

Mountain Area Service Committee

October 15, 2023

Miracles Happen, Johnson City, TN

The MASC meeting opened with a moment of silence, followed by the Serenity Prayer @ 3:00 PM. Purpose & Function of MASC was read by Catherine P.; Chris M. read the 12 Traditions; Amanda B. read the 12 Concepts.

ROLL CALL

Administrative Committee

Chair: Johna W. - absent

Vice Chair: vacant

Secretary: Angela S. - absent

Alt. Secretary: Catherine P. - present

Treasurer: Phil S. - present

Alt. Treasurer - Missy S. - present

RCM – Eddy G. - present

Alt. RCM – vacant

Groups

1. Anonymous / Marion, VA – Absent

2. **End of the Road / Johnson City, TN – Lexee C.**

3. Faith in Recovery / Gate City, VA - Absent

4. **Friends of Jimmy K. Group / Johnson City, TN – Dottie G.**

6. Marion Survivors / Marion, VA - Absent

7. **Miracles Happen Group / Johnson City, TN – Fred**

8. **New Day Group / Abingdon, VA – Ben**

9. New Way of Life Group / Kingsport, TN – absent

10. **Nothing to Fear Group / Johnson City, TN – Chris M**

11. **Primary Purpose Group / Greeneville, TN - Cheryl**

12. Right Foot Forward / Rogersville, TN – absent

13. **Rise and Shine Morning Meditation / Johnson City, TN – Tommy**

14. **Serenity Sisters Group / Johnson City, TN – Amanda**

15. Surrender To Win Group / Bristol, TN - absent

New Groups: 0

Voting Groups counted: 10 Voting Groups present: 8 Quorum met: yes

Subcommittees

Activities: Amanda

Hospitals & Institutions: Amanda

IT: Eddy

Literature: Polina

Policy: Catherine

Public Relations: Jamie

Outreach: Reggie
Ad hoc Committee: Chris

REPORTS

Administrative Committee

Secretary:

Motion to waive reading of September minutes made by: Amanda Seconded by: Lexee Vote: 8-0-0

Motion to accept September minutes by: Amanda. Seconded by: Lexee. Vote: 8-0-0

Treasurer: by Phil S. Updated MASC - Ledger enclosed

Amendments: none

Motion to Accept by: Chris; Seconded by Fred; Vote: 8-0-0

Literature: by Polina W. Updated MASC - Ledger enclosed with Treasurer's Report

Motion to Accept by: Amanda; Seconded by: Fred; Vote: 8-0-0

RCM: Eddy G. – Verbal Report

Subcommittees

Activities – Amanda B. - enclosed

Hospitals & Institutions – Amanda B. (vice chair) - enclosed

IT - Eddy – no report

Policy – Catherine P. - enclosed

Public Relations – Jamie (secretary) - enclosed

Outreach – Reggie - enclosed

Ad hoc Convention – Chris (filling in for Sarah) - enclosed

Groups

End of the Road – Lexee C. - enclosed

Friends of Jimmy K. – Dottie G. - enclosed

Miracles Happen - Fred - enclosed

New Day – Ben – enclosed

Nothing to Fear – Chris M - enclosed

Primary Purpose – Cheryl - enclosed

Rise and Shine Morning Meditation – Tommy G. - enclosed

Serenity Sisters – Amanda B. - enclosed

OLD BUSINESS

Motion to revise policy section V.C.4-5 to increase clean time requirement for Alt Treasurer and Treasurer to 4 and 5 years respectively, was referred to groups last month. 2-5-1 – fails

Motion to revise policy section V.I.B. to establish clean time requirement for literature chair to equal that of the treasurer, was referred to groups last month. 7-1-0 – passes

Motion to increase clean time requirement of literature chair to equal that of treasurer, was referred to groups last month. Ruled out of order as it conflicts with current policy, area does not have the ability as it stands to set clean time req for subcommittee chairs.

OPEN FORUM

Chris M – insurance discussion, lost meeting space, issue with 7th tradition in regards to liability, 11th concept in regards to not carrying insurance policy might risk NA funds, do we need to go to Region?

Missy – a concern is how the policy will cover various groups, how groups will be listed on ins policy, is extra endorsement necessary for special events?

