

# BAY AREA MEETING MINUTES

Saturday, October 5, 2024 | 4-5:30pm | Virtual Meeting

Approved 11/02/2024

## OPENING

Theresa opened the virtual BA meeting at 4pm with the Serenity Prayer. The Twelve Traditions & Twelve Concepts were read.

**ROLL CALL** (13 BA Groups) 6 present; 5 voting; 1 non-voting (NV), \*dual role

- |  |  |
|--|--|
| (1) Clearwater GSR, Sandy                | (4) Tarpon Springs GSR, Kevin (*Treasurer) |
| (2) Holiday GSR, Jody                    | (5) Holiday Secretary/Treasurer, Dawn (NV) |
| (3) Tampa GSR, Tony (*BA Literature Rep) | (6) Theresa (Secretary & Guidelines Chair) |

## MINUTES

Motion to approve the August 3<sup>rd</sup> minutes was made by Sandy, seconded by Theresa. Motioned opened for discussion. Motion carried unanimously.

## OFFICER REPORTS

- ASR Report – Marguerite was absent. Kevin & Tony attended the September Regional Assembly and gave a report. There were 15 members present, with 8 voting members. New Region positions: Yvette (New Tampa group), is our Region Delegate, Wyndell, (Citrus Springs group), is our new Outreach Chair and Alex, (Brandon group), is our new Contact List Administrator. The Region Secretary, Alt-Delegate, and Webmaster positions are unfilled. Donna, outgoing Delegate, reported that out of 62 Groups in the Region; only 12 groups voted on the last CAR. The Region voted on a 2024-25 budget and \$732 donation to WSO was approved. The Region officers had a problem with installing/ deactivating the Microsoft 365 licenses (5 licenses). Ultimately, in removing Office 365, files were automatically deleted that were stored in the Cloud. The officers decided to buy 2 refurbished laptops from Walmart for the Region. The Bay Area discussed the laptop purchase and was concerned that this could have been discussed at an RSC meeting or a call to a member to help with authorization and deauthorization of computers.
- Treasurer Report – Kevin reviewed the August & September treasurer reports (attached). There was a large purchase of literature for the region (case of SESH books) and other CAL. Our prudent reserve and non-7<sup>th</sup> tradition funds covered the purchase. There were no donations in September. Budget requests are due in December for the 2025 BA Budget.
  - ❖ **Members discussed and agreed that we need to add a budget amount for the Literature category and the General category for 2025** (general category covers office purchases, FL Fictitious Name registration, bank checks, stamps, Zoom subscription, etc....). Tony will send the request to Kevin and Kevin will work the figure for the general category.

## REPORTS

- **Guidelines** – No report.
- **Literature Rep** – Tony reported that the BA had a large purchase from Nar-Anon bookstore. We probably won't need to buy anything in October. Groups must place literature orders by the 14<sup>th</sup> of the month; Tony usually orders on the 15<sup>th</sup>.
- **Outreach**
  - ❖ **PAR Academy** – Sandy went to PAR and picked up the Nar-Anon material and is storing at the location of Clearwater's Group meeting. Operation Par Academy is temporarily closed due to remodeling, and they are restructuring the Recovery Program, ( they are hoping to reopen sometime between November-January. There are 2 members from Clearwater and 2 members from Tarpon Springs that facilitate at PAR and are interested in continuing. However, there is a need for 2 more volunteers to help facilitate when the other volunteers have other commitments. **Theresa will email BA groups asking for volunteers for facilitating at PAR.**
  - ❖ **BA Outreach** – Pinellas NOPE is October 17<sup>th</sup>; Hillsborough NOPE and Pasco NOPE are both on October the 24<sup>th</sup> and FACNA (FunCoast Area Convention of NA) is October 18-20<sup>th</sup>. While FACNA has been a BA event, we don't have an Outreach Chair or committee, and the outgoing Region Outreach Chair Kim volunteered to staff a table for Nar-Anon at the event. With all the events being held so close together, sharing the resources is a problem.
    - **Decision: members agreed that for 2025, the Bay Area will try to get more banners and/or NFG tablecloths and get smaller pamphlet displays so that we will have enough for 3 events for Outreach.** Currently our BA Outreach equipment is being borrowed by a couple/few of the Region committees and are not being returned to the Bay Area. Currently, Marguerite gave Ingrid, FL Region Vice Chair, the literature rack, tablecloth and banner for FRCNA. We don't know if Kim was given the equipment for FACNA. Marguerite has a tote containing the BA Outreach Literature which hopefully has the document stands and laminated BA NFG logo/region meeting QR code display flyer.
    - Kevin (or Tony) will store the BA Outreach supplies in the future. We are not sure where the document stand w/ laminated is or literature stock.
    - We will offer the Region the Literature Rack and suggest that the Region purchase NFG tablecloths, tents, tables for the region.

