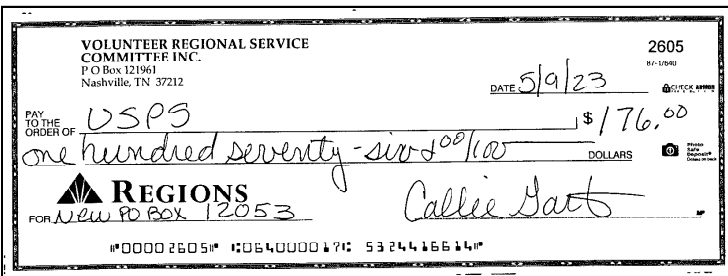
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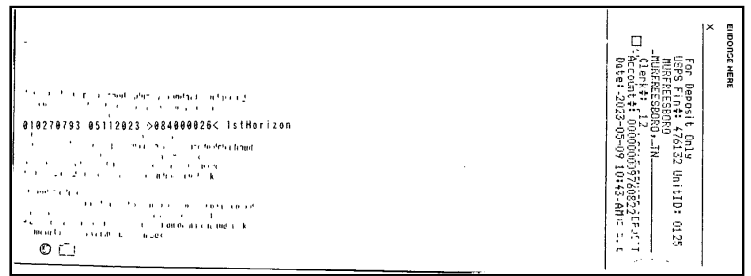
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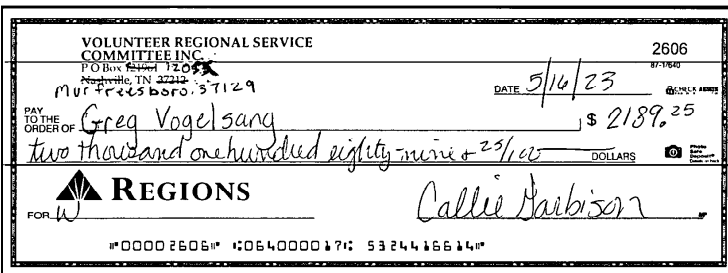
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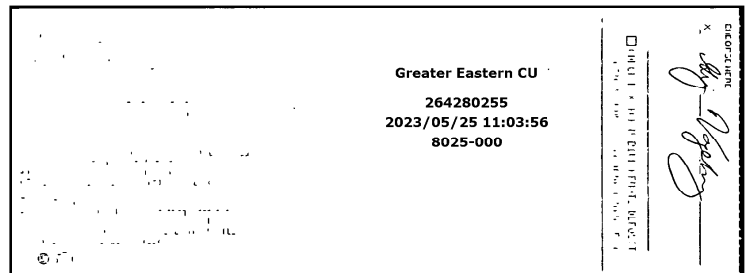
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**Check# 2605 05/11/2023 \$176.00**



**Check# 2606 05/25/2023 \$2189.25**



**Check# 2606 05/25/2023 \$2189.25**

### Easy Steps to Balance Your Account

Checking Account

1.	Write here the amount shown on statement for <b>ENDING BALANCE</b>	\$
2.	Enter any deposits which have not been credited on this statement.	\$ +
3.	Total lines 1 & 2	\$ =
4.	Enter total from 4a (column on right side of page)	\$ -
5.	Subtract line 4 from line 3. This should be your checkbook balance.	\$ =

4a List any checks, payments, transfers or other withdrawals from your account that are not on this statement.

Check No.	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Enter in Line 4 at Left	

The law requires you to use "reasonable care and promptness" in examining your bank statement and any checks sent with it and to report to the Bank an unauthorized signature (i.e., a forgery), any alteration of a check, or any unauthorized endorsement. You must report any forged signatures, alterations or forged endorsements to the Bank within the time periods specified under the Deposit Agreement. If you do not do this, the Bank will not be liable to you for the losses or claims arising from the forged signatures, forged endorsements or alterations. Please see the Deposit Agreement for further explanation of your responsibilities with regard to your statement and checks. A copy of our current Deposit Agreement may be requested at any of our branch locations.

Summary of Our Error Resolution Procedures  
 In Case of Errors or Questions About Your Electronic Transfers  
 Telephone us toll-free at 1-800-734-4667  
 or write us at  
 Regions Electronic Funds Transfer Services  
 Post Office Box 413  
 Birmingham, Alabama 35201

Please contact Regions as soon as you can, if you think your statement is wrong or if you need more information about a transfer listed on your statement. We must hear from you no later than sixty (60) days after we sent the FIRST statement on which the problem or error appeared.

- (1) Tell us your name and account number.
- (2) Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe it is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

If you tell us verbally, we may require that you send us your complaint or question in writing within ten (10) business days.

We will determine whether an error occurred within ten (10) business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to forty-five (45) days to investigate your complaint or question (ninety (90) days for POS transactions or for transfers initiated outside of the United States). If we decide to do this, we will credit your account within ten (10) business days for the amount you think is in error. If, after the investigation, we determine that no bank error occurred, we will debit your account to the extent previously credited. If we ask you to put your complaint in writing and we do not receive it within ten (10) business days, we may not credit your account.

**New Accounts-** If an alleged error occurred within thirty (30) days after your first deposit to your account was made, we may have up to ninety (90) days to investigate your complaint, provided we credit your account within twenty (20) business days for the amount you think is in error.

If we decide there was no error, we will send you a written explanation within three (3) business days after we finish our investigation. You may ask for copies of the documents that we used in our investigation.

**FOR QUESTIONS CONCERNING THIS STATEMENT OR FOR VERIFICATION OF A PRAUTHORIZED DEPOSIT, PLEASE CALL 1-800-REGIONS (734-4667) OR VISIT YOUR NEAREST REGIONS LOCATION.**

ADJ - Adjustment	RI - Return Item	CR - Credit	SC - Service Charge	OD - Overdrawn
EB - Electronic Banking	NSF - Nonsufficient Funds	APY - Annual Percentage Yield	FWT - Federal Withholding Tax	*Break in Number Sequence

You can make a deposit at the branch during business hours or at a Regions Deposit-Smart ATM, and you can also make a transfer or deposit through Regions Online Banking or Mobile Banking. To make a deposit to an overdrawn account 24 hours a day, please visit <https://selfservice.regions.com>.

# Volunteer Regional Service Committee Inc.

## Profit and Loss Detail

May 7 - August 5, 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Ordinary Income/Expenses								
Income								
Area Donations								
CTANA								
05/08/2023	Deposit		DONATIONS			VRSC Checking Acct	507.58	507.58
07/19/2023	Deposit		DONATIONS			VRSC Checking Acct	612.64	1,120.22
<b>Total for CTANA</b>							<b>\$1,120.22</b>	
GNANA								
05/15/2023	Deposit		DONATIONS			VRSC Checking Acct	1,905.00	1,905.00
<b>Total for GNANA</b>							<b>\$1,905.00</b>	
HOT Area								
05/08/2023	Deposit		DONATIONS			VRSC Checking Acct	250.00	250.00
07/19/2023	Deposit		DONATIONS			VRSC Checking Acct	900.03	1,150.03
<b>Total for HOT Area</b>							<b>\$1,150.03</b>	
MANA								
05/15/2023	Deposit		DONATIONS			VRSC Checking Acct	1,000.00	1,000.00
<b>Total for MANA</b>							<b>\$1,000.00</b>	
<b>Total for Area Donations</b>							<b>\$5,175.25</b>	
Group Donations								
05/08/2023	Deposit		DONATIONS		primary purpose	VRSC Checking Acct	26.10	26.10
05/08/2023	Deposit		DONATIONS		primary purpose	VRSC Checking Acct	24.00	50.10
<b>Total for Group Donations</b>							<b>\$50.10</b>	
<b>Total for Income</b>							<b>\$5,225.35</b>	
Expenses								
DELEGATE TEAM								
05/16/2023	Check	2606	Greg Vogelsang		WSC 2023 plane656.48 park 90 hotel 900 meals 542.77	VRSC Checking Acct	2,189.25	2,189.25
<b>Total for DELEGATE TEAM</b>							<b>\$2,189.25</b>	
PUBLIC INFORMATION								
PI Literature & Admin								
05/07/2023	Check	2601	scott Gordon		board, ip racks	VRSC Checking Acct	503.31	503.31
<b>Total for PI Literature &amp; Admin</b>							<b>\$503.31</b>	
<b>Total for PUBLIC INFORMATION</b>							<b>\$503.31</b>	
VRC 41								
05/07/2023	Check	2602	VRC 41	convention 41	pd 8,500 11,500 remaining of 20k	VRSC Checking Acct	2,000.00	2,000.00
<b>Total for VRC 41</b>							<b>\$2,000.00</b>	
VRSC MEETINGS -TRAVEL/LODGING								
Area Subcommittees Mileage								
05/07/2023	Check	2600	scott Gordon		mileage	VRSC Checking Acct	60.80	60.80
<b>Total for Area Subcommittees Mileage</b>							<b>\$60.80</b>	
Lodging								
05/07/2023	Check	2598	Lucy Owens		hotel	VRSC Checking Acct	100.00	100.00
05/07/2023	Check	2596	joseph Aucoin		hotel	VRSC Checking Acct	100.00	200.00
<b>Total for Lodging</b>							<b>\$200.00</b>	

# Volunteer Regional Service Committee Inc.

## Profit and Loss Detail

May 7 - August 5, 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Mileage								
05/07/2023	Check	2599	Richard Anderson		mileage 470	VRSC Checking Acct	188.00	188.00
05/07/2023	Check	2597	Jimmy Neville		mileage 268	VRSC Checking Acct	107.20	295.20
05/07/2023	Check	2596	joseph Aucoin		mileage 244	VRSC Checking Acct	97.60	392.80
05/07/2023	Check	2598	Lucy Owens		mileage 481.60	VRSC Checking Acct	192.64	585.44
05/07/2023	Check	2599	Richard Anderson		hotel	VRSC Checking Acct	100.00	685.44
<b>Total for Mileage</b>							<b>\$685.44</b>	
Miscellaneous								
05/15/2023	Deposit		Bank Deposit		regulation E claim correction	VRSC Checking Acct	-136.49	-136.49



