

(Draft) Minutes  
Florida Region Assembly Meeting  
Saturday, September 14, 2024 / 9:02 am-2:30 pm

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**CALL TO ORDER:**

The Chairperson called the meeting of the Florida Region Assembly Meeting to order at 9:02 am on September 14, 2024. Ingrid recorded minutes for this meeting and took roll call. The Serenity Prayer was said aloud by all attendees. The Twelve Traditions were read by Donna and Twelve Concepts were read by Tammy.

**ROLL CALL:** 16 Attendees; 9 Voting Members; 7 Non-Voting Members \* Dual Role

**9 Voting:** Tammy- Bradenton, Wendell- Citrus, Tony- North Tampa, \*Faye- Zephyrhills, Mary-Lakeland, \*Kim-Daytona, Kevin- Tarpon Springs, Alex-Brandon, and Debra- New Tampa.

**7 Non-Voting:** Bonnie-Region Chair, Ingrid- Region Vice Chair, Rosemary- Region Treasurer, Donna- Region Delegate, Yvette- Region Alt. Delegate, Susan-Convention Chair, and Paige- visiting member from Lakeland.

**APPROVAL OF MINUTES:**

Mary made a motion to approve the minutes from June 9, 2024, Faye seconded. Minutes passed unanimously.

**REPORTS:**

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

- They welcomed the new GSR's and Service Representatives
- Still in need of a Region Secretary, possibly a Delegate, an Alternate Delegate, Region Contact List Updater, Outreach Chair and Webmaster.
- Bonnie thanked both Donna and Kim for their years of service.
- Wendell sent to the Officers his letter of willingness to become the Outreach Chair. Letter included in the Minutes.
- Bonnie passed around the new Key Date Calendar for this upcoming fiscal year. It is also available on the Florida Region's website.

2. **Treasurer:** (Rosemary)

- Rosemary went over her reports. As of September 5, 2024, the beginning balance was \$2,539.68. The FRCNA convention brought in \$831.69. Donations from the Bay Area totaled \$2,980 and individual groups totaled \$3,905.00. There was \$2,945.28 in expenses. Also, there was \$402/ each, \$404 total, set aside for both the delegate and alternate delegate admission to World Service Conference (WSC). That left an ending balance of \$ 2,694.03. The suggested donation to the World Service Office (WSO) was \$732.76.
  - i. A motion was made to donate \$732.76 to WSO. Kim made the motion and seconded by Wendell. Motion passed unanimously.

3. **Delegate and Alternate Delegate Reports:** (Donna & Yvette) – **See attached Report**
  - Donna told us that she attended the World Convention in Washington DC. There were 120 Nar-Anon members who also attended in comparison to NA's 12,000 members.
  - She went over the roles of the Delegate and Alternate Delegate.
  - Yvette stated that she would like to see more participate from Region members.
4. **Bay Area Report:**
  - Kevin gave the report for the Bay Area. He informed us that Marguerite had to step up again as the Area Service Rep (ASR) and moved their monthly meeting to Saturdays on Zoom. They are in need of an Outreach Chair. On November 16, 2024, they will have an event at Anderson State Park.
5. **Helpline Report:** Faye - **See attached Report**
6. **Outreach Report:** (Kim)
  - Kim told us that she had a table at FRCNA. She also had a table at the Sarasota Fights Fentanyl event and Tammy attended with her. Next weekend she will have a table at SFRCNA, and other local members will be attending.
  - She thanked Wendell for his interest in the Chair position.
  - Yvette added that World has a virtual roundtable quarterly and the next one is October 27<sup>th</sup>.
  - Donna encouraged members to join the Outreach committee and for groups to do their own outreach. For example, taking literature and going out in a 5 miles radius to leave at places like doctor's offices.
  - Rosemary will be speaking at a virtual event by UCF for master level students on October 9<sup>th</sup>.
7. **Website:** (Debra)
  - Debra thanked Theresa for all her help with the website for the last several months.
  - She is still working on the new website. She is shooting for January 1<sup>st</sup> to be the launch date for the new website. This modernization of the website will make our page look better and will be easier to manage for whoever takes the position of Webmaster especially since they won't need to know coding which is a current requirement with the website. Some members spoke up and gave her suggestions for the new website.
  - She did a demonstration of the current website using a projector for the new GSR's and went through different features.
  - She advocated for more members in the committee and reiterated that we need a Webmaster since currently she is doing the work for that position as well.
8. **Narateen Report:** NA
  - Since we don't have a chair Donna spoke on Narateen. She asked us to bring back to our groups that Narateen is still active in other regions, and they can go to the World website to find meetings for teens.
  - If anyone is interested in starting an in-person or virtual meeting, they can contact her.
9. **Convention:** (Susan)
  - Susan said that next month the committee will start having meetings again. She went over the FRCNA convention and even with low attendance it was still well received.

