

Bay Area Meeting Minutes

Sunday, February 1, 2026 | 4-4:54pm | Virtual Meeting

approved 05/03/2026

OPENING

Tony opened the virtual BA meeting at 4pm with the Serenity Prayer. Sandy read the 2nd Tradition and 2nd Concept of the month.

ROLL CALL: 8 attendees: 8 voting

KEY: *Dual Role

Clearwater ALT GSR, Sandy	Treasurer, Rae	*ASR & Literature Rep, Tony
Tarpon Springs GSR, Anna	ALT-Treasurer, Kevin	*Secretary & Guidelines Chair, Theresa
Outreach Chair, Donna	ALT-ASR, Marguerite	

MINUTES

Marguerite motioned to accept the January 4th BA Minutes; Sandy seconded. Motion opened for discussion. Kevin abstained due to meeting absence. **Motion to accept the January 4th, 2026 minutes carried (7 yes, 1 abstention).**

OFFICER REPORTS

• ASR Report

Tony and Rae are the new BA signatories with our Synovus Bank Account. The next FL Region Assembly in-person assembly is March 14. Agenda items will be reordered for this meeting to allow for time to review the revised draft BA Guidelines.

• Treasurer Report

Rae, BA Treasurer, using screen share, showed members the new draft format she designed for the BA Treasurer Report. Rae explained the various tabs for viewing the report and welcomed members for suggestions and any changes or errors for the January report. The members were enthusiastic about the new format. There were changes detailed below that were made or will be made to the report.

ACTIONS:

1. Rae will send the amended report, with changes #2, 3, 4, 5 & 6, (below) to Theresa for the February minutes.
2. Rae will change Prudent Reserve to \$600 and Outreach to \$150 (from \$300 each).
3. Rae will replace 1/27 donation "Ann G" in transaction report with Lutz #125-025. Last name removed.
4. Rae will amend the January Treasurer Report to show the amount of shipping charges in the literature order (\$21.10) on 1/20/26. (CAL \$12.10 & shipping \$9). The Bay Area tracks the shipping and CAL literature separately in budget categories.
5. Rae will amend the report to reflect the Group that donated on 1/5/26 instead of "Bay Area" description.
6. Rae will remove several lines in the last tab, Income and Expense Overview, in the report so that it will print out on one page (each tab should print to one page each).
7. Tony will provide the Rae with the literature shipping charges on 1/20/26.
8. Kevin will research which Group donated \$50 on 1/5/26 description "Bay Area."
9. Theresa will send to Rae the Contact List for identification of Group donations & orders.
10. Theresa will not include the 1st tab in the Google spreadsheet, just the 3 tabs titled: Transactions, Income & Expense (charts) and Income and Expense Overview.
11. Theresa will replace the Treasurer Report Template with the new format in the BA Guidelines.
12. Theresa will add the old (2018-2025) Treasurer Report template to the archive section of the BA website.

MOTION:

Donna motioned to donate \$322.88 to the Florida Region. Sandy seconded. Motion carried unanimously. Kevin will assist Rae in how to send the donation to the region.

• Secretary Report

Theresa shared the news of a new Nar-Anon meeting starting in New Port Richey, Pasco County, in March. Donna has spearheaded the new group that is meeting at a Recovery Facility. Donna has agreed to be the GSR.

ACTION: Theresa will send out the updated Contact List to the Bay Area.