# Volunteer Regional Service Committee Inc.

## Profit and Loss Detail

May 7 - August 5, 2023

DATE	TRANSACTION TYPE	NUM	NAME	CLASS	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
<b>Total for Miscellaneous</b>							<b>\$ -136.49</b>	
<b>Total for VRSC MEETINGS -TRAVEL/LODGING</b>							<b>\$809.75</b>	
World Donation								
05/07/2023	Check	2604	NAWS Inc.	WSO Donation	Regional donation	VRSC Checking Acct	19,169.09	19,169.09
<b>Total for World Donation</b>							<b>\$19,169.09</b>	
<b>Total for Expenses</b>							<b>\$24,671.40</b>	
<b>Net Ordinary Income</b>							<b>\$ -19,446.05</b>	
Other Income/Expense								
Other Income								
VRC Prior Year Merchandise								
05/08/2023	Deposit		DONATIONS			VRSC Checking Acct	300.00	300.00
<b>Total for VRC Prior Year Merchandise</b>							<b>\$300.00</b>	
<b>Total for Other Income</b>							<b>\$300.00</b>	
Other Expense								
DONATION								
SZF Donation								
05/07/2023	Check	2603	Southern Zonal Forum	SZF	10% of total for donations	VRSC Checking Acct	2,129.89	2,129.89
<b>Total for SZF Donation</b>							<b>\$2,129.89</b>	
<b>Total for DONATION</b>							<b>\$2,129.89</b>	
<b>Total for Other Expense</b>							<b>\$2,129.89</b>	
<b>Net Other Income</b>							<b>\$ -1,829.89</b>	
<b>Net Income</b>							<b>\$ -21,275.94</b>	



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 Nashville, TN 37214

VOLUNTEER REGIONAL SERVICE COMM  
 PO BOX 12053  
 MURFREESBORO TN 37129-0041

**ACCOUNT # 5324416614**

Cycle 053  
 Enclosures 25  
 Page 0  
 1 of 2

**LIFEGREEN CHECKING FOR BUSINESS**

June 1, 2023 through June 30, 2023

**SUMMARY**

<b>Beginning Balance</b>	<b>\$23,397.91</b>	Minimum Daily Balance	\$23,397
Deposits & Credits	\$531.58 +	Average Monthly Statement Balance	\$23,716
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$0.00 -		
<b>Ending Balance</b>	<b>\$23,929.49</b>		

**DEPOSITS & CREDITS**

06/13	Deposit - Thank You	531.58
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**DAILY BALANCE SUMMARY**

Date	Balance
06/13	23,929.49

**You may request account disclosures containing terms, fees, and rate information (if applicable) for your account by contacting any Regions office.**

For all your banking needs, please call 1-800-REGIONS (734-4667) or visit us on the Internet at [www.regions.com](http://www.regions.com). (TTY/TDD 1-800-374-5791)



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### Easy Steps to Balance Your Account

Checking Account

1.	Write here the amount shown on statement for <b>ENDING BALANCE</b>	\$
2.	Enter any deposits which have not been credited on this statement.	\$ +
3.	Total lines 1 & 2	\$ =
4.	Enter total from 4a (column on right side of page)	\$ -
5.	Subtract line 4 from line 3. This should be your checkbook balance.	\$ =

4a List any checks, payments, transfers or other withdrawals from your account that are not on this statement.

Check No.	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Enter in Line 4 at Left	

The law requires you to use "reasonable care and promptness" in examining your bank statement and any checks sent with it and to report to the Bank an unauthorized signature (i.e., a forgery), any alteration of a check, or any unauthorized endorsement. You must report any forged signatures, alterations or forged endorsements to the Bank within the time periods specified under the Deposit Agreement. If you do not do this, the Bank will not be liable to you for the losses or claims arising from the forged signatures, forged endorsements or alterations. Please see the Deposit Agreement for further explanation of your responsibilities with regard to your statement and checks. A copy of our current Deposit Agreement may be requested at any of our branch locations.

Summary of Our Error Resolution Procedures  
 In Case of Errors or Questions About Your Electronic Transfers  
 Telephone us toll-free at 1-800-734-4667  
 or write us at  
 Regions Electronic Funds Transfer Services  
 Post Office Box 413  
 Birmingham, Alabama 35201

Please contact Regions as soon as you can, if you think your statement is wrong or if you need more information about a transfer listed on your statement. We must hear from you no later than sixty (60) days after we sent the FIRST statement on which the problem or error appeared.

- (1) Tell us your name and account number.
- (2) Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe it is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

If you tell us verbally, we may require that you send us your complaint or question in writing within ten (10) business days.

We will determine whether an error occurred within ten (10) business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to forty-five (45) days to investigate your complaint or question (ninety (90) days for POS transactions or for transfers initiated outside of the United States). If we decide to do this, we will credit your account within ten (10) business days for the amount you think is in error. If, after the investigation, we determine that no bank error occurred, we will debit your account to the extent previously credited. If we ask you to put your complaint in writing and we do not receive it within ten (10) business days, we may not credit your account.

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FOR QUESTIONS CONCERNING THIS STATEMENT OR FOR VERIFICATION OF A PREAUTHORIZED DEPOSIT, PLEASE CALL 1-800-REGIONS (734-4667) OR VISIT YOUR NEAREST REGIONS LOCATION.

ADJ - Adjustment      RI - Return Item      CR - Credit      SC - Service Charge      OD - Overdrawn  
 EB - Electronic Banking      NSF - Nonsufficient Funds      APY - Annual Percentage Yield      FWT - Federal Withholding Tax      \*Break in Number Sequence

You can make a deposit at the branch during business hours or at a Regions Deposit-Smart ATM, and you can also make a transfer or deposit through Regions Online Banking or Mobile Banking. To make a deposit to an overdrawn account 24 hours a day, please visit <https://selfservice.regions.com>.

VRSC Chair Report  
August 6, 2023

Good morning, Family!

I am super grateful to be here, and I am really looking forward to what we can get done today at this meeting to make a difference in the fellowship in the Areas across the state of Tn., as well as to be able to provide some services for our Region that will help insure that addicts needing our lifesaving program may have a chance to hear our message of hope and possibly find a new way to live! During my prayer and meditation time this morning, I asked my Higher Power to help me listen well and to help me lead with all the principles I could muster. One of the challenges we have as a fellowship, and particularly within our Region, is the lack of mentorship. What kept coming to my mind this morning was leadership by example. Because we do not have a Vice-Chair at this time, I decided that I was going to share with this body my approach to this meeting as a way of possibly offering some sort of mentorship, even if it wasn't to one person I should traditionally be mentoring. Something as simple as seeking guidance and direction from my Higher Power on being the best trusted servant I can be at this meeting can make all the difference in the world as to how I serve, and treat others.

Our MID-CASUAL (Momentum, Inquiry, Direction, Connect, Accountable, Support, Updates, Actions, & Look ahead) meeting was very effective! We actually followed the letters of the acronym and managed to address quite a bit of items, which also positively impacted our prearranged agenda & open forum. Due to technical challenges, Amber M. was not able to be available at the last Regional meeting for her nomination for VRC 42 Chair. She did attend the MID-CASUAL meeting, at which time I appointed her as the Interim VRC 42 Chair so their committee could begin functioning as a committee. She will be submitting her nomination for VRC 42 Chair today and that nomination will go back to groups for a vote.

We also discussed and gave direction for an RCM Orientation and what we thought should be included in such an orientation. As a result, I had the opportunity to provide an RCM Orientation yesterday via zoom and was astonished by the turnout. There were 9 in attendance plus myself! The orientation was informative, and participation was great, including a lot of good questions and a few recommendations for changes to improve the orientation for future use. Those changes have already been made and I am willing to have it posted on the website if that's something this body requests. I will provide the same resource next cycle if anyone is interested.

In loving service,  
Craig G  
VRSC Chair



## VRSC-PR 08/06/2023

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Hello family, recovering addict named Scott!

### **PR for Professionals: Event Summary and Feedback**

On July 28th, the VRSC-PR Subcommittee and Southern Zonal Forum hosted an event for professionals who work with potential NA members. The event aimed to inform the professionals about the NA program, address common misconceptions, and foster cooperation and collaboration. The event was well attended, with about 70 professionals and four keynote speakers from different fields. The speakers shared their experiences and insights on how to refer clients to NA, what challenges they faced, and what suggestions they had for improving the relationship between NA and the professional community.

The VRSC-PR Subcommittee also gave a 30-minute presentation that covered the following topics:

- What is NA and who is it for?
- How does NA work and what are the basic principles and practices?
- What does an NA meeting look like and what are the different formats and types?
- How does NA cooperate with professionals and what are the boundaries and guidelines?
- What is the evidence-based statistics from the NA membership survey and how are they collected and used?
- What are the virtual meeting options and how do they compare to face-to-face meetings in terms of outcomes and accessibility?
- How many weekly meetings are there in NA worldwide and how can professionals find them?

The presentation was well-received by the audience, who asked many questions and gave positive feedback. The presentation also helped to clarify some of the misconceptions that some professionals had about NA, such as:

- NA is only for drug addicts, not for people with other issues or co-occurring disorders.
- NA is a religious program that requires belief in a specific God or doctrine.
- NA is a closed group that does not welcome newcomers or outsiders.
- NA is not effective, or evidence based as a recovery program.
- NA does not support medication-assisted treatment or other forms of professional help.

The event concluded with an open discussion, where some facilities requested presentations for their staff or clients, and some professionals offered their support and resources for NA efforts. The event was a success for both NA and the professional community, as it increased

awareness, understanding, and cooperation. The VRSC-PR Subcommittee would like to thank all the participants, speakers, and committee members for their involvement and contribution. The subcommittee also plans to organize training workshops for other area PR chairs to share the best practices and lessons learned from this event.

