



February 16th, 2025 ASC Minutes

**NEXT ASC MEETING WILL BE HELD ON MARCH 16<sup>TH</sup>, 2025**

**Announcements**

(To be read at meetings by GSR)

**OTHER OPEN POSITIONS ARE: VICE CHAIR, TREASURER, PR CHAIR, P&A, OUTREACH, ACTIVITIES CHAIR**

**COME TO ANY ASC MEETING TO LEARN MORE ABOUT THESE POSITIONS EXPERIENCED MEMBERS WILL ASSIST WITH HELPING NEWER MEMBERS LEARN.**

Groups:

- Gratitude In The Hood needs support and home group members!
- There will be a Women's Day on March 15, 2025 from 11am-7pm at 1909 Chestnut St. Tickets are \$10/Shirts are \$20(pre-sale only). Contact [REDACTED] for more info.
- Spiritual Retreat needs a merch chair. Contact [REDACTED] if interested.
- House of Healing needs a panel leader. Contact [REDACTED]
- Carry the Message continues to hold a game night on the last Wednesday of every month. Pizza has been promised.

P&A:

- P&A meets virtually on the third Thursday at 6p.m. every month. Here is the link to be involved:  
<https://meet.google.com/akg-ofhn-eok> (this should be the link every month, but text alerts will also send out the link the same day, so sign up for texts!)

H&I:

- H&I meets every 3<sup>rd</sup> Sunday before Area @ 2p.m.

Website:

- New flyers have been distributed to homegroups with information on how to request a Text Alert and how to get information on the website. (Please see flyers for details.)

## For the Group Conscience

### Elections/Nominations/Motions:

- Region has presented a motion on Acknowledgement of Financial Responsibility and Procedure for Dealing with Theft that can be read in the Motions attachments. It will need to be voted on at Home Groups.

### Sharing session:

- No Report

### Administrative/Subcommittee Reports:

#### Chair:

- No Report

#### Treasurer:

- See attached report

#### H&I:

- See attached report

#### Literature:

- See attached report

#### Public Relations:

- No Report

#### Old Business:

- The Ad Hoc Women's Committee was approved to have the extra \$900 for Women's Day in March.

#### New Business:

- N/A

### Minutes from ASC February 16<sup>th</sup>, 2025

Chair – ██████████

Vice Chair – VACANT

Secretary – ██████████

Treasurer – VACANT

P&A – VACANT

Subcommittee Report

RCM – [REDACTED]

Alt. RCM – [REDACTED]

H&I – [REDACTED]

Literature – [REDACTED]

Activities – [REDACTED]

Public Relations – VACANT

Outreach – VACANT

Website – [REDACTED]

HomeGroups  
VOTE

## TSRSCNA Guidelines

### Statement of Acknowledgement of Financial Responsibility And Procedure for Dealing with Theft and Misappropriation of NA Funds Enacted JAN 2025

The 11th Concept for NA Service establishes the sole, absolute priority for the use of NA funds: "to further our primary purpose." The 11th Concept gives the TSRSCNA a mandate (on behalf of the Areas and NA groups) that calls for total financial accountability. With this in mind, any misuse of funds must not be tolerated. Immediate and appropriate action shall be taken. These are the guidelines set forth to facilitate this process.

We strongly suggest that Bulletin #30 be read and understood as well as used as a guide through the process of reconciliation. Also, Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

**RSC:** When the theft of NA funds occurs at the Regional level; the Regional's Chairperson shall appoint an Ad Hoc Subcommittee to investigate the matter, determine what happened, and implement an appropriate course of action according to the procedures outlined here.

**CLARIFICATION:** Misappropriation is any misuse of NA funds where the use of funds was inappropriate and/or misguided, but nothing was actually stolen. In this case the individual responsible would lose their position immediately and be prevented from assuming any other position in which they were responsible for NA funds for one year; however no further action would be taken unless the loss to the fellowship was very substantial. We have extended our definition of "misappropriation" at the <sup>Regional</sup> Area level to any amount of NA monies missing and assumed taken by any individual totaling less than \$?????.

\$100.

### Theft and Misappropriation of NA Funds procedure

**A. A committee shall be appointed to oversee procedure.**

1. Consisting of. One RSC member, one BOD at Large Member and two RCMs.
2. This committee shall first meet no more than 14 days after being appointed.

**B. The committee shall perform a fact gathering investigation to determine if theft has occurred:**

1. A thorough review of all books and financial records shall be conducted to make sure the funds were taken:
2. How much?
3. By whom?
4. Our inventory: Was there a failing in the accounting procedures and safeguards that allowed this to happen? What can we do differently to ensure this does not occur again?