- Donna mentioned that there is possibly going to be an East Coast convention which is a Nar-Anon stand-alone convention.

*Faye made a motion to change the agenda to move onto New Business and then do the Roundtable. Tony seconded the motion. The motion passed unanimously.*

## **ELECTIONS**

- Debra made a motion to elect Wendell as the new Outreach Chair and Mary seconded. The motion passed unanimously.
- Donna nominated Yvette as the Region Delegate and Mary seconded. The motion passed unanimously, and Yvette accepted.
- Mary made a motion to nominate Alex as the Contact List Updater and Wendell seconded. The motion passed unanimously, and Alex accepted.

## **2024-2025 REGION BUDGET**

- Rosemary went over the budget ledger line by line so we could have an open discussion.
- We updated the prudent reserve to \$ 1186.25, increased Zoom to \$115, delegate \$60 and Helpline \$660.
- Susan made a motion to accept the 2024-2025 budget and Wendell seconded. The motion unanimously.

## **FL REGION LAPTOPS**

- The officers explained that Rosemary purchased two laptops, one for the Treasurer and one for the Secretary, currently the Vice Chair is doing those duties. These laptops were \$381.27 that Rosemary paid out of her pocket, and they were asking for reimbursement from the Region.
- A motion was made to approve the reimbursement of \$381.27 for the Region laptops and seconded. The motion passed unanimously.

**GSR ROUNDTABLE:** The GSRs gave their reports, and overall membership is increasing slowly with a slight decrease due to the summer months. We had two new GSRs attend this region meeting.

## **ANNOUNCEMENTS:**

- RSC Meeting, **Sunday, October 27, 2024 @ 7:00-8:30 PM**
- Florida Region Virtual Meeting, **December 8, 2024@ 7:00-8:30 PM**

**MOTION TO ADJOURN:** Susan motioned to adjourn the meeting and Tammy seconded. Motion passed unanimously. The meeting ended at 2:30 PM.

Nar-Anon Florida Region  
 Treasury Ledger Summary  
 Assembly - Sept 14  
 Oct 2023 - Sept 5 2024

