

## **Seattle Area Service Committee (SASC)**

**Date:**

**Location:** In person ONLY at:  
Seattle First Baptist Church  
1111 Harvard Ave  
Seattle, WA 98122

**Start times:**

Admin meetings happen quarterly prior to the SASC at 11:30am.  
Audits are quarterly and occur during the admin meeting.

### 2024 SASC Dates

<b>SASC meeting dates (monthly)</b>	<b>SASC audit meetings (quarterly)</b>
January 7, 2024	Q1: January 7, 2024
February 4, 2024	
March 3, 2024	
April 7, 2024	Q2: April 7, 2024
May 5, 2024	
June 2, 2024	
July 7, 2024	Q3: July 7, 2024
August 4, 2024	
September 8, 2024	
October 6, 2024	Q4: October 6, 2024
November 3, 2024	
December 1, 2024	

### **Overview of February Minutes:**

**1. Open positions:**

- RCM 2
- Conventions and Events Representative
- PR Chair

**2. Nominations:**

- None

**3. Open sharing topic:** *we discussed a grievance submitted by Dawn L. regarding the group Hope Fiends and their changing of the NA Literature without approval to include more gender neutral language. A solution was discussed where the group was asked to not edit*

any copyrighted material, but can substitute with a small reading expressing their inclusivity. The group is required to implement this change, if not the situation will be escalated.

4. There were no ***motions***.

**Opened with Serenity Prayer: Violet**

**SASC State of Purpose read by: Jake**

**12 Traditions read by: Alex**

**12 Concepts read by: Shaun**

**Vision of NA Service read by: Robert**

**Concept 2 for the second month read by various attendees**

### **Opening Statements and Announcements for SASC**

- Next area will be April 7th.
- Please turn off or silence cell phones.
- Please submit all Open Sharing Topics and Grievances prior to the break.
- New motions *must* be submitted prior to New Business.
- GSRs: please fill out Group Reports and ensure that the Secretary has your email address for the minutes.
- GSR Report Forms, Motion Forms, and SASC Guidelines are available at [www.seattle-na.org](http://www.seattle-na.org).
- Group Reports can be submitted online prior to the next SASC.
- Contributions can be mailed via check to:

Seattle Area Service Committee  
P.O. Box 70404  
Seattle, WA 98127-0404

Or via the Zelle app by searching for [Treasurer@seattlena.org](mailto:Treasurer@seattlena.org) Tyler is the current treasurer and can be contacted via [www.seattlena.org](http://www.seattlena.org) for a confirmation or receipt.

Or bring a check or cash to the SASC with a Group Contribution Receipt

**Roll Call of Service Members and Groups (See appendix A- Service Member/Group Roll Call for full listing of attendance)**

<i>Service Members: X = Present A = Absent O = Open Position</i>	<i>Admin Meeting 11:00 am (quarterly)</i>	<i>SASC Start 1:00 pm</i>
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<i>Chair</i>		<i>X</i>
<i>Vice Chair</i>		<i>A</i>
<i>Recording Secretary</i>		<i>A</i>
<i>Assistant Recording Secretary</i>		<i>X</i>
<i>Treasurer</i>		<i>X</i>
<i>Assistant Treasurer</i>		<i>X</i>
<i>Literature</i>		<i>X</i>
<i>RCM(1)</i>		<i>O</i>
<i>RCM(2)</i>		<i>O</i>
<i>PR Chair</i>		<i>X</i>
<i>Unity Day 2023 Chair</i>		<i>X</i>
<i>Convention and Events</i>		<i>O</i>
<i>Sinacc Liaison</i>		<i>X</i>
<i>Fellowship Development</i>		<i>X</i>

<b>Home Groups</b>	<b>First Half</b>	<b>Second Half</b>
<b>Total Number of Seattle Area Home Groups (per current NA meeting schedule)</b>	<i>72</i>	<i>72</i>
<b>Total Home Groups Represented</b>	<i>27</i>	<i>26</i>
<b>Total Voting Group Service Member Voting (by show of hands)</b>	<i>19</i>	<i>19</i>
<b>Total Home Groups Absent</b>	<i>45</i>	<i>46</i>

**SASC Service Member Reports**

*Chair*

Hiyall!

