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**Portland Area Service Committee  
Meeting of Narcotics Anonymous  
5535 SE Rhone St.  
Portland, Oregon 97206  
November 28th, 2020**

The Chair called the meeting to order at 2:01PM

The meeting opened with a moment of silence followed by the Serenity Prayer.

Read Intro Prayer

Read Mantra

Read the 12 concepts

**APOLOGY- Chair- Marybeth N.**

Hello Trusted Servants

I must apologize to you for the way I mishandled the proposals last month. I know the exact procedure to be used in processing proposals and yet, for no apparent reason except perhaps excitement that those were my first proposals as Chair, I did not follow any of those procedures. But that is no excuse. So, my sincere apologies are needed here. The first and most important apology is that the Chair is not supposed to have an opinion on any proposal and perhaps you did not notice my opinion on the first proposal for accepting the Literature Guidelines, it was there. I am only the facilitator here. And thus, it got worse from then on. Now I can only say that I will do better in the future and you, of course, will be the judge of that. Also, I heard I was a little long-winded as well and will have to watch that as well. Please accept my sincere apologies. Also, Theresa is taking the fellowship's advice and is concentrating on her recovery. As Chair, I can appoint an officer when there is a vacancy in an Area position. So, I would like to introduce Michelle T., who I will be appointing as temporary secretary. Michelle, thank you for your interest in this position and your willingness to serve. Would you like to tell us a little about your service experience in NA and a little about yourself?

**Sharing Service Experience: (Share encouraging story)**

**Josie**-being a GSR is important, communication between our group and service committees/groups. A great way to learn how to apply spiritual principles, build relationships, live life, better than getting loaded and that life!

**Will**-still in touch with people I first met in Area today. Service sponsors. Made friends with many of you. Sincere and solid friends I have in recovery have come through service. When we disagree we are not hostile, but passionate. The two look the same. Help keeps passion about recovery.

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**New GSR/Alt. GSR and New Group Recognition:**

Beverly, GSR, It's in The Book

Sarah, GSR, Lost and Found

Ruth, GSR, Queens with the Solutions (Sisters of the Solution-old meeting name)

Paul, GSR, Recovery in the House-new location for the Multnomah Pause (Miracles Club)

Kenneth, GSR, Spirit of NA

**WELCOME ALL NEW TRUSTED SERVANTS!!! REMEMBER AREA IS FROM 2-5 PM  
THE LAST SATURDAY OF THE MONTH...**

**Announcements:**

Reminder that literature pick up is the week before Area, not at the Area mtg; Notify [schedules@portlandna.com](mailto:schedules@portlandna.com) for schedule changes between Zoom/In Person; Ruth- Queens in the Solution-expanding our meeting to include non-binary persons as well as binary.

Fabian- tonight Burnside Blues is hosting a women's in recovery Speaker Jam 6pm-8pm

Donate to Area using portlandna.com and use PayPal/can also mail in. We use Robert's Rules of Order-please do not interrupt, wait to be recognized, wait for the Chair to recognize you.

Armageddon Addicts

Saturdays and Sundays 3:30pm

URS Club 17200 SE Stark Portland - in basement with upstairs meeting overflow

Child Friendly, Handicap Access, COVID-19 Protocol Compliant

Contact Info Lynn Marie Schiebel, 503-705-8370, [lynnschiebel@gmail.com](mailto:lynnschiebel@gmail.com)

**Amendments and Approval of Last Months Minutes:**

Need to add the Literature Report to the October 2020 Meeting

**10th Concept Grievances:**

Nothing reported

**Reports to the Groups:**

**RCM Report- Toni**

Hello Family,

I hope everyone had a nice Thanksgiving.

I don't have much to report except that Region is in need of an alternate treasurer and an alternate secretary. if you or someone you know would like to be of service on the Regional level please let me know.

We may have a learning day in Roseburg in April, but it's dependent upon Covid and the venue.

The next regional committee meeting will be virtual on January 17th. All are welcome to attend.

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Thank you for allowing me to be of service.

