

# Suffolk Area Inventory Summary

## July 24th 2021

Suffolk Area held its second area inventory on July 24th 2021, this report is a summary of the information gathered from the questionnaires sent out, and the questions asked of all who came to our workshop.

We would like to start off by saying thank you to all who participated in this project. We would also like every member who does service on any level to know we as an area are grateful for your service to and for this beautiful life saving fellowship.

GSR's please review this report with the group you represent. Subcommittee Chairs and members of the steering body please review all parts referring to your responsibilities with your committee (or on own your if you have a solo position and don't have a committee)

Some of you may be asking what the purpose of an area inventory is. The purpose of an area inventory is for much the same reason we as individual NA members do a personal inventory, to get a better understanding of our assets and liabilities, and to move forward as our area's needs are as fluid as life on life's terms and our needs can sometimes change over time. To come up with possible solutions to our liabilities, strengthen our assets and see if we need to focus on anything new or different.

When developing the area inventory questionnaire we used the "Area Planning tool" dated October 2006, this can be located at:

[na.org/admin/include/spaw2/uploads/pdf/.../APT\\_Final\\_23Oct06.pdf](http://na.org/admin/include/spaw2/uploads/pdf/.../APT_Final_23Oct06.pdf)

When developing the Workshop packet, format and guide we used three main tools, The "Area Planning Tool", [na.org/admin/include/spaw2/uploads/pdf/.../APT\\_Final\\_23Oct06.pdf](http://na.org/admin/include/spaw2/uploads/pdf/.../APT_Final_23Oct06.pdf) "The Guide to local Service" dated 2002 version

[https://longislandna.com/wp-content/uploads/2018/11/Guide\\_to\\_Local\\_Service.pdf](https://longislandna.com/wp-content/uploads/2018/11/Guide_to_Local_Service.pdf) and the

"Suffolk Area Policy" Ratified November 2018, updated October 2019

<https://longislandna.com/wp-content/uploads/2019/11/SASNA-POLICY-Nov2019.pdf> (both can

be found at: [longislandna.com](http://longislandna.com) [Forms and Downloads - Suffolk Area Service of Narcotics Anonymous \(longislandna.com\)](#) )

The summary of the 2019 Inventory can be found on the area website under forms and downloads [Suffolk Area Inventory Summary \(1\).pdf \(longislandna.com\)](#)

We collected the answers from groups and individuals focused on four general topics:

**Topic 1** : How well have the area committees done this year at serving the groups and moving forward how can we better serve the group?

- In 2021 we scored 4.2 overall in this area
- In 2019 we scored 2.9 overall in this area

**Topic 2** : How well has the area committee served the community-at-large?

- In 2021 we scored 4.9 overall in this area
- In 2019 we scored 3.1 overall in this area

**Topic 3** : How well has the area cooperated and corroborated with the region?

- In 2021 we scored 4.4 overall in this area
- In 2019 we scored 3.5 overall in this area

**Topic 4** : Additional concerns, and moving forward after the pandemic and online meetings

- We scored 4.3 overall (for the one question asked on this topic)

We scored between outstanding (4) and excellent (5) in all areas, so we decided to do a deeper dive into the details on all areas of service.

\*\*\*\*\* **Please note**

This report is for informational purposes and no movement will happen from this report without our members taking action, this includes having conversions within our home groups, and within the subcommittees we are a part of and making motions to affect change.

In accordance with the GTLS the area committee participants are normally broken into three groups, GSR's and their alternates Alt GSR, officers, and subcommittees, we have these three parts plus 16 solo commitments. This report will be broken into similar categories or subheadings for simplicity.

We started with the administrative officers, their roles and responsibilities and the formats we use.

Many area service committees have six administrative officers: a chairperson, a vice chairperson, a treasurer, a secretary, and two regional committee members (RCMs).

