

P.R. MEETING MINUTES (2026-3)

1. Call meeting to order (2:35 pm)
2. Reminder to silence cell phones.
3. Moment of silence followed by serenity prayer.
4. Roll Call – P=Present A=Absent V=Vacant F=filling In

- PR Chair
- Secretary
- Literature Coordinator
- Helpline Coordinator
- Special Projects Coordinator
- Web Coordinator 1
- Web Coordinator 2

A
P
A
P
V
A
P

- PR Vice-Chair
- H&I Coordinator
- Schedules Coordinator
- PI Coordinator
- Newsletter Coordinator
- Area Vice Chair

V
P
A
V
P
P

5. Welcome new members (ask for introductions)
 - none
6. Approval of previous meeting minutes (if applicable)

Ask if anyone saw any errors in them

https://docs.google.com/document/d/1XF3R3qD43GqNGOD-mAaC5vmd--8hL4M6/edit?usp=drive_link&oid=115746155192627676898&rtpof=true&sd=true

7. Read reports – FILL IN VERBAL REPORTS AND ATTACH FULL REPORTS TO BOTTOM BEFORE FINAL SUBMISSION
 - PR Chair- X
 - PR Vice Chair-X
 - Secretary-
 - H&I Coordinator-
 - i. Matt and Tama-Lisa organized google docs
 - ii. Two requests for new panels in lock down facilities DHS and Northwest hospital
 1. There is a lockdown facility ran by Northwest hospital (ran by UW) and they are on two separate floors requesting 2 panels a week
 2. 2 leader panel go in together and one will go to each floor
 - iii. Reeled in rogue panel
 - iv. Great turn out for orientees today
 - v. Full report

<https://docs.google.com/document/d/1pKtcYEOdztZltnNZykixmdgfpYH7h-gj/edit?usp=sharing&oid=115746155192627676898&rtpof=true&sd=true>
 - Literature Coordinator- X
 - Web Coordinator 1- X

- Web Coordinator 2-
 - i. At SeattleNA.org: I have made a blog post with a link on the Home page,
 - ii. also posted a few announcements in the calendar.
 - iii. I still don't have any experience with BMLT.
 - iv. I signed up with the Signal App.
 - v. seattlena.org is down, Alan will inquire with region
- Helpline Coordinator-
 - i. Everything is going smoothly! We have 16 active helpline volunteers currently! Matt is willing to reach out to volunteers via google voice to check in with the volunteers but I'm also willing to do it. Will be training 2+ others at area during break! That's all I have to report! -Maia
 - ii. Will be training to others at April SASC meeting
 - 1. Might start orienting at area depending on how
- PI Coordinator- X
- Special Projects Coordinator- X
- Newsletter Coordinator-
 - i. Physical copy is 4 pages, online will vary
 - ii. Using AI to scan newsletter for non approved NA language
 - iii. Eric and Victor are still sharing email
 - iv. Meeting every friday
 - v. On track for next issue May 1st
 - vi. Point of Order Alan B adds that personal emails cannot be used in the newsletter as per guidelines
 - vii. H&I requests to include vacant positions and information about PI
 - viii. Vice Chair Requesting newsletter be reviewed before distribution
- Schedules Coordinator-
 - i. New schedules ordered
 - ii. 2500 for area, 300 for special projects (front line worker packets)

8. Old Business – (PLACE UNRESOLVED TOPICS FROM LAST MONTH HERE)

- None

9. New Business –

- Item 1 for discussion:
 - i. Merging helpline and schedules position into new position "Member Information Coordinator". Motion will be brought next PR meeting. Reasoning: Since moving to Yap for helpline and BMLT for schedules (schedules are also now distributed by literature - schedules coordinator only needs to order the printing every 3 months), both positions are a lot less work. Merging into one means we don't need to find 2 people and 1 person has continuous work.

- Open Discussion - (NEW TOPICS BROUGHT UP FROM REPORTS)

- Motions – (SUMMARY AND RESULTS)
 - i. Maia motions to move new business to next month when more members are present
 - 1. Motion passes
 - ii. Tama-Lisa (H&I) motions to move elections to next Month
 - 1. Motion passes
 - Elections – (LIST NOMINATIONS AND RESULTS)
 - i. **January** - Newsletter Coordinator
 - ii. **February** - PR Subcommittee Chair, PR Subcommittee Vice-Chair
 - iii. **March** - PI Coordinator, Helpline Coordinator
 - iv. **April** - Web Coordinator
 - v. **May** - PR Literature Coordinator
 - vi. **June** - Schedules Coordinator
 - vii. **July** - PR Recording Secretary
 - viii. **November** - H&I Coordinator, Special Projects Coordinator
10. Call to close (3:47)

Reports

PR Chair

- Worked with previous chair on status of the special project: front line workers packets.
- Schedules for these ordered, will order IPs and have cards printed.
- Got Zach setup with access
- Worked with H&I chair on setting up the H&I folders correctly.
- Worked on budgets for the next quarter.
- We have had 2 contacts from external agencies asking for PI / H&I meetings including NW hospital which is asking for 2 meetings a week (they have 2 floors and want one per floor)

PR Vice Chair

- Vacant

Secretary

-

H&I Coordinator

- X

Literature Coordinator

- X

Web Coordinator 1

Web Coordinator 2

- At SeattleNA.org: I have made a blog post with a link on the Home page,
- also posted a few announcements in the calendar.
- I still don't have any experience with BMLT.
- I signed up with the Signal App.

Helpline Coordinator

Total Calls: 19

Meeting Lookups

- CALL: 9
- SMS: 8

Volunteer Lookups

- CALL: 19
- SMS: 0

Missed Calls: 4

Coordinator Report: Everything is going smoothly! We have 16 active helpline volunteers currently! Matt is willing to reach out to volunteers via google voice to check in with the volunteers but I'm also willing to do it. Will be training 2+ others at area during break! That's all I have to report! -Maia

PI Coordinator

- **Vacant**

Special Projects Coordinator

- **Vacant**

Newsletter Coordinator

The newsletter appears to be a smashing success. We have agreed to meet virtually every Monday morning at 10:00 am. This is the meeting link:

<https://us05web.zoom.us/j/81176088617?pwd=5XaECa6mDcaUINjaZZHluyPPW6KaDz.1>

We have are creating an open space where ANY NA member can come join us on Monday mornings to be a part of the creative process. We will be sharing this meeting link far and wide to get as many people as possible involved.

I have reached out the Public Relations Sub-Committee chair to request guidance on how to include Eric in the newsletter@seattlena.org email. I was informed that it is a very drawn out and multi-staged process because there is now a two factor authorization in the process and that we have to download the google "Authenticator" app to gain secure entry to the newsletter email. It is still a work in progress. However,

as a work around I am going to share the newsletter email with Eric when we meet on Mondays so that he can see what is coming in and have a hand in the responses and outreach efforts.

Schedules Coordinator

Hello all, I am in Ireland at the moment so I will not be able to attend the subcommittee meeting. Our order for schedules has been entered and there is a last minute update for Recovery in the U which Web is currently working on getting to the printer. I will pick 2700 schedules up next week.