**C. If it becomes clear that money has indeed been taken:**

1. The committee will schedule a Retrieval of NA Funds Meeting, attempting to host it at a time and place that is agreeable to all or most involved.
2. The person who is accused of taking the funds will be informed of the meeting via phone, email, registered mail, and in person if possible.
3. At this meeting, the accused individual will be given the opportunity to present their point of view.
4. The Retrieval of NA Funds Meeting Format will be used during this meeting.

**D. If the individual admits to the theft and agrees to pay back the missing funds:**

1. The TSRSCNA of Narcotics Anonymous Contract for the Retrieval of NA Funds may be used.
2. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed repayment agreement.
3. A report about the situation should be published and regular reports on the status of the restitution agreement should be published until the agreement "is satisfied"
4. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
5. The Individual shall be removed from their service position and not consider the person for another position until he or she has dealt with the issue.

**E. If the individual does not show up at the special meeting:**

1. TSRSCNA will need to ensure that every effort to contact the person has been made.
2. TSRSCNA will use registered mail to send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter.
3. Copies of the letter will be archived digitally and on paper for further reference.
4. If the individual's response to the letter is in a positive manner, TSRSCNA will return to and follow the procedures

**F. If the individual refuses to repay the money or agrees to a plan but does not follow through with agreement or if the person has disappeared it may be appropriate to take legal action:**

1. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort.
2. If legal action is taken the RSC and the BOD will work together to file charges.

## **Retrieval of NA Funds Meeting Format TSRSCNA Region of Narcotics Anonymous Guidelines and Procedures**

The purpose of this meeting is to make the individual(s) founded to be responsible for the theft and/or misuse of NA funds, aware of the evidence against them, and to allow them to offer their account, as well as, to allow those from whom the theft occurred to ask questions and offer solutions and courses of action to retrieve the misappropriated funds within the spirit of their Higher Power and the spirit of the program of NA. Our purpose here is to help not to hinder. Your cooperation and input is welcome, but let's do it in a way that is conducive to our purpose here.

### **Agenda**

1. Open the meeting with a moment of silence followed by the serenity prayer.
2. Ask someone to read the 12 Traditions of NA.
3. Ask someone to read the 12 Concepts of NA Service.
4. Pass the attendance sheet.
5. Present the facts to the individual.
6. Allow the individual to offer their account.
7. Open the floor up for questions from whom the theft occurred or their representative(s) and allow the individual to respond to all questions.
8. After the question-and-answer section take a 5-minute break.
9. After the break determine the appropriate course of action based on the evidence.
10. If it is determined that the individual is responsible for the theft of NA funds, determine the amount and offer a restitution repayment plan or allow the accused to offer a restitution repayment plan.
11. Have the individual fill in the terms of the agreement on the contract form, sign it and have all witnesses also sign and date it. The Tri State Region of Narcotics Anonymous Contract for the Retrieval of Misused NA Funds may be used as a legal agreement between all parties.
12. If the individual is present at the meeting and founded responsible for the theft and/or misuse of NA funds and refuses to except his/her responsibility, they should be made aware that legal action will be taken against them in accordance with the TSRSCNA Guidelines and Procedures for the retrieval of stolen or misused NA funds.
13. Close the meeting with the Serenity Prayer.
14. Submit a written report at the next Regional Service meeting giving the name(s) of the individual, the findings of facts and terms of restitution if appropriate.

RESTITUTION AGREEMENT FOR THEFT OF NARCOTICS ANONYMOUS FUNDS (The "Agreement")  
BETWEEN: TRI STATE REGION SERVICE COMMITTEE OF NARCOTICS ANONYMOUS "TSRSCNA "  
AND: \_\_\_\_\_ (MEMBER)

WHEREAS: \_\_\_\_\_ has admitted to theft of TSRSCNA funds in the amount of: \_\_\_\_\_ and ~~RASCNA~~ hereby agree that:

1. \_\_\_\_\_ shall provide TSRSCNA with \_\_\_\_\_ monthly money orders of \$ \_\_\_\_\_ each commencing on \_\_\_\_\_. Each money order is to be turned into the Treasurer of TSRSCNA the 4th Friday of each month.
2. Should this agreement, which is made in good faith of both parties, be breached by \_\_\_\_\_ for failure to make two consecutive payments, TSRSCNA reserves the right to commence Legal Action against \_\_\_\_\_, and ~~RASCNA~~ will move forward with Legal Proceedings for the theft of NA funds from TSRSCNA. Should TSRSCNA exercise that right, TSRSCNA is entitled to provide the authorities with a copy of this Agreement, and any other documentation obtained by means of a financial audit, and the proof of payments already remitted by \_\_\_\_\_
3. This signed and witnessed Agreement shall be held in trust by the Chairperson of the TSRSCNA. In the absence of a Chairperson, the Vice Chair shall hold the document in trust until the Agreement has been fulfilled and all monies remitted by \_\_\_\_\_; the ongoing status of which will be documented in the TSRSCNA Treasurers report at the monthly RSC meeting of TSRSCNA
4. To be paid by the end of \_\_\_\_\_.
5. Signed in Pittsburgh Pennsylvania on \_\_\_\_\_,

Member Print: \_\_\_\_\_ Signature: \_\_\_\_\_

TRI State Regional Service Committee of Narcotics Anonymous Chairperson Print: \_\_\_\_\_  
Signature: \_\_\_\_\_

TRI State Regional Service Committee of Narcotics Anonymous Vice Chair Print: \_\_\_\_\_  
Signature: \_\_\_\_\_

TRI State Regional Service Committee of Narcotics Anonymous Treasurer Print: \_\_\_\_\_  
Signature: \_\_\_\_\_

NOTARY PUBLIC COMMONWEALTH OF PENNSYLVANIA City / County of \_\_\_\_\_  
\_\_\_\_\_ Commonwealth of PENNSYLVANIA. Sworn and subscribed  
before me this \_\_\_\_\_ day of \_\_\_\_\_. Witness my hand and Official seal.  
\_\_\_\_\_  
(Notary Public)  
My commission expires on \_\_\_\_\_



# TRI-STATE REGION OF NARCOTICS ANONYMOUS

MEETS EVERY  
2 MONTHS IN PGH  
2ND SAT 10:30AM

## 2025-2025 Elections April 12 and June 14

SUBMIT NOMINATIONS!

All terms are for 1 year. Terms will begin at the July P&A Meeting following the RSC meeting and run through June 2026.

All nominees must have a nomination from their Area, RCM must be present or Area Minutes submitted, and must complete an election form. Elections forms can be completed electronically.

Position	Requirements	Abridged Description and Duties
Chairperson	5 years clean	Sets agenda for RSC - Runs RSC Meeting
Vice Chairperson	4 years clean	Learning position - Runs subcommittees when chair positions are vacant
Secretary	2 years clean	Documents meeting notes
Vice Secretary	1 years clean	Learning position
Treasurer	5 years clean	Oversees financial operations of RSC - Provides monthly report to RSC
Vice Treasurer	4 years clean	Learning position, supports treasurer
Public Relations Chairperson	3 years clean	Provides area PR committees with resources and information - Conducts PR presentations on behalf of the region and fellowship
PR Vice Chairperson	3 years clean	Learning position, supports PR chairperson
H&I Subcommittee Chair	3 years clean	Provides area Hospital & Institution (H&I) committees with resources and information - Maintains list of facilities we support - Conducts H&I workshops
H&I Vice Chair	3 years clean	Learning position, supports H&I chairperson
Web Committee Chair	3 years clean	Oversees the development and maintenance of the regional website - Provides technical expertise to the RSC
Web Committee Vice Chair	3 years clean	Learning position, supports Web Committee chairperson - Maintains regional online meeting list
Policy & Administration Chair	3 years clean	Oversees P&A subcommittee- Updates regional policies as needed
P & A Vice Chair	2 years clean	Learning position, supports P&A chairperson





# Tri-State Region of Narcotics Anonymous Election Form

I am nominated to serve the following committee:

Region Service Committee (RSC)  Start to Live  Spiritual Retreat  Board of Directors (BOD)

Position: \_\_\_\_\_

Nominee: \_\_\_\_\_

Clean Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Nominated by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Tri-State Region Area: \_\_\_\_\_

Tri-State Region Home Group: \_\_\_\_\_

Do you have working knowledge of the NA 12 Steps, 12 Traditions, and 12 Concepts?  Yes  No

If the position requires handling of NA funds (money), have you read the World Service Office bulletin #30 Theft of NA Funds?  Yes  No

List all group, area, regional, and world service positions you have held that you consider relevant to the position which you have been nominated. Include the positions served within the last five years and the dates of service terms for each.

Have you been removed from or have not completed a service term in the last five years? If so, please explain.

What resources do you believe you can bring to the position to which you were nominated?

What experiences (e.g. school, work, volunteer, etc.) have you had that you believe will help you serve this nominated position?

*\*Please include any other relevant information on the back of this form.*