Toni B

**Archivist**— **Anthony-** This is my report for area 11-29-20 -I will be working with Myk H to download the archive onto the Cloud. I will be putting them into PDF form so that they can not be altered.

**Treasurer's Report – Janet H.**

| PORTLAND AREA SERVICE COMMITTEE   |     |  |           |             |
|-----------------------------------|-----|--|-----------|-------------|
| Income and Expenses Report        |     |  |           |             |
| October 1 - 31,2020               |     |  |           |             |
| BEGINNING BALANCE per last report |     |  |           | \$ 7,168.04 |
|                                   |     |  |           |             |
| INCOME                            |     |  |           |             |
| Group Donations At PASC           |     |  |           |             |
| Pay Pal                           |     |  |           |             |
| Shelly H                          |     |  | 10.00     |             |
| Lisa C                            |     |  | 50.00     |             |
| Here and Now                      |     |  | 50.00     |             |
| Ella T                            |     |  | 4.52      |             |
| Step Brothers                     |     |  | 30.00     |             |
| TOTAL GROUP DONATIONS             |     |  | \$ 144.52 |             |
|                                   |     |  |           | \$ 7,312.56 |
|                                   |     |  |           |             |
| EXPENSES                          |     |  |           |             |
| Phone.com                         | EFT |  | 29.46     |             |

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|   |     |                       |          |                    |
|---|-----|-----------------------|----------|--------------------|
| Web Host  | EFT |                       | 90.99    |                    |
| PASLC   | EFT | Starter Kit           | 107.25   |                    |
| DexMedia  | EFT | Yellow Pages 3 months | 250.94   |                    |
| Pay Pal Charge                                      |     | Fee                   | 0.59     |                    |
|   |     | Fee                   | 1.75     |                    |
|   |     | Fee                   | 1.75     |                    |
|   |     | Fee                   | -        |                    |
|   |     | Fee                   | -        |                    |
| Business Fee  |     |                       | 2.00     |                    |
|   |     |                       |          | <b>\$ 484.73</b>   |
|   |     |                       |          |                    |
|   |     |                       |          | <b>\$ 6,827.83</b> |
| <b>ENDING BANK BALANCE:</b>                         |     |                       |          |                    |
| <b>Area Bank Account Balance</b>                    |     |                       |          |                    |
| <b>Activities Subcommittee Bank Account Balance</b> |     |                       |          |                    |
| <b>Literature Subcommittee Bank Account Balance</b> |     |                       |          |                    |
| <b>Convention Subcommittee Bank Account Balance</b> |     |                       |          |                    |
| <b>TOTAL PASC FUNDS</b>                             |     |                       | -        |                    |
|   |     |                       |          |                    |
| <b>HOLDS, RESERVES AND NOT YET PROCESSED</b>        |     |                       |          |                    |
| Prudent reserve - 2 months estimated expenses       |     |                       | 3,560.00 |                    |
| CAR: \$160 Reserve                                  |     |                       | 160.00   |                    |
| 1/3 Insurance: \$800                                |     |                       | 800.00   |                    |
| OutReach Reserves                                   |     |                       | 1,239.00 |                    |
| Reserves for PCRNA                                  |     |                       | 75.00    |                    |
| <b>TOTAL HOLDS AND RESERVES</b>                     |     |                       |          | <b>5,834.00</b>    |

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|                 |                                       |  |         |           |
|-----------------|---------------------------------------|--|---------|-----------|
|                 |                                       |  |         |           |
| AVAILABLE FUNDS |                                       |  |         | \$ 993.83 |
|                 | Reserve for PCRNA (current month)     |  |         |           |
|                 | Reserve for PCRNA (total for quarter) |  | \$75.00 |           |

**Secretary's Report** – If you are a new GSR, please send your contact info (name of meeting, your position, phone number, email) to [secretary@portlandna.org](mailto:secretary@portlandna.org). If you are a new meeting or did not get the minutes, please send me an email as well. If your mtg hasn't been to Area for 6 months you have been removed from roll call. I can add you back in if you come back. Also, if you miss 3 meetings in a row, you have lost your voting rights until you attend 2 meetings in a row.

