

P.R. MEETING MINUTES (2026-4-26)

1. Call meeting to order (3:01 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	P	● PR Vice-Chair	V
● Secretary	P	● H&I Coordinator	P
● Literature Coordinator	V	● Schedules Coordinator	P
● Helpline Coordinator	P	● PI Coordinator	V
● Special Projects Coordinator	V	● Newsletter Coordinator	P
● Web Coordinator 1	V	● Area Vice Chair	V
● Web Coordinator 2	P		

5. Welcome new members (ask for introductions)
 - Andrew V, first time at PR sub committee

6. Approval of previous meeting minutes (if applicable)

Ask if anyone saw any errors in them

https://docs.google.com/document/d/1ybdTRe1ODIzZJZEt_qbM61ZOCLVPlpDw/edit

7. Read reports – FILL IN VERBAL REPORTS AND ATTACH FULL REPORTS TO BOTTOM BEFORE FINAL SUBMISSION

- PR Chair-
 - i. Got everything we needed for front line worker packets
 1. Reached out to harbor view and pathways
 2. Added to quarterly budget for area
 - ii. Going to roosevelt highschool
 - iii. Second special project is books for incarcerated people
 - iv. Suggesting subcommittee chairs contact victor (newsletter) to give him information for the news letter
 - v. Website crashed and rolled back to October 2024
- PR Vice Chair- X
- Secretary-
 - i. Send reports to prsecretary@seattlena.org as well
- H&I Coordinator-
 - i. Lots of new panel requests that require more than typical detox or treatment center

- ii. Oriented a bunch of new people today
 - iii. Voted in new panel leaders
 - Literature Coordinator-
 - Web Coordinator 1- X
 - Web Coordinator 2-
 - i. Contacted web 1 about editing home page
 - 1. WNIRCNA 41 logo contest
 - ii. Spent last couple of days repopulating the events page
 - Helpline Coordinator-
 - i. See report
 - PI Coordinator- X
 - Special Projects Coordinator- X
 - Newsletter Coordinator-
 - i. Incorporating feedback
 - ii. Continuing to meet weekly as much as possible
 - 1. Creating a flyer to invite people to participate
 - Schedules Coordinator-
 - i. Coordinating picking up the schedules from the printer
 - ii. Printer continues to claim they're moving to Florida (has not moved to florida)
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. Alan B has suggested instead a 1 line guidelines change as currently 1 person cannot hold 2 roles. He suggests we change that to "except helpline and schedules which can be help by one person."
 - 1. What about merging Literature chair and schedules?
 - ii. GSRs - blurb on website
 - iii.
 - Open Discussion - (NEW TOPICS BROUGHT UP FROM REPORTS)
 - i. Update web 1 and web guidelines so that both are not required to attend SASC
 - ii. QR code for people
 - iii. H&I will submit something for the next newsletter

- iv.
- Motions – (SUMMARY AND RESULTS)
- 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** - Web1 Coordinator
 - 1. Andrew V. is interested CD: 6/14/21
 - a. Has a sponsor, is working steps
 - b. Has a panel at LMRC
 - c. Was SASC assistant recording secretary
 - 2. Andrew V. is elected as WEB1
 - v. **May** - PR Literature Coordinator
 - vi. **June** - Schedules Coordinator
 - vii. **July** - PR Recording Secretary
 - viii. **November** - H&I Coordinator, Special Projects Coordinator

10.

Reports

PR Chair

- Frontline workers packets material has arrived. Will put them together and start distributing them to places during the month. Waiting on contact for Harborview
- We are holding a PI booth at Roosevelt high school Mental Health fair next Tuesday. We are taking 3 young addicts to talk to the public.
- 2nd special project- books for jails / prisons. Still finding out more information on this one.
- Discussed with newsletter chair (Victor) some changes needed to ensure we are meeting the guidelines before publication. Will work with Victor as needed to clarify. Also suggesting columns / sections from H&I, PR/ PI, Conventions (chairs of each group can provide to Victor) so that we are getting information out there to the fellowship.
- The website crash caused a rollback to October 2024. Worked with webs to get back up everything that was needed to meet compliance including minutes, treasurer reports etc. If you see anywhere still referencing 2024 or that is out of date / broken - please email web@seattlena.org

PR Vice Chair

- **Vacant**

Secretary

- Include Zach on the report emails so he can put them into the minutes before meeting

H&I Coordinator-
APRIL 2026 Seattle Area H&I Monthly PR Report

Facilities Served

For the month of April - 5 inpatient treatment facilities and one long term residential that is hard for residents to get to meetings

- Recovery place, Key Recovery (2 sections), Evergreen Detox (still no clients showing up), Lakeside Milam, Turning Point

Panel Activity

- **Total Panels Scheduled:** 19
- **Total Panels Conducted:** 8 (that is all I have reports for)
- **New Speakers Oriented:** 6 people were oriented today, several of them are located in the south/southwest area
- **New Panel Leaders:** Bart M was voted in for the first Tue at Lakeside Milam, Erica F was voted in for 4th Mon at Turning Point.

