

Minutes
Florida Region Assembly Meeting
Saturday, September 9, 2023 / 9am-2pm

CALL TO ORDER:

The Chairperson called the meeting of the Florida Region Assembly Meeting to order at 9am on September 9, 2023. Rosemary and Ingrid will record minutes for this meeting. Roll call was taken by Ingrid. The Serenity Prayer was said aloud by all attendees. The Twelve Traditions were read by Donna and Twelve Concepts were read by Yvette. In the absence of a Regional Secretary, the Assembly meeting was recorded.

ROLL CALL: 17 Attendees; 9 Voting Members; 8 Non-Voting Members * Dual Role

10 Voting: Kevin-Tarpon Springs, *Theresa-St. Petersburg Mon, Sandy-Clearwater, Mary-Lakeland, *Kim- A Place of Peace, *Debra- New Tampa, Tony- North Tampa, Susan-Brandon, Polly- Palm City, and Joann- Ft. Myers

9 Non-Voting: Bonnie-Region Chair, Ingrid- Region Vice Chair, Rosemary- Region Treasurer, Donna-Region Delegate, Yvette- Region Alt. Delegate, Rhonda- Member, Gerri- Member, Jamie- Narateen Chair, and Kim- Outreach Chair.

APPROVAL OF MINUTES:

Sandy made a motion to approve the minutes from June 11, 2023, Mary seconded with no corrections, minutes passed unanimously.

REPORTS:

1. **Chair and Vice Chair Reports** (Bonnie and Ingrid)

- They welcomed the new GSR's and Service Representatives. Bonnie informed us that a new group was started in Sarasota and a group that had been established for over two years, Venice Beach, just registered with the Florida region.
- Still in need of a Region Secretary
- Florida Region NFG Key Date (Calendar)- Bonnie went over this colored coded calendar which included officer planning dates, regional service committee meetings, in-person and virtual assemblies, and Enew publishing dates.
 - i. A floor motion to change the name from 'Virtual Business 'Meeting' to Virtual Assembly' was made. It reads *"All places in the Florida Region Guidelines (FLRG) that states, 'virtual business meeting' will be referred to as 'virtual assembly'.* Theresa made the motion and seconded by Mary. Motion passed unanimously.

2. **Treasurer:** (Rosemary) - **See attached Treasury Reports**

- The Current Financial and Budget Reports were published earlier this week. Donations coming in and expenses going out were recorded as \$6,445 for annual donations and \$2,880.07 for expenses with a revenue of \$7,678.66. The bank balance is \$3,613.13. Taking into consideration the holding back and the defined budget scheduled amount for September 2023, the donation to The World Service Office (WSO) is \$1,053.13.
 - i. Another floor motion was made to update the FLRG Article 3, Section 3C to state *"The treasurer will set up purchase and delivery of the New Group Packet, remove GLS, and Outreach Information folder, and added to newly registered Naranon Groups in the Florida Region upon request"*. Theresa made the motion and seconded by Debra. Motion passed unanimously.

3. **Delegate and Alternate Delegate Reports:** (Donna & Yvette)

- The Interim World Service Conference 2024 will be held in April 2024, information will be on the website. The agenda will be published by November 2023. The main reason is to discuss Common Welfare topics, there will be no voting. The topic is to discuss how to make Naranon better, smoother, and work through issues more effectively. They are asking groups and regions for their input.

- i. Donna asked for the ability to share the FLRG with the World committee. We took a vote and there was no opposition, Donna will share with them our guidelines.
 - The World Convention is also looking for speakers. If interested, reach out to Donna.
4. **Bay Area Report:** (Theresa read report) - **See attached Report**
 5. **Outreach Report:** (Kim)
 - Recovery month in September
 - (ASAP) Pasco Alliance for Substance Abuse Prevention will put our information in their packets.
 - Yvette gives information to all recovery centers when doing outreach.
 - HOPE Ocala is starting a school.
 - Attending an Outreach table at the SFCNA in Bonita Springs was very successful this year and she intends to go back next year which will be held in Miami.
 - Overdose Awareness Day is August 31, 2023
 - Nar-Anon has an Instagram Page
 - Recovery in the Park in Ft. Myers will be held on September 23, 2023
 - Floridiansforrecovery.org, which is statewide, includes our information and Faces and Voice, which is nationwide, includes our information as well.
 6. **Website:** (Debra) - **See attached Report**
 7. **Helpline Report:** (Bonnie provided report) - **See attached Report**
 8. **Webmaster Report:** (Theresa) - **See attached Report**
 9. **Narateen Report:** Jamie - **See attached Report**

GSR ROUNDTABLE: The GSRs gave their reports with lots of positive feedback with most meetings having 8-10 core attending members.

