

**SJASC - TRUSTED SERVANT ATTENDANCE (SJASC-South Jersey Area Service Conference)**

ADMINISTRATIVE OFFICER POSITIONS	NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
CHAIRPERSON	MIKE	X	X	X	X	X	X	X	X		X	X
VICE-CHAIRPERSON	KIMBERLY		X	X	X	X	X	X	X	X		X
SECRETARY	LORI	X	X	X	X	X	X	X	X	X		X
VICE -SECRETARY	BECKY	X	X	X	X		X		Open	Open	Lori	X
TREASURER	DENNIS	X	X	X	X	X	X	X	X	X	X	X
ASSISTANT TREASURER	MARY ALICE	X	X	X	X	X		X	X	X	X	X
REGIONAL SERVICE MEMBER (RCM)	MICHELLE	X	X	X	X	X	X		X	X	X	X
REGIONAL SERVICE MEMBER ALTERNATE (RCMA)	DAMIEN	X	X	Open	X	X	X	X		X	X	X
SUBCOMMITTEE OFFICER POSITIONS	NAME	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
HOSPITALS & INSTITUTIONS (H&I)	MARCO	X	X	X	X	X		X	X			X
PUBLIC RELATIONS (PR)	JOHN	X				X		Open	John K	X		X
POLICY CHAIRPERSON	VAL	X	X			X	X	X	X	X	X	X
ASSISTANT POLICY CHAIRPERSON	JASON	X	X	X	X	X	X	X		X	X	X
LITERATURE SUPPLY CHAIRPERSON	STEVE	X	X	X	X		X	X	X	X	X	X
LITERATURE SUPPLY VICE-CHAIRPERSON	FRANK	X	X	X	X	X	X	X	Open	Steve	X	X
LITERATURE REVIEW CHAIRPERSON	AL	X	X	X	X	X		X	X	X	X	X
ACTIVITIES COMMITTEE CHAIRPERSON	WENDY	X		X	X		X	X	X	X	X	X
ACTIVITIES VICE-CHAIRPERSON	WILL	X	X	X	X	X	X	X	X		X	X
ACTIVITIES TREASURER	NATALIE	Open	Open	Open	Drew	Open	Open	Marco	X	X	X	X
WEBSITE CHAIRPERSON	ALAN	X	X	X	X	X		X	X		X	
MEETING LIST CHAIRPERSON	WAYNE	X	X	X	X	X	X	X	X		X	

**ANNIVERSARIES**

Dave S. 22 years / Val 6 years / Reno 6 years

**NA RELATED ANNOUNCEMENTS / HOMEGROUP REPORTS / NEW GROUPS JOINING SJ AREA**

*\*Refer to the NA EVENTS form for events and celebrations!*

**ADMINISTRATIVE REPORTS**

2011 SECRETARY REPORT	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct
PREVIOUS MONTHS BALANCE	\$ 207.78	\$ 246.68	\$ 189.37	\$ 190.23	\$ 121.90	\$ (17.58)	\$ 2.36	\$ 111.34	\$ 26.86	\$ 1
AREA CHECK AMOUNT	192.22	153.32	189.37	88.51	1080	296.32	276.38	167.40	251.88	1
<b>SUBTOTAL</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>	<b>\$ 378.74</b>	<b>\$ 278.74</b>	<b>\$ 121.90</b>	<b>\$ 278.74</b>	<b>\$ 278.74</b>	<b>\$ 278.74</b>	<b>\$ 278.74</b>	<b>\$ 2</b>
POSTAGE COST	44.62	68.32	71.40	81.12	65.28	85.68	79.92	71.05	71.68	
PRINTING COST	87.36	73.08	95.12	75.72	74.20	190.70	87.48	194.35	93.96	
SUPPLIES	21.34	69.23	61.99	-	-	-	-	26.48	-	
<b>TOTAL AMOUNT SPENT BY MONTH</b>	<b>\$ 153.32</b>	<b>\$ 210.63</b>	<b>\$ 188.51</b>	<b>\$ 156.84</b>	<b>\$ 139.48</b>	<b>\$ 276.38</b>	<b>\$ 167.40</b>	<b>\$ 251.88</b>	<b>\$ 165.64</b>	<b>\$ 2</b>
<b>MONTH END BALANCE</b>	<b>\$ 246.68</b>	<b>\$ 189.37</b>	<b>\$ 190.23</b>	<b>\$ 121.90</b>	<b>\$ (17.58)</b>	<b>\$ 2.36</b>	<b>\$ 111.34</b>	<b>\$ 26.86</b>	<b>\$ 113.30</b>	<b>\$</b>
<b>2011 YEAR TO DATE TOTAL</b>	<b>\$ 153.32</b>	<b>\$ 363.95</b>	<b>\$ 552.46</b>	<b>\$ 709.30</b>	<b>\$ 848.78</b>	<b>\$ 1,125.16</b>	<b>\$ 1,292.96</b>	<b>\$ 1,544.44</b>	<b>\$ 1,710.08</b>	<b>\$ 19</b>
CHECK NUMBER	8362	8372	8386	8394	8397	8408	8412	8422	8427	84
DATE (REIMBURSEMENT IS RECEIVED)	Feb-11	Mar-11	Apr-11	May-11	Jul-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov

\* 2011 REIMBURSEMENT EXPLANATION: Date, Amount, Paid To, Total Amount Paid

Secretary: Renee (Lori in December)

**SECRETARY:** To the South Jersey Area, I burned 2010 and 2011 Minutes onto a disc that will be kept in the monthly binder that is used by the Secretary. Since the last two years are available to reference on the CD and also available on the Web, hard copies of the 2010 Minutes will be discarded. 2011 hard copies are being held by the new Secretary at this time and may be discarded after 18 months. Also, a disc was created that includes a copy of all Forms + Templates that have been created and implemented over the past 2 years. Finally, due to the very large amount of detail and tasks required in the Secretary position, I

have created a "Secretary Procedures" that explains in detail, every task that needs to be completed along with a suggestive schedule for new Secretaries to utilize during their transition. Lori and Becky have a copy of this form and if they feel that it is

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## **ADMINISTRATIVE REPORTS –continued**

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helpful, I would strongly recommend adding this information to the Policy, as a Procedure section that is specific to this position.

Thank you for allowing me to serve for the past 2 years. It has been a great experience. - Renee D.

**SECRETARY:** Hello South Jersey Area. For any GSR's that requested to have a new meeting added to the South Jersey Area during our December mtg., please see the Vice-Secretary at the January Area meeting so that you can complete the appropriate form for adding a new meeting to the Area.

Also, I would like to request that all Trusted Servants and GSRs update our information to include a working email address, mailing address and telephone number so that if I must communicate with everyone, I will have a correct, working, email address and other basic information for all. There will be a form at the front table during January Area mtg. for this purpose; your cooperation is greatly appreciated. There are questions for: GSRs for "Steps to Freedom," in Woodbury and "Strategic Recovery," in Marlton, re: new meetings - please see the Vice-Secretary at our January Area meeting to complete the appropriate form and update meeting information to be added to the meeting list.

I would like to thank everyone for having faith in me by electing me to this position and that I will have the skills to accurately complete my duties as Area Secretary & allowing me to serve to help the next addict find our NA Fellowship. - Lori C

**TREASURER:** Hello South Jersey Area. We would like to thank everyone for his or her patience last month, as well as the continued support in reducing monies to the largest and least number of bills. For all trusted servants that need a check from me, please see me at the end of business today. I apologize for not being here today as I have a family emergency.

### **Operating Expenses – November 14, 2011**

We provided the following check(s):

1. Check #441 – Borough of Stratford - \$40.00 (two months rent Sept & Nov)
2. Check #442 – Renee D. – sec expenses - \$78.76
3. Check #443 – Postmaster – PO Box Renewal - \$110.00
4. Check #444 – John K. – PI Budget - \$53.76
5. Check #446 – Public Storage - \$125.93
6. Check #447 – NJRSC – phone line - \$100.00
7. Check #448 – NJRSC – donation - \$1,079.01
8. Check #449 – Ken G. – H&I Rent - \$10.00

### **Literature Expenses –October 9, 2011**

We provided the following check(s):

1. Check #445 – NAWS – Literature - \$1,752.58

### **Current Finances**

\*\*The deposit from last month was \$2,873.31. The total group donations received was \$788.76 and the total amount received in literature orders was \$3,350.04. Last month, our total expenditures were \$3,851.52. There was a miscellaneous deposit of \$.80. Our current balance as of November 30, 2011 according to the bank statement is \$6,944.55.

As there have been discrepancies, both in the positive and the negative, all GSR's are encouraged to check the minutes to ensure the proper amount of money is being reflected on the group donation spreadsheet. As always, the donation spreadsheets reflect the previous month's donations. With great willingness, we thank you again for your patience and tolerance, and we thank you for allowing us to serve. Kimberly O. Dennis V.

**RCM:** Service Cycle Service – Proposal to change structure (USFA) Info on Internet, other Service Body/Send someone to Wisconsin?

**RCMA: To the SJASC:** I'm sorry I wasn't able to attend this months meeting. I so wanted take time out to

thank the South Jersey area for allowing me to serve as Chair for the past two years.

I would also like to add a special thank you the JAC for the honor and privilege of serving side by side with some really great people. I truly believe that through our love for the fellowship and for one another that we have made a positive impact in the South Jersey area.