**Vice Chair- Michelle W.** - giving 30 day notice, groups thank her for the service.

To whom it may concern,

Hello I am Michelle, your vice chair addict.

Please see posted subcommittees that could use your service help.

And I regret not having the spiritual and emotional capability to do the extra of this position anymore. Therefore I am resigning. Thank you all for allowing me to be of service.

**Chair -- Marybeth N.**

**CHAIR REPORT-11.28.20**

The first thing I did after last month's Area was to talk to my list of mentors who have vast amounts of experience in this program and at Area to see how I could be a better facilitator than I was last month. I am very thankful for the member who told me to make that list. You know who you are. It is going to be helpful for me as I move forward in this position.

We are keeping up with the schedule changes on a weekly basis. I am very thankful for Myk, our Web Host, and Toni, our schedule coordinator.

Previously, I had said the Grievance Policy was in the by-laws, so I wanted to mention that it is not correct. When the by-laws are updated in February by the Archivist, it will be added to the by-laws. When we meet in person, there is always a copy at the front of the room. For now, the Secretary can send you a copy if you need one.

Janet and Anthony are going to be working together to digitize older records that are now in boxes and, I believe, Anthony will be updating you on that.

Janet and I have been working together to try to get the Alternate Treasurer position filled, as both of us have heard of members interested in those positions and are excited that there has been interest there. I told Janet I would reiterate that we are hoping there would be increased donations this month by groups, as we have dipped into our reserves this month to pay insurance costs. Any donations we receive, of course, will be used to replenish those reserves, and, this does happen

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every year, we just want you to be aware of this for this month. Thank you for letting me serve! I hope I will not disappoint you.

### **Activities –MacRae-**

Activities Report for Area

Date: 11-28-2020

Chair: MacRae

Thanks for allowing me to be of service

Established Quorum

**In the Middle Speaker Meeting** – Billy L spoke on Zoom and there were about 10 people there.

**Picnic in the Park** – canceled for this year due to pandemic.

**Zoom Events** – Mandy has made a beautiful flyer for our NA Gratitude Harvest Marathon. We will have a tradition talked about every hour and open forum on the ½ hour. Event happened on 11/26 and it was a success. At one point there were 29 people and throughout the day there were at least 10 or more people. We played NA jeopardy at one point and had many great conversations about the traditions.

**Beverly Beach** – closed out with a profit of \$1,991.09. Becky is our coordinator for 2021 and will be assisted by Dani.

**UITS** - Unity in the Streets is meeting this Sunday 11/29 on Zoom 664 402 6445 at 2:00 pm / password: unity. They have a virtual event coming soon.

**Fort Stevens** – Nyree is our coordinator for 2021!

**Paintball** – canceled for this year due to pandemic and \$480 deposit will be a credit for next year.

**4<sup>th</sup> of July** – canceled for this year due to pandemic.

**End of the Year** – The group decided to cancel any in person dance due to COVID. We are doing an 80's prom dance and speaker meeting via Zoom. More details TBD.

**Bowling** – no bowling due to COVID

**Treasurer:** paid \$200 towards printing already and voted to pay the remaining balance due. Nyree and I met with the auditors and everything was organized. The auditors have 1 recommendation that I know of which I will let them report.

**Hospitals & Institutions** – Dave E.

**Panel Chair Reports:**

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Lifeworks would like to move the first and third Sundays only. Hooper Chair (Chris) is having difficulties communicating with the facility to make commitments happen. H&I will be planning a Zoom based orientation H&I members will be reaching out to all current members (as of March 2020) to include H&I members in the meeting. The next H&I meeting will be December 18th, 2020. All current members are invited to attend. New potential commitment: Bybee Lakes Hopes Center (Temp Panel Chair: Christian) more will be revealed.

RCM: No Report

Thank you for allowing me to be of service

**PACNA –Doug B.**

Balance \$22,090.73 . Meet the 1st Tuesday of December just to do a check in. Not able to do anything at this time. Checking in every 90 days. Waiting for the Treasurer to send us the cost of our part of the insurance, and we will pay it.