### **Area PR Summaries: August 2023**

This report summarizes the PR activities and plans of the Clarksville Area of Narcotics Anonymous (CANA) and the Heart of Tennessee Area of Narcotics Anonymous (HOT) for the month of August to the end of the year 2023.

#### **CANA PR Summary**

- The CANA PR Subcommittee has been facing challenges with low participation and service work fluctuation. The subcommittee is seeking more members and volunteers to help with PR efforts.
- The CANA PR Subcommittee has applied for a booth at the annual Riverfest on September 8th and 9th, which is a large event that attracts many people from Clarksville and nearby areas. The approval status is still pending.
- The CANA PR Subcommittee has secured a booth at Clarksville's 1st Recovery Fest on September 23rd, which is an event that celebrates recovery and raises awareness about addiction and recovery resources.
- The CANA PR Subcommittee is organizing a phonenumber training day to train members on how to handle phone calls from people who are suicidal or have other issues that are beyond the scope of NA phonenumber. The date of the training will be announced soon.
- The CANA PR Subcommittee has requested a resupply of NA business cards from the VRSC-PR Subcommittee, as they are running low on them. The VRSC-PR Subcommittee will place an order and distribute the cards accordingly.

#### **HOT PR Summary**

- The HOT PR Subcommittee has received several requests from the PR for Professionals event to give presentations at various facilities, such as treatment centers, hospitals, and jails. The subcommittee has received about 8 or 9 requests so far and is working on scheduling and preparing the presentations.
- The HOT PR Subcommittee has also planned to attend several booths at different events in the upcoming months, such as:
  - Rutherford County Recovery Fest on September 16th, which is an event that celebrates recovery and raises awareness about addiction and recovery resources.
  - Oxford Field Day on August 12th, which is a family-friendly event that features games, food, music, and information booths.
  - Autumn Street Fair in McMinnville on October 7th, which is a community event that showcases local arts, crafts, food, and entertainment.
  - Flyer Hanging Day is on October 21st, which is a day when members go around the area and hang flyers with NA meeting information and contact details.

- Pride-Murfreesboro on October 28th, which is an event that supports and celebrates the LGBTQ+ community and promotes diversity and inclusion.

### **VRSG-PR Budget Report: August 2023**

This report summarizes the VRSC-PR budget status and expenditures up to the month of August 2023.

#### **Budget Status**

- The VRSC-PR Subcommittee has a total combined budget of \$10,570 for the fiscal years 2023 and 2024, which means \$5,285 for each year.
- The VRSC-PR Subcommittee has spent \$759.68 in August 2023, which is 14.4% of the annual budget and 7.2% of the biennial budget.
- The VRSC-PR Subcommittee has a remaining balance of \$4,525.32 for the rest of 2023, which is 85.6% of the annual budget and 42.8% of the biennial budget.
- The VRSC-PR Subcommittee has a projected balance of \$9,810.32 for the end of 2023, which is 92.8% of the biennial budget and will be carried over to 2024.

#### **Budget Expenditures**

- The VRSC-PR Subcommittee allocated \$503.31 to NCTANA for a presentation board with holders for literature, which is a one-time expense that will enhance the PR materials and displays.
- The VRSC-PR Subcommittee spent \$256.37 for travel, food, and light refreshments for the PR for Professionals event, which is a recurring expense that covers the costs of hosting and attending PR events and activities.

The next PR-VRSC Subcommittee meeting is scheduled for Sunday October 22, 2023, at 5:30cst.

Meeting ID: 862 3406 7616

Passcode: 121212

The Southern Zonal Forum PR Committee will be hosting a virtual training workshop Saturday, September 16, 2023, from 10:30amcst till 12:30pmcst. Topics will include PR Basics and How to do PR Presentations. That meeting ID will be 836 9212 9840 with the passcode 121212. We do have virtual flyers available if you would like them emailed or text to you, so please see me after the meeting.

In loving service,

Scott G.

7/29/23, 7:58 AM

Gmail - Krispy Kreme Online Order Received



Scott Gordon <scottmgordon121015@gmail.com>

### Krispy Kreme Online Order Received

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To: Scott Gordon <scottmgordon121015@gmail.com>

Thu, Jul 27, 2023 at 7:24 AM



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Customer Contact Number:

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<b>SUBTOTAL</b>	\$83.56		
<b>TAX</b>	\$7.73		
<b>TOTAL</b>	<b>\$91.29</b>		

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Note: Add [noreply@olo.com](mailto:noreply@olo.com) to your safe-senders list so that you are sure to receive our messages. For order issues, please contact MURFREESBORO - MEDICAL CENTER PARKWAY at (615) 203-7945.  
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FRESH FRUIT PLTR L	39.99	T F
Order Total	39.99	
Sales Tax	3.90	
Grand Total	43.89	
Credit	Payment	43.89
Change	0.00	
Customer ID Accepted		
Receipt ID: 1172 7TN 744 438		

-----  
PRESTO!  
Trace #: 747326  
Reference #: 0489857170  
Acct #: XXXXXXXXXXXX3322  
Purchase MasterCard  
Amount: \$43.89  
Auth #: 00813P  
-----

CREDIT CARD	PURCHASE
A0000000041010	MASTERCARD
Entry Method:	Cntctless
Mode:	Issuer

-----  
Your cashier was Self-Checkout Lane 1  
07/28/2023 7:10 S1172 R174 4438 C0774

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GORDON, SCOTT  
  
 2728 LARK DR  
  
 CLARKSVILLE TN 37128  
 UNITED STATES OF AMERICA

Room No: 126/NK1  
 Arrival Date: 7/27/2023 12:28:00 PM  
 Departure Date: 7/28/2023 11:42:00 AM  
 Adult/Child: 1/0  
 Cashier ID: DEBRA  
 Room Rate: 119.00  
 AL:  
 HH # 1466573373 BLUE  
 VAT #  
 Folio No/Che 646177 A

TAX #:  
 Confirmation Number: 55202601

DOUBLETREE BY HILTON-MURFREESBORO 7/28/2023 11:42:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
7/27/2023	2421480	BURGER CHARGE	\$29.21
7/27/2023	2421494	GUEST ROOM	\$119.00
7/27/2023	2421494	STATE TAX	\$11.60
7/27/2023	2421494	OCCUPANCY TAX-COUNTY	\$5.95
7/27/2023	2421494	OCCUPANCY TAX-CITY	\$5.95
7/28/2023	2421761	MC *5619	(\$171.71)
**BALANCE**			\$0.00

\$100.00 Reimbursement?

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CREDIT CARD DETAIL

APPR CODE	03695Z	MERCHANT ID	0194032600
CARD NUMBER	MC *5619	EXP DATE	10/27
TRANSACTION ID	2421761	TRANS TYPE	Sale

PR for Professionals

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Thank you! ID #:75JXRF7D0SD

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# ITEMS SOLD 8  
TC# 1740 4789 4414 2796 6863



CUTLERY	681131702470	4.78 X
GRTVALUE NAP	078742233560	2.12 X
BIC PEN BLUE	07C330682720	1.27 N
BIC PEN BLUE	07C330682720	1.27 N
BIC PEN BLUE	07C330682720	1.27 N
DX 9IN 25CT	042000165840	2.98 X
DX 9IN 25CT	042000165840	2.98 X
DX 9IN 25CT	042000165840	2.98 X

	SUBTOTAL	19.65
TAX1	9.7500 %	1.54
	TOTAL	21.19
	MCARD TEND	21.19
	CHANGE DUE	0.00

MCARD DECLINED TRANSACTION  
CAPITAL ONE- 5619 I 1 APPR#0  
21.19 TOTAL PURCHASE  
AID A00C0000041C10  
TC 757CEB6D1CCCFC11  
TERMINAL # 21951534  
07/23/23 06:31:32

CAPITAL ONE- 5619 I 1 APPR#04057Z  
21.19 TOTAL PURCHASE  
REF # 320900530C39  
AID A00C0000041C10  
TC 757CEB6D1CCCFC11  
TERMINAL # 21951534  
\*No Signature Required  
07/23/23 06:31:34

Volunteer Region Service Committee Inc.

Payment Voucher

Date Paid: \_\_\_\_\_

Check No: \_\_\_\_\_

Amount: \_\_\_\_\_

Issued By: \_\_\_\_\_

Pay To: Scott Gordon

Address: 2728 Lark Drive Clarksville, TN. 37040

General description of intended use: \_\_\_\_\_

PR for Professionals Event + travel to VRSC

Item Detail Amount

- \$119-Room/\$11.60-state tax/\$5.95 occupancy county tax/  
\$5.95 occupancy city tax = \$ 142.50
- Fresh fruit tray \$ 43.89
- Paper plates \$2.98x3/Box of pens \$1.27x3/  
Napkins \$2.12 + \$1.54 tax = \$ 21.19
- Donuts - 16 count x 4 = \$83.56 + \$7.73 tax = \$ 91.29
- VRSC travel 153 miles @ .40¢ per mile = \$ 61.20
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

Total Amount Requested: \$ 360.07 Name of subcommittee or individual requesting funds:

PR

Address: 2728 Lark Drive Clarksville, TN. 37040

Phone: 931-551-6678 Email: publicrelations@natennessee.org

Appendix C – Subcommittee Reports

Hey family,

I believe that we have completed the work that we were tasked with. I have put a PDF copy of the new version of the VRC guidelines in the reports folder. I don't know how they should be disseminated for review. I also have a draft copy with edit proofs that can be sent to anyone that requests it. If you would like a copy, please email [vrcahoc@natennessee.org](mailto:vrcahoc@natennessee.org).

I would like to thank everyone that has contributed along the way these past three years. Thank you for the opportunity to serve.

Sam D.

