



Southside Area Service  
Martinsville, VA  
Sunday, October 2, 2011



Meeting Open with Serenity Prayer at 2:00pm  
12 Traditions read by Lysaundra  
12 Concepts read by Holly T.  
Purpose read by Mary Kay

**Open forum:** New meetings and changed meetings

- Jack reported that co-treasurer Gary has informed us that we are having an issue with our NA finances.
- Gary shared that we are spending more than we are taking in. Gary has prepared a handout to show this and also suggestions on how we can cut back our expenses. He is asking GSR'S to look this over. Gary K. if u need to call with any questions # 434-432-8274 and his email oscar100@myway.com
- Discussion on Finances

**Roll Call:**

Chair	Jack C.	Present	No report
Vice Chair	Tracey J.	Present	No report
Treasurer	Ronny T.	Present	Written
Co-Treasurer	Gary K.	Present	Written
Secretary	Holly	Present	No report
RCM	Kim	Not Present	Written (Tracey read)
Alt RCM	Thomas	Not Present	No report
H&I Chair	Gail	Not present	Written (William read)
PR Chair	Durand C.	Present	Written
Literature	William	Present	No report
Policy Reviews	Mary Kay	Present	Written
Activities	OTF	Vacant	Vacant

**Home Groups Roll Call:**

A New Beginning	Lysaundra	Present
A New Hope	Gary K.	Present
New Attitudes	Jack	Present
New Visions	Mary Kay	Present
Never Alone Never Again	Kenny	Not Present
Recovering Vigilantes	Warren M.	Present
Rude Awakenings	Robin G.	Present
Solutions W/ Serenity	Tracey	Present
Survivors	Durand C.	Present

**Available Positions:** Activities chair

Reviewed the Old ASC Minutes. Motion made to accept minutes by Gary and seconded by Tracey.

**Reports:**

SOUTHSIDE AREA TREASURER'S REPORT

October 2, 2011

**BEGINNING BALANCE** \$973.74

GROUP DONATIONS

A NEW BEGINNINGS	\$0.00
A NEW HOPE	\$20.00
NEVER ALONE	\$0.00
NEW ATTITUDES	\$0.00
NEW VISION	\$0.00
RECOVERING VIGILANTES	\$10.00
RUDE AWAKENINGS	\$0.00
SOLUTIONS W/SERENITY	\$10.00
SURVIVORS	\$ 10.00

OTHER INCOME

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TOTAL INCOME \$50.00

TOTAL AVAILABLE \$1023.74

LESS EXPENSES

CHK#

1040	Rent for Area Service	\$5.00
1041	Rent for Area Service	\$5.00
1042	Reimbursement	\$5.00
1043	Literature	\$308.34

TOTAL EXPENSES \$377.34

ENDING BALANCE \$646.40

LESS PRUDENT RESERVE \$650.00

**TOTAL AVAILABLE** \$-3.60

CO-TREASURER'S REPORT  
ASC MEETING  
OCTOBER 2, 2011

Hello family:

I have corrected August and September's reports. Sorry for the error. I have corrected copies for you.

As last reported , we are trying to find 8 missing checks and are requesting all 2011 bank statements. Without those reports and checks , a correct bank balance cannot be figured. At present , we are using the current bank statement balance as correct. If you have not cashed a check ,please let us know. The missing checks have been out for at least 3 months and should have cleared by now. MWBR.

I have new forms for anyone requesting funds for any reason. Please submit before the ASC meeting as this helps a smooth flow for your reimbursement. No form...no check. Also receipts are required Also any donations need to be submitted before the meeting for the above reasons

I also have a preliminary budget form that shows how close funding is. I will need your input if you regularly receive funds from AREA. Already , based on current reports, I see areas of concern. I will be glad to discuss any of the above.

I.L.S.  
Gary K.

## PR Reports:

OCT 2 2011

Dear Area,

I'm sorry to say I am putting my 2 month notice in as the PR my health is not good and ~~work~~, my work is calling for more time of me. So ~~the~~ ~~1st~~ ~~SUNDAY~~ of December will be my last time. I do need a ck for 99.00 Buck for the ~~month~~ Monthline; that for 3 months NOV 11 DEC 11 JAN 12.

