**September 3, 2023**

**Meeting Minutes**

**Meeting Open**

**Open**: Off the Wall area opened at 9 AM with a moment of silence, followed by the Serenity Prayer and the reading of 12 Concepts and Spiritual Agreement from our guidelines.

**New GSRs/Visitors to ASC:** None

**Birthdays:** 🎂 🎉🎈 Congratulations to Matt V. – 18 mo. / Patrick M. – 8 yrs. / Sarah A. – 9 yrs.

**Prior ASC Minute Approval:** Approved.

Please submit Group and Sub-committee reports via the new Online Report Form (or [**otwsecretary@gmail.com**](about:blank)). Both forms can be found at [**otwna.org**](about:blank) (double click on GSR Checklist in the dropdown menu). Reports not emailed or submitted through the Group Report form will not be added to the minutes. Reports will only be accepted up to 7 days after Area.

**Executive Committee Reports**

**Chair -** Vanessa R. – Nothing new to report

**Vice Chair** – Kenny H. - Nothing new to report

**Secretary** – Dana I. – Thank you for your patience with me while I adjust to/fumble through the Secretary role. 😊

**Treasurer** – Red B.

**Subject:**September Treasurer report for August

Happy Labor Day everyone!

**August Account Reconciliation**

* We began the month of August with a starting balance of **$1,246.68** in checking.
* Account reconciliation reflects **$1,411.44**in total Canvas deposits (Venmo, Paypal and cash deposits directly @ Canvas), **$513.62** in subcommittee income and **$1,749.09** in monthly expenses.
* Canvas’ actual Month End closing balance for August Checking was**$1,405.11**, with **$379.37**in Savings (Prudent Reserve).

|  |  |  |  |
| --- | --- | --- | --- |
| **August 2023** | |  |  |
| **Previous month's closing Balance-Canvas** | **$1,246.68** |  |  |
|  |  |  |  |
| **Group Donations & Literature Orders (Inactive groups are hidden)** | **Donation Reported** | **Donation Received?** | **Pyt Method (Cash@ASC/Venmo/Paypal/Canvas)** |
| **Addicts Seeking Sanity** | $33.00 | $33.00 | **Paypal** |
| **Drug Busters** | $25.00 | $0.00 |  |
| **Freed From Insanity** | $35.00 | $35.00 | Cash @ ASC |
| **Fun Addicts** | $53.00 | $0.00 |  |
| **Hope Shot** | $133.00 | $133.00 | Cash @ ASC |
| **Just For Today** |  |  |  |
| **Primary Purpose** | $0.00 | $0.00 |  |
| **Solutions Group** | $201.00 | $199.00 | **Venmo** |
| **Stairway to Freedom** | $100.00 | $100.00 | Cash @ ASC |
| **SWAG’D Out** | $0.00 | $0.00 |  |
| **Steps and Traditions Roulette** | $48.55 | $48.55 | **Venmo** |
| **When At The End Of The Road** | $51.00 | $51.00 | Cash @ ASC |
| **TOTAL 7th Reported** | **$679.55** | **$599.55** | **$80.00** |

|  |  |  |
| --- | --- | --- |
| **Literature Order Reported** | **Lit$ Received?** | **Pyt Method (Cash@ASC/Venmo/Paypal/Canvas)** |
|  |  |  |
|  |  |  |
| $ 109.60 | $ 109.60 | Cash @ ASC |
| $ 140.00 | $ 140.00 | **Canvas Cash dep** |
|  |  |  |
|  | $ 245.69 | **Venmo** |
|  |  |  |
|  |  |  |
|  | $ 26.00 | **Venmo** |
| $ 170.22 | $ 170.22 | Cash @ ASC |
|  |  |  |
|  |  | Cash @ ASC |

