

## Clean Acres Area of NA – Area Service Committee Minutes December 2020

Meeting Opened at 7:00 with a moment of silence followed by the serenity prayer. Addicts read the NA service paragraph, 12 traditions of NA, and the 12 concepts. Read old business and reviewed & accepted minutes from prior month.

Position	Representative	Present
Chairperson	Nicole K	X
Co-Chair	Ian S	X
Secretary	Gillian R	X
Treasurer	Rusty	X
Co-Treasurer	Open Position	
Regional Committee Member (RCM)	Harvey E	X
Alternate RCM	Eric M	X
Hospitals & Institutions Chair	Robert S.	X
Hospitals & Institutions Co-Chair	Open Position	
Literature Chair	Jeff G.	X
Literature Co-Chair	Kyle D.	X
Public Relations Chair	Adam S.	X
Public Relations Co-Chair	Ashley K.	X
Convention Representative	Open Position	
Alternate Convention Rep.	Open Position	
Unity Chair	Lorenzo	X
Unity Co-Chair	Debora	X
Policy Chair	Tom D	X
Policy Co-Chair	Open Position	

### Home Group Attendance:

1	Anonymous Group		18	Just for Today	X
2	Conscious Contact		19	KSQ Recovers 2	X
3	Decision & Action		20	Message of Hope	X
4	Drug Free in the DUB-C		21	New Life Group	X
5	Easy Does It		22	Recovery on the Hill	X
6	Find and Feel the	X	23	Saturday Night Solutions	

	Freedom				
7	Focus Group	X	24	Spiritual Awakening	
8	Footwork	X	25	Stairway to Freedom	
9	For Addicts Only	X	26	STAR Group	
10	Free at Last	X	27	Sunday Steps at Eleven	
11	Give It Away	X	28	Surrender to Win	
12	Good Morning Group	X	29	Tuesday Night Group	X
13	Good Orderly Direction	X	30	12 Steps to Freedom	
14	Gratefully Not Dead		31	The WAIT Group	
15	How & Why It Works	X	32	Wake Up & Smell the Recovery	
16	HOW Group		33	We Grow from the Darkness	
17	I Can't, We Can	X			
			34	Infectious Recovery group	X
			35	The Writing to Freedom: Step Writing Group	X
			36	Park it in Parkesburg	X

## Sub-Committee Reports:

### **Hospitals and Institutions Sub-Committee Report:**

Attendance:

– \_\_\_ members in attendance

Report: Opened with Serenity Prayer, 12 Traditions, 12 Concepts & H&I Policy  
Regional Business:

Commitment Report: **SEE ATTACHED**

Here is the link for Jan

Hospital's & Institutions Subcommittee is inviting you to a scheduled Zoom meeting.

Topic: Area Subcommittee Meeting

Time: Jan 17, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/2758566387?pwd=bytZcWJjemNKOXJNNWRsdDZO Sms1Zz09>

Meeting ID: 275 856 6387

Passcode: 123456

One tap mobile

+13017158592,,2758566387#,,,,\*123456# US (Washington D.C)

+13126266799,,2758566387#,,,,\*123456# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 275 856 6387

Passcode: 123456

Find your local number: <https://us02web.zoom.us/j/kUCyQoPq2>

CCCF /

Gaudenzia /

Malvern /

RCA /

VA PTSD /

VA Women /

VA 39 Sunday /

VA 39 Wednesday /

Literature Report: \$

Nominations:

New Business:

### **Unity Sub-Committee Report:**

Chair: Lorenzo A

Co-chair : Debora

Secretary: Robin S

**SEE ATTACHED**

Chair Lorenzo A

610-400-9050

[Lorenzo902002@yahoo.com](mailto:Lorenzo902002@yahoo.com)

Meeting ID 728 336 1575

Passcode 000000

Co-Chair Debora B  
610-772-7265  
[Brookswilson@aol.com](mailto:Brookswilson@aol.com)

### **RCM Report:**

SEE ATTACHED\*\*

At the last Regional meeting it was brought to the floor that they would like for the area sub committee's to participate in Regions sub committee meetings time & date of meetings are on the website calendar.

