

Open Arms Area Service Committee
Administrative Body Meeting Minutes
March 29, 2018

1. Meeting opened with Serenity Prayer at 6:30 PM
 - a. Chairman Mike B reminded body administrative body meetings are required by policy and part of elected officer's commitment to attend.

2. In Attendance:
Chair-Mike B (all members not listed)
Vice Chair- John M
Treasurer-Robin V
Meeting List Chair- Mark R.
Public relations (Vice Chair) – Marty C
H&I Chair- Wanda
Excused: Secretary-Aimee H

3. Meeting opened with round-robin discussion about ways to reduce the waste of throwing away the old meeting lists each month.
 - a. Possible solution-having the changes emailed prior to Area Service meeting.

4. There was discussion about whom should have a 'voice' at the committee meeting since the policy was written before Committee Chairs were included in the process.
 - a. Possible Solution- Policy should have a separate set of guidelines for Steering Committee meetings when all officers are invited to attend.

5. Treasurer discussed possible ways to keep funds healthy at ASC since there is a motion from Convention Committee to pay out 1000.00
 - a. Possible Solution- Marty explained that Convention committee hasn't met yet and it will take some time to elect a treasurer, open bank account, and plan a budget before the committee will need the money (if motion passes).

6. Committee discussed that Policy Committee is a Sub-committee and also a part of the administrative body.
 - a. Agenda items regarding Policy matters had to be postponed since the Policy chair was absent.

Meeting adjourned early due to sharing the room with Hope on Thursday Meeting due to religious services at facility.Meetingadjourned at 7:25 PM

John M- Vice Chair

Open Arms Area Service Committee
 March Meeting Minutes
 April 5, 2018



I. Administrative Body Attendance

| | | | |
|----------------|-----------|--------------|--|
| Chairperson: | Mike B. | Not Present | mb711true@yahoo.com |
| Vice Chair: | John M. | | jmignone1@aol.com |
| Secretary: | Aimee H. | Not Present | aimeehenkel@yahoo.com |
| Co-Secretary: | Open | | |
| RCM: | Eileen M. | | ladyluck5117@yahoo.com |
| Policy & Proc: | Joey L. | | levatojoey@gmail.com |
| Treasurer: | Robin V. | 845-346-5510 | deliadoxie@aol.com |
| Co-Treasurer: | Laura S. | | |

II. Meeting opened with a moment of silence, reciting of the Serenity Prayer, reading of 12 traditions and 12 concepts.

III. New GSR introductions and instructions

IV. Secretary Report: Read and accepted

V. Treasurer Report: See report emailed and provided to body before meeting.

- Over on our reserve by \$379.76 and will be donating to Region; in policy it is automatically donated. \$30.00 difference because one check never got cashed. Because the secretary and co-secretary are the only ones present they both signed checks tonight.

VI. Group Reports:

| Name | Location | GSR | Donation | Celebrations | Notes |
|-------------------------------|----------------|-----------|----------|---------------------------------|--|
| 3-7-11 | Montgomery | Dan B. | 32.25 | Lauren and Arny | New chairperson replaces Glenn |
| A New Way of Life | Middletown | Nettie H. | \$42.40 | Gretchen 1 yr. | None |
| Alive & Free | Milford, PA | | | | |
| All R Welcome | Monticello | Hassina | \$24.00 | None | Support |
| Alive and Free Saturday Night | Monticello | Hassina | \$5.00 | Derek – 1 yr. Group anniversary | Having a speaker jam 5/12 from 3:00-8:30 pm. First Presbyterian Church 11 Jones St. Monticello NY. |
| Bad Girls Gone Good | Port Jervis | | | | |
| Back from the Grave | Blooming Grove | | | | |
| Back on Track | Monticello | | | | |
| Back to Basics | Middletown | | | | |
| Breath of New Lives | Newburgh | Phyllis | \$10.00 | None | Women's meeting needs support |
| Bridge Back to Life | Newburgh | Phyllis | \$10.00 | None | Needs support |
| By the Book | Beacon | | | | |