|  |  |  |  |
| --- | --- | --- | --- |
| **Canvas + Deposits** | | **Canvas - Withdrawals** | |
| ASC cash | $ 532.82 | $ 87.23 | Copy Shoppe |
| Fun Addicts Lit | $ 140.00 | 795.86 | NAWS Lit |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **$ 672.82** | **$ 883.09** |  |
|  |  |  |  |
|  |  |  |  |
| **Venmo Deposits** | | **Paypal Deposits** | |
| Solutions Area Don | $ 199.00 | $ 125.00 | ASC Lit |
| Activities | $ 388.62 |  |  |
| Stairway Lit | $ 26.00 |  |  |
| Steps/Trad Area Don | $ 48.55 |  |  |
| Just For Today Lit | $ 245.69 |  |  |
|  |  |  |  |
|  | **$ 613.62** | **$ 125.00** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subcommittee Income** | |  |  |  |
| **Activities** | $388.62 |  |  |  |
| **Literature** | $125.00 |  |  |  |
| **Merchandise** | $0.00 |  |  |  |
| **Miscellaneous** | $0.00 |  |  |  |
| **Subcommittee Income Total** | **$513.62** |  |  |  |
|  |  |  |  |  |
| **Check Budgets tab to update upcoming expenses for each month.** |  |  |  |  |
| **EXPENSES** | **Paid** | **Budget** | **Difference** | **Notes** |
| **Literature** | $795.86 | $1,000.00 | $204.14 | Monthly |
| **PI** | $112.23 | $75.00 | -$37.23 | Monthly |
| **H&I** | $0.00 | $55.00 | $55.00 | Monthly |
| **Merchandise** | $0.00 | $600.00 | $600.00 | Bi-annually (June-Nov & Dec-May) |
| **Region** | $0.00 | $0.00 | $0.00 | Monthly |
| **PO Box** | $0.00 | $0.00 | $0.00 | November |
| **Rent** | $550.00 | $550.00 | $0.00 | August (paid in full for the year) |
| **Activities** | $250.00 | $200.00 | $50.00 | Monthly |
| **Coffee/Donuts** | $41.00 | $45.00 | $4.00 | Monthly |
| **Microsoft 365** | $0.00 | $69.99 | $69.99 | Annually (April) |
| **GoDaddy Webservant (Security Certificate)** | $0.00 | $0.00 | $0.00 | Biennially (due again in 2025) |
| **Misc** | $0.00 | $0.00 | $0.00 |  |
| **TOTAL EXPENSES** | **$1,749.09** | **$2,594.99** | **$945.90** | **Available funds** |
|  |  |  |  |  |
| **End of ASC Balance** | **$690.76** |  |  |  |
|  |  |  |  |  |
| **CANVAS Checking Actual Month ENDING BALANCE** | **$1,405.11** |  |  |  |
| **CANVAS Savings Account - Prudent Reserve** | **$379.37** |  |  |  |

**PO Box:** We had one advertisement for a new domain, it was thrown away.

Thank you for adding notes to your deposits and transactions.

Thank you for allowing me to serve.

Red B

**Assistant Treasurer** – Open position

**RCM1** – Open Position

**RCM2** - Dave L.

Hello OTW Area,

The fall regional Assembly flyer is attached and information is included.

Thank You

Saturday, September 16

9:30am GSR Training. 10 am Regional Assembly Start

Lunch will be included

In Person: 8085 E Hampden Ave. Denver, CO 80231  
Online: Meeting ID: 885 8822 0495  
Passcode: CRSCNA

In Loving Service

Dave L

RCM2 OTW Area of Narcotics Anonymous

**Sub-Committee Reports**

**Activities**  
Chairperson's Name: Matt V

**Committee Report:**

We meet on the 3rd Sunday of the month at 9:30am.  
Last month we discussed the upcoming Halloween event. Finalizing details. The venue has been paid for. Our next event will be New Years Eve. We are still looking for a venue. Suggestions are welcome. If anyone is interested in being a part of activities please see me after the meeting for more details. We request our monthly budget of $250. Thank you for letting me serve.

**CRCNA Liaison**  
Chairperson's Name: Tamara J.  
**Committee Report:** Reported verbally at ASC, but No Report submitted to secretary.

**Hospitals & Institutions**

Chairperson’s Name: Shell H.