- Jody and Dawn are planning to volunteer for the Pasco NOPE, Yvette for the Hillsborough NOPE. Yvette has asked Tony about borrowing the BA Outreach items. Jody and Dawn also need BA Outreach material. Jody and Dawn were told to print off the HOPE pamphlet and other BA Outreach pamphlets or display/contact cards and the Bay Area will reimburse them for their costs. Theresa will place the Bay Area NFG QR flyer on the website so that it may be used if desired. Kevin will check with Kim and see where she purchased a banner (which can be taped to the front of a table. OLD BUSINESS
- **Financial Position Statement** – Members decided to table the letter to WSO for a few months (2025). Members also agreed that WSO is doing their best and have made changes – but Nar-Anon is in worse financial shape despite the changes. Increasing literature prices may be the only way to balance WSO finances. A letter will include thanks and appreciation to the board for their actions.
- **November 16<sup>th</sup> BA Fellowship Picnic** – The Bay Area picnic will be November 16<sup>th</sup> at Anderson Park in Tarpon Springs. Theresa & Sandy are unable to be present which leaves Tony and Kevin who are willing to spearhead the event. Theresa will send out an email requesting a headcount of those who are planning to attend with a 10-day window to reply. If there is little interest, we may decide to postpone or have a different type of event in the future (potluck speaker meeting).

## NEW BUSINESS

## CLOSING

- **Adjournment** – Jody motioned to adjourn the meeting; Kevin seconded the motion. Motion carried unanimously. The meeting was adjourned at 5:29pm.

Submitted by  
Theresa, BA Secretary  
Approved 11/04/24

Bay Area of FL Nar-Anon, Treasurer's Report

August 2024

Cash Checking Account

CURRENT PERIOD - 8/1/2024-8/31/2024			
	Beg Bal	Change	Ending Bal
Prudent Reserve	\$600.00		\$600.00
Non Seventh Tradition Funds	\$376.68		\$376.68
Convention Budget	\$0.00		\$0.00
General Budget	\$0.00		\$0.00
Guidelines Budget	\$0.00		\$0.00
Literature Budget	\$0.00		\$0.00
Narateen Budget	\$0.00		\$0.00
Outreach Budget	\$150.00		\$150.00
Donations to FL Region	\$0.00		\$0.00
Unbudgeted Expenditures	\$0.00		\$0.00
Available Balance	<u>\$1,269.08</u>	<u>-\$993.00</u>	\$276.08
<b>Total</b>	<b>\$2,395.76</b>	<b>-\$993.00</b>	<b>\$1,402.76</b>

Year-To-Date: 1/01 to 8/31//2024			
	Beg Bal	Change	Ending bal
Prudent Reserve	\$600.00		\$600.00
Non Seventh Tradition Funds	\$702.00	<u>-\$325.32</u>	\$376.68
Convention Budget	\$0.00		\$0.00
General Budget	\$0.00		\$0.00
Guidelines Budget	\$0.00		\$0.00
Literature Budget	\$0.00		\$0.00
Narateen Budget	\$0.00		\$0.00
Outreach Budget	\$150.00	<u>\$0.00</u>	\$150.00
Donations to FL Region	\$0.00		\$0.00
Unbudgeted Expenditures	\$0.00		\$0.00
Available Balance	<u>\$1,653.70</u>	<u>-\$1,377.62</u>	\$276.08
<b>Total</b>	<b>\$3,105.70</b>	<b>-\$1,702.94</b>	<b>\$1,402.76</b>