**Public Relations –**

Dear Group's,

We met the Thursday before area @6 as scheduled. We had 3 returning members and 2 new members. After reading the full version of concept 2 we welcomed the new visitors. We received a detailed report from the Web host. Phone line submitted their written report and it did include an open hotline shift on Tuesday from 7 to noon, Friday 6 to 11pm, and Sunday 12 to 6pm. Pls contact the phone line if interested in filling a shift. You can also email us at [pr@portlandna.org](mailto:pr@portlandna.org) The hotline bill for the most recent month was \$29.46. We then received a written report from the scheduling coordinator and a verbal report from chairperson. Ongoing Communications are taking place with Street Root's attempting to add us to the Recovery Resource section. We're hoping to be in the next printing of that publication. We also discussed the current mailing project and have earmarked a returning member to do the footwork with an existing member. The goal is to convert from old mailing process with envelopes and stamps to at digitalized format. Also discussed, was the email account of [info@ortlandna.org](mailto:info@ortlandna.org) and it was agreed that the pr committee should remain as the point of accountability unless the group's direct otherwise. Additionally, when it's guideline revision time, it's important to recognize clear Communications in the guidelines. Open service positions are, Mailing coordinator, Vice Chair, Secretary, newsletter coordinator, media coordinator, Flyer coordinator, and 12-step volunteers. These are the folks that would be giving presentations to the public. Please announce in all of your home groups that we need help and now is the time. Our committee meets on the Thursday before area at 6 p.m. on Zoom. The meeting ID is 242-713-921. The passcode is service. Hope to see some additional new members next month.

Yours in service, Will A.

**Outreach – John H.- no report submitted**

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### **Auditor Report – Jordan**

#### **Activities Audit**

**way set up for Nyree to be able to access her bank statements in order better balance her books. Dates: 3-2-19 to 10-31-20**

On November 18th, 2020 Annie W. and Jordan V. met with Nyree M, the Activities Treasurer and Mc Crae, the Activities Chair. All of the financial information was brought and looked over. Bank statements were provided at a later date as they were unable to access them online. Through August of 2020, the US Bank statements match the amounts reported on the Activities reports. When we switched to OnPoint, Nyree is no longer able to easily access her bank statements and we found small inconsistencies accordingly. For the total amount Activities has, it makes sense that there be some difference with her now being unable to access the bank statements in the same way as before with US Bank. Having talked with Janet, we as the auditors recommend that there be a better ks. Had this been set up from day one of switched to OnPoint, we don't see that there would have been his discrepancy. As well, there are two outstanding checks from over 6-9 months ago. We recommend that Nyree send an affidavit of lost check for both of these in order to void and reissue them.

**This concludes the 2020 audit of the Activities Treasurer, Nyree M.**

#### **PACNA Treasurer Audit**

**Dates: 10-1-19 to 8-1-20**

Through the months of October and November Annie W and Jordan V met three times to audit Janet W, the PACNA Treasurer. No major inconsistencies were found, although there were various minor inconsistencies found that correlate with the change of banks used by PACNA, as well as a number of minor clerical errors. As auditors, it is our recommendation that a new report format be used going forward. This will help to eliminate these minor errors because it will eliminate the amount of data entry needed, which is likely where these smaller errors come up. We also recommend that the Treasurer verify PayPal income to the bank statement. We also recommend that PACNA switch from PayPal to another cash transfer app that does not charge fees. Venmo or Cash App provides these features without the associated fees.

**This concludes the 2020 audit for Janet W, the PACNA Treasurer.**

**Communications Ad-hoc- oral report given, report not submitted**



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## **Literature – Candace D.**

### **Literature Report 11/28/20 Chair- Candace D.**

\* We had 12 orders this month and only 5 groups picked up their orders...2 orders were picked up from the month before...reminding GSRs that they need to pick up orders at designated time after ordering their literature online.

\*We might need to shorten time again from 11-2pm on literature pick up day to maybe 11-1pm.... I was at the church 3 hours with the door open and it was freezing and just 5 groups showed up. If we keep it that long I think we need to close the door at the bottom of the stairs and have a note saying knock if you are here for literature pick up.