| Name | Location | GSR | Donation | Celebrations | Notes |
|------------------------------|----------------|-------------|----------|---|---|
| Change or Die | Beacon | Mitch B. | \$103.00 | None | None |
| Change or Die II | Newburgh | Ben B. | None | None | None |
| Clean & Crazy | Monroe | Tommy | \$33.00 | Alison -14 yrs. | None |
| Dopeless Hope Fiends | Rock Hill | Carl | \$8.45 | None | |
| Friday Night Lights | Goshen | | | | |
| Hope on Thursday | Chester | Marjorie V. | \$19.52 | Alisson-14 yrs./Amanda – 2yrs. | None |
| Inner Visions | Highland Mills | | | | |
| It Works How & Why | Middletown | | | | |
| Joy is in the Journey | Goshen (noon) | | | | |
| Just for Today | Port Jervis | Mike R. | \$100.00 | Carrie – 5 yrs. | None |
| Keeping it Green on Green | Woodridge, NY | Kerri F. | \$2.00 | None | LOCATION MOVED: 53 Broadway Woodridge, NY |
| Keeping it Green on Green II | Woodridge | Kerri F. | None | None | New meeting located at 357 Mt. Dale Rad, Woodridge NY |
| Keys to Success | Newburgh | Terry P. | \$9.00 | None | None |
| Kickin' It Live (Gut Level) | Middletown | Open | \$110.00 | None | In need of support and home group members |
| Man UP | Middletown | | | | |
| Men on Point | New Windsor | Tim W. | \$42.00 | None | None |
| Mid-Day Break | Monticello | | | | |
| Never Alone | Warwick | Peggy D. | \$10.00 | None | None |
| Noon Meetings – Goshen | Goshen | Barbara T. | \$167.00 | 4/25-Bridgette 27 yrs., 4/26-Bobby-24 yrs., 4/28-Dennis-28 yrs. | None |
| Pay It Forward | Beacon | | | | |
| Proof Is In the Pudding | Chester | | | | |
| Reach Out | Goshen | | | | |
| Recovery by the River | Newburgh | Terry P. | \$80.00 | Kiera F. – 1 yr., Scott H.-23 yrs. | None |
| Recovery on the Hill | Kauneonga Lake | Robert F. | \$132.25 | None | Needs help with commitments, support, coffee person, sec. |
| Reflections Group (J.F.T.) | Middletown | | | | |
| Relationship Group | Middletown | Ronzette B. | \$9.00 | None | None |
| Saturday Morning Awakenings | Newburgh | Jim M. | \$75.00 | Felix-31 yrs. | None |
| Saturday Night Beginners | Beacon | | | | |
| Saturday Night | Goshen | Ken F. | \$64.07 | None | Need experienced member |

| | | | | | |
|------------------------------|-----------------|-------------|-----------------|--|--------------|
| Fever | | | | | attendance |
| Some are Sicker than Others | Newburgh | Terrence A. | None | Corinne-10 yrs. | None |
| Stayin Alive | Port Jervis | | | | |
| Name | Location | GSR | Donation | Celebrations | Notes |
| Staying Clean on Wednesday | Port Jervis | | | | |
| Steps in the Right Direction | Middletown | | | | |
| Steps on Sunday | Newburgh | Michele | \$6.00 | Dhana-6 yrs. | None |
| Steps to Life | Washingtonville | Rob C. | \$44.00 | Gina-27 yrs. | None |
| The Joy is in the Journey | Middletown | | | | |
| The Newcomers Group | Beacon | Jack P. | \$10.00 | Dave-1 yr. | Support |
| Turn It Over | Beacon | Mark H. | \$50.00 | Gladys-3 yrs., Gina – 35 yrs. 1 st Tuesday in May | None |
| Up Front | Beacon | Walter H. | \$172.00 | Joey P.-12 yrs. | None |
| Women’s Time for Change | Middletown | Ronzette B. | None | Kate – 1 st year | None |
| Walking the Walk | Chester | Kenny F. | \$5.00 | None | None |

VII. **RCM Report:**

1. The region will be planning to get out to more areas in the near future. Many open positions at the Region: Secretary, Webservant, Policy, PR, ASST Treasurer. **From Conventions:** \$10,000 deposit made for Convention hotel for the convention next year. There is a Speaker Jam /Dance fundraiser event planned in NYC on May 5th. Fliers were given out to GSRs. Many volunteer positions open for convention committees and fundraisers. Pre-registration for the convention started (fliers distributed at area) **From RD:** It was asked that all areas fill out contact lists for all admin body positionsso RD can make a master list (template provided to area). All votes for CAR motions need to be in by 4/21- (web site announced at area). In June, literature sales will be going up 6%. Region debt to NAWS is now just under 15K and should be paid up in three months. The region closed this month with a balance of \$5591.60. Since the balance was below the prudent reserve of 6K it was suggested that no donation be made to NAWS this month. Eileen submitted receipts for parking and tolls in the amount of \$29.50 and was paid back by area.**Region:** Is revamping policy so the RCM’s go over policy during the weekend meetings. 5 positions are open on the Executive Body at Region. Must have one-year experience of the Regional level. RCM asking for questions to bring down to Region.