NEW BUSINESS:

ELECTIONS: Susan was unanimously voted in as our new Convention Chair.

DONATION TO WORLD: The amount of \$1,053.13 was voted on. 1 no, 1 abstention, 7 yes; motion passed.

2023-2024 REGION PROPOSED BUDGET: Tony made the motion to pass the proposed budget and Kevin seconded the motion unanimously.

ANNOUNCEMENTS:

FL Region Regional Service Committee Meeting, Sunday, Oct 22, Time: 7-8:30pm

FL Region Virtual Assembly Meeting, Sunday, Dec 10, Time: 7-8:30pm

2024 Nar-Anon World Convention 38 (WCNA) Aug 29 – Sept 1, 2024, in Washington DC

MOTION TO ADJOURN: Susan motioned to adjourn the meeting at 2:50pm and Joann seconded. Motion passed unanimously.

PREPARED BY: INGRID AND ROSEMARY

Nar-Anon Florida Region
 Treasury Ledger Summary
 September 2023

Transaction Subtypes	Sum of Deposit	Sum of Expense	Checking Acct Balance
Beginning Balance	\$7,041.92	-\$2,735.00	
Bank Change	\$2,735.00	-\$2,735.00	
Beginning Bank Balance - Jim Report 4306.92	\$4,306.92		
D-FRCNA	\$2,026.00	-\$433.15	
FRCNA 2023	\$2,026.00		
FRCNA 2023-Dinner		-\$433.15	
D-In-Area	\$2,800.00		
Bay Area of Florida	\$2,800.00		
D-In-Grp	\$3,645.00		
127-024-Longwood	\$200.00		
127-028-Melbourne	\$100.00		
127-029-Miami, South	\$670.00		
127-033-Ocala - TUE	\$370.00		
127-034-Oldsmar	\$25.00		
127-038-Palm City	\$200.00		
127-041-Port St Lucie	\$50.00		
127-055-West Palm Beach	\$100.00		
127-058-Winter Park	\$200.00		
127-063-Ft Myers	\$800.00		
127-088-New Tampa (V)	\$235.00		
127-096-Ocala - FRI	\$40.00		
127-099-St Petersburg (V)	\$75.00		
127-103-Zephyrhills	\$300.00		
127-106-Boynton Beach	\$175.00		
127-XXX-Member	\$105.00		
D-Out-FRCNA		-\$100.00	
FRCNA Donation-\$100, July 2023		-\$100.00	
D-Out-WSO		-\$4,289.59	
WSO Donation-\$1,716.89, Dec 2022		-\$1,716.89	
WSO Donation-\$1,746.92, Sept 2022		-\$1,746.92	
WSO Donation-\$180.13, Mar 2023		-\$180.13	
WSO Donation-\$645.65-June 2023		-\$645.65	
Expense		-\$4,342.05	
CONVENTION		-\$356.12	
DELEGATE-Nar-Anon FGH Inc - Delegate & Alt Delegate RegFee		-\$1,000.00	
FLORIDA ANNUAL REGISTRATION		-\$70.00	
HELPLINE		-\$482.94	
LITERATURE NEW GROUPS		-\$54.80	
NARATEEN		-\$44.66	
OFFICE EXPENSE		-\$146.67	
OFFICE EXPENSE-PayPal		-\$11.51	
OUTREACH PACKETS		-\$1,063.32	
TRAVEL EXPENSES-Outreach Chair		-\$449.47	
WEBSITE		-\$557.63	
ZOOM REGION ACCOUNT AND MEETINGS		-\$104.93	
Grand Total	\$15,512.92	-\$11,899.79	\$3,613.13

Nar-Anon Florida Region
2022 - 2023
Treasury Report
Budget vs Actual

2021/2022 Program Revenues vs. 2022/2023	ACTUAL REVENUE 2021/2022	ACTUAL REVENUE 2022/2023
Convention Gross Income: Registrations	\$890.00	\$930.00
Dinner	\$420.00	\$510.00
Raffle	\$475.00	\$531.00
Donations	\$135.00	\$55.00
Total Convention Income	\$1,920.00	\$2,026.00
Convention Exp: (Dinner \$433.15, Supplies & Literature \$356.12)	\$435.00	\$792.34
CONVENTION NET INCOME	\$1,485.00	\$1,233.66
GROUP, MEMORIAL & AREA DONATIONS TO DATE	\$6,501.73	\$6,445.00
TOTAL REVENUE	\$7,986.73	\$7,678.66