# VRC Guidelines

3, 4 or 5 Day Options

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## **DEFINITION**

This body shall be known as the Volunteer Regional Convention Committee (Host Committee) and will operate both as a subcommittee of the Volunteer Regional Service Committee of Narcotics Anonymous (“VRSC”) and as an agent of the Volunteer Regional Service Committee, Inc. (VRSC INC.)

## **PURPOSE**

The purpose of the Host Committee is to coordinate and conduct the annual Volunteer Regional Convention of Narcotics Anonymous (VRCNA or Convention). This Convention is held by members of Narcotics Anonymous to bring our membership together in a celebration of recovery and to share our experience, strength, and hope. Meetings, workshops, and activities are scheduled to encourage unity and fellowship among our members, and to help newcomers learn and understand our Fellowship, the Steps, and the Traditions.

## General Qualifications and Responsibilities of the VRC Committee

1. The desire and willingness to serve for approximately 2 years (until all convention business is completed, generally from November, 2 years before the convention, thru February following the convention.)
2. Time and resources necessary to carry out the functions of their position. This includes attendance at all VRC Committee meetings from opening to close and to be available during the convention.
3. The ability to communicate and organize.
4. A working knowledge of the Twelve Traditions of NA, the VRSC Guidelines, and the Twelve Concepts of NA.
5. Agree to date, sign, and turn in to Chairperson a **MEMORANDUM OF FINANCIAL RESPONSIBILITY** referred to as ADDENDUM A. This agreement shall be held in the VRSC Regional Archives.
6. Open a bank account with a minimum of two (2) cosigners to consist of administrative members. When administrative members are married or involved together only one may be a co-signer.
7. The committee has the option to either 1) use the Regions PO Box for purposes of opening a bank account or 2) open their own PO Box and ensure someone checks it regularly.
8. In the spirit of rotation, vice and alternate positions are to be trained in order to submit nomination for their respective chair positions the next time the convention is in that Area.
9. Recommended minimum of three (3) years clean time for anyone handling money.
10. If a committee member misses more than two (2) meetings without prior notification, at the third meeting missed, that position may become open.

## Chairperson

### **Recommended Qualifications:**

1. Five (5) years continuous abstinence from all drugs.
2. Three (3) years active service involvement in NA.
3. Prior Area or Regional Convention experience.

### **Responsibilities:**

1. Arrange for VRC committee meeting place, send the agenda out one (1) week prior to the meeting, and preside over all meetings. Include a regular reminder of fiscal responsibility.
2. One of the co-signers on the VRC bank account.
3. Acts as final authority and clarification of these guidelines.
4. Maintenance of VRC files and Archives via the VRSC Google Drive.
5. Call “special” VRC meetings as necessary. Meetings may be called by a minimum of three (3) committee members. Meetings shall deal only with matters that cannot wait until the next regularly scheduled Host Committee meeting and shall be limited to the issues detailed on a pre-announced agenda agreed upon by those calling the meeting.
6. Make regular quarterly reports to the VRSC.
7. Call and chair Administrative Committee meetings as necessary. Administrative Committee to consist of: (Chair, Vice-Chair, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, and Hotel Liaison).
8. To decide all questions of order, unless when in doubt, the Chairperson prefers to submit such a question to the VRC Committee, as a whole for decision.
9. Ensure that budgets are submitted by February, nine (9) months prior to convention, and followed as closely as possible. All line-item budgets must be approved by the VRC Committee, as a whole.
10. Obtain copies of the last two conventions financial data from Regional Archives.
11. Make the final report of the results of the VRC to the February VRSC following the convention.
12. In the event of resignation, the Chairperson shall appoint an interim Administrative Committee member or Sub-Committee Chairperson position until the proper nomination and election procedure can be followed.
13. Communicate to all committee members that there will be no special concessions made to any of the committee members.

## VICE CHAIRPERSON

### **Recommended Qualifications:**

1. Four (4) years continuous abstinence from all drugs.
2. Three (3) years active service involvement in NA.
3. Prior Area or Regional experience.

### **Responsibilities:**

1. In the absence of the Chairperson, be prepared to assume his or her duties.
2. Serve as liaison between all standing Sub-Committees.
3. Serve as interim Sub-Committee Chairperson if a position is vacant.
4. Assist Chairperson during the meeting.

## SECRETARY

### **Recommended Qualifications:**

1. Four (4) year of continuous abstinence from all drugs.
2. Three (3) years active service involvement in NA.
3. Must have computer experience, defined as: word processing for reports and email distribution skills.

### **Responsibilities:**

1. Keep an accurate record of the proceedings in all VRC meetings, to include regular, special, and administrative meetings.
2. Maintain a file of all VRC Administrative Committee and Sub-Committee reports submitted and turn over to VRSC at end of convention for Archives.
3. Email the minutes to each member. Copies of minutes-should arrive within 7 days after each monthly meeting.
4. Make available all blank forms regarding motions and reports and addendums at every VRC meeting.
5. Train the Alternate Secretary as to the performance of his/her duties.
6. Notify all participants of all special meetings, utilizing such methods of notification as directed by the chairperson.

## ALTERNATE SECRETARY

### **Recommended Qualifications:**

1. Three (3) years continuous abstinence from all drugs.

### **Responsibilities:**

1. Assume the duties of the Secretary in his/her absence at VRC meetings.
2. Assist the Secretary in the performance of his/her duties.

## **TREASURER**

### **Recommended Qualifications:**

1. Four (4) years continuous abstinence from all drugs.
2. Three (3) years active service involvement in NA.
3. Previous experience as a Treasurer for Area, Regional, or convention service, or professional experience in the financial field.

### **Responsibilities:**

1. Be the custodian of the committee's funds, i.e. signer on the bank account, signer on any VRC check, and keeper of the debit card.
2. Provide a report of receipts and disbursements at each regular VRC meeting.
3. Make a full financial report at the end of the convention. Fundraising proceeds should be shown "below the line" after net convention operating profits. The final financial reports are due at the February meeting of the VRSC.
4. Disburse funds as necessary in accordance with committee decisions when the funds are available.
5. Set up virtual POS for CC/DC payments i.e., PayPal, Square, Venmo. Provide necessary change during the convention if needed.
6. Maintain the VRC financial record book(s) and have the current information on hand at the VRC meeting for verification and review when requested.
7. Provide a receipt book with carbon copies to be used in Registration, Merchandise, Entertainment, and any other committees involved with the disbursement of funds. Forms should be signed by the committee chair and a copy provided for their records.
8. The VRC Treasurer will provide a current Profit & Loss statement and copy of the VRC Bank Statement in full and make available for every VRSC meeting to be delivered by the VRC Chairperson.
9. Train the Alternate Treasurer as to the performance of the Treasurer duties.
10. Work with the CFO, CPA, and/or Treasurer of the VRSC in order to maintain the necessary records for tax returns.
11. Mileage will be paid to committee members as defined by current VRSC guidelines. Mileage will only be paid if the distance traveled is more than 75 miles round trip.
12. Establish a forecast budget to show a profit.

## ALTERNATE TREASURER

### **Recommended Qualifications:**

1. Three (3) years continuous abstinence from all drugs.
2. One (1) year active service involvement in NA.
3. Previous experience as a Treasurer for Area, Regional, or convention service, or professional experience in the financial field.

### **Responsibilities:**

1. Be prepared to assume the duties of the Treasurer in their absence.
2. Assist the Treasurer in the performance of their duties as requested.

## HOTEL LIAISON

### **Recommended Qualifications:**

1. Four (4) years continuous abstinence from all drugs.
2. Two (2) years active service involvement in NA with emphasis on Public Relations.
3. Prior NA convention experience.
4. Hospitality industry experience with some type of event management or contract negotiation skills.
5. Ability to communicate in a professional manner with hotel staff.

### **Responsibilities:**

1. Obtain proposals from 3 hotels. Use the last two years convention final report to obtain room block and banquet sales information. Obtain this information from VRSC Archives.
2. Negotiate for the best prices and complimentary items. (i.e. rooms, meeting space, coffee)
3. Prepare a presentation for the VRSC regarding the hotel options available.
4. Coordinate with the VRSC and VRC committee to make a final decision on the hotel.
5. If required by the hotel contract, "NA SECURITY", for a lack of a better term, should be provided. People chosen for security should have knowledge of the convention environment and contact hotel liaison for final decision on problems that should arise. Coordinate with hotel security as necessary during the convention.
6. Sign the hotel contract after approval of VRSC.
7. Act as central contact between the VRC Committee and the hotel. Coordinate with hotel for overflow accommodations.
8. Ensure the hotel fulfills all duties as outlined in the contract.
9. Provide the VRC Committee and hotel staff with a program schedule to include locations of all functions, meetings, registration, merchandise, and hospitality, etc. within the hotel. Help with the printing of the program.

10. Coordinate with the Registration Chairperson as to how many banquet tickets have been sold and communicate final guarantee to hotel in a timely manner. (If applicable)
11. Track hotel reservations for (3) months prior to the convention and communicate it to VRC Committee and communicate with hotel to be aware of the “late trend” our fellowship has in making reservations.
12. Communicate to hotel that Hotel Liaison is the only person allowed to approve or sign for any charges to the Master Account, before, during, or after the convention.
13. Coordinate with all Sub-Committee Chairpersons as to their individual needs for the convention. A list should be provided to the Hotel Liaison 30 days prior to the convention.
14. Coordinate all activities, coffee breaks, meetings, etc. in the hotel during the convention and ensure that the hotel staff arranges proper set-ups. Coordinate with programming chair for meeting microphone needs.
15. Set up all VRC committee meetings with the hotel. Communicate to the VRC committee the location of the meetings within the hotel.
16. Provide the Hotel Operator with a radio in order to communicate during the convention or arrange for adequate communication between the hotel staff and the convention committee.
17. Review the master bill and approve for Treasurer to make final payment to hotel.
18. Communicate with hotel a request that the hotel block all incidental charges from being charged to the master bill, primarily the complimentary rooms, which include, (room service, local and long-distance calls, or any other extra charge). We are responsible only for the room charge itself. Also, phone service (for outgoing) in the Hospitality Suite should be blocked.
19. May provide a message board (this may be put near Registration if more convenient).

