

SEAZNA Area Service Committee Minutes
10 December 2017

Call to Order: 2:09pm

Logan read the Serenity Prayer to open the meeting.

Manny read the Service Prayer and the Statement of Purpose.

David Bread the 12 concepts.

Group Reports submitted by GSR's

Minutes/Agenda Approval:

Nov minutes were approved. December Meeting Agenda was amended and approved by consensus.

Welcome New Groups and New GSR's

Laurie W. Keep it Green

Jody P. Regardless Of

Sean L. Freedom Seekers

Dia W. Circle of Sisters

Brandon The NA WAY, also a new Meeting-NA WAY GreenValley-Sahuarita

Max C. Armory

New Meeting in Wilcox, no name yet

New Meeting in Sierra Vista, Step Up

Question and Answer / Open Forum / Group Announcements:

Logan suggested we stop passing the basket at Area as we no longer need the money. IDR will be submitted.

Executive Committee Reports:

Vice-Chair Report : Ward gave his Vice Chair report, see attached

RCM Report: Mike G gave report, see attached

Subcommittee Reports:

Activities: Jessa gave report, see attached

H&I: - Edmond gave report. see attached

Literature: Luigi gave verbal report— see attached

Mt. Lemmon Bash: Dan B gave report, see attached

Newsletter: Joe, gave report, see attached- Monday prior to area is cut off

Outreach: John, gave report, going to Wilcox on the 28. Meet up at star bucks on Campbell and Broadway at 5pm leaving at 5:20. Meeting starts at 7pm, flyer attached

Phone Line: Judy C gave report—needs people slots open- see attached

Public Relations: Mariel M is sick, Judy C. gave a report—Learning day coming up with combined efforts with Activities, H&I, PR, and SEAZNAC

SEAZNAC: Andy C. gave report, see attached-28-30 September in Sierra Vista

Treasurer's report: Victoria gave report see attached –

Open forum

IDR to stop passing the basket was brought up, there were no comments or discussions

Roll Call:

Roll call of groups done by Leslea. Total Active Groups =40. GSR's present=27. Required for a Quorum=20

Old Business:

New business / Idea Requests (IDR):

Logan M. submitted IDR 12-10-17-001: Stop Passing 7th tradition basket at Area Meetings. Intent: Eliminate unnecessary collection of money. Lots of discussion, vote was taken-passed.

Dan B. 12-10-17-002- Bash needs \$2500 seed money. Intent is to provide money and funds for the event.

More discussion about taking back topic to home groups. Vote was taken, IDR passed

Vice Chair Report:

This is the vice chair report for December 2017

Hello Everyone, I have attached the **TARSC, Inc. (The Arizona Regional Service Committee, Inc.)** requirements for use of the regional EIN, or tax Id number. We will need to officially accept these requirements to begin the process of protecting our trusted servants personally, and our area fellowship as a whole in regards to tax liability. We are asking our sub committees who deal with money to begin instituting the accounting requirements as soon as possible. There will be training sessions available but dates are not yet out. I'm sure there will be a ton of questions and Victoria and I will endeavor to help find the answers.

Thank you
Ward Spetnagel
ASC vice chair

RCM Report:

Activities:

- ◆ Activities met on 11/12
- ◆ Stuff a Rama was a success, we saw roughly 150 people throughout the day
- ◆ We spent \$152.30 on supplies
- ◆ We collected \$137.58
- ◆ Paid the Church \$100
- ◆ Turning in \$37.58
- ◆ Next event is the Holiday Narathon
- ◆ Streams in the Desert
- ◆ Starts at 6pm Dec. 24, Speaker meeting at 7pm
- ◆ Marathon meetings start at 9pm, signup sheet is on our website
- ◆ Then we have Cosmic Bowling
- ◆ Tucson Bowl, 7020 E 21st Street
- ◆ Dec 31st, 6-9pm, pizza and pitcher included for each lane
- ◆ \$10/ticket, shoes included
- ◆ Activities will be meeting with PR and H & I to see about doing an event together in the spring time

H&I Report:

1697 addicts attended H&I meetings last month, \$862 spent on literature, 5 new members to H&I

Asking any area sub-committee's that want to be involved in H&I learning day to please attend PR at 11:00 next month before H&I. Behind the Walls needs male sponsees 2-year clean time requirement working NA steps with NA sponsor

Need volunteers to go out to prisons both state and federal now to include Florence in conjunction with East Valley H&I please see Steve S for clearance forms and info

Literature Report:

MLB Report:

Newsletter:

Newsletter spent \$40 on approximately 170 copies. Next month's topic is "hope through the hard times."