There are two motions from region we will bring back to groups today. I will present them in "new business." The official region minutes are now posted to Whirna.org if you would like to read them.

I am so excited to run my second official area meeting as chair.

I would like to take a minute to read through the "purpose of SASC" as taken directly from our guidelines.

## 1. Purpose

The purpose of the SASC is to serve the NA groups in the Seattle Area by providing a forum which brings together representatives of each group in order to:

- A. promote their primary purpose
- B. help the groups deal with their day-to-day problems and needs
- C. promote communication among groups
- D. provide a structure that develops, coordinates and maintains services on behalf of NA in the Seattle Area

As a service committee of Narcotics Anonymous, this body will adhere to:

- A. The Twelve Steps
- B. The Twelve Traditions
- C. The Twelve Concepts of Narcotics Anonymous
- D. Guide to Local Services
- E. All past motions
- F. Subcommittees will be guided by the World Service Approved Handbook created to address their specific purpose

No action that conflicts with any of these principles or the current SASC guidelines will be taken or entertained by this body.

Thank you for trusting us as SASC committee members to carry out that purpose to the best of our abilities :)

I'd also like to take a moment to read through our grievance process, taken directly from the guidelines.

## 1. Grievance Procedure

The first item of new business on the agenda at each regularly scheduled SASC monthly meeting will be Grievances. This will be a standing item and is provided for anyone having a grievance against the SASC, its members, or its subcommittees.

### 1. Format of Grievance

To be heard, a grievance must:

- a. Be written.

- b. Clearly state the problem.
- c. Propose a resolution.

## 2. Discussion of Grievance

SASC will discuss and attempt to resolve the grievance.

## 3. Review of Grievance

In the event, that the aggrieved party is not satisfied with the SASC's actions, they may request a review by a panel consisting of the SASC Chair, Vice Chair, and RCM, plus two GSRs from the Area, whose names will be chosen at random (drawn from a hat), by the SASC Chair. If one (or more) of the area officers is unable to participate, the RCM 2, Recording Secretary, and Treasurer, in that order will replace the missing officer(s). These trusted servants should use their discretion and disqualify themselves if, for any reason, they cannot fully operate under the spiritual principle of principles before personalities. This panel's decision will be final.

We have a grievance procedure set in place so if anyone is worried about how area is being run, you may feel free to bring it up.

I invite anyone in the future if you are worried, upset, or feel we are doing something NOT inline with the purpose of SASC, OR the SASC guidelines as written to please bring it to our attention in the form of a grievance.

I want to be the best possible chair for you all and hat included being held accountable.

Thank you again so so much for letting me be of service!!!! Together we can 💜💛😊

Violet D.

Seattle area Chair

Also:

Read the grievance process from the guidelines. If anyone wants the guidelines sent to them directly, please provide Violet with your email and she will send it to you. To submit a grievance go to [seattlena.org/online-grievance-form/](http://seattlena.org/online-grievance-form/)

Motion made by Violet to accept the revision to the Minutes from January.

Motion passes with 0 votes opposed. Minutes from February will be revised and voted on next month.

Violet

**Vice-Chair**

**Recording Secretary**

Hi all,

My apologies for not being present, thank you to Chris P. for stepping in.

Warmest,  
Audrey

**Assistant Recording Secretary**

2nd day here, will try to get everything in the minutes.

Chris P

**Treasurer**

- The ledger balance and bank balances matched this month. Please see accompanying statement for details.
- I have emailed the statement out to the recording secretary, chair and vice chair for distribution with the minutes.
- Groups that wish to contribute to SASC may do so in two ways:
- Write a check (Payable to Seattle Area Fellowship) and mail it to:  
PO Box 70404, Seattle, WA, 98127
- You may download the Zelle App, sign up to start using it, and send money to SASC at Treasurer@SeattleNA.org. Directions:
- Download Zelle App
- Enroll using a debit card linked to a checking account; or
- Enroll using a US checking account using your bank login information, if your bank supports this feature
- Choose a person to pay (Treasurer@SeattleNA.org)
- Confirm the amount and hit send. Please remember to include your home group name so that your group is credited for the contribution.