Thank you all again for your love support

Grateful and blessed recovering Addict

Named: Damian

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## SUBCOMMITTEE REPORTS

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**H&I:** Hey Family, I'm an addict named Marco. The H&I Subcommittee is doing well, commitments are being fulfilled but as always we need the help and support of willing addicts with six months or more clean to carry the message to the addict who can't get to a meeting. Thank you for letting me serve.

**P.I.:** See report attached.

**Web:** As of today, Derick has been working with me in order to get me up to speed on how to update our web site. The bill for our domain renewal is due by Jan 3<sup>rd</sup> 2012. I will be paying this and asking for \$10 next month. To cover this cost.

In Loving Service, Alan S

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## OLD BUSINESS

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**Motion # 10-09-01 / Made By: Alan S. (Our Primary Purpose) / 2<sup>nd</sup> By: Robert W. (Steps To Freedom)**

**Motion:** To add the duties of the website subcommittee! To update Regional and World website all meeting changes made to Area website.

**Intent:** To assure that meetings are correct in all web locations and have a single point of accountability.

**Results:** PASSED (38 unanimous votes in favor)

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## ELECTIONS

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None

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## NEW BUSINESS

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**Motion # 12-11-01 / Made By: Renee D. (Secretary) / 2<sup>nd</sup> By: Phil D. (H.O.W.)**

**Motion:** To add to Policy the following information under Secretary and Treasurer Section: The South Jersey Area will not utilize the tax exempt option that is available to non-profit organizations to prevent complications with annual maintenance required for legal compliance.

**Intent:** To remain compliant with the IRS.

**Results:** BACK TO THE GROUPS FOR A VOTE

**Motion # 12-11-02 / Made By: Steve G./Mark L. (Literature Supply) / 2<sup>nd</sup> By: Jimmy M. (Peace of**

**Mind)**

**Motion:** To change storage locks for a cost of \$17.11.

**Intent:** To /We only have 1 key. One key was lost.

**Results:** PASSED (38 votes in favor)

**Motion # 12-11-03 / Made By: Val H. (Policy Chair) / 2<sup>nd</sup> By: Heather S. (Spiritual Foundation)**

**Motion:** To add to Policy under "Election of Officers," Section III "Administrative officer or subcommittee officer may be removed from their position if:" they are absent from 2 JAC meetings within one year, with or without prior notification to the ASC Chairperson.

**Intent:** To assure that trusted servants of the JAC attend the required meeting.

**Results:** TABLED until January JAC Meeting.

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## NA EVENTS

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**Host:** Steps to Freedom

**Event:** 19<sup>th</sup> Home Group Celebration

**Date:** December 19, 2011

**Time:** 8:00PM

**Place:** Woodbury Presbyterian Church of Woodbury – Located Broad & Centre Streets

### Additional

**Information:** 2 speakers Male & Female. Food, Fun Fellowship!!!

**Motion to close: 2:15pm**

## Untitled

Decembers P.I. report

Dear ASC, Our committee is hosting a presentation at Underwood Hosp. Dec 21. If anyone is interested in attending please let us know. We're also in the planning stages of a H

elpline workshop in February. There's a P. I. marathon event hosted by the Phila Reion on Jan 21 from 12-8pm at the Holy spirit Lutheran Church on 1268 Robbins St

.Everyone is encouraged to attend.Thanks for allowing  
me to serve .

John K

# SJASC Treasurer's Report

December 11, 2011 ASC Meeting  
for Month Ending November 30, 2011

## Area Operating Account

Beginning Balance (Ending 10/31/11)	\$ 3,879.01
Group Donation Received	787.96
Misc. Operating Income	0.80
Transfer (from Literature Surplus)	-
Sub Total	<u>\$ 4,667.77</u>

Area Operational Cap \$ 2,800.00

### Money Out for Operational Expenses

Borough of Stratford #441	40.00
Renee D. - Sec. #442	78.76
Postmaster #443	110.00
John K - PI Budget #444	53.76
Public Storage #445	125.93
NJRSC - Phoneline #447	100.00
NJRSC - Donation #448	1,079.01
H&I Lit Budget	299.50
Ken G. H&I Rent #449	10.00
Total Operating Expenses	<u>1,896.96</u>

Area Operating Account Ending Balance \$ 2,770.81

## Area Literature Account

Beginning Balance (Literature)(Ending 10/31/11)	\$ 2,282.27
Money Received from Groups for Literature	2,084.55
Money Received from H&I for Literature	299.50
Sub Total	<u>\$ 4,666.32</u>

### Money out for Literature

NAWS #446	1,752.58
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Total Literature Expenses 1,752.58

Area Literature Account Ending Balance \$ 2,913.74

Literature Cap \$ 3,500.00

### Total Deposit

Deposit \$2,873.31

### Prudent

Area Prudent Reserve \$ 1,000.00

### Outstanding Checks

\$ 20.00	#291
\$ 20.00	#302
\$ 20.00	#313
\$ 20.00	#405
\$ 20.00	#434
\$ 40.00	#441
\$ 110.00	#443
\$ 10.00	#449

Checking Acct. Balance (Operating + Lit + Prudent) \$ 6,684.55 + \$ 260.00 = \$ 6,944.55

Note: This balance aligns with the monthly bank statement balance.