Thanks

Joe C

Outreach:

Phone Line:

December 10, 2017

In November 2017, phone line received 104 calls, 17 were forwarded to an addict phone line volunteer. Phone line is looking for a vice-chairperson and currently has some open slots. If anyone is able to take on more shifts, please let me know asap. Thanks to Tammy L. for stepping up.

PLEASE DO NOT MANUALLY DECLINE THE CALLS (AS IN HIT THE IGNORE BUTTON, OR DECLINE BUTTON) BECAUSE THIS PREVENTS THE CALL FROM ROLLING OVER TO THE NEXT PHONE LINE VOLUNTEER.

As always, thank you for your service and for allowing me to be your trusted servant. Have a wonderful holiday season and happy new year.

Judy C

Email and phone number blocked

PR Subcommittee Report

SEAZNAC Report

Dec 8th 2017

My apologies for the lack of planning with this month's meeting location and the timing of the 4th Ave Street Fair. I did not realize there was a conflict until this week and really did not take the time to find another venue and send out a change notice to everyone.

The convention planning is moving along. I spoke to Sheryl from Hotel Committee and asked Jim Blair from Sierra Vista to help with getting the contract moving along with the Windemere Hotel. We received a draft of the contract and have listed some modifications and items we want to include in writing. As soon as we get the contract finalized we can begin meeting in Sierra Vista as a committee. More to come on this...

My biggest concern currently is planning fund raisers. I plan to get with Bodhi and Brian C has expressed some interest in getting involved. I welcome any ideas and help in organizing a fund-raising event to kick things off. I will log this under old business for now and see what comes up from the committee meeting.

I want to give a shout out to Kathleen for helping to get the square up and running as well as working on the Square website to allow us to begin using it to sell merchandise.

I have been in contact with Ward from the Area Service Level and we should be hearing soon how the incorporation/tax ID issue will impact us at the convention level. My expectation is that we will need to be able to issue receipts for ALL sales and or money taken in for our convention. We should be planning on this moving forward. From a outgoing money side, I will get with Billy to see if our bank registry report can work as a form that will meet any requirements or we can create a logbook or registry form to show all outgoing expenses to report to region as needed.

That's it for now and thanks for letting me be of service,

Andy C.