VIII. **Policy Report:**

1. Held first policy meeting on February 1st. 3 people attended. Robin, Marty and Wanda. Looking to hold another meeting on Friday, April 13th at 6:00 pm. 40 Smith Street, Middletown. (A new policy steering committee has been created, so contact policy chair for date and time of policy meeting.) Looking for experienced help. Current policy was approved May 2017 and many subcommittee policies are not up to date.

IX. **Events and Activities Report:**

1. E&A meets the 2nd and 4th Thursday of every month @ 40th Smith Street at 6:00 pm in Middletown. Open commitments are secretary and treasurer. Clean time requirements are in our policy. Also need volunteers for our camping event to be held June 9-10th. Flyers are being distributed. Tickets \$25, \$15

for the day. RAFTING IS SEPARATE. Spread the word! 39 people attended. \$505.00 was the total cost at \$15 per person. Next event Lip Sync/Karaoke Jam. Registration is from 6-7 pm. Lip sync battle then karaoke. \$5.00 at the door. Food and beverages will be sold.

X. **Helpline:**

1. None

XI **Hospitals & Institutions Report:**

1. Did 10 presentations and one is open. Otisville Correctional Facility. Spent \$34.10 on Literature due to not having met in February and March on account of bad weather. OCJ Orientation for Volunteers 4-27 from 7-11. GNYRNA H&I Learning Day is 6/9 Venue TBD. Looking for experienced members to participate in H&I for the Regional convention.

XI. **Meeting List Report:**

1. Throw out old lists. **CALL or EMAIL WITH CHANGES MONDAY BEFORE AREA:** Mark Hollenbeck (845) 797-5571. Flat3flat7flat5@aol.com. Mark's address: 31 Revere Road, Fishkill, NY 12524. CHANGES TO THE MEETING LIST: Saturday Rock Hill, Sunday not Saturday. PR Subcommittee meets 7:00 pm, Convention Committee meets 2:00 pm. Outreach last Sunday. Concerns were raised at the Admin. Body meeting and these concerns should be addressed: throwing out meeting lists every month, making timely changes, and handing out meeting lists to all GSR's at Area instead of letting them taking handfults and not leaving enough for everyone. Elections are coming up in June so tell your groups that we need a meeting list chair as I will be stepping down after two years of service. The candidate needs to come in May and June to be elected.

XII. **Literature Report:**

1. Last month's sales were \$884.60. This month's literature purchase was \$715.50. Next month there will be an inventory list of all the literature we have. This will be available for everyone. Submitted receipt for \$26.64.

XIII. **Outreach/Home Bound Report:**

1. Met at 40 Smith Street Middletown on last Sunday at 3:00 pm. Requested \$10.00 a month for rent. Fulfilled 2 presentations last month. Currently forming a committee of NA members to go to meetings that need support. Please contact Home Bound if you know of anyone who is home bound and needs a meeting.

XIV. **Website Committee Report:**

1. Posted the minutes. Posted the new meeting list. Posted E&A event. Fixed public relations name on site. Fixed the hosting, so the old site points to the new site. No regular subcommittee meeting for website, the changes will happen immediately.

XV. **Speaker Exchange:**

1. We are still getting the word out to take back to their groups. Some groups are booking a month in advance even though they are not speaker exchange reps. Group is supposed to elect speaker exchange rep. We want to come in at 7:00 pm. before Area. Committee will meet to establish policy and hand in to committee for approval.

XVI. **Convention:** None: (Noted- second month convention committee chair has not attended Area).

XVII. **Public Relations**

1. (No written report submitted) Changing meeting time to 7:00 pm. Distributing flyers and meeting lists to County organizations. Participated in International PR webinar. Working on Facebook page supplying information on PR in the Open Arms Area. No presentations in April. Scheduled to speak at Rockland Speaker Jam. Requested \$150 for printed table cloth.

XVIII. **Hospitality**

1. All is well. \$34.33 was collected tonight.

XIX. **OLD BUSINESS**

1. Helpline is open. Jesse is nominated for Helpline. Elected by acclimation.

2. Co-Secretary open.
3. All commitments are up in June, you must attend in May and June to be elected.
4. Motion: Made by Bianca, Seconded by Nettie H. – To seed the Convention Committee with \$1,000 start up fund. Intent: To start fundraiser foundation for building up momentum. Vote taken: Passed 13 to 3. (6 abstentions.) 22 GSR's present.

