

EASTERN AREA SERVICE COMMITTEE of NARCOTICS
ANONYMOUS
www.eascna.org
Post Office Box 2243
Owasso, OK 74055

The Eastern Area Service Committee (EASC) regular business meeting was called to order by the Vice Chair, Ronnie M., on May the 29th 2016 at 1:00 pm, in Tulsa, OK. A moment of silence and the serenity prayer followed.

The 12 Traditions, 12 Concepts and Just for Today were read.

The roll was called and a quorum was established with the following voting members;

Officer's	6	6
GSR's or Alts	18	16
Voting Members	24	22
VM (Simple Maj)	13	12
GSR's (Simple Maj)	10	9
2/3	16	12

The secretary read the minutes and they were approved as read.

Treasurer's Report: Reported by Susan L.

EASC Treasurer's Report, (reported by Susan L.)

5/29/2016

Bank Statement 4/1/2016 --- —4/30/2016

Beginning Statement Balance	3487.23
Total Revenue	1280.00
Total Expenses	1213.46

Ending Statement Balance 3553.77

ACCOUNT ACTIVITY 5/1/2016 -- . -5/28/2016

Expenses	1373.37
Revenue	583.38
Account Balance	2763.78
Minus Prudent Reserve	1700.00

Total Sold this Month: \$908.26 ^{\$2612.62} (deposit) is cash on hand)

Inventoried By: A Pruett 5/22/14
phonedoctors.com

aAr/ence

May-16

	\$	
	\$	
	\$	
	\$	
	\$	
Beginning Balance		590.88

Add: Cash Receipts

5/2	Sales - Gizy p210.43 x	
5/4	Sales - John C.	88.67 x
5/9	Sales -Gizy p216.97 x	
5/13	Sales - Crystal R47.00	
5/16	Sales- ???49.55 x	

- Jessica stepped down as secretary. **Intent to fill**
- David L. Moss needs help must have 3 years off paper
- Avalon is now TTC Tulsa Transitional Center and needs help.
- Job Corp will now be the 1st Tuesday of the month once a month.

PR (Public Relations): Reported by Keith T.

Nothing to report this month

- **Meeting list coordinator;** Henry D.
 *Returned to schedule, Bristow N.A. Tuesdays at 7pm at 325 E. 10th
 *New Meeting, Wilburton Rude Awakening Group now meets at 7pm on Mondays and Saturday
 *Canceled Meeting, Talihina Second Chance Group no longer meets on Tuesday nights. They do still meet on Fridays at 8pm.

Web Contact: Tony K.

No report this month

- **Email address change- Don't forget! The new email address is web@easc.org**
 - **Email all items to Tony so he may have a point of contact: web@eascna.org**
 - To contact all EASC trusted servants; the email address is trusted@eascna.org.
 - Subscribe to EASCNA Announcements via Email! Go to www.EASCNA.org, scroll to the bottom of the page and enter your email address to receive occasional announcements made by EASCNA.

Outreach: Report given by Mike S.

This month outreach visited the Mcintosh Group in Eufaula, Ok. 107 McKinley St. Tues at 6pm, Wed at 12 pm and 6 pm, and Sun at 5 pm. Area ask me to visit them to check on meeting times. Meeting list is correct and it was a good meeting carrying an N.A. message.

Traveled 184 miles

I am not asking for any reimbursement this month. It is an honor to be of service.

RCM Report: Reported by Ed B.

Full report should be available at eascna.org

Next region to be held in Muskogee, Ok on June 12 Fellowship development at 9 and committee meeting at 11. Several positions are intent to fills including archivist, web master, and fellowship development chair.

OLD BUSINESS-

- **MOTION: That the ad-hoc over literature office have any and all information available and ready for decisions by next area meeting.**

INTENT OF MOTION: To be able to untable motions and start moving forward with what EASC is going to do with the literature office.