Receipts and Disbursements - Cash Basis

CURRENT PERIOD - 8/1/2024-8/31/2024				
	Donations	Literature	Rummage Sale	Total
<b>Receipts</b>				
Ongoing	\$100.00	\$107.00	\$0.00	\$207.00
Other				
<b>Total</b>	<b>\$100.00</b>	<b>\$107.00</b>	<b>\$0.00</b>	<b>\$207.00</b>
<b>Disbursements</b>				
Literature Purchases		<u>\$0.00</u>		<u>\$0.00</u>
Literature Shipping		<u>\$0.00</u>		<u>\$0.00</u>
Prudent Reserve				<u>\$0.00</u>
General Budget	<u>\$0.00</u>			<u>\$0.00</u>
Guidelines Budget				
Narateen Budget				
Outreach Budget	<u>\$0.00</u>	<u>\$0.00</u>		<u>\$0.00</u>
Donations to FL Region	<u>\$1,200.00</u>	<u>\$0.00</u>		<u>\$1,200.00</u>
Unbudgeted Expenditures	<u>\$0.00</u>		<u>\$0.00</u>	<u>\$0.00</u>
Subtotal Disbursements	<u>\$1,200.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,200.00</u>
<b>Net Change</b>	<b>-\$1,100.00</b>	<b>\$107.00</b>	<b>\$0.00</b>	<b>-\$993.00</b>

Year-To-Date: (1/1-8/31/2024)				
	Donations	Literature	Rummage Sale	Total
<b>Receipts</b>				
Ongoing	\$1,995.00	\$554.25	\$0.00	\$2,549.25
Other				
<b>Total</b>	<b>\$1,995.00</b>	<b>\$554.25</b>	<b>\$0.00</b>	<b>\$2,549.25</b>
<b>Disbursements</b>				
Literature Purchases		<u>\$774.15</u>		<u>\$774.15</u>
Literature Shipping		<u>\$151.02</u>		<u>\$151.02</u>
Prudent Reserve				
General Budget	<u>\$199.00</u>			<u>\$199.00</u>
Guidelines Budget				
Narateen Budget				
Outreach Budget	<u>\$0.00</u>	<u>\$47.70</u>		<u>\$47.70</u>
Donations to FL Region	<u>\$2,980.00</u>			<u>\$2,980.00</u>
Unbudgeted Expenditures	<u>\$0.00</u>		<u>\$325.32</u>	<u>\$325.32</u>
Subtotal Disbursements	<u>\$3,179.00</u>	<u>\$972.87</u>	<u>\$325.32</u>	<u>\$4,477.19</u>
<b>Net Change</b>	<b>-\$1,184.00</b>	<b>-\$418.62</b>	<b>-\$325.32</b>	<b>-\$1,927.94</b>

## Bay Area of FL Nar-Anon, Treasurer's Ledger

### August 2024

Activity Dates: 8/1 -8/31/24

Beginning Balance	\$2,395.76
Net Increase/Decrease	-\$993.00
Ending Balance	\$1,402.76

Date	Num	Payee/Description	Category	Incoming Donations (+)	Literature Sale Incoming (+)	Rummage Sale Incoming (+/-)	Literature Purchases (-)	Expenses (-)	Balance
d/m/yyyy	DEP/CK#/Debit CD	Group Name, Payee name etc...	(ie. Donation & Literature)						<b>\$2,395.76</b>
8/5/24	Zelle	Florida Region	Donation					-\$1,200.00	\$1,195.76
8/15/24	Deposit	Clearwater Tuesday	Donation	\$100.00					\$1,295.76
8/15/24	Deposit	Luta	Literature		\$15.00				\$1,310.76
8/15/24	Deposit	Tampa North	Literature		\$92.00				\$1,402.76
		<b>ENDING BALANCE</b>	<b>TOTALS</b>	<b>\$100.00</b>	<b>\$107.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$1,200.00</b>	<b>\$1,402.76</b>

Balance Per Bank 8/31/2024	\$1,402.76
Add Outstanding deposit	\$0.00
less outstanding check	\$0.00
Bank account reconciled	\$1,402.76

Bay Area of FL Nar-Anon, Treasurer's Report

September 2024

Cash Checking Account

CURRENT PERIOD - 9/1/2024-9/30/2024			
	Beg Bal	Change	Ending Bal
Prudent Reserve	\$600.00		\$600.00
Non Seventh Tradition Funds	\$376.68		\$376.68
Convention Budget	\$0.00		\$0.00
General Budget	\$0.00		\$0.00
Guidelines Budget	\$0.00		\$0.00
Literature Budget	\$0.00		\$0.00
Narateen Budget	\$0.00		\$0.00
Outreach Budget	\$150.00		\$150.00
Donations to FL Region	\$0.00		\$0.00
Unbudgeted Expenditures	\$0.00		\$0.00
Available Balance	\$276.08	-\$530.26	-\$254.18
<b>Total</b>	<b>\$1,402.76</b>	<b>-\$530.26</b>	<b>\$872.50</b>