Expenditures	2021/2022 Budget	2021/2022 Actual	2022/2023 Budget	2022/2023 ACTUAL	2022/2023 Remaining
Reporting Year	2021/2022	2021/2022	2022/2023	2022/2023	2022/2023
ASSEMBLY F TO F MEETING March '22	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
ASSEMBLY F TO F MEETING September '22	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
CONVENTION (initial advance \$350 - \$100 donation to NA)	\$350.00	\$133.00	\$350.00	(\$356.12)	(\$6.12)
DELEGATE (ALT): Cost of \$1,920 over 2 years; \$960 per year	\$720.00	\$720.00	\$480.00	(\$500.00)	(\$20.00)
DELEGATE: Cost of \$1,920 over 2 years; \$960 per year	\$720.00	\$720.00	\$480.00	(\$500.00)	(\$20.00)
FLORIDA ANNUAL REGISTRATION (Reg. + DBA Reg.)	\$70.00	\$70.00	\$160.00	(\$70.00)	\$90.00
HELPLINE	\$0.00	\$0.00	\$500.00	(\$482.94)	\$17.06
LITERATURE COMMITTEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LITERATURE NEW GROUPS	\$500.00	\$14.22	\$500.00	(\$54.80)	\$445.20
NARATEEN (Background checks) / New Group Packets/Literature	\$400.00	\$64.98	\$400.00	(\$44.66)	\$355.34
OFFICE EXPENSE (stamps) Printing, New WF checks	\$150.00	\$94.36	\$100.00	(\$158.18)	(\$58.18)
OUTREACH PACKETS	\$1,000.00	\$1,311.58	\$1,000.00	(\$1,063.32)	(\$63.32)
TRAVEL EXPENSES (Outreach Chair)	\$400.00	\$18.45	\$400.00	(\$449.47)	(\$49.47)
WEBSITE	\$800.00	\$280.44	\$800.00	(\$557.63)	\$242.37
ZOOM REGION ACCOUNT AND MEETINGS	\$110.00	\$104.93	\$105.00	(\$104.93)	\$0.07
TOTAL BUDGETED EXPENDITURES	\$5,340.00	\$3,531.96	\$5,395.00	(\$4,342.05)	\$1,052.95

Nar-Anon Florida Region
Fiscal Year Schedule

ADDITIONAL MONTHLY HOLDBACK PLUS RESERVE	TOTAL	TOTAL
PRUDENT RESERVE 2022/2023	\$600.00	\$600.00
Holdback from 2022/2023	\$500.00	\$1,100.00
Holdback from 2023/2024	\$500.00	\$1,600.00
Holdback October 2022	\$80.00	\$1,680.00
Holdback November 2022	\$80.00	\$1,720.00
Holdback December 2022	\$80.00	\$1,840.00
Holdback January 2023	\$80.00	\$1,920.00
Holdback February 2023	\$80.00	\$2,000.00
Holdback March 2023	\$80.00	\$2,080.00
Holdback April 2023	\$80.00	\$2,160.00
Holdback May 2023	\$80.00	\$2,240.00
Holdback June 2023	\$80.00	\$2,320.00
Holdback July 2023	\$80.00	\$2,400.00
Holdback August 2023	\$80.00	\$2,480.00
Holdback September 2023	\$80.00	\$2,560.00
Total	\$2,560.00	\$2,560.00

Balance in checking account as of 9/2/2023 is \$3,568.67	\$3,613.13
<i>Including Groups and Area's donations: \$1,875 and Convention Income \$2,026</i>	
Required hold back for prudent reserve and accrual for convention delegate and alt-delegate is	-\$2,560.00
Bank Balance Minus Holdback September 2023-2024 Prudent Reserve	\$1,053.13

Donation History 2022-2023				
Donation to be sent to world of	\$1,053.13	Bank Check	on	9/11/2023
Donation to be sent to world of	\$645.65	Check #1215	On	6/12/2023
Donation to be sent to world of	\$180.13	Check #1210	On	3/11/2023
Donation to be sent to world of	\$1,716.89	Check #1209	On	12/11/2022

Webmaster's Report

The webmaster has access to 2 sets of "usage Statistics" for naranonfl.org (http & https); the numbers below reflect both.

