

P.R. MEETING MINUTES (05/31/2026)

1. Call meeting to order (3:04 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	A	● PI Coordinator	V
● Special Projects Coordinator	V	● Newsletter Coordinator	P
● Web Coordinator 1	P	●	
● Web Coordinator 2	P		

5. Welcome new members (ask for introductions)
6. Approval of previous meeting minutes (if applicable)
 - Previous Minutes Approved
7. Read reports – FILL IN VERBAL REPORTS AND ATTACH FULL REPORTS TO BOTTOM BEFORE FINAL SUBMISSION

- PR Chair-
 - i. High School event Roosevelt HS
 1. Set up table with IPs
 - ii. Reaching out to police stations, ER and IOP
 - iii. Meeting with addiction medicine fellows at UW to tell them about 12 step programs
- PR Vice Chair-
- **Vacant**
- Secretary-
 - i. *see full report*
- H&I Coordinator-
 - i. Reports are now being given from previous months
 1. Not possible to prepare immediate report in short window between HNI and PR committee meetings
 - ii. Minutes were prepped and ready for HNI meeting
 - iii. 5 inpatients and 1 residential were served
 - iv. Doing well getting reports from panels
 1. Double the amount from last month
 - v. Seeking literature coordinator (same as PR Literature Coordinator)
 - vi. Shadow/Audit of all panels done by Tama & Kenny
 - vii. Current Challenges
 1. Organization with service members

- 2. Training and background checks are more intensive for new hospital panels
- 3. Panel leaders rotating
- 4. Recruit panel leaders for South Seattle Area
- Literature Coordinator-
Vacant
- Web Coordinator 1-
 - i. *see full report*
- Web Coordinator 2-
 - i. Updated unity day 4th of July
- Helpline Coordinator-
 - i. *see full report*
- PI Coordinator-
Vacant
- Special Projects Coordinator-
Vacant
- Newsletter Coordinator-
 - i. *see full report*
- Schedules Coordinator-

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

●

9. New Business –

- Open Discussion - (NEW TOPICS BROUGHT UP FROM REPORTS)
 - i. Possible articles for newsletter
 - 1. Alan B writing an article on AI and will present it to PR sub committee next month (June 2026)
 - 2. Tama Lisa, Matt and Zach volunteered to write articles for the newsletter
 - ii. PR tabling at events
 - 1. PR welcome to set up booths at Unity Day Events
 - 2.
- 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** - Web Coordinator
 - v. **May** - PR Literature Coordinator
 - 1. Vanna M nominated for PR LC
 - a. 5 years area experience in Pierce County
 - 2. *Vanna M elected as PR Literature Coordinator*
 - vi. **June** - Schedules Coordinator

- vii. **July** - PR Recording Secretary
 - viii. **November** - H&I Coordinator, Special Projects Coordinator
10. Call to close (3:52pm)

Reports

PR Chair

- We had a high school event at Roseevent high school, 4 addicts (Caulda, Sam, Maia, Natalie) came to set up the booth.
- We have put together the first responder packs and are reaching out to police stations / hospitals / ERs
- We are reaching out to Milum Eastlake out patient this month to set up the recurring PI talks with the out patient.
- We are reaching out to UW to set up recurring talks to medical students (student doctors) and will be setting up talks with the addiction medicine fellows through UW.

PR Vice Chair

- **Vacant**

Secretary

- Set up contacts form for SASC and PR
- Sent Minutes to web

H&I Coordinator

[05.2026 Seattle H&I Report \(PR\)](#)

Literature Coordinator

- *Vanna M elected as PR Literature Coordinator*

Web Coordinator 1

I met with both David and Matt to go over my responsibilities and learn the ropes a bit. I have uploaded a couple of things, but David has mostly beat me to it so far! I have replied to a few emails and inquiries about events as well. A couple of members reached out to us to make sure their event information was still posted on the website after the rollback.

Matt and I talked about eventually migrating our forms to Tally. I began this project this month, starting with the grievance form. It is only a draft and isn't live yet, but I thought it would be a good place to start!

Web Coordinator 2

I posted announcements on the calendar a couple of times over the month and the May SASC minutes. I updated a couple meetings on bmlt and events on seattlena. Met with Andrew (Web 1) at area. I was late but participated in the Region IT zoom mtg. for 15 minutes.

I was wondering why the "Fetching" button on the schedule page doesn't go away after it's done fetching. I looked but didn't want to have to take a bunch of time fixing any mistakes I am sure to make.

Helpline Coordinator

May 2nd, 2026 - May 31st, 2026 Helpline Report

Total calls: 24

Meeting lookup (call): 18

Meeting lookup (sms): 27

Volunteer lookup (call): 24

Volunteer lookup (sms): 0

Missed calls: 4 (17%)

No voicemails requesting call backs. One person was taken off the helpline as per request. 17 active clients. Multiple 24/7 volunteers (around 4 I believe). Someone has shown interest in taking over helpline coordinator! Yay!! Will be training them asap. Thanks for letting me be of service! Maia

PI Coordinator

Special Projects Coordinator

Newsletter Coordinator

Summary of May Newsletter Activities

Here is a quick summary of the key milestones and activities for the Seattle NA Newsletter (The Recovery Report) during the month of May 2026:

- **Successful Publication:** You successfully published and distributed the May/June edition of the newsletter. It was released in two formats: an extended digital PDF for the website and a condensed 4-sided print version for Area meetings.
- **Positive Fellowship Feedback:** The May/June issue was very well received. The fellowship specifically praised the deep-dive article on grief, the clear explanation of the GSR role (which helped clarify misconceptions), and the successful integration of interactive QR codes.
- **Constructive Area Guidance:** The PR Chair provided highly instructive feedback to ensure strict adherence to NA guidelines moving forward. This included changing "Know Your Leadership" to "Know Your Trusted Servants," properly crediting NA literature to avoid implying SASC opinions on touchy subjects, and avoiding non-NA language like "sobriety".
- **Process & Tech Upgrades:** The team transitioned the newsletter design process to a shared Canva Pro account, allowing approved trusted servants to collaborate, edit, and format the newsletter directly. Additionally, you successfully implemented a new submission form (accessible via QR code) to make it easier for the fellowship to submit content.

- **Weekly Brainstorming Sessions:** You established a weekly Friday Zoom brainstorming session at 11:00 AM to foster community involvement and transparency in the creative process.
- **Prepping for July/August:** By the end of May, the team began laying the groundwork for the next edition (deadline: June 25th). Because engagement outside the core team was a bit low, you established a new outreach strategy to physically bring printed copies and QR codes to home groups to boost community participation and content submissions.

Schedules Coordinator