Autonomy Zonal Forum (AZF) Task Force Questionnaire form will be placed in our area minutes our GSR's are asked to take form back to homegroups and get the members input and fill out as soon as possible send response and homegroup name before regions next meeting on Feb.7th to:Harvey E. RCM @- [harveyellison2@gmail.com](mailto:harveyellison2@gmail.com)-or call 610 563 7014 or to Eric M.RCM [ALT. @- egotabend@gmail.com](mailto:ALT. @- egotabend@gmail.com) call 484 838 2778.

Eric M. and I would like to thank Clarence RD & Scott RSC Treasure for coming to our area meeting and hopefully answering a few of our concerns about insurance coverage and break down.

Trusted Servants  
.Harvey E RCM  
Eric M. RCM ALT.

### **P.R. Sub-Committee Report:**

*No Report*

### **Area Policy Report:**

Policy Report: Updated policy to include all 3 events for the year and also edited the unity policy

### **Area Literature Report:**

The following is the literature report for 12/20/2020 . As follows

#### **Inventory**

-Previous inventory.	\$4,007.96
-Less sales.	- \$. 17.00
-Current inventory.	\$3,990.96

#### **Banking**

-Previous balance	\$1,434.80
-Plus sales.	+ \$. 17.00
-Current balance.	\$1,451.80

\* There are a couple of items to be reconciled to end the year and then change the banking over to the new literature chair . First the literature committee is owed \$46.57 from area for the March and October shipping charges as per area policy . I have spoken with the treasurer and he is aware and will cut a check for that amount . The second item is a little less easily resolved and will be up to area as to how to proceed . In January of this year we purchased 500 regional meeting lists to supply the needs of the H&I sub committee , we only distributed 275 of them before everything was shut down . We still have in our possession 225 outdated and basically useless meeting lists or simply put \$157.50 worth . Normally these would have gone H&I and the literature committee would have been reimbursed , we can dispose of them , hand them out or sell them to H&I . I leave it up to you. One last item a member inquired about a new mental health IP , I did look into this and they are available . We can order them with our next literature order . Also we will be accepting orders until this Friday (12/25)and then distributing them next Sunday (12/27)in the Boscovs parking lot at 4pm same as previous months . You can text or email your order and I will reply to confirm it was received . Thank you for the opportunity to be of service and for all your patience and understanding as we navigate these challenging times . I wish you all a safe and happy holiday and a healthy new year .  
In loving service

Jeff Grant

[Jpg705@aol.com](mailto:Jpg705@aol.com)

610-247-7887

**Area Treasurer Report:**

No Report

**Old Business:**

**Motions & Nominations:**

**New Business:**

**Motions & Nominations:**

\*\*\*Below topics to be voted on by Home Groups\*\*\*

**MOTION:**

Group:

Motion:

**MOTION:**

Group:

Motion:

Intent:

**MOTION:**

Group:

Motion:

Intent:

**NOMINATION:**

**NOMINATION:**

**NOMINATION:**

**NOMINATION:**

**Group Reports:**

**Group: Anonymous Group**  
Day & Time: Friday; 11:00pm—12:15am  
Location: Trinity Assembly of God Church  
1022 Pottstown Pike, West Chester, Pa 19380  
Report: No Report  
Anniversaries:  
Donation:

**Group: Conscious Contact**  
Day & Time: Sunday; 8:00pm—9:00pm  
Location: Hari Om Yoga Center  
348 Boot Road, Downingtown, PA 19335  
Report: No Report  
Anniversaries:  
Donation:

**Group: Decision and Action**  
Day & Time: Tuesday; 7:00pm—8:00pm  
Location: Manor Presbyterian Church  
505 Street Road, Cochranville, PA 19330  
Report: No Report  
Anniversaries:  
Donation:

**Group: Drug Free in Dub C**  
Day & Time: Saturday; 7:00pm—8:15pm  
Location: Charles A. Melton Arts and Ed Center

501 E. Miner Street, West Chester, PA 19382

Report: No Report  
Anniversaries:  
Donation:

**Group: Easy Does It**

Day & Time: Thursday; 7:00pm—8:15pm  
Location: Charles A. Melton Arts and Ed Center  
501 E. Miner Street, West Chester, PA 19382  
Report: No Report  
Anniversaries:  
Donation:

**Group: Find & Feel the Freedom**

Day & Time: Wednesday; 6:30pm—7:30pm  
Location: Westside Community Center  
430 Hannum Ave West Chester, PA 19380  
Report: No Report  
Anniversaries:  
Donation:

**Group: Focus**

Day & Time: Tuesday; 7:30pm—8:00pm  
Location: VA Medical Center; Building 6-B  
1400 Blackhorse Hill Road, Coatesville, PA 19320  
Report: Reading JFT meditation. Not meeting physically as of yet. Zoom  
meeting 8487771212 Password 5430776  
Anniversaries:  
Donation:

**Group: Footwork**

Day & Time: Friday; 8:00pm—9:30pm  
Location: Messiah Lutheran Church  
46 W. Lancaster Avenue, Downingtown, PA 19335  
Report: how are we doing: in dire need of support and home group members  
donations:\$0.00  
contact: [thomasedavis55@gmail.com](mailto:thomasedavis55@gmail.com)

Anniversaries:  
Donation:

**Group: For Addicts Only**

Day & Time: Monday; 6:30pm—7:30pm  
Location: St. Andrew's Episcopal Church



7 Saint Andrew's Lane, Glenmoore, PA 19343

**Report:** We meet every Monday from 7:30-8:30 pm Via Zoom ID#678 881 941, we will be meeting on the Zoom Platform until further notice. Group is doing well, we are not collecting 7th Tradition at this time. We do however put information in the chat on where to donate 7th tradition Venmo @Clean-Acres

Anniversaries:

Donation:

**Group: Free At Last**

**Day & Time:** Monday & Thursday; 7:00pm—8:00pm

**Location:** Lincoln Court Shopping Center — Malvern Center  
225 Lancaster Avenue, Frazer, PA 19355

**Report:** No Report

Anniversaries:

Donation:

**Group: Give It Away**

**Day & Time:** Sunday; 6:30pm—7:30pm

**Location:** Lincoln Court Shopping Center — Malvern Center  
225 Lancaster Avenue, Frazer, PA 19355

**Report:** No Report

Anniversaries:

Donation:

**Group: Good Morning**

**Day & Time:** Saturday; 9:00am—10:00am

**Location:** Schuylkill Friends Meeting House  
37 N. Whitehorse Road, Phoenixville, PA 19460

**Report:** We are still meeting on Saturday mornings via zoom.  
2 anniversary's Kur 12/28 1 year Gabby 4 years  
We are carrying the message with at least 20-25 people attending our meeting.

Good Morning Group  
Meeting ID: 586 473 933  
Password=000000

Anniversaries:

Donation:

**Group: Good Orderly Direction (G.O.D.)**

**Day & Time:** Tuesday; 8:00pm—9:30pm

**Location:** St. James Episcopal Church

409 East Lancaster Avenue, Downingtown, PA 19335

Report: No Report  
Anniversaries:  
Donation:

**Group: Gratefully Not Dead**

Day & Time: Thursday; 12:00pm—1:00pm  
Location: Lincoln Court Shopping Center — Malvern Center  
225 Lancaster Avenue, Frazer, PA 19355  
Report: No Report  
Anniversaries:  
Donation:

**Group: How & Why It Works**

Day & Time: Monday—Friday; 12:00pm—1:00pm  
Location: Atkinson Shelter (Rear) on Diamond Avenue  
822 East Chestnut Street, Coatesville, PA 19320  
Report: Currently meeting virtually on zoom ID# 267 545 797 no passcode the message is being carried could use support.  
Anniversaries:  
Donation:

**Group: H.O.W**

Day & Time: Tuesday; 7:30pm—8:30pm  
Location: Honey Brook United Methodist Church  
4510 Horseshoe Pike, Honey Brook, PA 19344  
Report: No Report  
Anniversaries:  
Donation:

**Group: I Can't, We Can**

Day & Time: Thursday; 7:30pm—8:30pm  
Location: St. Peter's Episcopal Church  
121 Church Street, Phoenixville, PA 19460  
Report: No Report  
Anniversaries:  
Donation:

**Group: Infectious Recovery**

**Group Name:**

Infectious Recovery

**Day/Time:**

The After Noon Group meets every day at 1pm EST. Late Night Infectious Recovery meets every day at 10pm EST. The Deeply Rooted Women's Group meets on Sundays at 5pm EST.

**Address:**

After Noon Group - Zoom ID: 722 207 704

Late Night - Zoom ID: 867 161 320

Deeply Rooted Women's Group - Zoom ID: 868 2537 0461

**Report:**

We are carrying the message to addicts all over the world. Attendance is great- service members are welcome!

**Anniveraries:**

N/A

**Donation:**

\$188

**Contact Info:**

Kristen H - [harootunian18@gmail.com](mailto:harootunian18@gmail.com)

**Group: Just For Today**

Day & Time: Wednesday; 6:00pm—7:00pm

Location: Hari Om Yoga Center

348 Boot Road

Downingtown, PA

Report: Group doing well. Masks over nose and mouth required during meeting. Using 7th tradition to pay for facility.

Anniversaries:

Donation:

**Group: KSQ Recovers 2**

Day & Time: Wednesday; 7:30pm—8:30pm

Location: United Methodist Church of the Open Door

210 South Broad Street

Kennett Square, PA 19348

Report: No Report

Anniversaries:

Donation:

**Group: Message of Hope**

Day & Time:

Location:

Report: No Report

Anniversaries:

Donation:

**Group: New Life**

Day & Time: Thursday; 7:00pm—8:30pm

Location: New Life in Christ Fellowship  
1 South 5<sup>th</sup> Avenue, Coatesville, PA 19320

Report:

Anniversaries:

Donation:

**Group: Recovery on the Hill**

Day & Time: Saturday; 10:00am—11:30am

Location: Episcopal Church of the Trinity  
323 East Lincoln Highway, Coatesville, PA 19320

Report: Recovery on the hill meets every saturday from 10:00am-11:00am via zoom.Attendance is steady, no new members, One Anniversary Eric M celebrated 3yrs We are not collecting 7th tradition so we have no donations

Anniversaries:

Donation:

**Group: Saturday Night Solution**

Day & Time: Saturday; 11:00pm—12:15am

Location: Trinity Assembly of God  
1022 Pottstown Pike  
West Chester, PA 19380

Report: HG is doing well. on 12/26 Group will be holding its 2nd Annual Ugly Sweater MTG. Still asking members to bring Chairs, wear masks, & we are taking Temps at the door.  
NO anniversaries, No donations

Anniversaries:

Donation:

**Group: Spiritual Awakening**

Day & Time: Sunday; 12:30pm—2:00pm

Location: Open Arms Transformation Center  
645 East Lincoln Highway, Coatesville, PA 19320

Report: No Report

Anniversaries:

Donation:

**Group: Stairway to Freedom**

Day & Time: Monday; 7:00pm—8:15pm  
Location: United Methodist Church of West Chester  
129 South High Street, West Chester, PA 19382

Report:  
Anniversaries:  
Donation:

**Group: Start Talking About Recovery (S.T.A.R.)**

Day & Time: Tuesday; 7:30pm—8:30pm  
Location: St. Andrew's Episcopal Church  
7 Saint Andrew's Lane, Glenmoore, PA 19343

Report: No Report  
Anniversaries:  
Donation:

**Group: Sunday Steps**

Day & Time: Sunday; 11:30am—12:30pm  
Location: Lincoln Court Shopping Center — Malvern Center  
225 Lancaster Avenue, Frazer, PA 19355

Report:  
Anniversaries:  
Donation:

**Group: Surrender to Win**

Day & Time: Monday; 7:30pm—9:00pm  
Location: VA Medical Center; Building 6-LZ  
1400 Blackhorse Hill Road, Coatesville, PA 19320

Report: No Report  
Anniversaries:  
Donation:

**Group: Tuesday Night**

Day & Time: Tuesday; 7:00pm—8:00pm  
Location: Fenn's Coffee — Upstairs  
111 North Church Street, West Chester, PA 19380

Report: No Report  
Anniversaries:  
Donation:

**Group: 12 Steps to Freedom**

Day & Time: Friday; 7:30pm—8:30pm  
Location: St. Simon & Jude Church  
6 Cavanaugh Court, West Chester, PA 19382

Report: 12 Steps to Freedom group meets at 7:30-8:30pm on Fridays at St. Simon & Jude school cafeteria, Rt. 3 & 352 W. Chester, Pa.

We meet in person.  
Masks must be worn at all times.  
Please practice social distancing.  
Rent is paid.  
Rick R. celebrated 27 years in Dec. 10th!!  
The group is putting together a donation for next month.  
Happy Holidays!!

Thanks for your service!! Great Job this year!!

GSR, Phil Y.

Anniversaries:

Donation:

**Group: Where Am I Today (W.A.I.T.)**

Day & Time: Sunday & Wednesday; 6:00pm—7:30pm

Location: Community Youth and Women's Alliance  
423 East Lincoln Highway, Coatesville, PA 19320

Report: No Report

Anniversaries:

Donation:

**Group: Wake Up & Smell the Recovery**

Day & Time: Saturday; 10:30am—11:30am

Location: Lincoln Court Shopping Center — Malvern Center  
225 Lancaster Avenue, Frazer, PA 19355

Report: No Report

Anniversaries:

Donation:

**Group: We Grow from the Darkness**

Day & Time: Thursday; 7:00pm—8:00pm

Location: Church of the Advent  
401 North Union Street, Kennett Square, PA 19348

Report: No Report

Anniversaries:

Donation:

**Group: Writing to Freedom: Stepwriting Group**

Day & Time: Monday 6:30-7:30pm

Location: Morgantown Community Church

4221 Main St.  
Elverson, PA 19520

Report: New step writing meeting. Meeting in person. Please bring a mask.

Anniversaries:

Donation: \$0

**Group: Park it in Parkesburg**

Day & Time:

Location:

Report:

[Open Forum:](#)



**Clean Acres Area Unity Committee Date: 12/20/20**

**Chair: Lorenzo**

**Co-Chair: Debora**

**Secretary: Robin S.**

**Lorenzo opened with Serenity Prayer**

**Robin read 12<sup>th</sup> Tradition**

**Attendees Debora Lorenzo Robin**

**Unity Committee would like to thank the clean acres area service body for supporting our events throughout this year.**

**We would like to give a special thanks to all the virtual members of Infectious Recovery for their partnering with the Unity Committee in hosting our Recovering Through the Holidays 2 Event.**

**Most especially we would like to thank the Unity Committee members Beth F Stephanie T Rob Ok Phil D Tom D Harvey E and last but not least Debora B our unity co-chair, Robin S Unity Secretary.**

**Our Recovering Through the Holidays 1 was a 6 hour event and Recovering Through Holidays 2 was a 12 hour event. Both were huge successes in carrying our message.**