These are some generally thoughts the participants had about the formats we use:

- Possible find a new location for the area meeting (paying less then the current price of \$125.00 per monthly meeting)
- Possible change the time and day to Sunday (12pm or 4pm)
- Change the seating style to a more formal business seating with the Steering body sitting together and the GSR's together ( to help keep the meeting focus )
- Do the literature distribution and treasurer group collection from 6-7:30pm (allowing for the treasure to do a real time report on literature sales and group donations. And allowing the treasurer and literature team to participant in the main body meeting, and remove the distraction from the meeting) **\*\*\*\*\*this is going to be tried out when we meet in person**
- To only allow the GSR of a group to put in a "group burning desire" for a group on the floor
- During the open forum only allow members to rise there hand once

- Make it policy that a group making a motion has to go to the policy subcommittee meeting to present the motion and have it reviewed prior to sending it to the area floor
- Any group presenting a motion to the area body should be present at the time it is made (or the motion would be tabled until the group is in attendance)
- To do a verbal and written GSR roll call at each area meeting to include time and day of meeting, location, rent paid, donation made to area, and any group announcements of individual(s) anniversary with date, and events being hosted by the group and when, updates or changes in the group format
- New format for the secretaries report
- Separate the Secretaries report and the area minutes
- Change the " language of important information" to be more specific language to what is consider important information - Secretary report
- Make the portion of the secretaries report that is announcements more of a living document (like a bulletin board on the website)
- Add attendance to the ASC business minutes
- Only allow a person to be considered acting for 6 months after that the position to be left unfilled and responsibility left undone until a person steps into the position
- Update treasurers format
- Possibly separate the donations and literature sales
- Review current policy for RCM as it is written at \$75 bimonthly from when we were in the GNYRNA, our current region meets monthly maybe \$50 per month for travel expenses and print outs
- Review current policy for subcommittees as it is written at \$25 monthly for flyers and supplies, change subcommittee from \$25 to \$50
- \*\*GTLS says the secretary (but it is suggested to have the policy chair handle this as it seems to fall more in their responsibility in suffolk) We should regularly update a log of area policy actions. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they affect. Secretaries should have copies of the most recent printing of the log of policy actions available for new GSRs and should periodically distribute updated versions to all area committee participants.
- To add to the group announcements the phone number and email address to each member of the steering body and SACNA main body allowing for easier access to communicate with the body.
- To put up to date meeting information in the secretary report each month for all subcommittees including all SACNA committees for easy access to time and location of meetings

**Suggested for  
RCM and/or Alt RCM**

The RCM is our link to Our Member Regional Service Committee. The RCM is responsible to provide any regional information relevant to SASNA affairs, as well as the activities within our region, and to inform the ASC on issues being discussed and/or voted on at various levels of service.

Assists the RCM in gathering information from the region and ensures that all points of view are properly presented to the ASC. The Alternate RCM may vote at the GNYRSC meeting and give reports to the ASC in the absence of the RCM.

- In addition to our RCM report attach the RD report and regional minutes to your report each month
- Send the regional motions voted on and to be voted on to the SASNA secretary to be placed in our minutes as well
- Inform us in both verbal and written reports about event going on with our neighboring areas

**Subcommittees**

Just as groups create an area committee to help them fulfill their primary purpose, so the ASC creates subcommittees to do the actual work involved in delivering its direct services—H&I, PI, phonedlines, activities, and the rest. (as per the GTLS)

In this section we will go over the suggestions for the subcommittees (description of all subcommittees purpose as per SASNA policy)

**Suggested for  
All subcommittees**

- To use one monthly meeting per year (close to when positions rotate) to review the policy as a refresher
- For each committee to create a liaison(s) to go to the other committees
- For the chairing members of helpline outreach and PI hold their monthly meeting at the same time and location
- For helpline outreach and PI to become one committee
- For helpline outreach and PI committees to have a shared liaison or crossover members
- For each subcommittee to send a representative to online to create a new web-pages for the subcommittee they represent ( its content is meant to be driven by the committees)

**H&I**

The primary purpose of the Hospitals and Institutions subcommittee is to carry the message to the sick and suffering addicts in Hospitals, Detox Centers and Inpatient Facilities.

- To add a literature form for the chairing members to request literature. Better accountability to the H&I body and the area.
- To change the responsibility of bring literature from the committee members to the panel coordinators responsibility
- To review and update the list of IP available to the members bring meetings into facilities

## **PI**

To open and maintain lines of communication between the public and Narcotic Anonymous so that the message of recovery is readily available to all addicts. To carry the message in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

- Bring meeting list and literature to Doctors offices
- Bring meeting list and literature to sober/recovery houses
- See suggestions for all subcommittees

## **Helpline**

The helpline subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly. Helpline volunteers often serve as the first point of contact between the community-at-large and the NA Fellowship.