## **SUB-COMMITTEE CHAIRPERSONS**

### **Recommended Qualifications:**

1. Three (3) years continuous abstinence from all drugs.
2. Two (2) year active involvement in NA.
3. Must be fully available on-site during convention or have responsible replacement approved by the Chairperson.

## **HOSPITALITY**

### **Responsibilities**

1. Arrange for the purchase and delivery of all food and necessary condiments to be provided in the hospitality suite.
2. Keep the Hospitality Suite adequately staffed with at least 2 people when open.
3. Post a "Rules List" in the Hospitality Suite. There should be **NO: GAMBLING, SLEEPING, VAPING OR SMOKING**, in the Hospitality Suite.
4. Secure the Hospitality Suite when closed.
5. Communicate with the Hotel Liaison as to what services are allowed in the Hospitality Suite by the Hotel.
6. Coordinate with Program Chair to determine schedule (closed during main speaker meetings.)

## **MERCHANDISE**

### **Responsibilities:**

1. Obtain bids from 3 merchandise suppliers. Make every effort on the part of the committee to avoid conflict of interest in merchandise purchases. Members of NA should be allowed to compete-bid but must have a competitive bid to get the contract/work. NA members actively participating on committee are excluded from these bids. If NA members are considered as vendors, they should have in their possession a World Service Approved License to sell NA items. The VRC Committee as a whole will make the final approval.
2. Try to find suppliers willing to extend credit (i.e., 25%-50% down payment when order is placed and balance due 10 days after convention is over). Make sure to have original invoices for VRC Treasurer and all payments will be made with VRC funds.
3. All items selected, as well as total quantities ordered, must be approved by the VRC Committee as a whole.



4. Staff the Merchandise store with teams to work in shifts. (Volunteers must have 3 years abstinence from all drugs, and never have misappropriated NA funds to operate cash registers). Cash register tape must be reconciled with cash pickups by the Treasurer and/or Alternate Treasurer. Volunteers must sign and date a Memorandum of Financial Responsibility Form to be allowed to work.
5. The VRC Committee must approve store hours and the store must be manned 30 minutes prior to opening. Ensure staff is prepared and knows how to operate cash register.
6. Coordinate with Registration Chair to provide proper set-ups for each register and acquire proper training in operation of cash register.
7. Provide an inventory count at the end of each day to be given to the Treasurer for accountability and, also at the end of the convention before it is turned over to the VRSC.
8. Count monies at every pick-up by Treasurer and sign off on a money pick-up form provided by Treasurer and receive carbon copy for their final reports.
9. Work with the Treasurer to have enough change for the cash register. Keep in mind the banks will be closed for the holiday. The Merchandise Chair must sign a payment voucher for opening all tills.
10. Sell merchandise at approximately a 100% markup. For example, if the total cost of a T-shirt is \$4.90, then sell it for \$10. Be sure to include all costs such as artwork and delivery of merchandise when determining the selling price.
11. The Merchandise budget should be as follows: assume an average spending allowance per convention attendee to be approximately \$20 per person and no greater than \$30 per person. The explanation for this rationale is as follows (some people will only spend \$5, while others may spend \$100). Experience has shown the average per person to be \$20-\$30 For example:

Expected Registrations	Cost of Merchandise	Gross Sales Revenue 100% mark-up
300	3,000	6,000
400	4,000	8,000
500	5,000	10,000
600	6,000	12,000

12. Leftover merchandise will be distributed to RCMs at the VRSC at the end of the convention. Merchandise will be sold at the Area level. The VRC Chair is to bring all accounted items to the VRSC meeting and get all RCMs to sign off on the merchandise received. The VRSC Treasurer will distribute and record all merchandise. Monies from those sales will be turned in to the VRSC Treasurer. Any unsold items will go to storage to be used by the Region or future VRC.

## ARTS AND GRAPHICS

### **Recommended Qualifications:**

1. Have Arts & Graphics experience and preferably own a computer to produce the drafts of the artwork.

### **Responsibilities:**

1. Prepare artwork for flyers, program, and all merchandise. Get three (3) bids for all printing jobs i.e. flyers, programs banner, tickets. Choosing the logo and theme is the responsibility of the VRC Committee as a whole.
2. The Pre-Convention flyer should be printed prior to the November VRSC meeting and to be delivered to the current VRC Convention. Flyer should include as much information as you have and approved by VRC Committee as a whole.
3. Logo and theme ideas should be turned in by January VRC meeting, final logo approved February VRC meeting. Rough draft of final registration flyer should be turned in to VRC by March meeting and should be produced by for the May VRSC meeting and ready for mailing. Flyers should have room rate and any other information that is approved by VRC Committee as a whole. Meal deadlines should be on the flyer to reflect the timeline required by the hotel. NO REFUNDS after November 15th should be included on all flyers.
4. Coordinate with Convention Information on printing of registration flyers.
5. After approved, have program printed. Work closely with the Program Committee to get the information for program as soon as possible. Bring rough draft to the October meeting and final draft to the November meeting. Proofreading is the key.
6. After approved, have banner prepared. Solicit the conscience of the VRC Committee as a whole to decide on the size of banner to be produced with optimum sizes of 5x5 to 10x10.
7. Have numbered tickets printed for banquets and any other entertainment functions, i.e.: Thanksgiving Dinner, Saturday Night Banquet, Sunday Brunch, Comedy Show, Dance tickets, etc. The VRC Committee as a whole will approve the number of tickets.

## **REGISTRATION**

### **Recommended Qualifications:**

1. Have experience with computers or be able to keep precise records of registrations.

### **Responsibilities:**

1. Maintain a database in a computer program of all registrations and banquet tickets sold.
2. Work with the Secretary to receive registrations from P.O. Box. (if applicable)
3. Email confirmation to all individuals who register in advance.
4. Provide a recommendation by July VRC meeting to the VRC Committee as to what items will be included in the Registration Packets. Suggested Registration cost should not exceed \$25 for pre-registration and \$50 for registration. Include a space for Newcomer Donations on the flyers. Bring suggested registration cost proposal along with projected budget to the VRC committee for approval.
5. If volume discount can be used, work with the Merchandise Chairperson to order items for the registration packets. These items must be inventoried separately to avoid co-mingling with Merchandise Budget items.
6. Staff Registration with teams to work 2-3 hour shifts. (Volunteers must have three (3) years abstinence from all drugs to work in Registration and have never misappropriated any NA funds and be willing to fill out a Memorandum of Financial Responsibility form). Administrative Committee members must be present to assist the teams at peak times.
7. Prepare a mailing list of all registrants to pass on to the VRC Committee for next year's convention.
8. Prepare registration packets in advance of the convention. Set aside the amount pre-registered. Do not insert the banquet tickets in the packets. Keep a record of the names of the individuals and how many tickets are prepaid and give them their tickets when they pick up their packets. Keep all tickets in the cash drawer until they are picked up/sold.
9. Collect tickets at banquet for accountability.

## **ENTERTAINMENT**

### **Responsibilities:**

1. Provide entertainment for Thursday (if 4 or 5 day event), Friday, and Saturday nights during the convention. Plan, staff, and supervise entertainment activities. The VRC committee as a whole must approve all activities.
2. Schedule entertainment to start 45 minutes after the main speaker meetings are over. Care should be taken not to schedule too many events at the same time.
3. Sign a contract with all entertainers. Contract must be pre-approved by VRC Committee as a whole prior to executing. Original signed contract to be given to the Secretary and a copy provided for the Treasurer.
4. Provide transportation for any functions away from the hotel. The cost of transportation should be included in the ticket price for the event.
5. Arrange for all stage lighting and audio. When outside vendors are involved, obtain 3 bids when necessary. Must be approved by VRC Committee as a whole.
6. Provide volunteers to help set up the stage, hang banners, etc. on the day the event begins and breakdown on Sunday after the speaker meeting. Hanging of banners will be generally done by hotel staff but must be done with an Entertainment representative present, also with breakdown on Sunday. Banners are to be rolled up and stored in regular containers they came in and delivered to VRSC meeting in progress on Sunday.
7. Keep the Hotel Liaison aware of any special needs that must be communicated to the hotel such as room setups.
8. Collect admissions at dances. Volunteers must have 3 years clean and have never misappropriated any NA funds. There should be two members at door to collect admission and sign a receipt provided by the Treasurer at any pickup of funds.
9. Coordinate with Hotel Liaison to have “non-entrance” doors of paid/ticketed functions to be securely locked and all doors to be locked at end of that day’s function to secure banners and equipment. Coordinate to have this responsibility done by the hotel.

## **FUNDRAISING**

### **Responsibilities:**

1. Work with any Area within the Volunteer Region to have Fundraising events. The Areas, not the VRC Committee, must sponsor these events. Provide a list of fundraiser dates so they do not conflict with one another.
2. Traditional fundraisers, such as silent auctions, golf tournaments, pancake breakfasts, sales of merchandise, etc., can be held throughout the year. Games of chance such as bingo, raffles, 50/50 raffles, cake walks, etc. are not permitted by Tennessee law.
3. Arrange for auction, (or silent auction), during the convention. Arrange for the Treasurer or Alternate Treasurer to be on hand to take in the money.

## **CONVENTION INFORMATION**

### **Responsibilities:**

1. Make sure the convention registration flyer is published by February on [www.na.org](http://www.na.org) website.
2. Obtain a mailing list from all Regions and Areas.
3. Schedule 2 distributions (at VRSC) and 1 mailing (in June) as follows:
  - a) Preconvention flyers handed out to each area at the November VRSC
  - b) Registration flyers handed out to each area at the May VRSC
  - c) Registration flyers mailed to each Region that is within 200 miles of the host city.
4. Make sure all home groups in the host city have a regular supply of registration flyers.
5. In July, email registration flyer to everyone who registered for the prior year convention.
6. Provide information on local attractions, city map, etc. Check with Chamber of Commerce of host city.
7. Provide local meeting lists and NA literature.