**It has been my pleasure to serve you throughout this year.**

**Chair Lorenzo A**

**610-400-9050**

**[Lorenzo902002@yahoo.com](mailto:Lorenzo902002@yahoo.com)**

**Co-Chair Debora B**

**610-772-7265**

**[Brookswilson2@aol.com](mailto:Brookswilson2@aol.com)**

**Unity Meeting ID 728 336 1575**

**Passcode 000000**



## AZF Task Force: Scan Questions

**1) Does your Area Service Committee still meet?**

Yes / No / Not Sure -- If yes, check all that apply:

- In-person
- Virtually
- Hybrid (combination of In-person and Virtual)

**2) Do you need help in any of these areas?**

Yes / No / Not Sure -- If yes, check all that apply:

- Hospital & Institutions
- Public Information
- Phonenumber
- Literature
- Website
- Newsletter
- Fellowship Development
- Outreach
- Policy
- Activities / Unity
- Other \_\_\_\_\_

**3) Does your Area have Groups that have stopped meeting?**

- Yes
- No
- Not sure

**4) Do you have service committees which are not meeting?**

- Yes
- No
- Not sure

**5) Do you have Regional service committees not providing services?**

Yes / No / Not Sure -- If yes, check all that apply:

- Public Service Announcements (PSA's)
- Website
- Mailings – electronic or regular mail
- Virtual Presentations
- Other \_\_\_\_\_

**6) Does your Region provide training for Virtual meetings?**

Yes / No / Not Sure -- If yes, check all that apply:

- Scheduling Virtual meetings
- Group guidelines
- Trusted servants
- Technical issues

## AZF Task Force: Scan Questions

- Disruptive behavior
- 7<sup>th</sup> Tradition fund flow
- Meeting verification
- Other \_\_\_\_\_

### 7) What are the biggest challenges you are facing now?

Check all that apply:

- Finding meetings to attend
- Using technology to attend Virtual meetings
- Additional needs (i.e. sign language, translations, etc.)
- Obtaining NA Literature / Key Tags
- Finding a Home Group
- Making a 7<sup>th</sup> Tradition donation
- Involvement with Area subcommittees
- Fellowshiping
- Helping the newcomer

### 8) Do you know what Zonal Forum you are in?

- Yes
- No
- Not sure

### 9) Do you know how to reach you Zone?

- Yes
- No
- Not sure

### 10) Do you know your Zone can support some of your service efforts?

- Yes
- No
- Not sure

### 11) What training and/or mentoring would be helpful?

- PR
- H&I
- Virtual Meetings

### 12) What support could help your service efforts.

- Presentations
- Jails/Prisons Info
- Virtual Meetings Info

## AZF Task Force: Scan Questions

**13) I understand the purpose of the Autonomy Zonal Forum (AZF).**

- 1
- 2
- 3
- 4
- 5

**14) I Feel that the Zone supports the region in serving its Areas.**

- 1
- 2
- 3
- 4
- 5

**ASC H & I REPORT FORM**  
**( H & I subcommittee to area)**

**DATE:** Dec 20th 2020

**CHAIR:**RobertS.

**CO-CHAIR:** Frank

**LITERATURE:** Justin H

**SECRETARY:** Adam (**Absent**)

**MEMBERS IN ATTENDANCE:** Heather B, Robert S, Justin, Terese, Talib ,Victor, Tom M. (**7TOTAL MEMBERS IN ATTENDANCE**)

**NEW VOTING MEMBERS:** (1)Talib

**OPENED WITH:** Serenity Prayer followed by, 12 Concepts, 12 Traditions, H&I Policy, & Old Business from previous subcommittee meeting.

**REGIONAL BUSSINESS:** SEE ATTACHED GREATER PHILADELPHIA REGIONAL H&I MINUTES

**LITERATURE REPORT:** picked up last order prior to pandemic, feels like holding off on orders until we collect all Literature on jan 3<sup>rd</sup> 4-5pm in Boscovs parking lot.