- To see if a texting feature can be added to the helpline as a tool
- To create and send out a list of open time slots for service opportunities
- To update the list of open time slots monthly
- See suggestions for all subcommittees

## **Outreach**

The primary purpose of the Outreach subcommittee is to carry the message to addicts who are not able to get to a meeting due to illness or surgery. This Committee also provides Letter Writing to addicts incarcerated and Speaker Exchange

- Review area definition of outreach.
- See for all subcommittees

## **Literature Sales**

The Literature Sales Subcommittee is responsible for supplying and distributing the Area with its Literature. The Subcommittee will maintain a Suffolk Area storage facility to have a place to store the Area's literature inventory and any other items that belong to the Area or its Subcommittees.

- To add the MATTS and mental health IP's to the regular order form and let groups decide for themselves if they want to place them with their other IP's
- To go to another area or region and purchase the speckled (10 year) and purple (multi decade) keytags
- Review the idea of adding the GTLS to the starter kit

## **Online**

The SASNA Online Subcommittee is responsible for providing functional websites for anyone seeking information about recovery in the Suffolk County Area of NA, and for maintaining SASNA Webmail.

- Review the idea of committee pages
- Create and distribute flyers letting member know the QR code and the JFT meeting finder text number

## **E&A**

The primary purpose of the Events and Activities Subcommittee is to promote unity among the Suffolk Area groups; its secondary purpose is to raise funds if possible. The Events and Activities Sub-Committee is directed by the groups of Suffolk Area to participate in and cooperate with any Convention Sub- Committee fundraising activities.

### **Suggested events for E&A to host:**

- More service workshops
- area campout
- interarea softball game
- area retreat

### **Convention Committee**

The convention committee may hold its convention with the cooperation and participation (physical and/or financial) of the ASC and/or our neighboring Areas. The Convention Subcommittee will maintain a separate bank account, but is fully accountable to the Suffolk Area groups, ASC and the Convention Subcommittee. Proceeds from Convention Merchandise sales are to be deposited into the Convention Subcommittee's bank account.

- Needs to do a yearly or term review of both the main body policy and each of its subcommittee bodies policies
- As we all know its a big undertaking to put on a convention it is suggested that the committee ask groups to get more involved and sponsor events with physical support and donations of food and members to do service.
- Suggested that the committee takes over payment of its own storage unit

### **Convention Treasurer**

This position reports directly to the Area but works with the Convention Subcommittee. The Convention Treasurer is responsible for maintaining all Convention accounts and is a signer on the Convention checking account.

- Add to monthly verbal and written report, known up and coming expenses, such as hotel balance, merchandise cost, venue cost, hospitality cost, etc

### **Trusted Servants- Solo positions**

#### **Trusted Servants** (as per the GTLG page 113)

An NA euphemism for "leader," "official," or "officer." Derived from NA's Second Tradition, in which NA leaders are characterized as "trusted servants" as opposed to governors.

#### **Trusted Servants there is no listed definition from SASNA**

- **Review suggested to remove the following positions from policy**
- 

We will define this as individual tasks that we could elect individuals to perform

We have listed in our policy many commitments that can best be described as expired, due to policy changes that have made them unnecessary positions, and others with time lapsed since last filled have shown they are no longer needed on our list.

### **Literature/Treasurer Pre-Screener**

Responsible for “triage” of the literature order/donation forms being presented by GSR’s. Does not handle money. Only checks accuracy of the forms

- no longer needed as all orders are done online now as per SASNA policy  
( Motion to remove already sent to the groups to be voted on in September 2021)

### **Treasurer Receipt Issuer**

Responsible for completing a duplicate receipt for funds received from each group’s Literature Form. One receipt is issued to the GSR and the other is attached to the literature form. Does not handle money.

- no longer needed as all orders are done online now as per SASNA policy
- (Motion to remove already sent to the groups to be voted on in September 2021)

### **Newsletter**

Some areas form subcommittees, which publish local newsletters listing area and regional events. Some newsletters also run articles on local service activities and members’ recovery experiences. 1) Keep in mind that NA newsletters are often read as if they speak for Narcotics Anonymous as a whole, no matter how many disclaimers the newsletter subcommittee prints. That’s why we encourage the area committee to take special heed of the Fifth Concept when creating this subcommittee, ensuring the newsletter has a responsible editorial policy.