COMMITTEE REPORTS

• Literature Report

Tony reported the healthy supply of BA literature. Members discussed how the old minutes detailed BA stock of literature, what was sold, etc. **ACTION:** Tony: will provide an inventory at the next BA Meeting.
(Update 2/3/26, BA Inventory: 36 SESH books, 16 Nar-Anon 36 workbooks, 80 small Blue Booklets, 100 large Blue Booklets, 50 Newcomer Packets, 3 GLS (Guide to World Services), 3 Fourth-Step Workbooks)

• Outreach Report

- a) Donna, BA Outreach chair explained the different venue she is looking into for Outreach. Donna invited members to use the BA webpage, <https://naranonfl.org/bayarea.html>, Outreach heading for numerous pamphlets, pull tab flyers to print out for Outreach. WSO Outreach webpage has ideas where and how to share, <https://www.nar-anon.org/outreach>.
- b) Donna will be reaching out to get more information on the new local Florida Recovery High School for Outreach opportunities.
- c) West Pasco Recovery walk will be on September 19th at Sims Park. Flyer is forthcoming. Donna is waiting on a press release regarding free advertising on Vending Machines; she will forward that information when it is received.

• ECC8

Donna reminded members to register for the ECC8 (East Coast Convention 8) in June held in Tampa soon. (Friday-Sunday, June 5-7; Hotel Alba, 5303 West Kennedy Blvd). The registration amount changes as time gets closer to the convention. The cut off for the largest discount ended January 31. The next discounted registration of \$70 ends March 1st. March 2- May 1, \$80. Registration after May 1 and at the door is \$90. Please reserve your room soon at the hotel. ECC* is close to meeting their contracted minimum number of rooms reserved. There are 44 registered and over 20 are from other Regions.

• Guidelines Committee Report

Theresa reviewed with the members each page of the BA Guidelines (BAG) explaining recommended changes throughout the document. Changes were highlighted in yellow along with new wording for easy identification. Words and paragraphs that would be removed were struck through. Members asked questions about the changes. Some changes were due to BA non-use; which were then removed or revised. One form, Group Substitute for BA Meetings was removed. The Guidelines will include the new format Treasurer Report template.

MOTION: Theresa motioned, seconded by Marguerite, to approve the revised BA Guidelines. Motion carried unanimously.

ACTION: The approved 2/1/26 BA Guidelines will be placed on the BA webpage and sent out to Groups this week (Feb 1-7) as soon as Theresa receives the updated Treasurer Template from Rae.

OPEN AGENDA

- Tony and Donna are planning to visit each registered Bay Area NFG. When Tony and Donna visit the Clearwater Group in the future, Theresa will meet them to donate 2 used spiral-bound SESH books with plastic cover for the new group up in New Port Richey.
- Donna & Tony will be attending the FL Region Assembly in Lakeland on March 14th. They invited other members that are interested in attending to possibly ride with them.

ADJOURNMENT

The next BAM is Sunday, May 3rd at 4pm via ZOOM. Motion to adjourn was made by Theresa, seconded by Donna. Motion carried unanimously. The meeting adjourned at 4:59pm.

Submitted by
Theresa, BA Secretary
approved 05/03/2026

TRANSACTIONS

DATE	TYPE	CATEGORY	AMOUNT	DESCRIPTION
1/1/2026	Income	Balance Forward	\$1,112.72	balance forward
1/5/2026	Income	Donations income	\$50.00	Bay Area-Spring Hill Thursday 127-085
1/13/26	Income	Donations income	\$129.75	Clearwater Tuesday Group 127-005 - Money order
1/19/26	Expense	Outreach Expense	\$70.25	Reimburse Donna for Nar-Anon Banner-Venmo
1/20/26	Expense	Literature Purchased	\$16.20	Purchase Literature - Tony - Debit card
1/20/26	Expense	Literature Shipping	\$4.90	Literature shipping - Tony - Debit card
1/27/26	Income	Donations income	\$100.00	Zelle -Lutz 127-025
2/2/26	Income	Donations income	\$150.00	Clearwater Tuesday Group 127-005- Money order
2/6/26	Expense	Donations to FL Region	\$322.88	Zelle Payment #4857201977
2/11/26	Income	Literature Sales Income	\$37.80	Literature for Clearwater Tues. 127-005
2/16/26	Expense	Literature Purchased	\$31.00	Purchase Literature - Tony - Debit card
2/16/26	Expense	Literature Shipping	\$11.10	Literature shipping - Tony - Debit card