18 For. Motion Passes

NEW BUSINESS:

EASC Literature Ad-hoc Committee Report

May 27, 2016

The Literature Ad-hoc Committee is submitting this as their final report and recommendations to the Eastern Area Service Committee. Our discussions were many and included items such as ASC bylaws, pricing, inventory, reporting, ordering, internal guidelines and most importantly, the availability and access of literature to the groups of the Eastern Area.

Our first discovery was that our current by-laws only state that the literature sub-committee "May assist the Eastern Area groups in keeping a stock of literature for distribution to members and/or groups." We believe our by-laws should provide more clarity in the description of the literature subcommittee. We believe that the term for the literature chair should be two years. Our recommendations below clarify the need for ongoing consistency in this position. The responsibilities for this position are great and we believe that a longer term might better provide service to the groups. We have included in an attachment the possible wording of changes to be made to the by-laws. This is our first item of recommendation.

We discussed a variety of options to make sure literature is available to all the groups we serve regardless of geographical location or size. We believe that our literature should be offered at a variety of times and places while also understanding the availability of trusted servants who are willing to serve in this capacity. We believe there should be a consistent schedule and the schedule should be available on the website. We had concerns about the literature office being open during a recovery meeting and believe that our service to the groups should not interfere with our Primary Purpose. Concerning the availability, access and pricing of literature, our recommendations are as follows:

- 1) Literature will be at and available for purchase at all area meetings.
- 2) The literature office be open one evening during the week for a time period of no less than 1 hour (to be decided by the literature chair). These hours should NOT be during a regularly scheduled recovery meeting (i.e. hours could be one hour before or one hour after the recovery meeting).
- 3) The literature office be open every 2nd Saturday of the month for a time period of no less than 2 hours and NOT during a regularly scheduled recovery meeting (i.e. sometime between 1:00 pm and 7:00 pm).
- 4) Literature be sold for cost. This cost would include the price of the item, plus shipping, plus tax. No profit will be made from the sale of literature. The rent of the literature office, sales tax and any other expenses be paid by the EASC.

We discussed our current processes for ordering and inventorying of literature. We discussed accountability and transparency. Without copies of the previous literature orders and/or other receipts, we were unable to do a complete audit of the checking account. After a quick review of the account, we do not believe this is a concern but do recommend some changes to the processes. We did discuss the previous challenges the literature subcommittee has faced in regards to the large loss of literature funds and the smaller challenges of having multiple members with keys, money bags, etc. We discussed the variety of options available for purchase and the length of time needed for ordering. Our final discussion in this category concerned the amount of inventory needed and the financial investment this could create. Concerning the inventory and ordering our recommendations are as follows:

- 1) The literature chair does a physical inventory and provides the ASC with an itemized list including items and price value. We would recommend that this inventory be available at the June ASC.
- 2) The literature chair recommends what the ongoing inventory should be and how much funding would be needed to get the literature office to the recommendation. We understand this would only be an initial estimate and this could change as groups needs are met. We believe this would help with our budgeting and the cash flow of the EASC.
- 3) The literature banking "account" be merged with the working account of the EASC. This would put the ej:11/2015 accountability and access of the bank account back to the treasurer. No member of the literature committee would have access to area funds.

We also discussed the need for some simple internal guidelines for the literature subcommittee. H&I, PR and Outreach subcommittees have handbooks but there is not an updated literature handbook available. We believe there should be some suggested guidelines for the committee to follow without having permanent by-laws. These guidelines would address simple procedures such as ordering of literature, key holders, reporting requirements, Concerning the internal guidelines, our recommendations are as follows:

- 1) The literature chair and one other person appointed by the literature chair have access to the literature office and petty cash. We strongly recommend that this member has 2 years clean time as they will have access to a large amount of money and inventory.
- 2) The literature chair (and only the literature chair) is responsible for placing the literature order. This order will be placed monthly at approximately the same time each month.
- 3) Literature be ordered from NAWS or any other regional service office as approved by the EASC. Literature be purchased from the office that offers the lowest price and shipping available.
- 4) The literature inventory will only consist of items that are produced by NA World Services (i.e. books, IPs, handbooks, key tags, medallions). No items produced by private vendors will be sold (book covers, mugs, jewelry, stickers, etc.).
- 5) The monthly report given to the ASC will include copies of orders and any other receipts. The report will also include a working inventory in a reportable format (i.e. spreadsheet) showing approximate inventory and value. When requesting monthly allocation of funds for ordering, this request would include approximate numbers of items ordered. (i.e. — 2 cases of basic texts, 500 IPs, 300 keytags, etc.) Detail not needed as the receipt of order will show exact items. The report will include the amount of sales tax to be paid and sent to the OKRSC.
- 6) A literature email address be utilized to help facilitate any communications between the groups and the literature chair. This communication could be used to help fulfill preordering each month or for groups to communicate any future large orders that may be needed. It will also help in communication with other area literature chairs or regional trusted servants.
- 7) A complete detailed inventory be completed annually in June with a full report given to the ASC no later than the July of the current year.

We realize that all of these recommendations will take at least one month to approve and the by-law changes would take two months. We have a few items we believe should be addressed this month. Our final recommendations would be:

- 1) The literature office locks be changed immediately. We recommend 3 keys —2 to the literature chair and 1 to the EASC chair.
- 2) The EASC pay the literature office rent until final recommendations are approved by the groups.
- 3) All current expenses including sales tax be paid by the EASC.
- 4) The current inventory be maintained in order to fulfill the needs of the groups.

By-Law Change Recommendations (all changes are in red)

XV. Standing Sub-Committees A.

Description

3. Literature:

This sub-committee deals with our primary purpose, carrying the message, as it is achieved in writing. This sub-committee:

- a. May contribute written material to the OKRSC and ~~WSC Literature sub-committees~~ current NAWS literature workgroup for the development of new literature; and, may review WSC NAWS literature

workgroup approval literature and/or may coordinate with other sub-committees in their review of such literature.

- b. ~~May assist~~ Will be required to assist the Eastern Area groups in keeping a stock of literature for distribution to members and/or groups.
- c. May gather, assemble, and disseminate news of recovery and the N.A. fellowship from sources within the worldwide N.A. community. ~~A copy of each issue produced will be provided to the OKRSC Literature Sub-Committee.~~
- d. Provides start up kits to new groups

XV. Standing Sub-Committees

C. Financial

1. Funds will be made available from will be made available from the EASC Treasury by the EASC as appropriate and as approved, ~~except as such relates to the Literature Sub-Committee, which maintains its own Literature Fund (see Section IV, Financial).~~

IV. Financial

- ~~C.—All monies received by Literature sales shall remain in the Literature fund maintained by the Literature committee.~~

VIII. Elections

- D. EASC trusted servants shall be elected to serve a term of one (1) year, with the exception of the Literature Chair, the RCM and the RCM-Alternate who are elected for a term of two (2) years.

- **Discussion Included:**

The initial focus of the literature office restructuring was to make sure it was open 7 days a week, individuals have been using their own money as petty cash as none is in the office, orders are being made weekly to keep stock and the office has been having good results, no problems have been experienced by having the office open during meetings, this has been extremely beneficial during noontime.

*accountability issues with having so many people have keys and money, who has access? It is one specific member not whoever is chairing for a group at that time. There have been issues in the past when lots of people have had keys. Currently there are hours on the door and 5 people have access. The office needs to be open to service groups that are coming from out of town during the weekend. Consistency is the key to success. Only 2 people need to have keys. The locks need changed. We face the same problems every time chairs change and initiating these guidelines would solve that. Are we limiting our elected trusted servant to much with this? Keyholders should not be using their own money. Money is available for change in the account, use seed cash and keep separate. Be proactive about making deposits. A compromise would be wise. Having the bank account set up the way it is working from an accounting perspective and consider keeping it as is.