\* Literature sales this month was \$328.60 (11/21/20). Bank balance is \$1328.2, the same as last month that I reported with PASC. We have not purchased anything since the last report. With literature sales from last Saturday (11/24) of \$328.60 that will be deposited this week-- the total balance after deposit of \$1656.84.

\*We are planning on ordering more literature after this month's literature order pick up day (12/19/20).

\*I keep getting emails asking if people could pick up their order on the day that area is. Please read the instructions on the portlandna.org website. Click on the order literature button and it tells when the next Literature pick up is and how to order you literature. I think groups are still getting a bit confused on when the pick up day is. We had over half of our orders last week not get picked up during our pick up time at the church.

\* The literature's subcommittee business meeting was held yesterday afternoon on Zoom at 4pm. Literature's Vice Chair Rachel was conducting the meeting because I was unable to attend. (will attach her report for that meeting at the end of this)

\*Next literature order pick up will be December 19th from 11-1pm. We will not be taking anymore orders after midnight on Dec. 17th. Literature subcommittee will fill orders on Friday evening on Dec. 18th. Please make sure you bring exact change, or money order, or check in a sealed envelope with your groups name on it.--- We have a bunch of orders from last month that groups did not pick up so please pick them up this month if you still want the order.

\*\*Pick up order at 5535 SE Rhone St. in the parking lot- down the basement stairs of the church.

\*\*Remember that our business is the Friday before PASC meeting on zoom at 4pm (until we can have meetings in person). We are always looking for people to help us with orders, counting IP's and key tags on the day literature order pick up is each month.

\*\*I want to thank everyone for all the patience, understanding, and flexibility during this difficult and uncertain time with Covid-19.

## **Roll Call-**

Roll Call of Officers

6 were present

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Roll Call of Subcommittees  
6 were present

Roll Call of Groups  
25 were present

### **Group Reports:**

**Liliana-** Go button for Guiding Principles is not linked to the website anymore, not sure how to fix it. Myk will look into it, needs to know what the values should be. Will post in the chat; Myk will work with Herman to fix it

**Ruth- Key Tag** questions-ask Rachel-Rachel from literature explains how to place an order/ explains pick up day-Dec 19th go to 5535 Rhone, Order is due by the 17th at midnight; how can we start a new Zoom meeting? -e-mail Marybeth and she will help

**Paul-** ask about address at area; Recovery in the house is at the Miracles Club-pls announce at meetings bc they need support due to the move from the Alano club

**Josie-** encourage GSR's to check their zoom info on the website to see if they are working; contact schedules@portlandna.com email account to update info

### **Questions/Comments:**

Getting Zoom phone numbers on the website

Encouragement to attend the Communications Committee-send other members of your committees if you can. BOD should be present, if possible.

### **Old Business:**

Area Alternate Treasurer position open: Jordan self-nominated-Jordan will fill out service resume.

Janet 2nd'd the nomination for Jordan

Alternate Archivist position open: Josh is open to the Alt Archivist position  
Will nominated Josie from New Journey for Vice Chair-Josie declines

### **New Business**

Getting Zoom phone numbers on the website

Area Vice Chair position open-no nominations yet

Marybeth will look into if people can have an alternate position and have a vice chair position at the same time

By-laws to be sent out to the GSR's by secretary

Suggestion to re-look/re-do the by-laws (possible Ad-hoc Josh, Jessica, Myk, Marybeth, Will, Tony, Kenneth, Russell,)-Marybeth to appoint an ad-hoc-adding the part about the BOD (Board of Directors-meets quarterly)-Myk is the POA (Point of Accountability) for the ad-hoc

Learning Days- John-gives a conversation of quarterly workshops, discusses a possible Zoom format for learning days

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Willing to be on an ad-hoc (Stephanie, Marybeth, John, Kenneth, Jeremy); MB to send out a question to the groups about what they would like to learn about at Learning Day with the meetings-John suggested to share the list of Learning Day topics he has with MB

Consensus to close, Meeting Adjourned at 4:53pm

Thank you for letting me be of service,  
Michelle T.