XX. **NEW BUSINESS**

1. MOTION: (motion transcribed from tape). Before the June election, to create a steering committee that meets weekly to update the policy until May, so the updated policy can go to the groups in the May meeting to be voted on in June. Intent: To have updated policy for the new fiscal year and established guidelines for all committee members. Made by Marty C., seconded by Dan.
 - i. Con/Question: Shouldn't policy chair be chair of the steering committee? Yes. That is why we are creating a new committee to revise policy.
 - ii. Can we do a friendly amendment to make the chair of policy the chair of the steering committee? (Dropped)
 - iii. Clarification: We will use existing policy as a guide and go through it chapter by chapter.
 - iv. Pro: We already have a committee responsible for this and it has not performed the way it was supposed to. We have not had one policy meeting and the policy chair should have held these meetings. That is clearly written in the duties of the policy chair in the policy. If the chair of policy does not know the policy for his own position, he should not be policy chair.
 - v. The chair of policy and the motion maker agree. It is time sensitive, so it will go to a vote tonight.
 - vi. The vote carries (tally inaudible) and the steering committee will meet next week.

Events happening in the Area:

- 1) **6/9-10/18** - Annual Open Arms Campout – Landers Campgrounds, PA.
- 2) **8/23-25/2019** - Greater NY Regional Convention: The Impossible Dream I. Sheraton NY, Times Square, 811 7th Avenue @ 53rd Street, NY, NY. Early Registration \$35 until 2/28/2018. Register at <https://newyorkna.org/convention/> or (212) 929-7117. RCM's will have tickets.



| | | |
|-------------------|-----------------|-----------------|
| Beginning Balance | | 4,379.36 |
| Credits | | |
| Group Donations | 1,391.44 | |
| Literature Sales | 982.40 | |
| E&A | 0.00 | |
| Total Deposit | <u>2,373.84</u> | |
| Total Available | | <u>6,753.20</u> |

Debits

| | | |
|--|------------------|-----------------|
| Ck # 1509 VOID return amount to checking | 30.00 | |
| Ck # 1558 Helpline | -25.91 | |
| Ck # 1559 Public Relations | -150.00 | |
| Ck # 1560 Public Relations bldg use | -60.00 | |
| Ck # 1561 GNYRSO Literature Purchase | -733.35 | |
| Ck# 1562 GNYRSC Contribution | -379.36 | |
| Ck# 1563 Treasurer expenses | -11.35 | |
| Ck# 1564 Meeting List expenses | -60.00 | |
| C# 1565 RCM Travel expenses | -29.50 | |
| Ck# 1566 Literature expenses | -26.64 | |
| Ck# 1567 Building Use expense | -50.00 | |
| Paper Statement cost | -2.00 | |
| Total Debits | <u>-1,498.11</u> | |
| Ending Balance | | <u>5,255.09</u> |

Meeting Name

Contribution Amt

| | |
|---------------------------|--------------|
| 3-7-11 | 35.25 |
| A New Way of Life | 42.40 |
| Alive and Free | 5.00 |
| All R Welcome | 24.00 |
| Breath of New Lives | 10.00 |
| Bridge Back to Life | 10.00 |
| Change or Die | 103.00 |
| Clean & Crazy | 33.00 |
| Dopeless Hope Fiends | 8.45 |
| Hope on Thursday | 19.52 |
| Just for Today | 100.00 |
| Keeping it Green on Green | 2.00 |
| Keys to Success | 9.00 |
| Kickin' it Live Gut Level | 110.00 |
| Men on Point | 42.00 |
| Never Alone | 10.00 |

Open Arms Area Service Committee Treasurer's Report April 5, 2018

| | |
|------------------------------|----------|
| Noon meetings | 167.00 |
| Recovery by the River | 80.00 |
| Recovery on the Hill | 132.75 |
| Relationships | 9.00 |
| Saturday Morning Awakenings | 75.00 |
| Saturday Night Fever | 64.07 |
| Steps in the Right Direction | 23.00 |
| Steps on Sunday | 6.00 |
| Steps to Life | 44.00 |
| Turn it Over | 50.00 |
| Up Front | 172.00 |
| Walk the Walk | 5.00 |
| <hr/> | |
| Total Group Donations | 1,391.44 |

Hospitality

| | |
|---------------------------|-------|
| Expense receipt - April | 28.88 |
| Collected - April for May | 34.33 |