

P.R. MEETING MINUTES (06/28/2026)

1. Call meeting to order (3:03 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

P
P
P
P
V
P
P

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

V
P
P
V
P

5. Welcome new members (ask for introductions)

Bobbie first time at PR

Kristina second time at PR

6. Approval of previous meeting minutes (if applicable)

Minutes Approved

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

- PR Chair-
 - i. Continuing to announce for vice chair and PI coordinator
 - ii. Lack of human resources to get IOP off the ground
- PR Vice Chair- **V**
- Secretary-
- H&I Coordinator-
 - i. May Report
 - ii. 5 inpatient and 1 long term residential
 - iii. More consistent interest in evergreen detox
 - iv. 19 panels scheduled, 14 reports
 - v. Helped get report forms onto panel leader's phone
 - vi. Jail initiative still in progress, waiting for one more guy to sign up
 - vii. Considering creating "panel coordinator" position
 - viii. A couple panel leaders out of compliance
 1. Gave them some help checking in
 - ix. Old issues
 1. Panel leader shortage
 2. Need some leaders to let go of there panels

- 3. Had some panel switches
 - 4. Get panel leaders to attend H&I
- x. Updating panel leader spreadsheet (Date set with Kenny)
 - 1. Term start, term end, extensions etc.
- xi. Working with Vanna to organize literature order
- xii. Immediate needs
 - 1. Starting new panels
 - 2. Training/vetting speakers
- xiii. Veteran Meeting- bringing to area 7/12/26
- Literature Coordinator-
 - i. Spent last month familiarizing with guidelines
 - ii. Lit needed box for H&I form
 - 1. Minimizing overstock
- Web Coordinator 1-
 - i. Learned how to generate PDFs for schedules
 - ii. Drafted new grievance form
 - iii. Working on new literature order form
 - iv. Online reimbursement form not working
- Web Coordinator 2-
 - i. Question: Inquiry about going to online meetings
 - ii. David received a message to "admin"
 - 1.
- Helpline Coordinator-
 - i. 18 total calls
 - ii. Meeting look up through text 6
 - iii. 6 missed calls
 - iv. One voicemail asked for return call
 - v. One person has expressed interest in becoming helpline chair (present today)
 - vi. 16 active volunteers
- PI Coordinator- **V**
- Special Projects Coordinator- **V**
- Newsletter Coordinator-
 - i. News Letter has been submitted
 - 1. Editing to make language compliant
 - ii. Working on the technology article with Allen
 - iii. 4 page physical version is ready for print
 - 1. Asking for print form to be in landscape foldable
 - iv. Still meeting on zoom every Friday
- Schedules Coordinator-
 - i. Ordered new schedules (3,000)
 - ii. Red will be legible

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

9. New Business –

- Open Discussion - (NEW TOPICS BROUGHT UP FROM REPORTS)
 - i. We have \$160 literature cash left over. We have a request to buy literature (step working guides /
 - ii. Recovery on the res flier sent to WEB
 - 1. Does a flier have to have the NA logo?
 - a. yes , if trade mark is used it must have trademark
 - 2. Confirmed Recovery on the Res is an NA event
 - 3. Can't post non NA related events
 - iii. Freddy from harbor view contacted Tama
 - 1. Bobby reached out as well
 - 2. Tabling Harbor View
 - 3. Have another in at harbor view, Mary
 - 4. Taking frontline worker packets to hand out to patients in ER
 - 5. Struggling with perceived conflict with MAT
 - iv. Quarterly Budget at area July 12th
 - 1. Vanna and Tama will create budget for H&I literature next quarter
- Motions – (SUMMARY AND RESULTS)
 - i. Use excess funds to buy step working guides for UW (5 minimum)
 - 1. Discussion:
 - a. Concerns of using step working guide alone
 - b. Suggestions for supplemental or alternative use of IPs
 - i. Staying clean in isolation has been updated
 - c. Facility is a 90 day- 6 months civil commitment
 - d. Not permitted to communicate with patients
 - 2. Motion Passes
- Elections – (LIST NOMINATIONS AND RESULTS)
 - i. **January** - Newsletter Coordinator
 - ii. **February** - PR Subcommittee Chair, PR Subcommittee Vice-Chair
 - 1. Maia M. nominated for Vice Chair
 - a. Qualifications
 - i. Helpline over one year, treasurer at home group, sponsors addicts, never absconded or misappropriated NA funds, willing to learn and grow
 - b. Maia M. elected as Vice Chair
- iii. **March** - PI Coordinator, Helpline Coordinator
 - 1. Kristina A. nominated for Helpline- Maia
 - a. Kristina A. elected as new Helpline Coordinator
 - 2.
- 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 (4:10TIME)

Reports

PR Chair (Matt)

- Not much happening this month, I keep announcing that we need a PR vice chair and PI co-ordinator. We are having trouble getting off the ground on the outpatient facilities and first responder packets due to lack of human resources. I'm going to ask for volunteers at area - please announce at your meetings.

PR Vice Chair

Secretary (Zach W.)

Submitted last months minutes to WEB coordinators
Added a template in docs format for meeting minutes
Submitted an article for the newsletter

H&I Coordinator

Literature Coordinator (Vanna)

I was elected into the lit. coordinator role at the last H&I meeting and have spent the month familiarizing myself with the guidelines, the handbook, and the expectations for the position. I've spoken with Matt and Tama-Lisa and am thankful for their support as I learn the ropes. We've discussed some options to make things more efficient like adding a "Lit Needed" box to the H&I panel report form and creating a physical form for the monthly H&I meeting where panel leaders responsible for stocking lit report what literature they take from the order. I would like to get to a point where we are only buying what is being requested by the panel leaders with minimal to no overstock being purchased. Thank you for your guidance and patience as I figure out the best way for me to be of service to y'all in this position.

Web Coordinator 1 (Andrew)

Learned a couple of new things this month, including how to generate the PDFs used to print the physical schedules, how to update meeting information with the BMLT, and how to respond to certain requests for information.

Last month I drafted a new grievance form. This month, I started creating a new literature order form, but I got sidetracked with other things and haven't worked on it in a few weeks. Looking to get back on track this month.

Web Coordinator 2 (David)

Updated Events pages. I search around the WNIRNA pages for any new events published.

Received an email from someone trying to submit a speaker recording for a regional event but it was addressed to "admin" and I don't know who all "admin" is sent to.

My question is: Should I know how to figure that out as a web servant?

- Admin is an email group that is all admin members of SASC.

I responded to a grad student wanting to know if and how to present themselves to a online meeting.

Helpline Coordinator (Maia M)

May 30th - June 28th, 2026 Helpline Report

Total calls: 18

Meeting lookup (call): 16

Meeting lookup (sms): 6

Volunteer lookup (call): 18

Volunteer lookup (sms): 0

Missed calls: 6 (33%)

One voice mail asked for a returned call, left them a voice mail. One person has expressed interest in being the new helpline chair. They are either going to be here today to be voted in and then I will train them or they'll be here next month. No new volunteers. One taken off for the time being. 16 active volunteers currently. Thanks for letting me be of service! Maia M

PI Coordinator

Special Projects Coordinator

Newsletter Coordinator

Schedules Coordinator (Connor S.)

We are currently out of schedules after ordering 2700 for Spring. I have ordered our summer schedules, 3000 this time, and made sure they will be in a legible shade of red.

H&I Coordinator (Tama-Lisa)

[H&I PR report](#) June 28, 2026