Progress Updates

- **Lynwood Detox:** There have been people going to do the panels but are often NOT let in as no clients wish to participate and it is a voluntary activity. This creates hardship if the speakers have had to get babysitters, drive from afar, etc.

**Voted on by Lynwood Panel leaders to keep the panel and make sure that speakers chosen are informed that the panel might not happen.

- **King County Jail Initiative:** Continuing to gather volunteer applications for background check process - application phase still in progress. **Still in progress as of April 26.2026**
- **Leadership Transition:** Kenny W. is the new secretary
- **Open Positions:** Currently seeking Literature Coordinator position and possibly a Panel Coordinator position (panel coordinator needs to be voted on)
- **New Forms:** Tama created a New Panel Request form and will utilize it every time someone requests a new panel. The blank form lives in the Shared NA drive, Public Relations, H&I and it is titled New Panel Request Form Blank - when one is filled out it is saved in folder Panel Request 2026 same path.

Current Challenges

- **Panel Leader Shortage:** Ongoing need for additional panel leaders to improve service coverage and fill the needs of current panel requests by the community.

- **Service Coverage:** Maintaining consistent service at all 7 facilities with current volunteer base
- **South Seattle Coverage:** Resource availability remains a priority area

Budget Report

Literature Expenses - April \$0 - we have not been tracking and will have not accurate information for quite some time. We now know our budget (thanks, Matt) and will work on tracking our expenditures accurately.

Literature Expenses - Last 3 Months:

- JAN:
- FEB:
- MAR:

Quarterly Projection: Matt set us a budget, have not been keeping track - starting this quarter will be on top of it.

Immediate Needs

- **Literature Coordinator Position:** Recruit volunteer for Literature Coordinator role
- **Ongoing:** Continue recruiting panel leaders for South Seattle area
- **Ongoing:** Maintain consistent service at all 7 facilities
- **CURRENT ACTIONS:** Start up new panels in queue (4)
- **PANEL LEADER AND CLEARED SPEAKERS NEEDED:** need a pool of volunteer speakers/leaders willing to go through background check and one hour training for DSHS Olympic Behavioural Health center in Tukwila. **Jessica B (Vice Chair) will run point on this and get the pool gathered and start the panel.**

Looking Ahead - May/June 2026

- Orient several new panel leaders and get panels moving
- Work with PR to start a Veterans meeting in lieu of a panel per community request
- Continue King County Jail volunteer application process
- We have several new panels on the horizon and working on meetings to gather the info.
- Fill open Literature Coordinator position and any open positions that come up (considering combining schedule person and H&I literature coordinator?)

Report Period: April 2026

Outgoing H&I Chair: Tama-Lisa J | 206.697.9142 | h-and-i@seattlena.org

-
-

Literature Coordinator

- X

Web Coordinator 1

- 

Web Coordinator 2

- Emailed web1 - question about homepage deletion
- - H&I reports link back up on the website - Matt to action

Helpline Coordinator

- March 28th, 2026 - April 26th, 2026 Helpline Report
- Total calls: 30
- Meeting lookup (call): 6
- Meeting lookup (sms): 7
- Volunteer lookup (call): 30
- Volunteer lookup (sms): 0
- Missed calls: 5 (17%)
-
- Returned calls who asked for a call back on voicemail. 1 new person on the helpline this month! Still looking for a replacement. I see that Matt sent out the check in for the volunteers so I can update the list as I get that information. Maia

-

PI Coordinator

- **Vacant**

Special Projects Coordinator

- **Vacant**

Newsletter Coordinator

- Revisions suggested are being incorporated
- Meeting consistently
- Creating a CR code and flyer to invite people so people can join
- Suggestion - create a google form and link via QR code on flyer as well

Schedules Coordinator

- Schedules - picked up for the quarter
- Everything is printed well and we have enough copies.

Meeting adjourned at 3:53pm