## PROGRAM

### **Responsibilities:**

1. Have regular Sub-Committee meetings in order to listen to all tapes submitted to the committee.
2. Select three (3) main speakers no later than May, the year of the convention. These speakers will be Friday and Saturday night and Sunday brunch. These main speakers will receive room, a full registration packet, and all travel expenses. Select one backup speaker in the event one of the main speakers cannot attend at the last minute. Other speakers chosen should be notified that no accommodation or travel would be provided.
3. Clean time requirements:
  - 8 years-main speakers
  - 3 years-workshop speakers
  - 1 year-workshop chairpersons

**NOTE:** The main speakers should be from outside the Volunteer Region and not ever have resided in the Region during their recovery. The purpose would be to eliminate partisan feelings (pro or con) in the selection of the speaker.

4. It is suggested to select topics, speakers, and chairpersons for the workshops as follows:

There should be 18-27 workshops if 4 or 5 day event or 12-18 if 3 day event, (2-3 workshops at a time). Within the Volunteer Region there will be one speaker from each Area. Each Area will choose their speaker.

5 step workshops (2 speakers each).

Steps 1, 2, & 3

Steps 4 & 5

Steps 6 & 7

Steps 8 & 9

Steps 10, 11, & 12

Minimum of 2 workshops on Traditions & Concepts

Balance of workshops to be selected topics (minimum 2 speakers)

The VRC Committee as a whole will approve the topics. In May, alert the RCMs of each area to bring workshop speaker names back to VRSC by August.

5. Make sure speakers and workshop chairpersons use NA terminology.
6. For workshops, read only 2 NA readings and the Press Statement.
7. Saturday night meeting:
  - a. Chaired by the VRC Committee Chairperson.
  - b. Make any special announcements before the meeting.
  - c. Read all NA readings and the Press Statement.
  - d. Recognize the VRC Committee.
  - e. Introduce speaker.
  - f. Speaker to speak for approximately 45-50 minutes (maximum 60 minutes).

- g. Recognize geographical areas. Coordinate with Registration Chair so that only those states/countries with registered attendees are called out. Call out all Areas within the Volunteer Region host city last.
  - h. Clean time count down. Give out keytags during the clean time count down, to save time. Arrange to give out Basic Texts or other newcomer gift to everyone with less than 30 days.
  - i. Close with the Serenity Prayer.
8. Suggested meeting schedule options:
- |                   |              |                     |
|-------------------|--------------|---------------------|
| Wednesday (5 day) | 8–9:30 PM    | NA Meeting          |
| Thursday (4 day)  | 6–7:30 PM    | Thanksgiving Buffet |
|                   | 7:30–9 PM    | NA Meeting          |
| Friday            | 7:30–9 PM    | Speaker Meeting     |
| Saturday          | 5:30–7 PM    | Banquet Dinner      |
|                   | 7–9 PM       | Speaker Meeting     |
| Sunday            | 9–10 AM      | Brunch Buffet       |
|                   | 10–11: 30 AM | Speaker Meeting     |
- 9. Entertainment will begin after the speaker meetings are over. Make an announcement that everyone must clear the room after the meeting.
  - 10. Arrange for all workshops and speaker meetings to be recorded. If an outside vendor will be used, collect three (3) contract bids and bring one (1) recommendation to VRC Committee for approval by VRC Committee as a whole.
  - 11. Hotel Liaison will coordinate with hotel and/or IT chair to have microphones and rooms properly set up.
  - 12. Select a pool of members to be ready to speak at workshops in the event the scheduled speaker/chairperson fails to show up.
  - 13. Speakers and chairpersons should be in the room 15 minutes prior to the workshop’s starting time.
  - 14. Schedule chairpersons for the marathon meeting. The VRC Committee as a whole will decide the hours of the marathon meeting. For the marathon meeting to stay open all night, there must be a scheduled chairperson at all times. Schedule chairpersons for 2-hour shifts.
  - 15. Lock marathon meeting room when closed.

# **TECHNOLOGY AND COMMUNICATIONS COORDINATOR**

## **Recommended Qualifications:**

1. Have access to a computer and the internet.
2. Website design and/or maintenance experience.

## **Responsibilities:**

1. Maintain and keep the convention-website current.
2. Forward all correspondence received through the website to the appropriate persons or committees.
3. Coordinate with Regional ITCC for VRC committee emails to be set up.
4. Implement and assist with available technologies that support the committee's vision and purpose.
5. Keep a current calendar on the website, listing all VRC Committee meeting times and places, the dates of fundraiser(s) and the dates of the convention.
6. Provide archival copies of website data to the Alternate TCC Chairperson and to the VRC Chairperson. Be sure to include any applicable login information, usernames, passwords, hosting info, etc.
7. Must be fully available on the site during convention or have responsible replacement approved by the Chairperson.
8. Supply radios to VRC Committee to be distributed as follows:
  - a. 2 radios for NA Security
  - b. 1 radio for Hospitality Chair
  - c. 1 radio for Hotel Liaison
  - d. 1 radio for Program Chair
  - e. 1 radio for Entertainment Chair
  - f. 1 radio for Hotel Security or Hotel Operator
  - g. 1 radio for Chairperson
  - h. 1 radio for Treasurer-Alternate Treasurer
  - i. 1 radio for Registration Chair
  - j. 1 radio for Merchandise Chair
  - k. 1 radio for Vice-Chairperson
  - l. Radios and chargers to be stored in VRC Committee administrative space or room that will be secure.

**THIS IS THE END OF THE GUIDELINES**

FINAL DRAFT COMPLETED 02/05/2023



## **BUDGET OUTLINE ADMINISTRATIVE COMMITTEE**

**INCLUDES:** Chair, Vice-Chair, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, and Hotel Liaison

### **ITEMS TO BE INCLUDED BUT NOT LIMITED TO:**

Mileage (if outside Host City or Area), Printing Charges, Postage, Printing Supplies, and Computer supplies for Treasurer (Ink or Paper), Security Charges, Rental of Radios, P.O. Box Rental (18-month period), Liability Insurance (if required), Bank Account Charges, and Hotel Charges.

## **SUB-COMMITTEE CHAIRS**

All positions will include mileage to budget (if outside Host City of Area).

**HOSPITALITY:** Kitchen Preparation Materials, Refrigerators, Delivery of any food product, all Food, Condiments, Paper products, Coffee (If Served), Coffee Brewing Fee (If Coffee is Served)

**MERCHANDISE:** T-Shirts, Jackets, Cups, Mugs, Sweatshirts, Hats, Screen Charges, Delivery Charges, Shipping Charges, Artwork Charges, Or any other items or charges approved by the VRC Committee as a whole. Rental of cash register (for 4-day period).

**ARTS & GRAPHICS:** Printing Charges for Flyers (Includes Pre-Convention Flyers), Programs, and all merchandise, All Banner preparations, and charges for making Banner, Printing of numbered tickets for Banquets, Thanksgiving Dinner, Saturday Night Banquet, Sunday Brunch and all Entertainment Function Tickets.

**REGISTRATION:** Phone calls, numbered confirmation cards, All Items for Registration Packets (based upon last three years attendance), Rental of Cash Register (for 4-day period).

**ENTERTAINMENT:** Price for contracting any entertainment such as: DJ, Comedy Show, Boat Ride, Karaoke, Smiley Faces Show, and Transportation Charges.

**FUNDRAISING:** Cost for 2<sup>nd</sup> VRC Fundraiser Event.

**CONVENTION INFORMATION:** Postage or Bulk mailing charges, NA Literature needed (local meeting lists and NA IPs in Hospitality Suite)

**PROGRAM:** Airline Tickets, Extra rooms outside of Block, Basic Texts, Readings, Key Tags, Medallions.

## **VOLUNTEER REGIONAL CONVENTION DEFINITIONS**

**VOTING MEMBERS:** Voting members include the Administrative Committee (Chairperson may **ONLY** vote to break a tie vote), Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, and Hotel Liaison. Sub-Committee Chairperson's (or in their absence, the subcommittee's Vice Chairperson) which include Hospitality, Merchandise, Arts & Graphics, Registration, Entertainment, Fundraising, Convention Information, and Program.

**QUORUM:** Quorum consists of 51% of the Administrative Committee and Sub-Committee Chairs or Vice-Chairs in their absence.

**ATTEND ALL VRC COMMITTEE MEETINGS:** If a voting member misses more than 2 meetings in their 18-month commitment, at the third meeting missed, that position becomes open and a new member may be selected by the Host Committee to fill their position.

**TIME AND RESOURCES TO SERVE:** The individual wanting to serve the VRC needs to have available time in their schedule or work to fulfill a position and be able to attend All VRC meetings and be available during the convention itself.

**ADMINISTRATIVE COMMITTEE MEMBERS:** Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, and Hotel Liaison.

**SUB-COMMITTEE CHAIRS:** Hospitality, Merchandise, Arts & Graphics, Registration, Entertainment, Fundraising, Convention Information, and Program.

**PRIOR AREA OR REGIONAL CONVENTION EXPERIENCE:** These are requirements listed under Administrative Committee positions. This would include any Area Convention in the Volunteer Region and the Volunteer Regional Convention. This also includes any positions held on other state or area conventions.

**CO-SIGNORS:** These are members of the VRC Administrative Committee who are signors on the bank account, being: Chairperson, Vice-Chairperson, Secretary, and Treasurer only.

**AGENDA:** The Chairperson is required to provide an agenda, which explains the details of the next scheduled VRC meeting time, place and items for discussion at the next meeting.

**MEMORANDUM OF FINANCIAL RESPONSIBILITY:** The VRC GRC have adopted this form from other Regional Guidelines who have experienced misappropriation of fellowship funds. This form is for the purpose of responsibility for handling of fellowship funds.