- no longer needed as the position has not been filled in 20+ years
- ( Motion to remove already sent to the groups to be voted on in October 2021)

### **World Meeting List Coordinator no description in SASNA policy ( MEETING LIST) AS per the GTLS (page 56)**

Though production of meeting lists does not usually require the creation of a separate subcommittee, most area committees do have one or two people who are responsible for printing meeting schedules on a regular basis. In some areas, this job is handled by one of the committee’s administrative officers; in others, by one of the regular subcommittees. Meeting lists show days, times, locations, and other pertinent information for local NA meetings.

- Review has not been filled in 20+ years and is repetitive of the job our Meeting List Coordinator does

### **Literature Review not in the GTLS no description in SASNA policy**

- Review has not been filled in 20+ years

### **Regional Convention Programming (3 Representatives, Plus 1 Alternate) not in the GTLS no description in SASNA policy**

- Review Our current Region does not have a convention committee

### **Suggestions for**

#### **Trusted Servants Solo (Active) positions**

#### **Archivist**

The Archivist shall maintain inventory of stored items that have been deemed of historical interest to Suffolk Area, and shall respond in a timely manner to all requests for the retrieval of such items.

- Get a quality inventory of what we have in the archive
- Things that have a monetary value should have pictures in the inventory
- Get quarterly updated inventory list

- Define of historical interest to SASNA
- Make the paperwork into a digital archive
- place the digital archive on page(s) of the committee it refers to on the website for easy access
- Hold only a small physical paper archive
- Keep the paper archive with the literature as it is part of the literature responsibility to maintain any other items that belongs to the Area or its Subcommittees.
- Give items that can or could be displayed over to the SACNA or our region

### **ASC Meeting Coffeemaker**

Responsible for setup, cleanup and maintenance of the ASC meeting (Coffee/Refreshments)

- Stop passing the basket at the ASC (only the treasurer should as per policy)
- Create a budget for the coffee needs

### **Insurance Liaison**

To provide proper communication between the Area and the Region regarding all insurance matters

- Update SASNA policy to reflect this is a solo position
- Remove from the SASNA policy language about monthly subcommittee meetings
- Remove from the SASNA policy language about “stay in touch with area vice chair”
- Add where and how to fill out insurance request form to secretary report

### **Meeting List Coordinator**

Though production of meeting lists does not usually require the creation of a separate subcommittee, most area committees do have one or two people who are responsible for printing meeting schedules on a regular basis. In some areas, this job is handled by one of the committee’s administrative officers; in others, by one of the regular subcommittees. Meeting lists show days, times, locations, and other pertinent information for local NA meetings. (as per the GTLS page 56)

- Review our policy does not state all the responsibilities of the MLC
- Review in January of 2022.
  - \*\*\*\*This policy was updated during the pandemic and has not been put into practice as of yet
  - Current policy reads

4.1.20 D Motion Maker: Serenity Now Motion: To amend SASNA policy section X - g, Meeting Lists, and section XI - h, Meeting List Coordinator, to reflect that 4,500 meeting lists will be ordered every four months, and to remove the price of the meeting lists from the policy

- \*\*\*\*\*Temporary order from the groups do to the fluidity of the changes:

Date: 4/7/21 Voted May 5, 2021

Motion Maker: Serenity Now! Motion: To extend the period of Suffolk Area printing meeting lists on a monthly basis by an additional six months, with the following amendments: 15 meeting lists will be printed per in-person meeting PI may order up to 100 meeting lists at its request H&I may order up to 100 meeting lists at its request



## **Policy**

It is the responsibility of the Policy Chair to determine whether a submitted motion will be a Policy Change Motion prior to its being presented to the Area Body for discussion. Policy change motions are motions that will cause a change to the Suffolk Area Service Policy or that will result in violation of the Suffolk Area Service Policy or breaking our traditions. subcommittee is to provide an updated version of this policy including all Policy motions voted on the prior year, each November, first to the steering committee and then to the Suffolk Area groups to be ratified at the December ASC meeting.