Tyler

**Assistant Treasurer**

**RCM 1**

Looked over the minutes of RCM, wanted to look into the guidelines and find the best practices for the RCM position. Working with Violet closely and excited to be doing this position.

Keith

**RCM 2**

**PR Chair**

**Literature Chair**

K.K.

**SINAC Liaison**

Robin (Filling-in for Ryan S.)

**Unity Day Chair**

**Conventions and Events Representative**

**Fellowship Development Chair**

Fellowship development was unable to meet last month due to many scheduling conflicts. We plan to meet this month, as scheduled, on the last Tuesday of the month at 5pm in West Seattle.

Kaitlin O

**New GSRs**

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**Group Reports (Detailed reports are only provided by the GSRs who filled out a report (physically or digitally):**

<b><i>Group name: Serenity Circle</i></b>	<b><i>Meeting day/time: Thursday</i></b>
<b><i>GSR: Dennis L</i></b>	<b><i>Phone #: n/a</i></b>
<b><i>SASC Donation: \$74</i></b>	<b><i>SECT: Bob W</i></b>
<b><i>TREASURER: Bob W</i></b>	<b><i>Rent paid: \$50      Per: Monthly</i></b>
<b><i>Group Report: We have an active meeting with 12-15 average attendance. We would like to invite more addicts to attend our Ballard meeting. See you at Serenity Circle.</i></b>	

<i>Group name: N.W. Addicts</i>	<i>Meeting day/time: Friday 7:30-9:00PM</i>
<i>GSR: John L</i>	<i>Phone #: n/a</i>
<i>SASC Donation: 0</i>	<i>SECT: Joe M</i>
<i>TREASURER: Tami T</i>	<i>Rent paid: \$80 Per: Monthly</i>
<i>Group Report: Great, child friendly meeting in the north end.</i>	

<i>Group name: Monday Night Recovery</i>	<i>Meeting day/time: Monday 7:30-9:00PM</i>
<i>GSR: John L.</i>	<i>Phone #: n/a</i>
<i>SASC Donation: 0</i>	<i>SECT: Bryan</i>
<i>TREASURER: Louie A</i>	<i>Rent paid: \$50 Per: Meeting</i>
<i>Group Report: Great meeting at Lynnwood Alano Club. Our venue is closing soon but delayed until September.</i>	

<i>Group name: More Gratitude Less Attitude</i>	<i>Meeting day/time: Mon, Wed, Fri 12:00PM</i>
<i>GSR: Don D</i>	<i>Phone #: n/a</i>
<i>SASC Donation: 0</i>	<i>SECT: Amy J</i>
<i>TREASURER: Amy</i>	<i>Rent paid: \$125 Per: Yearly online</i>
<i>Group Report: MGLA is doing well. We are an online meeting only Mon, Wed, Fri at 12PM. We are in need of new secretaries.</i>	

<i>Group name: RAW Group</i>	<i>Meeting day/time: Wednesday 6:00PM</i>
<i>GSR: Michael P</i>	<i>Phone #: n/a</i>
<i>SASC Donation: \$20</i>	<i>SECT: Conor P</i>
<i>TREASURER: Kaitlin O</i>	<i>Rent paid: \$50 Per: Month</i>
<i>Group Report: Continuing our study of the "Another Look" IP. Come check out the meeting where there is no such thing as cross talk!</i>	

### **Open Sharing Topics**

*None.*

### **Old Business**



No **Motions** from last month.