**VRSC:** Volunteer Regional Service Committee

**VRGRC:** Volunteer Regional Convention Guideline Revision Committee

**MASTER BILL:** The final bill from the Hotel of the Volunteer Regional Convention

**VRCC:** Volunteer Regional Convention Committee

**RCM:** Regional Committee Member

**BOD:** Board of Directors being RCM's of the Volunteer Region

**“WITH CAUSE”:** A motive, reason, or occasion in which a member misuses NA funds for any purpose.

**MIS-APPROPRIATION:** When any member uses any NA funds through embezzlement, stealing, cheating, or fraud, for any purpose other than for the NA fellowship.

**CHAIRS:** The elected officer(s) to the Administrative Committee or the Sub-Committee who have the sole responsibility and accountability for that position.

**PARTICIPANT:** Anyone who is part of a committee, including Vice-Chairs or any volunteer who is involved in any way with the Volunteer Regional Convention Committee.

**CHECK REQUEST FORM**

**Person requesting check:** \_\_\_\_\_

**Position or Sub-Committee making request:**

**Amount Requested:** \_\_\_\_\_

**Reason: (if applicable, please attach receipts)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Is this a budget-approved amount?** \_\_\_\_\_

**If so, for what year?** \_\_\_\_\_

**If so, Budget Line Item:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Requested:** \_\_\_\_\_

**Date Required:** \_\_\_\_\_

**Make Check Payable to:** \_\_\_\_\_

**(Please check one) Check to be handed ( ) to, or mailed ( ) to.**

**Special Instructions:** \_\_\_\_\_

**(Please do not write below this line)**

\_\_\_\_\_  
**Date Paid**

\_\_\_\_\_  
**Check No.**

**VOLUNTEER REGION OF NARCOTICS ANONYMOUS**  
**PAYMENT VOUCHER**

**DATE PAID:** \_\_\_\_\_

**CHECK NO:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**ISSUED BY:** \_\_\_\_\_

**PAY TO:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

**GENERAL DESCRIPTION OF INTENDED USE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ITEM DETAIL**

**AMOUNT**

**TOTAL AMOUNT REQUESTED:** \_\_\_\_\_

**NAME OF SUBCOMMITTEE OR INDIVIDUAL REQUESTING FUNDS:**

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**ADDENDUM "A"**

**VOLUNTEER REGION OF NARCOTICS ANONYMOUS  
MEMORANDUM OF FINANCIAL RESPONSIBILITY DATE:**

I, \_\_\_\_\_, a trusted servant of the fellowship for the Volunteer Region of Narcotics Anonymous agree to use properly and keep safe any money or other asset entrusted to me by the fellowship of NA.

I agree to avoid mixing Fellowship money with my own money or the money of anyone else.

I agree to use Fellowship money or other assets only as directed by the fellowship of NA. I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. While in service at any time or if I am removed from service, I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property. I have agreed to follow and adhere to the VRC Anti-theft Policy as outlined in Addendum "B".

**Signed, \_\_\_\_\_ (Trusted Servant)**

**Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**OFFICER VRC**

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

This document was created to implement the VRC Anti-Theft Policy. The VRC Committee has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current Copies of these documents are available on request. This agreement shall be held in the VRSC Regional Archives.

## **ADDENDUM “B”**

### **VOLUNTEER REGION OF NARCOTICS ANONYMOUS ANTI-THEFT POLICY**

The 11<sup>th</sup> Concept for NA Service establishes the sole absolute priority for the use of NA funds; to carry the message. The 12<sup>th</sup> Concept gives the VRSC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by Regional Trusted Servants cannot be tolerated.

Should any VRCC Participant, Administrative Committee member, Subcommittee Chair/Vice-Chair, or RSC Convention Committee member, or any other Regional trusted servant be found to have misappropriated, or misused VRCC funds, the presiding Officer of the VRCC, immediately upon calling the VRC meeting to order, must fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their 10<sup>th</sup> Concept right to redress at this time.

#### **VRCC ACTION:**

The Volunteer Regional Convention Committee, once informed of the alleged misuse of funds, may remove the individual(s) involved “with cause” by a 2/3 vote. Should the VRCC remove a member with cause, said individual(s) participation within the VRCC is immediately terminated.

Additionally, any member removed by the VRCC for misappropriation of funds may not hold an elected seat on the VRCC for a period of (3) years.

#### **RESTITUTION:**

Individuals removed for misappropriation of funds are expected to make full restitution of all VRCC funds within a 90-day period from the time of misappropriation. Should a member removed for misuse of funds fail to make full restitution, said member, will be subject to criminal and/or civil prosecution by the Volunteer Regional Service Committee, Inc.

## Appendix D – Motions



Regional Service Committee Business

World Service Committee Business

Nomination of Trusted Servant

# VRSC Motion # 06/08/2023 - 5

*(Please print legibly in ink)*

Date of motion: 5.7.12

Motion by (name): Lucy O

Area/committee/Office: Policy & Procedure Chair

Second by (name): \_\_\_\_\_

Area: \_\_\_\_\_

## THE MOTION READS AS FOLLOWS:

Change Article 7, Section 3 A 2 from “2. RD & RD Alt shall be nominated in February and elected in May of odd years.”

To

“RD and RD alt shall be nominated in February the year following the World Service Conference and elected in May of that year.”

## INTENT:

To change the length of terms to coincide with the WSC conference cycle.

**DISPOSAL OF MOTION**

### THIS MOTION:

- Creates or changes VRSC procedure
- Amends (document or policy): \_\_\_\_\_
- By adding language, page \_\_\_\_, paragraph \_\_\_\_.
- 
- By replacing language, page \_\_\_\_, paragraph \_\_\_\_.
- By deleting language, page \_\_\_\_, paragraph \_\_\_\_.

### ACTION:

- Decided by VRSC vote
  - Deferred to Group Conscience
  - Deferred to Area Conscience
  -
- Deferred to: Policy & Procedure \_\_\_\_\_

### VOTE:

**Date of vote:** \_\_\_\_\_  
**Count:** Yea: \_\_\_ Nay: \_\_\_ Abstain: \_\_\_

### OUTCOME:

- Passed
- Failed
- Tabled
- Amended (attached)
- Withdrawn
- Other: \_\_\_\_\_

- Regional Service Committee Business
- World Service Committee Business

## VRSC Motion # 06/08/2023 – 6

Date of motion: 8/6/23

Motion by (name): Lucy Area/Committee/Office:VRC Guideline Ad Hoc Policy & Procedure Chair

Second by (name): \_\_\_\_\_ Area/Committee/Office: VRC Guideline Ad Hoc\_\_\_\_\_

THE MOTION READS AS FOLLOWS: Change “ARTICLE X: MEETING, Section 1: Time and Place, B: That the VRSC have an Annual Regional Assembly to be held in March of each year. It has been a long time since the VRSC held a regional assembly in March.”

To

"B. That the VRSC have an Annual Regional Assembly. During Conference years, the CAR/CAT workshop may be considered the Regional Assembly."

INTENT: To update the guidelines to be more feasible and flexible while still ensuring the need to have a Regional Assembly.

### DISPOSAL OF MOTION

Date of vote: _____
Count:
Yea: _____ Nay: _____ Abstain: _____

Action:
Decided by VRSC vote
Deferred to Group Conscience
Deferred to Area Conscience
Deferred to:

Outcome:
Passed
Failed
Tabled
Amended (attached)
Withdrawn
Other

This motion:
Creates or changes VRSC procedure
Amends (document or policy)
_____
By adding language, page _____, paragraph
_____

# VRSC NOMINATION FORM

Nomination #: 05/07/2023 - 3

Date: \_\_\_\_\_05/06/2023\_\_\_\_\_

Nominated by: (Name) \_\_\_\_\_James B.\_\_\_\_\_

Area/ Committee/ Office: \_\_\_\_\_KANA RCM\_\_\_\_\_

Seconded by: (Name) \_\_\_\_\_

Area/ Committee/ Office: \_\_\_\_\_

Nominee's Name: \_\_\_\_\_Amber M. from KANA\_\_\_\_\_

Position Nominated For: \_\_\_\_\_VRC 42 Chair\_\_\_\_\_

*Written service resume to be included with nomination form.*

Date Received: 5/6/23  
VRSC Service Resume  
Clean date: 5/27/14  
Total Clean Time: 8 yrs

Office/Mobile phone: 865-312-4749

Position nominated for: VRC Chair  
Term of Commitment: 1 year

Nominated by: Knoxville Area  
Seconded by: \_\_\_\_\_

Please list all group, area, regional and world service positions you have held within the past five years and approximate dates for each period of service:

VRC 38 Vice Chair: Nov 2020  
Area Guidelines Chair: Current  
Recovery On the Ridge Treasurer: 2022  
H&I Panel leader since 2021

If you have not completed a term as a trusted servant or have been removed from a service position in the past five years, please explain:  
Has completed all terms as a trusted servant.

Please include any other information which you consider relevant to your nomination:  
Has a home group. Has a sponsor who has a sponsor. Has been involved in some form of service work since I have gotten clean.

I have read the attached letter and am willing to make the necessary commitment as a trusted servant of the Volunteer Region of Narcotics Anonymous, and if elected, pledge to perform the duties relative to my position to the best of my ability.

I understand that any committee or person handling any NA funds is completely accountable for these funds at all times. I furthermore understand that the VRSC has the authority to pursue legal action against any individual found misappropriating these funds.

Signed: Amber M Date: 5/5/23

- Regional Service Committee Business
- World Service Committee Business

## VRSC Motion # 06/08/2023 - 4

Date of motion: 8/6/23

Motion by (name): Lucy Area/Committee/Office:VRC Guideline Ad Hoc Policy & Procedure

Second by (name): Joe Area/Committee/Office: VRC Guideline Ad Hoc chattanooga

THE MOTION READS AS FOLLOWS:

Add to Article XII: Funding, Section 4: Check signatures.