- Review policy, does not state all responsibilities of policy chair and it simply does not make sense
- Review policy states that policy chair have a monthly meeting
- Create a ad-hoc committee to help update the policy to what should be in the current policy, remove doubles lines and correct typos
- Review to remove all language referring to the GNYRNA and policies unique to members of the GNYRNA
- Simplify the current format of the policy
- To spend more time in orientation, on Robert's rules of order
- To spend more time in orientation, on voting yes, no, or abstain

## **Suggestions for**

### **GSR's, Alt GSR's and Groups**

(as per the GTLS page 35, only first few sentences)

Each group elects one group service representative; even those groups hosting more than one recovery meeting elect just one GSR. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in area service committee meetings, attending forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC subcommittee.

- For the groups to elect members as GSR's - Alt GSR who will take this position seriously
- For groups to support their GSR and by going to workshops if the GSR or alt can't
- For groups to make a conscious effort to have a member on each of the subcommittees to the best of their ability or have a member pop in occasionally to get an understanding of committee(s) purpose
- For groups to help foster an atmosphere of service
- For GSR and Alt GSR to come to area prepared (pen & paper)
- Take your own notes
- Ask questions
- Get More familiar with the simple form of Robert's rules of order in the GTLS
- Get more familiar with the 12 traditions and 12 concepts of service
- Make announcements at your home group and other groups you are going to help get the area information out to its members
- Try and have both the GSR and Alt GSR at all area body meetings
- Try to attend area workshops
- Read the area policies stay informed

## **Moving forward after the pandemic**

When the pandemic started this area was blessed to have a solid committee at the time. We all worked together to deliver the area all services we could and get the word out on how to find meeting to our members, and to the community at large

Since July of 2020 we have slowly been coming out of the Pandemic closing us down and as of June 15th, 2021 all NYS restrictions have been lifted.

At this point we need to talk about our path forward to getting all our subcommittees and groups meeting in person.

## **Issues we discussed**

### **Issue**

- Pop up meetings at St John's Nepomucene in Bohemia, deciding to join Holi. This has caused some scheduling confusion and has newer members questioning why they are hearing different information in meetings across the hall from each other.

### **Suggestion**

- We have spoken to the church contact about the scheduling conflicts. They have been worked out. The only suggestion for our subcommittees and regularly scheduled SASNA meetings that meet at this location is that they make a simple sign to hang on the door or somewhere in plain sight, clearly stating their time slot name and area.

## **Some simple facts**

A virtual NA community has been present for a very long time. ( at least two decades) virtual NA has been using tools such as chat rooms, phone conference calling, and video conferencing (for about as long as the tools have been available to the general public) there have also been directories to find and excess these meetings. It has been available to all those that wanted or needed an alternative to in-person meetings. No one is questioning the need, desire or right of those that chose to attend these meetings. The questions being asked within the area are how and where they fit in our service structure.

### **Issue**

- We now have many groups opening back up and are in-person. Others that by, group conscious are meeting hybrid, and some still meeting on online platforms, whether by choice or facility decision. Most groups are figuring out what is right for their group with ease. However we do have a fraction of our groups that are finding themselves in a position where they have a divide within the consciousness of the group. Where the group is allowed to go back to the physical location they met pre pandemic some groups are finding that some of the members that are comfortable on a virtual platform don't want to go back to the physical meeting places. And other members who did not transfer over to the virtual platform , for numerous reasons, want to have their meeting back in person. These are internal group issues that each group must decide for themselves. It is having an effect on our local area. As the groups are separating into separate groups, it is making us decide on some issues we have never had a need to think about before as a service body

- Such as how do we list groups in a meeting list without having a physical location to list them at ?
- Who will our voting body be at the SASNA ASC ?
- What services can we offer virtual meetings?
- What can virtual meetings offer to our service structure?
- How do we decide what service boundaries are in a virtual space that has no boundaries?
- What happens to the members that were attending the physical meetings and the newcomers around that area?

### **Suggestions**

- that the meeting that want to start or stay virtual only create a metro
- That the meeting that want to start or stay virtual only speak with the region about creating a virtual area
- For our service body (maybe PI) to start finding out what new locations may be willing to allow NA group meetings to come rent space for the displaced members that want to meet in person and don't have a location to meet at.

This concludes our 2021 inventory report, we are looking forward to hearing your feedback and the possibilities of positive change as we move forward. We thank you for taking the time to read through this.

In Loving Service,  
Daniella E  
Area Chairing Member 2021  
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