Robin wanted meeting <sup>list</sup> for High School counselors Helen wanted meeting list for women ~~fail~~ Alex will carry the phone for the month of Oct. not many calls last. Robin Email meeting ~~list~~ schedule to ~~Sanall~~ ~~Resista~~ & ~~Bee~~ they yet got be printed in Sunday Paper. Robin will go back a hand deliver personally the meeting schedule

ILS  
DURANT

## Webservant report:

10/02/2011

This month's fulfilled website duties included:

- Added last month's minutes
- Added two new events with flyers - SWS Anniversary and the two day Regional Event
- Added a new Google calendar.

- Sent out the E-News letter letting all subscribers know the minutes were available for download. I got quite a few bounced emails after sending the minutes email out so I don't know what's up with that. If you didn't get your email last month, can you please email [kim@webmastery.org](mailto:kim@webmastery.org) and let me know?

Was in contact with the printer and got our updatable camera ready file so I can update it when necessary and send to whatever printer we choose.

I Put meeting registration and update forms on the website so GSR's can download them and print them out to send to WSO in order to keep our meeting information current with World Services. I tried to use the online form and found it extremely cumbersome --- I figured if I had trouble with it, so would everyone else and so I opted to just provide the downloadable form on our website. GSR's can fill it in, print it out and send it in. If a GSR doesn't have access to a computer or a printer and cannot get to the library, please try and find someone with a computer and ask for help in order to be responsible with keeping our groups meeting information current with World Services.

In loving service.

Kim A

[kim@webmastery.org](mailto:kim@webmastery.org)

### **Policy Committee meeting**

October 2, 2011

The Policy Committee briefly met today. There were no previous meetings held as we were still waiting on old minutes for review. We received those today so that part of the policy review can go forward.

We discussed simplifying the purpose to a one-paragraph piece. We looked over several examples and chose one that closely fit our purpose. We also talked briefly about whether there was a standardized motion form and perhaps we could develop that which would help the secretary and standardize writing policy. These issues have been placed in New Business along with a GSR Toolkit that may well be a helpful piece for our area.

In Loving Service,

Mary Kay B

### **RCM:**

All is status quo from last month. Hope to see you at the GSR Assembly on October 15-16. There is a flyer available on the website in the events section.

ILS, Kim A

10-2-11

## Sept. H &amp; J Report

All is well in the jails and institutions. Everybody is stocked with literature.

Gary K, Gary T. and I manned the booth in Danville for recovery week. We gave out a lot of IP's and answered many questions. I want to thank both of the Gary's for helping me.

We are still in need of women volunteers for Danville Mental Health. I talked with Carolyn who is in chrg. of orientation.

She is willing to orientate but wants women who are committed. Please let me know if you are interested. It means going to Mental Health every other week on Monday. The mtg is from 6:30pm - 7:30pm. Please contact me if you are interested.

I also checked with Thomas Benton about printing schedules. The cost is \$125 for 1000.

IHS,  
Gail F.

**GSR Reports:**

A New Beginning	Lysandra	\$0.00	Written
A New Hope	Gary K.	\$0.00	Written
New Attitudes	Jack	\$20.00	Oral
New Visions	Mary Kay	\$10.00	Written
Never Alone Never Again	Kenny	\$0.00	Not Present
Recovering Vigilantes	Warren	\$0.00	No report
Rude Awakenings	Robin G.	\$0.00	Written
Solutions W/ Serenity	Tracey	\$0.00	Written
Survivors	Durand C.	\$10.00	Written

**A New Beginning-Home Group report**

September 26, 2011

Dear Area Family,

A New Beginning Home Group would like to report that all is well in Halifax. We are in the process of making plans for our holiday party a few days prior to Christmas; when a date and time are finalized we will invite you all to come! We voted unanimously to approve Kim A's motion that all Area Policy changes be sent to home groups for their vote. We have no Area donation this month.