	Day	GSR	Literature	Area	Total
12 & 12 For Life	W	Jonathan K			
A Message of Hope	M	Rich B			
Back to Basics	S	Mark F	\$ 27.45		\$ 27.4
Blue Book Basics	Sa	Aquil			
Bring Your Basic Text	F	Lynda C			
Caution! Recovery Ahead	F	Scott J			
Clean and Serene	T	Keri N	24.15	\$ 5.85	30.0
Conscious Contact	T	Ashley	40.05	24.00	64.0
Dreams Awaken	W	Bonnie B	30.00		30.0
Everyone's Welcome	Sa	Phil S	26.25	8.75	35.0
First Step Focus	SW	Justin S	15.50	72.97	88.4
First Step to Growth & Recovery	T	Mike G	3.05		3.0
First Step to Growth & Recovery	T	Mike G	3.00		3.0
First Things First	M-F	Ryan	94.00	58.00	152.0
Freedom on Friday	F	Kelly O			
Freedom to Choose	T	Debra G	19.50		19.5
Freedom to Feel	Th	Drew O			
Get to the Point	W	Frank	115.60		115.6
Grateful Heads	T				
HOW	M	Phil D	32.00	3.00	35.0
How It Works	ThSa	Bill F	175.05	29.15	204.2
Insanity Stops Here	F	Maria G	69.70	20.30	90.0
Just For Today	M	Natalie P	66.70	6.00	72.7
Just For Tonight	WF	Renee			
Keepin' It Real	F	George C	22.00	9.00	31.0
Medford Hope	Th				
Midday Serenity	MF				
Miracles Happen	F	Will W			
Miracles on Monday	M	Lisa D	33.25	41.50	74.7
More Will Be Revealed	F	Dave S	39.00		39.0
NA (Never Alone)	T	<sup>6</sup> Leo			
No Matter What	F	Doug	25.25	17.42	42.6
One Step Closer	F	Tina	25.55	14.45	40.0

Ongoing Process	S	Ted W	36.00		36.0
Our Primary Purpose	M	Tim F	79.50	57.00	136.5
Peace of Mind	F	Jimmy	35.15		35.1
Principles in Action	M	Al F	52.60	43.40	96.0
Promise of Freedom	T	Andrew K	49.00	52.90	101.9
Recovery For Today	S	Erik L	141.00		141.0
Recovery In Progress	M	Bob R			
Rush Hour Recovery	Th	Laura S	13.90	4.10	18.0
Saturday Sanity	Sa	Rob D	47.10	5.90	53.0
See U Next Tuesday	T	Amanda			
Sit Down & Recover	Th	Megan R	37.50	8.31	45.8
Smile Today	T	Kelly L	64.90	26.15	91.0
Spiritual Foundation	W	Mary Alice	78.25	3.00	81.2
Spiritual Principles	W	Holly A	86.10	20.00	106.1
Step Into Freedom	M	Arthur B			
Step Into Recovery	T	Mercedes			
Steps to Freedom	M	Robert W	19.70	1.30	21.0
Steps to Recovery	M	Rob	32.00		32.0
Strategic Recovery	T	Rebecca C	34.00	6.65	40.6
Surrender on Saturday	Sa	Wayne H	10.00	8.37	18.3
Surrender on Sunday	S	Michael	82.40	7.60	90.0
Surviving Against All Odds	Th	Jason G	15.00		15.0
Take Five	T	Erick	49.55	58.04	107.5
The Hope Group of NA	Th	Rachael			
The Point After	S	Steve S	50.00	35.00	85.0
The Recovery Stop	STThF	Steve M	128.05	116.95	245.0
The Solution Is In The Steps	Th	Michelle D	7.70		7.7
Two Heads Are Better Than One	T				
Ultimate Journey	M	Phil/Jay			
We Are Who We Are	Th	Mike S	11.60	0.40	12.0
We Can Recover	W	Marc L	26.00		26.0
Wednesday Night Ancora Hope	W				
Willing on Wednesday	W	Jeff R	10.50	22.50	33.0
X Miscellaneous					

**TOTALS**

\$ 2,084.55    \$ 787.96    \$ 2,872.5

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H&I	57.60	
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**CASH RECEIVED**    \$ 2,872.5



PI	13.50	5
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**PLUS/MINUS**     \$