SEAZNA SERVICE COMMITTEE
 Treasurer Income / Expense Report
 Nov-Dec 2017

11/28/17 - 12/27/17			
BEGINNING BANK BALANCE			\$ 12,205.73
INCOME			
GROUP DONATIONS			
Armory Park		205.00	ck 1222
Circle of Sisters		58.25	
Ground Hog Group		46.52	
High on Life		57.00	
I Cant We Can		172.00	
Just for Today		87.00	
No Matter What		100.00	
Northside Meeting		44.83	
Positive Action		32.97	
Promise Is Freedom, The		13.50	
Recovery and Relapse		43.00	mo 7216
Safford Survivors		40.00	
Sahuarita Serenity		13.33	ck 470
Saturday Morning Serenity		73.00	
Spirituality Share (Duck Pond)		38.00	
Sunday Night Newcomers		30.00	
Twilight		70.00	
Twisted Sisters		10.00	
Underground Group		4.50	
We Do Recover		10.00	
Young & Alive		48.00	
7th Tradition SEAZNA Meeting		146.00	
Discrepancy		-20.00	
TOTAL GROUP DONATIONS DEPOSITED			\$ 1,322.90
MISCELLANEOUS & OTHER INCOME			
SEAZNA Literature Committee	Dec Deposit \$1254.84	1254.84	ck 1426
Mt Lemmon Bash	2017 Profit	2092.67	
Activities Committee	Misc Donations	37.58	
Activities Committee	Cosmic Bowling Presale Tickets	60.00	
Discrepancy	Over 20.00 Literature	20.01	
TOTAL MISCELLANEOUS INCOME DEPOSITED			3465.10
	<i>Donations and Misc - Deposit 1</i>	3513.15	
	<i>Literature - Deposit 2</i>	1274.85	
TOTAL INCOME			\$ 4,788.00
EXPENSES			
TO	CK#	FOR	AMT
Streams in the Desert	1730	Admin - Rent	40.00
Mike G.	1731	RCM II Gas Reimbursement	30.00
Judy C.	1732	H&I Copies	13.68
Jody P.	1733	Activities - Stuff O Rama - Sams Club supplies	87.97
Jessa C.	1734	Activities - Stuff O Rama - Copies&Supplies	78.46
Leslea J.	1735	SEAZNA Secty - Copies of Minutes	7.00
US Postal Svc	1736	Admin - SEAZNA PO Box 44081 - 12 mo renewal	132.00
Joseph C.	1737	Newsletter - Nov and Dec	80.00
Reproductions Inc	Debit 12/8/17	H&I Meeting Lists	87.97
A Family Discount Storage	Debit 12/21/17	Admin - for Storage Rent month - Pd to 4/1/18	32.00
Accessline	Debit 12/1/17	Phone Line	74.60
NAWS	Debit 12/27	LIT November (H&I \$ _____, \$ 169.13 frieght)	2,283.15
		<i>Note *Reproductions Inc - Need July receipt</i>	
TOTAL EXPENSES			\$ 2,946.83
Outstanding Checks			
Discrepancy			
AVAILABLE BANK BALANCE			\$14,046.90
Other SEAZNA Accounts			
MT Lemmon Bash Subcommittee Account - Seed		2,500.00	
SEAZNAC Subcommittee Account - Seed 7500		7,500.00	
TOTAL SEAZNA FUNDS			10,000.00
RESERVES			
Prudent reserve - 2 months estimated expenses		2,500.00	
Estimated Monthly Expenses		1,250.00	
ARSC Donation due Bi-Monthly		250.00	
TOTAL HOLDS AND RESERVES			\$4,000.00
Bank Balance minus Reserves = AVAILABLE FUNDS			\$ 10046.90

Treasurer Written Report

Receipts required for all check requests from this point forward.



Requirements for Using TARSC, Inc. EIN

1. All participating Areas and conventions must open a bank account at the same bank as the Board, currently Chase Bank, using TARSC, Inc. Tax Identification Number (TIN), also known as Employer Identification Number (EIN). We will refer to it as the EIN for the rest of this document.
2. All accounts that will or might receive money from an account with the TARSC, Inc. EIN must also have the TARSC, Inc. EIN.
The sole exception will be for money donated to NAWS which is also another 501(c)(3) non-profit corporation. (See note 1 below).
3. The Chief Financial officer (CFO) and Chief Executive Officer (CEO) of the Board will be signers on the account(s).
4. The CFO will control the changing of signers on the account(s). Areas and conventions will of course choose who else they allow to sign on their accounts. But the actual process will be coordinated by the CFO in the form of a corporate resolution submitted to the bank specifying who will be taken off of the account(s) and who will be added. Please note that the State of Arizona Corporation Commission adds additional reporting requirements for corporate officers. Signers on our bank accounts are corporate officers for the purpose of this reporting. (See note 2 below).
5. Areas and conventions must track their income and expenses through these accounts using the Board accounting software, currently QBO (QuickBooks Online). The treasurers must be able to use the software and/or be willing to be trained using our income and expense templates. Training will be provided either in person, meetings online, Skype, by phone or conference calls. The QBO Help Community online also is a valuable resource for questions concerning day to day difficulties and understanding of the software and accounting practices. Because training can be a time and resource consuming activity, we suggest you consider extending terms of office for treasurers from 1 year to 2 years. We believe lengthening the term of office so the outgoing treasurer can begin the training process with their vice-treasurer will go a long way to making the process more workable and efficient. Also Maintaining signature cards for 25 plus accounts with as many as 5 signers each will be managed more easily every 2 years. People have their lives and we are all volunteers.
6. As a practical consideration, the number of accounts allowed per Area under the TARSC, Inc. EIN will be limited to two. In the case of a convention associated with an Area, three.
7. Also as a practical consideration, the number of users per Area allowed access to the accounting software will be limited to one. In the case of a convention associated with an Area, two.
8. Areas and conventions must agree not to close accounts without direction from the CFO or CEO. Because of the fund distribution requirements discussed in Note 1 below, the funds in any account must follow these requirements. (Please read Note 1).
9. Signers on all accounts under the TARSC, Inc. EIN must sign a TARSC, Inc. Statement of Responsibility form and read and understand the Loss and Recovery Policy for TARSC Funds and or Property.
10. Because we have a need to protect our corporate status, the use of TARSC, Inc. EIN also makes TARSC, Inc. responsible for contracts accepted by the service bodies included as part of the 501(c)(3) non-profit corporation. As a result the Board needs to approve all contracts. Contracts will need to be submitted to the Board in a timely fashion, at least 2 weeks before deadline approval dates, for review and full board approval. All such contracts will require the signature of the CEO. Other signatures from the presenting service body may be present but the binding signature for corporate purposes is the CEO signature. Please read and understand the Contract Checklist to help streamline the process.
11. Treasurers on the TARSC, Inc. accounts become part of the Board Finance Committee and must participate in Finance Committee auditing responsibilities and attend Finance Committee meetings which will be held in the same ways and most times concurrently as auditing and training. All accounts under TARSC, Inc. EIN will be audited at least yearly and convention committees will be audited within 60 days post event.