Year-To-Date: 1/01 to 9/30/2024			
	Beg Bal	Change	Ending bal
Prudent Reserve	\$600.00		\$600.00
Non Seventh Tradition Funds	\$702.00	-\$325.32	\$376.68
Convention Budget	\$0.00		\$0.00
General Budget	\$0.00		\$0.00
Guidelines Budget	\$0.00		\$0.00
Literature Budget	\$0.00		\$0.00
Narateen Budget	\$0.00		\$0.00
Outreach Budget	\$150.00	\$0.00	\$150.00
Donations to FL Region	\$0.00		\$0.00
Unbudgeted Expenditures	\$0.00		\$0.00
Available Balance	\$1,653.70	-\$1,907.88	-\$254.18
<b>Total</b>	<b>\$3,105.70</b>	<b>-\$2,233.20</b>	<b>\$872.50</b>

Receipts and Disbursements - Cash Basis

CURRENT PERIOD - 9/1/2024-9/30/2024				
	Donations	Literature	Rummage Sale	Total
<b>Receipts</b>				
Ongoing	\$0.00	\$0.00	\$0.00	\$0.00
Other				
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Disbursements</b>				
Literature Purchases		\$420.00		\$420.00
Literature Shipping		\$110.26		\$110.26
Prudent Reserve				\$0.00
General Budget	\$0.00			\$0.00
Guidelines Budget				
Narateen Budget				
Outreach Budget	\$0.00	\$0.00		\$0.00
Donations to FL Region	\$0.00	\$0.00		\$0.00
Unbudgeted Expenditures	\$0.00		\$0.00	\$0.00
Subtotal Disbursements	\$0.00	\$530.26	\$0.00	\$530.26
<b>Net Change</b>	<b>\$0.00</b>	<b>-\$530.26</b>	<b>\$0.00</b>	<b>-\$530.26</b>

Year-To-Date: (1/1-9/30/2024)				
	Donations	Literature	Rummage Sale	Total
<b>Receipts</b>				
Ongoing	\$1,995.00	\$554.25	\$0.00	\$2,549.25
Other				
<b>Total</b>	<b>\$1,995.00</b>	<b>\$554.25</b>	<b>\$0.00</b>	<b>\$2,549.25</b>
<b>Disbursements</b>				
Literature Purchases		\$1,194.15		\$1,194.15
Literature Shipping		\$261.28		\$261.28
Prudent Reserve				
General Budget	\$199.00			\$199.00
Guidelines Budget				
Narateen Budget				
Outreach Budget	\$0.00	\$47.70		\$47.70
Donations to FL Region	\$2,980.00			\$2,980.00
Unbudgeted Expenditures	\$0.00		\$325.32	\$325.32
Subtotal Disbursements	\$3,179.00	\$1,503.13	\$325.32	\$5,007.45
<b>Net Change</b>	<b>-\$1,184.00</b>	<b>-\$948.88</b>	<b>-\$325.32</b>	<b>-\$2,458.20</b>

## Bay Area of FL Nar-Anon, Treasurer's Ledger

### September 2024

Activity Dates: 9/1 -9/30/24

Beginning Balance	\$1,402.76
Net Increase/Decrease	-\$530.26
Ending Balance	\$872.50

Date	Num	Payee/Description	Category	Incoming Donations (+)	Literature Sale Incoming (+)	Rummage Sale Incoming (+/-)	Literature Purchases (-)	Expenses (-)	Balance
d/m/yyyy	DEP/CK#/Debit CD	Group Name, Payee name etc...	(ie. Donation & Literature)						<b>\$1,402.76</b>
9/1/24	Zelle		Donation	\$0.00	\$0.00				\$1,402.76
9/1/24	Deposit		Donation	\$0.00	\$0.00				\$1,402.76
9/1/24	Deposit		Literature	\$0.00	\$0.00				\$1,402.76
9/1/24	Deposit		Literature	\$0.00	\$0.00				\$1,402.76
9/27/24	Debit Card	Nar Anon Family Group Inc	Literature Purchase				-\$420.00		\$982.76
9/27/24	Debit Card	Nar Anon Family Group Inc	Literature Purchse Shipping					-\$110.26	\$872.50
		<b>ENDING BALANCE</b>	<b>TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$420.00</b>	<b>-\$110.26</b>	<b>\$872.50</b>

Balance Per Bank 9/30/2024	\$872.50
Add Outstanding deposit	\$0.00
less outstanding check	\$0.00
Bank account renconciled	\$872.50