Catagories	Sum of Deposit	Sum of Expense	Checking
<b>Beginning Balance</b>	<b>\$2,539.68</b>		
Beginning Bank Balance -	\$2,539.68		
<b>D-FRCNA</b>	<b>\$1,327.00</b>	<b>-\$4.66</b>	\$1,322.34
1-Registration	\$535.00		
1-XPayPal Fee FRCNA		-\$4.66	
2-Donation	\$379.00		
3-Dinner	\$210.00		
Chance Drawing	\$170.00		
Literature	\$33.00		
<b>D-In-Area</b>	<b>\$2,980.00</b>		
Bay Area	\$2,980.00		
<b>D-In-Grp</b>	<b>\$3,905.00</b>		
127-003-Brandon	\$150.00		
127-006-Cocoa	\$100.00		
127-008-Southwest Ranches - FRI	\$150.00		
127-021-Lake Worth	\$239.00		
127-028-Melbourne	\$100.00		
127-029-Miami, South	\$400.00		
127-033-Ocala - TUE	\$330.00		
127-034-Oldsmar	\$25.00		
127-038-Palm City	\$100.00		
127-041-Port St Lucie	\$100.00		
127-042-Sarasota (V)	\$240.00		
127-058-Winter Park	\$100.00		
127-063-Ft Myers	\$1,025.00		
127-081-Bradenton	\$100.00		
127-088-New Tampa (V)	\$560.00		
127-106-Boynton Beach	\$125.00		
127-123-Sarasota SRQ	\$31.00		
127-XXX-Member	\$30.00		
<b>D-Out-WSO</b>		<b>-\$5,115.17</b>	
WSO Donation (1) - Dec 2023		-\$1,738.26	
WSO Donation (2) - Mar 2024		-\$1,675.54	
WSO Donation (3) - June 2024		-\$1,701.37	
<b>Expense</b>	<b>\$7.44</b>	<b>-\$2,945.28</b>	-\$2,937.84
ASSEMBLY		-\$60.00	
CONVENTION	\$7.44	-\$498.09	-\$490.65
DELEGATE (IWSC 2024)		-\$58.68	
FLORIDA ANNUAL REG		-\$70.00	
HELPLINE		-\$571.86	
LITERATURE NEW GROUPS		-\$174.25	
OFFICE EXPENSE		-\$220.88	
OFFICE EXPENSE - PayPal		-\$13.68	
OUTREACH PACKETS		-\$432.22	
TRAVEL EXPENSES (Outreach Chair)		-\$490.70	

Nar-Anon Florida Region  
 Treasury Ledger Summary  
 Assembly - Sept 14  
 Oct 2023- Sept 5, 2024

WEBSITE/TECHNOLOGY	-\$242.99	
ZOOM REGION ACCOUNT AND MEETINGS	-\$111.93	
<b>Grand Total</b>	<b>\$10,759.12</b>	<b>-\$8,065.11</b>
		\$2,694.01

Treasury Report  
 Budget vs Actual  
 Assembly - Sept 14, 2024  
 Oct 2023 - Sept 5 2024

2022/2023 Program Revenues vs. 2023/2024	ACTUAL REVENUE 2022/2023	ACTUAL REVENUE 2023/2024
Convention Gross Income: Registrations	\$930.00	\$530.34
Dinner	\$510.00	\$210.00
Chance Drawing	\$531.00	\$170.00
Donations	\$55.00	\$379.00
Literture Sales		\$33.00
Total Convention Income	\$2,026.00	\$1,322.34
Convention Exp: (Dinner xxx.xx, Supplies & Literturexxx.xx)	\$792.34	-\$490.65
<b>CONVENTION NET INCOME</b>	<b>\$1,233.66</b>	<b>\$831.69</b>
GROUP, MEMORIAL & AREA DONATIONS TO DATE	\$6,545.00	\$5,315.00
<b>TOTAL REVENUE</b>	<b>\$7,778.66</b>	<b>\$6,146.69</b>