**REPORT:**

**Malvern Monday Night Virtually:** (Terese) No misses All going well!

**Malvern Thursday Night Virtually:** (Victor) no misses all going well!

**NEW BUSSINESS :** Going to be picking up a Male & females Commitment at Region through DRC to help out. Talked about Screen sharing the H&I Flyer at commitments so Addicts know where to find us.

**Motions:** None

**Nominations:** JUSTIN H for literature Chair 2021 year PASSED

**\*UNTIL WE CAN MEET IN PERSON THE H&I Subcommittee will meet the 3<sup>rd</sup> SUN OF EACH MONTH ID# 275-856-6387 pw:123456 CALLING ALL SUBCOMITTEE MEMBERS TO ATTEND NEXT MONTH!! WE WILL BE ORGANZING/PLANNING OUR LEARNING DAY YOUR SERVICE IS NEEDED PLEASE!!**

**MOTION TO CLOSE WITH THE SERENITY PRAYER**

**H&I POLICY**

<u>Positions</u>	<u>Clean Time</u>	<u>Length of Term</u>
Chair	2 Years	1 year
Co-Chair	1 Year	1 Year
Secretary	1 Year	1 Year
Literature Coordinator	1 Year	1 Year
Panel Leader (Maintains Commitment)	1 Year	1 Year
Panel Member (Speaker or Chair)	6 Months	1-4 Meetings
Observer	90 Days	1 Meeting

1. Panel Leaders decide who they want to chair or speak at their meeting with required clean time
2. Only addicts with required clean time may go to meetings
3. Every leader must present a report at every monthly H&I Subcommittee meeting
4. A panel leader who is absent from two consecutive subcommittee meetings forfeits their position
5. Members present are given first priority of available meetings
6. Leaders hold the commitment for 1 year
7. Panel leaders may hold no more than 2 commitments at one time
8. Panel leaders should have a clear NA message and bring in chair or speakers they are certain will carry a clear message as well
9. Panel leaders are responsible for literature and must return any unused literature at the end of their term
10. No literature is to be stored at the facility
11. Panel leaders must be given a copy of the Do's and Don'ts
12. In order to become a panel leader you must attend 2 consecutive H&I subcommittee meetings. After 2 subcommittee meetings you are also a voting member.
13. No H&I member should act alone when conducting an H&I presentation
14. "Suggested Format" is adopted for all Panel Leaders to use
15. Only Men speak at Men's Prison's and Women at Women's Prisons
16. Co-Chair has the responsibility to maintain dialogue with the facilities, address any problems that arise, fill any vacancies that occur, and report to the subcommittee. If there is no Co-Chair this responsibility falls on the Chair
17. Literature Coordinator will complete an order form at every monthly H&I subcommittee meeting
18. The Twelve Traditions will be read at every subcommittee meeting
19. All policies cannot be reviewed for 3 months
20. Violation of policy: 1<sup>st</sup> offense – Verbal Warning, 2<sup>nd</sup> offense – No H&I involvement for 6 months
21. Any subcommittee member holding a service position (Chair, Co-Chair, Secretary, Literature coordinator) that misses 3 subcommittee meetings in a calendar year forfeits their service position
22. All literature that leaves the H&I subcommittee meetings must be stamped



**ARE YOU LEAVING  
AN INSTITUTION?**



**GREATER  
PHILADELPHIA  
REGION OF  
NARCOTICS  
ANONYMOUS**

**TAKE THE NEXT STEP**

**MAKE A DIFFERENCE  
IN YOUR RECOVERY**

**DURING THIS TIME OF CRISIS, CHOOSE FROM HUNDREDS OF VIRTUAL MEETINGS:**

**[WWW.NAWORKS.ORG](http://WWW.NAWORKS.ORG)**