- Vote taken to pay this months rent of 110.00 for the literature office
18 for
0 opposed
Rent was paid.
- New policy regarding Violent and disruptive behavior was voted on
12 For

1 opposed
3 abstentions
Policy passes.

GROUP SHARING:

- Walk Your Talk- Soup bowl coming up in October

GSR REPORTS: (In the interest of time, please consider limiting GSR reports to activities, announcements, and/or changes to meetings.)

BARB of NA – Loren A – Birthday meeting last Tues of month, Speaker @ 7:30 pm
Bartlesville The Other Side Group – Dee – group c. 2nd Wednesday @8
Broken Arrow Serenity Seekers – Chris D – B’day meet last Thurs; eat @6:30, speak @7pm;
Claremore NA – Dusty B. – B’day meeting first Thurs of the month, eat at 7, speaker at 8.
Cushing Connection-Debbie F.- Birthday meetings are on clean date
Double Trouble Pryor – Jason B. – B’day meeting 3rd Sun of the month @ 3:30 pm
 Foyil N.A.-Willy S.- Group c. is the last Monday of the month
Hump Day Group – Chenaya – B’day last Sunday of the month @ 7pm
It Works – Birthday meeting last Tuesday of the month @ 6:30
Just Another Hour - Chance – Dwight D – Birthday meeting 3rd Fri @ 10:30pm eat, 11:00 speak
More Hardcore Revealed - Tom – Birthday meeting third Thurs of the month 6 pm
NA A Risin – Jai W – B’day meeting 2nd Sat of the month, eat 6:30am, speak at 7am
Noontime Connection – Eric A – Birthday meeting last sat of the month, @ noon
North Side Stroll – Keith T. - Birthday meeting last Mon @ 7pm
 New Beginnings-Randy-Birthday meeting Last Tuesday of the month at 6pm
Owasso Gratitude Group- Agnes H – B’days 2nd Friday of the month @ 7:00 pm.
Peace of Mind – Craig C. —Birthdays last Friday of the month at 6:30
 Sapulpa N.A.-Michael D.- Birthday’s last Tuesday of the month
Second Chance – Ron B. – B’days 4th Friday of the Month, 8:30 eat, speaker 9pm
Sharing In Recovery – Lindsey – Birthdays last Saturday of the month, @ 7 pm
Solutions –Brittany W – B’day meeting 3rd Tues @ 7:30
Southside Recovery – Kandice K. – B’days 2nd Tuesday @ 6:30 pm
Spiritual Connection - Mark – B’days 3rd Sunday of the month @ 10 am
Stone Cold Clean – Earnest – B’days last Thursday of the month @ 7pm, eat before
 Stand By You- Stacy W.- meets Monday’s at 6-7 and 7:30-8:30pm 405 SE 2nd St. Pryor,OK
 The Other Side Group-Dee B.- Birthday meeting the last Saturday of the month eat at 6 speaker at 7
Tulsa Original Group – Courtney — B’days 4th Sunday of the month @ 6 pm
 Vinita Krazy but Klean – Brad H. – B’days first Sat of the month @ 6pm
 Walk Your Talk – Charlie W. – Group c 4th Saturday at 4
Weekend Warriors Pryor – Stacy W. – B’day third Sat @ 6pm
Westside Group – Chris E. – Birthday second Saturday @ 5pm

Disbursements:

Jimmy’s Place 110.00
 Sun Building 50.00
 Sharing in Recovery 25.00
 Henry 21.79 meeting list
 Craig 74.08

Announcements:

**06/26/16 EASC Meeting hosted by Cushing N.A. 109 W. Moses, Cushing Ok.
11am sub-committee meetings, 1pm business meeting**

- **Solutions is meeting at new time 7:30 – 8:30**

Closing: Since there was no further business to be brought before the groups, the meeting was adjourned and closed with a moment of silence.

Respectfully submitted,
Jamie W..