Committee Report:  
Good morning Area! I'm sorry I couldn't be there in person today. We had subcommittee 9/2 with 7 people in attendance. Meetings are going well overall. No lit order today. We are no longer providing H&I at TruNorth because they now take clients to outside meetings. We have taken Platte Valley Youth on as a new facility and Jesse T. was elected as panel lead. Please reach out to Jesse if you can give support. We may be providing meeting via zoom as requested by the facility. Valiant detox and assessment center has reached out looking for H&I support as well. Please reach out to Shell H if you have any availability/interest in helping support this facility. It's near Hudson which is about 35 min South East of Greeley. More will be revealed. Keep in mind that jail will need more volunteers starting at the beginning of next year which requires an application and training session that is only offered once a year. Sarah D was elected as Secretary and Vice Chair remains open. Please announce that we are in real need of a Vice Chair.  
In loving service,  
Shell H.

**Merchandise** - No Report. Open Position.

**Public Information** – Open Position. Sohail reported verbally at ASC – No Report submitted to secretary.

**Literature** – Dave A. (acting literature member)

**Literature Report to ASC 09/03/23**:

The way sales are reported has changed to break down purchases by groups as Lit has no way to know if we were paid by the groups. This is something akin to what was done last month to show if groups had actually put forth the money for their 7th tradition donation. There were very few that hadn’t but it was good information to show small discrepancies in income. So, groups will be listed by what they purchased so that the treasurer can verify if that money was indeed paid. This is not to point fingers or cause issues, just to make our money trail more transparent. So, 12 groups have made purchases since the last ASC for a total of $776.40. Literature was purchased from NAWS totaling $857.02 less a discount of $51.16 equals $795.86. That breakdown is attached. The first time an attempt was made to pay NAWS the debit card that had been used for a long time was rejected as that person had been taken off our account. The chair was contacted and then our treasurer, who had a valid card which was accepted. This happens whenever executive positions roll over. PayPal is not an option as it has been decided that literature should not have access to that password.

It is a part of the position to include an inventory each ASC. I have been remiss in that duty. The inventory is attached which shows we have @ $2850 in inventory at present. This is too big a number.

However, lit was asked to purchase 15 soft cover basic texts for groups to buy to give to H&I but only one has been bought leaving $190 in excess inventory. A mistake was made and we have 20 Guiding Principles books which are rarely purchased for another $260. Hopefully, we can sell some at CRCNA this year if we are allowed to set up a table. $580 is wrapped up in medallions from 1 year to 50. Requests vary with groups asking for 2 XXII coins at times, for example, so it is necessary to keep at least two coins between 20 to 39 years. This was a very useful operation and the amount of inventory should go down by next month.

Purchases by cash, so known paid. WATEOTR - $34.60, DB - $15.00, PI $25, NA mtg $5, PP $13.

Unknown – FFI $83.60, JFT $249.69, Solutions $141.60, FA $22, Swag’d $122.98. Hope this helps.

Venmo -ASS $19, Stairway $14.20

**Open Positions/Elections:**Chair- Vanessa R.  
Vice Chair- Kenny H.

Secretary- Dana I.

Treasurer- Red B.

Assistant Treasurer - open

Merchandise - open

Public Information - open

Literature - open

RCM 1 - open

RCM 2 – Dave L.

***~~~~~~15 Minute Break: Resume with moment of silence~~~~~***

**Group Reports**

**Addicts Seeking Sanity**

Group Report:  
Sunday 4pm Meetings continue to go well. We are located at 1800 21st Avenue. Use the East entrance. With all donations for the month we had a beginning balance of $72, so we paid $18 in rent. Helen should have already submitted our group's Area donation of $15.  
  
We will be sponsoring an event on October 21st at 7:00 p.m. We will be meeting at Fritzler's Scream Acres in LaSalle. Helen made a flyer. Each person will be responsible for their own tickets and admission And we recommend pre-purchasing them online to avoid the long lines.  
  
We have decided that we no longer want to have our large literature rack so I have brought that today to donate back to the area as well as the many pamphlets that we have had for years and no longer want to have.  
  
It was also brought up that next year on Labor Day (in 2024) will be a 4-day convention for the World Convention of Narcotics Anonymous in Washington, DC.  
  
Concerns:  
Votes:  
Area Donation: 15.00  
  
Lit Order:  
Two 18-month coins  
Two 3-year coins  
One 4-year coin  
That's a total of five coins for $19.  
  