- We had a total of 52,068 visits in 11 months (through Sept 8), 120,010 pages (this tells us that during the visit, multiple webpages were viewed).
- We had 147,225 files accessed which would be documents (like flyers, images, minutes, meeting packets) and webpage coding which calls for java scripts & css (cascading style sheets).
- We had 242,300 hits (hits would be web search engine crawlers like Googlebot, bingbot, applebox Duck,DuckBot-Https, etc...)
- Our statistics also tell us what type of computer system viewers used (Windows, iOS, Android, Mac, Linex), what browser (Firefox, Edge, Safari, etc.), what external links were used (outside a search engine, like MailChimp, PayPal, nar-anon.org).

Website Committee Report

Meetings and Meeting Cadence

The website committee meets the third Thursday of every month. We met in March, April, May, June and July. Our last meeting was July 20, 2023. One member of the committee with needed input could not attend the August 17 meeting, so there was not a meeting in August.

Key accomplishments of the Website Committee this year include:

- Voted to change email service because the previous email service was flagging emails as spam. MailChimp purchased at \$13/month with additional cost of \$0.02 per email. There weren't any initial set-up costs for MailChimp other than the monthly subscription.
- Purchase and set up of Microsoft 365 for each Region Officer and the Region Secretary (currently a shared position).
- Renewed Hosting Service for three years to 2029 at a cost of \$431.64 (broken down to \$11.99 per month for 36 months).
- Updated the document called, Best Practices, Website Posting Checklist, and posted the revised Checklist to the website. This document should be reviewed when requesting announcements, agendas, minutes, or other documents be posted to the Website.

The Website Committee has suggested finding alternate back-up Webmaster to share in Webmaster responsibilities. The Website Committee would like the GSRs to share this need with their groups. A Webmaster requires working knowledge of HTML coding, knowledge of web scripts, and CSS scripts as well as knowledge of internet navigation and website behaviors.

Given that the Website Committee oversees more than just Website (i.e., email and software needs), the Website Committee would like consideration for a floor motion to change the name of the Committee from "Website Committee" to "Website & Technology Committee." This change aligns with the FLRG.

If a name change occurs, the Website Committee would also ask for consideration that the Region Zoom account be moved under the Website & Technology Committee budget, which would then require floor motion to add an extra \$105 to the W&T Committee budget for a total 2023-2024 budget of \$455. The separate line item for Zoom would then be removed from the Region budget.

Past budget requests and actual expenditures:

Year	Budget Request	Actual Expenses	Notes
2021-2022	\$800	\$280	Go-Daddy - which is renewed to 2032 Hosting Service \$431.64, which is now renewed to 2029;
2022-2023	\$800	\$557.66	Microsoft Office\$99 (yearly renewal), 2 months of MailChimp
2023-2024	\$350 *	\$256	Without Zoom added to our budget, our only required expenses are \$256

*If Zoom is added to our budget, then an additional \$105 will be needed to cover the cost of the Zoom platform, but it would also mean the current separate line item can be eliminated from the Region budget.

Year-end Helpline Report Florida Regional Assembly September 9, 2023

For the 12-month period: September 2022 through August 2023, I believe the graphs/charts that illustrate the usage of Nar-Anon Florida Region Helpline through OneBox gives the best information for the complete picture for the year. There was a total of 233 results. In August of this year, I did some testing of the system with a partial list of the volunteers. This was based on my availability. The charts show generally when most folks seek help. Helpline volunteers tested gave excellent feedback. I am encouraged by the testing that has taken place. Future plans for this service is to complete the volunteer testing and then create a rotating schedule to continue this avenue to have the volunteers give their most welcome input to the system!

Respectfully submitted,

Grateful

Faye W

HELPLINE Co-Ordinator

9/6/2023

Delegate Report

Interim World Service Conference 2024 – Read Report

Common Welfare Topics: Read Letter

Roundtable on Service Structure: Oct. 28th @ 9am pst. Pass around flyer.

Nar-Anon Service Structure Roundtable Fellowship Survey:

<https://docs.google.com/forms/d/e/1FAIpQLScfMyzwdfm1pql2FiTH8zB1Q5qaAc4mgKL1mRaHn1OmU9yxoQ/viewform>

Recovery month event hosted by the NY Region September 10th 10am-4pm est. Pass around flyer.

Also, from NY Region – 4th Annual New Years House Party: 24 Nar-Anon meetings in 24 hours. Pass around the flyer.

Bay Area Report

The Bay Area approved amendments to the Bay Area guidelines which stemmed from the changes made from motions approved at Conference.

A Fellowship Potluck and Speakers meeting is planned for November 4th.

Members from various Bay Area groups have been participating in local outreach events. PAR Academy reached out for Nar-anon participation with families. Those meetings are scheduled to start in September.

Marguerite