In loving service,  
Lysandra A.

**A New Hope –Home Group report**

Dear Family,

Attendance and support continue for both meetings. Thanks for the support. We have a home group member celebrating MULTIPLE years on October 20th. Please come and help celebrate this anniversary . We have no area contribution this month As always , we thank our Higher Power and the Program for all it continues to provide.

In Loving Service ,  
Gary K.

**New Vision-Home Group report**

Dear Family,

New Vision celebrated our 28<sup>th</sup> Anniversary on September 24<sup>th</sup> and look forward to 28 more years of NA recovery!! Not much going on since the celebration. No problems or issues to report. We have a \$10.00 donation today.

In Loving Service,  
Mary Kay B.

**Rude Awakenings Group Report**

All 3 Rude awakenings meetings are doing well. We have a home group member celebrating on October 12<sup>th</sup>. Please come help this addict celebrate. We have no donation at this time.

ILS,  
Robin G.

### Solutions with Serenity- Group Report

This month we went over our policy. Available commitments at Solutions with Serenity are Alt GSR, Co-Secretary, & Co-Treasurer. Next month we will be voting on changing some of our clean time requirements and creating a coffee maker position in order to try and make more group level service commitments available for our newer members. We have a literature order no group donation this month. Our 25<sup>th</sup> year anniversary celebration will be from 3-8 on October 22 with the speaker meeting beginning at 6. The flyer is available on the website if anyone would like to print it out and bring it to their home groups. We hope to see you all there. We are also discussing having a Recovery Celebration with Food, Fun and Fellowship on New Years Eve this year instead of our usual Thanksgiving Day Feast. More will be revealed!

ILS,  
Kim A.

Oct 2-2011

DEAR AREA,

SURVIVORS Home Group is having there  
24<sup>th</sup> ANNIVERSARY AT BALLU BART! ON OCT 29  
10 AM-3 PM OPEN TO

WE ARE DONATE \$10.00

~~also I been channing the last night 8pm  
meeting I also will be giving this up  
Due to my health problem I like to  
be responsible but my health I can not be~~

ILS GSR  
DURAND



**OLD BUSINESS:**

- Regional Motions discussed by Kim A.  
This Area’s GSR’s voted and passed 150-7 and 151-7 (Refer to RCM minutes)
- Motion to be taken back to home groups. Mover Kim A., Seconded by Lsyaundra A.  
Motion: After discussion at area all motions that require a policy change should be tabled to home groups.  
Intent: To be sure we are serving our groups.  
**HOME GROUPS VOTED and motion was passed 6 yeah and 0 nah’s. 1 abstained**

**New Business:**

**REIMBURSEMENT REQUEST  
SOUTHSIDE AREA**

**NAME:** \_\_\_\_\_ **DATE OF REQUEST:** \_\_\_\_\_

**EVENT/PURPOSE:** \_\_\_\_\_ **DATE OF EVENT:** \_\_\_\_\_

**LOCATION OF EVENT:** \_\_\_\_\_

**Mileage**

of trip Odometer reading at beginning	Odometer reading at end of trip	Total mileage	Mileage rate	Total amount for mileage

**Fees (Must include receipts)**

Parking fees	Toll fees	Total amount for fees

**Meals (Must include receipts)**

Breakfast	Lunch	Dinner	Total amount for meals

**Lodging (Must include receipts)**

Room rate	Tax	# days	Total amount for lodging

**Miscellaneous Expenses**

Item:	Total amount of

	<b>expense</b>
<b>TOTAL EXPENSES ALL CATAGORIES:</b>	
<b>ADVANCE:</b>	
<b>BALANCE DUE TRUSTED SERVANT:</b>	
<b>BALANCE OWED BY TRUSTED SERVANT:</b>	

**I hereby certify the above is true and correct.**

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

**Balance paid Check #** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Treasurer Initials:** \_\_\_\_\_

**Payment Received** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Treasurer Initials:** \_\_\_\_\_

### **Travel Reimbursement Policy Southside Area**

It is the policy of the Southside Area to provide trusted servants authorized to travel on behalf of the Southside Area with adequate reimbursement for expenses. Expenses should never be lavish or extravagant; funds should be expended as though they were coming from one’s own pocket.