GSR: Lisa Y

**Drug Busters** No report received

**Freed from Insanity**

Group Report:  
Freed from insanity meets at 102 E 3rd St. in Loveland.  
We currently have 3 meetings per week on Tuesday, Friday, and Sunday nights all at 7pm.  
The last Sunday of each month is a speaker meeting  
Our group conscience is the last Sunday of each month at 2:30.

Open positions: alternate treasurer  
Concerns: No concerns  
  
Votes: Yes to guideline changes, and inclusion of $1,000 literature budget  
Area Donation: 60  
Lit Order: $83.60  
GSR: Sierra (reported by Doug J., Alt. GSR)

**Fun Addicts**

Group Report:  
High attendance in evening meetings, Sundays at 10am still needs support (specifically from women). Getting a lot of new homegroup members, new people are chairing in the spirit of rotation of service. Fun Addicts potluck on September 17th, starting at 6pm with two speakers and a “chance to win”.  
Concerns:  
Votes:  
Area Donation: 77  
Lit Order: $21.80  
GSR: Terrell K.

**Hope Shot**

We’re moving to our new location the first week of October, October 2nd to be exact. All of our meeting times and days will stay the same.  
First United Methodist Church  
1005 Stover St, Fort Collins, CO 80524  
Concerns:  
Votes:  
Area Donation: 0  
Lit Order:  
GSR: Patrick M

**Primary Purpose**

Group Report:  
All is well. Attendance is between 15 and 20. Raid a meeting Oct 7 to uptown steppers meeting in Denver. Meet at primary purpose parking lot in Greeley and carpool. Flyer is on website.  
Concerns:  
Votes:  
Area Donation:  
Lit Order:  
GSR: Jim M

**Solutions group**

Good morning!  
  
We meet 3x/ week at 2626 11th ave. Greeley, upstairs  
Monday: 7-8  
Wednesday: 7-8  
Saturday: 6-7 (Birthday meeting)  
  
Lit order is $141.00, area donation this month is $253.00  
  
\*Reminder\*  
The last Wednesday of the month is a speaker meeting.  
09/27: Lindsey M.  
  
\*Reminder\*  
The 3rd Saturday of the month we do a Step Work Workshop from 4:30pm- 5:30 pm. EVERYONE is welcome!!  
Pens/Paper provided.  
  
In loving service,  
Julie N.

**Stairway 2 Freedom**

Group Report:  
We meet at 533 grant ave in Loveland on Wed, Thur, and Sat night at 7pm. Thursday is our book study meeting. Average attendance is 4 to 10 people. No needs or wants at this time.  
  
Concerns:  
Votes:  
Area Donation: 100  
  
Lit Order:  
3 - 2 yr coins  
5 - black key tags  
  
GSR: Matt V.

**Steps and Traditions Roulette**

Group Report:

Steps and Traditions Roulette meets In-Person at 2700 S. Lemay Ave., Fort Collins, CO, 80525 on Thursday evenings from 7:00 pm - 8:00 pm.  
Our group business meeting meets 30 minutes before our normal meeting, at 6:30pm on the last Thursday before Area each month. Alys S. Will be our speaker for the September 21st meeting. Meeting attendance is averaging 8 people. We have no literature or Area donation this month.  
  
Concerns:  
Votes:  
Area Donation: 0  
Lit Order:  
GSR: Anthony B.

**Swag'd Out**  
  
Group Report:

WE MEET EVERY TUESDAY AT 7:00PM @ 2700 S. LEMAY AVE, (NORTHSIDE OF THE BUILDING. AVERAGE ATTENDANCE: 20-25 ADDICTS. WE ALSO MEET EVERY SUNDAY AT NOON @ ROLLAND MOORE PARK. AVERAGE ATTENDANCE: 20-25 ADDICTS.  
RENT IS PAID.

OUR NEXT SPEAKER MEETING FOR OUR TUESDAY NIGHT MEETING WILL BE OCT. 23RD WHERE NOLAN H. WILL BE SHARING HIS EXPERIENCE, STRENGTH AND HOPE.  
WE WILL BE HAVING OUT END OF SUMMER BBQ OCT. 15TH @ ROLLAND MOORE PARK. MEETING NOON -1:00PM. FELLOWSHIP/BBQ FOLLOWING THE MEETING. IF YOU CAN PLEASE BRING A DISH TO SHARE. NO ADDICT WILL BE TURNED AWAY. FLYERS COMING SOON.  
  