Open service positions:

- RCM 2
- Conventions and Events Representative
- PR Chair

*\*See SASC Guidelines at [seattle.org](http://seattle.org) for further details on any position*

## **New Business**

*\*For full listing of service member details check the guidelines 8.4.11*

**Grievances:** None

**Ad-Hoc Committee:** None

**Motions for New Business month of March:** None

**Close of meeting at 2:25 PM.**

### **Motion Forms and Intent**

**MOTION NO. (MONTH, YEAR, DAY, #MOTION):** 157.3

**Made by:** Margaret C representing literature vice chair

**Seconded by:** Andrea M

**Home Group:** Blue Mountain

**Date submitted:** n/a

**I move that:** The regional literature guidelines be approved and placed on the website.

**Intent:** To have current guidelines available to Region.

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**For Chair / Vice Chair use only:**

Major Motion \_\_\_\_\_

(on going, affects operation of Area or Sub-Committee)

Affects sub-Committee / Officer: \_\_\_\_\_

Motion requires: Simple Majority: \_\_\_\_\_ 2/3 Majority: \_\_\_\_\_ Other: \_\_\_\_\_ Motion must go back to groups: Yes \_\_\_\_\_ No \_\_\_\_\_

Motion: Passed \_\_\_\_\_ Failed \_\_\_\_\_

In Favor \_\_\_\_\_ Against \_\_\_\_\_ Abstaining \_\_\_\_\_

Non-Major \_\_\_\_\_

**MOTION NO.:** 157.4

**Made by:** Chris L, please see below photo for more details.

**Seconded by:** Jillian M

**Home Group:** n/a

**Date submitted:** 1/13/2024

**I move that:** RSC body approves revised IT coordinator guidelines for Conventions and Events.

Please note this version of the guideline document was converted to DOCX from PDF and has broken formatting.

### Revised IT Coordinator Guidelines for C&E

Change log:

- Version 1.0 on 11/26/2023 8:15:24 PM by Chris L.

Summary of proposed changes:

- The proposed changes to the Convention & Events (C&E) Committee Bylaws aim to strengthen IT support by clarifying IT Coordinator requirements, elevating IT Coordinator qualifications, defining on-site IT responsibilities, and creating an IT Coordinator 2 position.

LIST OF ADDITIONS OR MODIFICATIONS:

Click Anchor links to jump to mentioned modifications or additions.

1. Article V, section 3, item b)
  - a. [Append "1 & 2" after "IT Coordinator"](#)
    - i. Reasoning: To clarify the number of IT Coordinators required.
2. Article VI, section 12
  - a. [Append "1" after "IT Coordinator" title, to clarify against #2.](#)
  - b. [Qualifications: Increase the required clean time to "five" years instead of "three."](#)
    - i. Reasoning: This position involves handling substantial sums of money in cloud-based systems and requires the movement of these funds from the cloud payment system to the C&E bank account via online transfer. The amounts managed can exceed \$50,000 per session, necessitating a higher level of trust and responsibility.
  - c. [Responsibilities and Duties: Introduce a new item as g\).](#)
    - i. Introduce a new item as g): "Oversee and manage the on-site Point of Sale (POS) system and cash drawer during conventions and events."
      1. Reasoning: This addition clearly defines the responsibilities of the IT Coordinator in managing the POS system and cash handling procedures during C&E events.
  - d. [Establish an IT Coordinator 2 position.](#)
    - i. Create a 2nd IT Coordinator position to alleviate the workload of IT Coordinator 1 and ensure efficient management of IT responsibilities both onsite and online/offline.
      1. Reasoning: The growing workload and increasing complexity of IT tasks necessitate the addition of a second IT Coordinator to maintain effective IT support for the C&E Committee. This will allow for better distribution of responsibilities and ensure timely responses to IT needs.

Rev July 2016

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**For Chair / Vice Chair use only:**

Major Motion \_\_\_\_\_

(on going, affects operation of Area or Sub-Committee)

Affects sub-Committee / Officer: \_\_\_\_\_

Motion requires: Simple Majority: \_\_\_\_\_ 2/3 Majority: \_\_\_\_\_ Other: \_\_\_\_\_ Motion must go back to

groups: Yes \_\_\_\_\_ No \_\_\_\_\_

Motion: Passed \_\_\_\_\_ Failed \_\_\_\_\_  
In Favor \_\_\_\_\_ Against \_\_\_\_\_ Abstaining \_\_\_\_\_  
Non-Major \_\_\_\_\_

\*For full motion with more detailed intent and explanation please see the Motions portion of the minutes