12. To support and facilitate the auditing processes, easily traceable accounting procedures must be followed and documentation must be maintained including but not limited to receipts, committee minutes, checkbooks and bank statements. See Addendum A for a more complete discussion and recommendations. Full legal names of all parties (including company or corporate capacity) must be printed below the signature line of everyone signing the contract.
13. The CFO or CEO may freeze an account with suspicious activity. An attempt will be made first to contact the responsible treasurer, but an account can be frozen even if no contact can be made.

Note1: Under IRS regulations 501(c)(3) corporate funds are under strict requirements to be distributed only to other 501(c)(3) corporations. Any payment to accounts outside of that structure are a violation of IRS rules which would cause us to lose our non-profit 501(c)(3) status with the IRS. There could also be other criminal outcomes depending on the amount and circumstances concerning the loss. TARSC, Inc. is obligated to take action to recover all funds including pressing charges to protect our non-profit status with the IRS. As noted above in point 13, the CFO or the CEO may freeze an account with suspicious activity. An attempt will be made to contact the responsible treasurer, but an account can be frozen even if no contact is made.

Note2: The additional questions which we have added to our regional service resumes are:

1. Have you been convicted of a financial felony in the last 7 years? And
- 2). Have you ever been an officer, director, trustee, incorporator, or controlled or held over twenty percent of the issued and outstanding common shares of any proprietary, beneficial or membership interest in any other corporation that has filed bankruptcy or receivership? A yes answer to question one will prevent the individual from becoming a signer and you will need to make other arrangements for a signer. A yes answer to question 2 will trigger a reporting requirement to the Arizona Corporation Commission.

Note3: Because of the liability the Board has for any contract signed in our name the CEO must sign even the small contracts. For example; An activities committee rents a Bouncy House for \$100.00 and it doesn't state in the contract whom is responsible for injuries or damages. Because we were unaware of the contract, we couldn't protect ourselves from the liability. If we had seen the contract, not only could we clearly spell out what was missing, we could make sure the event had the necessary insurance. Our liability would not just be the original \$100.00 it could be much more.

Addendum 1

The following are suggestions for maintaining clear, easily auditable records.

1. Receipts must be kept for all transactions and if a check was written for the expense, the check number will be written on the receipt.
2. Receipts will be written for all income with no exceptions.
3. There will be no diversion of cash funds to pay expenses without a receipt trail generated and a statement of need. Please note this does not preclude a petty cash fund but receipts must be used for auditing purposes.
4. Checks are the preferred method of providing an audit trail for all expenses.
5. If the exact amount is not available when the check is written and the check is written for another amount, receipts must be generated documenting the overage returned or the additional funds paid out with traceable documentation on the receipt and/or check requests.
6. It is always more desirable to write checks directly to the vendor or service provider.
7. Reports shall be generated documenting beginning balances, seed money, amounts spent, amounts received, ending balances and where applicable profit or loss for the event or month.
8. It is always highly desirable for income amounts to match bank deposits, and deposits should be made within 24 hours of the income received.
9. If income amounts do not match deposits, an audit trail must be generated with receipts.
10. *Concept 11. NA funds are to be used to further our primary purpose and must be maintained responsibly.*

In keeping with this Concept, it is the responsibility of Subcommittee officers to always follow procedures which allow clearly understandable auditing of the financial records.

Meeting Adjourned at 3:07 pm

Meeting closed by Logan

Next Meeting will be on 14 January 2018 at 2 PM at Streams in the Desert Church.