Concerns: NONE AT THIS TIME  
Votes: NONE AT THIS TIME  
Area Donation: 60.00  
  
Lit Order:  
$123.00  
  
GSR: JAMES P.

**When at the end of the Road**

Group Report:  
All meetings are going well birthday meeting and speaker meeting is going well  
  
Concerns: No concerns  
Votes:  
Area Donation: 51.00  
Lit Order: 31.00  
GSR: Paul W

***Inactive Groups: Just for Today, New Horizons, Windsor Lighthouse***

**Unfinished Business**

Proposal Submitted by: OTW Secretary/Dana I.

Within OTWASC Guidelines, suggested removal of statement that literature sold must be replenished with exact quantities/items as sold previously. The literature needs of the area fluctuate, and Lit Chair needs further autonomy to manage inventory.

Addition of a $1,000 Literature budget (max. amount available monthly, to allow for additional Lit Chair autonomy, and to minimize financial risk to ASC)

Additional discussion was had around the original August Literature proposal. Dave A. sent the below feedback by email ahead of ASC, and a **friendly amendment was made to increase proposed budget from $1,000 to $1,200. Amendment was accepted by proposer, but the revised amount needs to go back to groups to discuss/vote at October ASC.**

*After re-reading the rationale for the proposed $1000 Literature budget I find myself opposed to item d.  First off, since the average monthly expenditure for literature is @ $1K that means that 6 months out of the year the order to NAWS is over that amount and in 6 months it is under.  So, every other month, on average, the literature chair would be required to ask for a budget increase.  That seems unwieldy.   I don't see how this meets the stated goal of autonomy for the literature chair.  
  
At any given ASC, sales to groups are not always completed by the close of business.  In August, two groups placed orders after the ASC for a total of almost $300.  This happens every few months. So, how would the literature chair ask for more money once the area is over?*

*I understand the rationale behind the motion and believe it was put forth in good faith but stand in opposition.  I don't have a vote and am concerned that groups will rubber stamp the motion without hearing pros and cons.*

**New Business & Written Proposals**

The requirement for a Treasurer Laptop was brought up, but Red indicated it wasn’t necessary at this time, so the topic was tabled for now.

Dana I. (Secretary) inquired about updates to the GSR Checklist on otwna.org as the updates are very dated, and don’t seem to be updated frequently. It was noted that this is Secretary responsibility (lucky me 😊). Dana messaged updates to OTW Webservant to have the GSR checklist updated.

**Disbursements & Final Treasurer Report**

|  |  |  |  |
| --- | --- | --- | --- |
| **Amount** | **Disbursed To:** | **For:** | |
| $250 | Matt V. | Activities | |
| $41 | Dana I. | Donuts | |
| $500 | Region | Regional Donation | |
| Total Expenses | | | **$791.00** |
| Final Balance (after disbursements) | | | **$1,202.31** |

**GSR Checklist**

**Important Dates to Remember:**

* **Next ASC**: Sunday, October 1, 2023 @ 9 am
* **Next ASC GSR Training**: Sunday, November 6, 2023 @ 8:15 am (before ASC)
* **GSR Training @ Regional Assembly:** Saturday, September 16 @ 9:30am GSR Training. 10 am -Assy Start

**Open Positions:**

Assistant Treasurer - open

Merchandise - open

Public Information - open

Literature - open

RCM 1 – open

H&I - Needs Panel members

**Group Discussion/Vote:**

Additional discussion was had around the original August Guideline update re: Literature/budget. Standing Literature chair messaged his thoughts by email (see Unfinished Business section of Sept ASC minutes), and a friendly amendment was made to increase proposed budget from $1,000 to $1,200. Amendment was accepted, but the revised amount needs to go back to groups to discuss/vote at October ASC.

**Meeting Close**

**Next ASC Meeting Date: 10/01/23 @ 9:00am**

Odd Fellows Lodge

2495 E 13th St

Loveland, CO 80537

**Meeting Closed @ 10:20 a.m.**