Expenditures	2022/2023 Budget	2022/2023 ACTUAL	2023/2024 Budget	2023/2024 ACTUAL	2023/2024 Remaining
Reporting Year	2022/2023	2022/2023	2023/2024	2023/2024	2023/2024
ASSEMBLY	\$120.00	(\$60.00)	\$120.00	(\$60.00)	\$60.00
CONVENTION (initial advance \$350 - \$100 donation to NA)	\$350.00	(\$356.12)	\$350.00	(\$490.65)	(\$140.65)
DELEGATE (IWSC 2024)	\$960.00	(\$1,000.00)	\$56.00	(\$58.68)	(\$2.68)
FLORIDA ANNUAL REG	\$160.00	(\$70.00)	\$70.00	(\$70.00)	\$0.00
HELPLINE	\$500.00	(\$528.84)	\$550.00	(\$571.86)	(\$21.86)
LITERATURE NEW GROUPS	\$500.00	(\$54.80)	\$220.00	(\$174.25)	\$45.75
NARATEEN (Background checks) / New Group Packets/Literature	\$400.00	(\$44.66)	\$200.00	\$0.00	\$200.00
OFFICE	\$100.00	(\$159.67)	\$300.00	(\$234.56)	\$65.44
OUTREACH PACKETS	\$1,000.00	(\$1,063.32)	\$1,200.00	(\$432.22)	\$767.78
TRAVEL EXPENSES (Outreach Chair)	\$400.00	(\$449.47)	\$1,100.00	(\$490.70)	\$609.30
WEBSITE/TECHNOLOGY	\$800.00	(\$557.63)	\$350.00	(\$242.99)	\$107.01
ZOOM REGION ACCOUNT AND MEETINGS	\$105.00	(\$104.93)	\$105.00	(\$111.93)	(\$6.93)
<b>TOTAL BUDUGETED EXPENDITURES</b>	<b>\$5,395.00</b>	<b>(\$4,449.44)</b>	<b>\$4,621.00</b>	<b>(\$2,937.84)</b>	<b>\$1,683.16</b>

Nar-Anon Florida Region  
 Fiscal Year Schedule  
 Assembly - Sept 14, 2024  
 Oct 2023 - Sept 5, 2024

Expenditures	2023/2024 Budget
ASSEMBLY	\$120.00
OFFICE	\$300.00
FLORIDA ANNUAL REG	\$70.00
DELEGATE (IWSC 2024)	\$56.00
HELPLINE	\$550.00
LITERATURE NEW GROUPS	\$220.00
OUTREACH PACKETS	\$1,200.00
TRAVEL EXPENSES (Outreach Chair)	\$1,100.00
NARATEEN (Background checks) / New Group Packets/Literature	\$200.00
WEBSITE/TECHNOLOGY	\$350.00
ZOOM REGION ACCOUNT AND MEETINGS	\$105.00
CONVENTION (initial advance \$350 - \$100 donation to NA)	\$350.00
<b>TOTAL BUDUGETED EXPENDITURES</b>	<b>\$4,621.00</b>

Region's Operating Expense with Capital Convention	\$4,621.00
Monthly Expenses	\$385.08
Prudent Reserve (3X Monthly)	\$1,155.25

Balance in checking account as of <b>Sept 5, 2024</b>	\$2,694.01
Including Groups and Area's <b>donations since last Assembly: \$2,140</b>	
Required hold back for <b>prudent reserve \$1,155.25</b>	\$ (1,155.25)
WSC Equalized Expenses \$403 per Delegate	\$ (806.00)
	<b>\$732.76</b>

Donation History 2023-2024			
Donation to be sent to WSO from Dec 2023	\$1,738.26	On	12/11/2023
Donation to be sent to WSO from Mar 2024	\$1,675.54	On	3/11/2024
Donation to be sent to world of June 2024	\$1,538.76	On	6/10/2024
Donation to be sent to world of Sept 2024	\$732.76	On	9/14/2024

### **Donna C – Delegate Report 9/14/24**

It has been my pleasure serving as the FL Region Alt. Delegate and then the Delegate since 2018.

I have full faith and confidence that the Florida Region will do the right thing and stay involved in the day-to-day workings of NFG, Inc.

My plan is to stay involved in Nar-Anon at the World level and help with the 2025 world conference. I will make myself available to answer any questions I can answer about the Delegate/Alt. Delegate position should the need arise.

Yours in service,

Donna C.

### **Year-end Helpline Report Florida Regional Assembly**

September 9, 2023

For the 12-month period: September 2022 thru August 2023, I believe the graphs/charts that illustrate the usage of Nar-Anon Florida Region Helpline through One Box 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 with the testing that has taken place.

Future plans for this service are 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