**Basic Rules**

1. All requests for funds must be submitted on a “Reimbursement Request.”
2. All Reimbursement requests must be submitted no later than sixty (60) days after the last travel day of a trip or event. Submissions after sixty days will be automatically denied. Any advances not accounted for within this time period must be returned. Please note that any advances not accounted for within this time period become accounts receivable and reported to the Southside Area. Failure to pay back or account for advances by trusted servants may result in removal of office.
3. All requests must include a receipt for each reimbursable item, with the exception of mileage.
4. Southside Area pays for Area Business meetings on a monthly basis for RCM, RCM alt., Chairperson, Alt. Chairperson, Treasurer, Alt. Treasurer, Secretary and also Sub-Committee Chairpersons. Individuals are hoped to carpool where possible to save money.
5. Southside Area pays for the RCM & Alt. RCM to attend the Regional Business meetings on a quarterly basis.
6. Southside Area pays for the H & I Area Sub-Committee Chairperson to attend the Regional Sub-Committee meetings as funding is available
7. Southside Area pays for the PR Area Sub-Committee Chairperson to attend the Regional Sub-Committee meetings as funding is available
8. All other meetings or events must be brought to the Southside Area business meeting for a vote to determine whether the Area can afford the event or not.
9. It is expected that Trusted Servants share room fees with other Trusted Servants. If the Trusted Servant wishes to bring a friend and have a private room then half of the room charge will be paid for by the Southside Area, the Trusted Servant will be responsible for the other half of the fee.
10. All Trusted Servants who travel on behalf of Southside Area are expected to report to the Area on those meetings. Failure to report may result in no further funding of travel and/or removal of office.

**Travel**

Southside Area reimburses travelers based on mileage traveled. Personal car odometer readings from the point of origin to the point of destination are to be recorded on the reimbursement request along with number of miles driven. Driving other than point of departure to point of destination is not reimbursable. Current rate of reimbursement is 46 cents per mile. Parking fees and tolls are also reimbursable but receipts must be attached to the request. Should two or more servants travel together in one personal car, reimbursement will be made only to the person whose vehicle is used.

**Meals**

Maximum meal and tip allowance for overnight travel is \$40.00 per day. For single day travel, Southside Area will reimburse lunch at a maximum charge of \$10.00. (This DOES NOT include monthly business meetings.) Meal receipts must be attached to the reimbursement request.

**Advances**

If the situation occurs where an advance is needed an itemized request for such an advance should be brought to the Southside Area Business meeting when possible. Reimbursement requests are to be completed and will reflect the amount of the advance. No further advances will be authorized until previous financial reporting and payback is completed.

**Trip Donation**

Some trusted servants may wish to donate their travel expenses to the Area and not submit the expenses. In order to adequately estimate correct Area expenses, trusted servants still need to complete a reimbursement request so Southside Area can know what their true expenses will be in any given year even if that reimbursement is actually given back to the Area as a donation, it should be reflected in the financial statement as such. It will not be reflected who donates back to the area but as a lump sum travel donation back to the area monthly under income by the treasurer.

- Please look over above travel policy and take back to home groups
- Mary Kay had discussion on GSR toolkit , will be brought back next month to area to discuss.
- Mary Kay had discussion on the Area's "Purpose". She stated that the policy needs to be followed and the purpose and policy does not seem to be a purpose. She read a new purpose she thought was more appropriate.
- Mary Kay discussed making a motion form.

**Meeting for next month:**

**South Boston Nov. 6<sup>th</sup>**

Motion to close given by Gary and seconded by Robin

In Loving Service,

Holly T.

434-489-6360

Email: [holly.testerman@live.com](mailto:holly.testerman@live.com) If you have any reports that can be emailed I would appreciate it.

Thanks!!