"In the event a 2nd signature isn't possible, (i.e. 2 signees are not at the meeting or it is between meetings) the treasurer will get approval electronically from 2 of the approved check signers.

INTENT: To allow for checks to be written outside of the in-person VRSC meetings when needed.

DISPOSAL OF MOTION

Date of vote: \_\_\_\_\_

Count:

Yea: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

Action:

Decided by VRSC vote

Deferred to Group Conscience

Deferred to Area Conscience

Deferred to:

Outcome:

Passed

Failed

Tabled

Amended (attached)

Withdrawn

Other

This motion:

Creates or changes VRSC procedure

Amends (document or policy)

\_\_\_\_\_

By adding language, page \_\_\_\_\_, paragraph \_\_\_\_\_.

- Regional Service Committee Business
- World Service Committee Business

## VRSC Motion # 06/08/2023 - 1

Date of motion: 6 August 2023

Motion by (name): Unknown

Area/Committee/Office: VRSC Vice Chair

Second by (name): Unknown

THE MOTION READS AS FOLLOWS:

Joe A for VRSC Vice Chair

INTENT:

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DISPOSAL OF MOTION

Date of vote: \_\_\_\_\_

Count:

Yea: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

Action:

Decided by VRSC vote

Deferred to Group Conscience

Deferred to Area Conscience

Deferred to:

Outcome:

Passed

Failed

Tabled

Amended (attached)

Withdrawn

Other

This motion:

Creates or changes VRSC procedure

Amends (document or policy)

\_\_\_\_\_

By adding language, page \_\_\_\_\_, paragraph \_\_\_\_\_

\_\_\_\_\_ .

Date Received: 8-6-23

## VRSC Service Resume

(Please print legibly in ink)

Name: Joe Aucoin Clean date: 10-2-11 Total Clean Time: 11y 10m

Address: Chattanooga, TN

Home phone: ( ) Office/Mobile phone: (423) 645-0336 Fax: ( )

Position nominated for: Vice Chair Term of Commitment: Finish current cycle

Nominated by: Vince B RD Text Seconded by: Mike G Hot Area

Please list all group, area, regional and world service positions you have held within the past five years and approximate dates for each period of service: Chattanooga Area RCM (current),  
Chattanooga Area Treasurer, Chattanooga Area Chair, GSR of a home group, Home group treasurer,  
Home Group opener, Home group literature and supplies

If you have not completed a term as a trusted servant or have been removed from a service position in the past five years, please explain: I have completed all service positions

What resources and experience (school, work, volunteer, etc) do you believe you can bring to the position for which you have been nominated: Leadership roll at work, computer experience  
communication with other organizations,

Please include any other information which you consider relevant to your nomination: \_\_\_\_\_

I have a willingness to serve and grow through on going service commitments and recovery Meeting

*I have read the attached letter and am willing to make the necessary commitment as a trusted servant of the Volunteer Region of Narcotics Anonymous, and if elected, pledge to perform the duties relative to my position to the best of my ability.*

*I understand that any committee or person handling any NA funds is completely accountable for these funds at all times. I furthermore understand that the VRSC has the authority to pursue legal action against any individual found misappropriating these funds.*

Signed: Joe Aucoin Date: 8-6-2023

- Regional Service Committee Business
- World Service Committee Business

## VRSC Motion # 06/08/2023 - 3

Date of motion: 6 August 2023

Motion by (name): SZF

Area/Committee/Office: Krisitin D for SZF Fellowship Development Facilitator

Second by (name): Unknown

THE MOTION READS AS FOLLOWS:

Joe A for VRSC Vice Chair

INTENT:

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DISPOSAL OF MOTION

Date of vote: \_\_\_\_\_

Count:

Yea: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

Action:

Decided by VRSC vote

Deferred to Group Conscience

Deferred to Area Conscience

Deferred to:

Outcome:

Passed

Failed

Tabled

Amended (attached)

Withdrawn

Other

This motion:

Creates or changes VRSC procedure

Amends (document or policy)

\_\_\_\_\_

By adding language, page \_\_\_\_\_, paragraph \_\_\_\_\_

\_\_\_\_\_ .



## SERVICE RESUME

### SOUTHERN ZONAL FORUM

**Service position being nominated for:** SZF Fellowship Development Facilitator

**Name:** Kristin D **Clean Date:** May 24, 1998

**Please list the service commitments you currently hold:**

- Show Me Regional Outreach Chair: October 2022- Current
- Writing Steps for Recovery Coordinating Secretary: 2018- Current

**Please list all the past service positions you've held. Include name of group or service committee that you served for, and the approximate dates served:**

**Group:** Several group service commitments since 1998 (GSR-Chair-Treas-Set up- etc.)

**Area:** St. Louis Area RCM- 2001/2002 \* St. Louis Area Outreach Chair 2002-2004\* St. Louis Area RCM 2015-2017- (approx.) \* PR member off and on over the yrs

**Show-Me Region:** Regional Outreach Chair 2004-2006\* Regional Delegate Alternate/ Regional Delegate 2006-2009 \* Writing Steps for Recovery Chair 2017-2019 ( approx.)\* PR member off and on over the years

**Forum: Southern Zonal Forum:** Active Delegate from my Region\* SZF Treasurer 2009/2010 -2014 \* SZF Secretary 2014- 2018\* Fellowship Development SZF Ad hoc Facilitator Summer 2018 – Summer 2019  
\*Multi Zonal Service Symposium's Hosting Chair 2013-2014

**World Services:** Regional Delegate 2006-2009\*

**If you have not completed a term or have been removed from a service position, please explain:** In 2019 I had to step down prior to the final vote adding FD/ PR to the Southern Zonal Forum due to health reasons. I also had to step down during the same year as Show-Me Region's Ad hoc Chair for Outreach Guidelines. My health prevented travel. I am okay now. We have virtual access available, so if something should occur in the future, I will still be able to attend.

**Why you can and will serve the fellowship in this position:** I have been a member of this fellowship and have been of service in many ways, including what is listed above. I have always been active in supporting other groups, areas & regions, including my own. Fellowship Development has always been a focus of mine. I believe our zone can benefit from experience & knowledge others have within. We just need to tap into it. I have always been active in supporting other groups, areas & regions outside of my own. I believe in the SZF and what we do here. My hope is to serve our regions and areas inside our zone by focusing on building relationships with others within– especially those in rural areas. I will also look to others for best practices, support, and guidance.

Date: July 2023

<b>Name:</b>	<i>Marc S.</i>
<b>Position:</b>	<i>IT - Audio/Visual SZF</i>
<b>Clean Date:</b>	<i>Jan. 1, 1989</i>
<b>Current Commitments:</b>	<i>Arkansas Region Guidelines &amp; Procedures Chair</i>
<b>Previous Commitments:</b>	<ul style="list-style-type: none"><li>● <i>MZSSNA Arts &amp; Graphics</i></li><li>● <i>ARCSNA Strategic Planning Adhoc Chair</i></li><li>● <i>NW Arkansas Area Chairperson</i></li><li>● <i>Ontario Region RDA</i></li><li>● <i>Canadian Assembly of Narcotics Anonymous Social Media Ad Campaign Workgroup</i></li><li>● <i>Golden Triangle Area RCM</i></li><li>● <i>Golden Triangle Area PR chair (Website, Phonenumber, FD)</i></li><li>● <i>Golden Triangle Area Chair</i></li><li>● <i>Golden Triangle Area Campvention Chair</i></li><li>● <i>Golden Triangle Area H&amp;I Chair</i></li><li>● <i>Golden Triangle Area Ad-hoc Guidelines &amp; Policies</i></li><li>● <i>Golden Triangle Area Secretary</i></li><li>● <i>Golden Triangle Area Treasurer</i></li><li>● <i>Ontario Regional Secretary</i></li><li>● <i>Ontario Regional Convention Chair</i></li><li>● <i>Welcome Home Group Guelph -GSR</i></li><li>● <i>NA Way Magazine Editorial Board</i></li></ul>
<b>Experience in position nominated:</b>	<ul style="list-style-type: none"><li>● <i>Chaired/Facilitated numerous service bodies, workshops, and conventions, workgroups</i></li><li>● <i>Expert Communicator</i></li><li>● <i>Professional workshop leader</i></li><li>● <i>Professional technology trainer</i></li><li>● <i>Professional Website designer, publisher</i></li><li>● <i>Professional Instructional Designer (understanding of how people learn</i></li><li>● <i>see examples of my work and training on my professional <a href="#">portfolio</a>.</i></li></ul>
<b>Why serve in this position?</b>	<i>I've served in all positions at an area level at some point or another and have served in many functions at the regional, zonal and WSC level.</i>

- Regional Service Committee Business
- World Service Committee Business

## VRSC Motion # 06/08/2023 - 2

Date of motion: 6 August 2023

Motion by (name): SZF

Area/Committee/Office: Marc S for SZF IT

Second by (name): Unknown

THE MOTION READS AS FOLLOWS:

Joe A for VRSC Vice Chair

INTENT:

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DISPOSAL OF MOTION

Date of vote: \_\_\_\_\_

Count:

Yea: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

Action:

Decided by VRSC vote

Deferred to Group Conscience

Deferred to Area Conscience

Deferred to:

Outcome:

Passed

Failed

Tabled

Amended (attached)

Withdrawn

Other

This motion:

Creates or changes VRSC procedure

Amends (document or policy)

\_\_\_\_\_

By adding language, page \_\_\_\_\_, paragraph \_\_\_\_\_

\_\_\_\_\_ .



# KAYAKING



**September 9th @ 8am**

**— Smooth Rapids —**

**McMinnville, TN | 245 Durham St.**

**\$40 for Kayak Rentals**

For More Information Contact

**Kyle: 615.479.8190 | Gordon: 615.796.8238**