Chris M – citing a region in CA which has info on website and new groups & activities are responsible for updating a form when needed, unsure exact way to go about this but thinks it needs to be addressed

Jamie P – if this isn't done and someone is hurt at an activity, what happens?

Chris M – a lawsuit would go to the meeting/event organizer first and then it works up the chain of command

Jamie P – does this mean that a member of a committee or group would be personally liable?

Chris M – yes if uninsured, personal liability insurance exists at World level, but unsure how this works at our level

Missy – whoever looks at this needs to be careful

Eddy – will reach out to Region chair to see if there is already a policy at region level that works, problem could be if policy crosses state lines since our area reaches into VA, will report back and if there isn't, we can make a motion at Region level

NEW BUSINESS

Motion to dissolve literature subcommittee and address intent of out of order motion by making the literature chair a member of the MASC admin committee, as well as create an Alt Literature Chair – referred to groups

Motion to amend policy to include as one of Treasurer's responsibilities to change debit card number year – referred to groups

Discussion: Phil – automatic payments become a bit of a pain to update; Chris – debit card number should be protected so that only people who have access to it know what it is, should it only be done when positions change or known breach; Fred – same concern; Eddy – when does it expire?; Phil – every few years; Eddy – suggests a daily limit to protect in a different way, protecting direct access to bank account

Region donation: suggested \$800

Discussion – currently have about ~\$1600 *over* prudent reserve

Chris moves \$800, Fred second, 8-0-0, passes

7th Tradition

Basket was passed to collect funds for MASC meeting rent and supplies. Funds given to Miracles Happen, \$24

NEXT MEETING

November 19 @ 3:00pm; Subcommittees at 1:00pm

Location: Jimmy K, Miracles will be backup in case something changes.

Motion to Close by: Lexee Seconded by: Cheryl Vote: 8-0-0 Closed with a moment of silence followed by Serenity Prayer @ 4:17 pm

BEGINNING BALANCE	Month	\$1,980.36	YTD	\$3,366.26
Group Donations				
A New Day Group	\$100.00		\$319.25	
A New Way of Life	\$25.00		\$175.00	
Anonymous Group			\$0.00	
Friends Of Jimmy K	\$85.00		\$206.00	
Faith and Recovery	\$60.00		\$60.00	
Miracles Happen	\$120.00		\$417.80	
Nothing To Fear	\$37.88		\$257.50	
Primary Purpose	\$58.85		\$124.60	
Right Foot Forward	\$20.00		\$60.00	
Serenity Sisters	\$9.00		\$64.25	
The End Of The Road	\$36.00		\$144.00	
Rise And Shine	\$38.01		\$38.01	
			\$0.00	
Total Group Donations	\$589.74		\$1,866.41	
Other Receipts				
Activities			\$713.00	
P I			\$0.00	
Misc			\$0.00	
Literature Sales	\$517.44		\$1,801.39	
Total Other Receipts	\$517.44		\$2,514.39	
Total Receipts		\$1,107.18		\$4,380.80
SUBTOTAL		\$3,087.54		\$7,747.06
EXPENDITURES				
Secretary				
Minutes			\$0.00	
Copies			\$0.00	
Postage			\$0.00	
Supplies			\$0.00	
Outreach				
Treasurer Expenses			\$100.00	
Software			\$0.00	
Literature Supplies			\$163.76	
			\$0.00	
H&I				
Learning Days			\$0.00	
PR				
Phoneline			\$0.00	
Meeting Schedules	\$42.17		\$126.51	
Posters			\$0.00	
Website	\$15.99		\$80.96	
Copies			\$0.00	
Misc.			\$200.00	
RCM				
Travel			\$0.00	
Copies			\$0.00	
MANA LSC	\$784.14		\$3,500.59	
Activities	\$250.00		\$450.00	
Bank Charge			\$0.00	
Storage Unit	\$65.00		\$195.00	
PO Box Rental			\$0.00	
VRSC Donation			\$1,000.00	
Total Expenditures		\$1,157.30		\$5,816.82
ENDING BALANCE		\$1,930.24		\$1,930.24

MOUNTAIN AREA NARCOTICS ANONYM

MANA Checking Acct *8220

<u>AVAILABLE BALANCE</u>	<u>PROJECTED AVAILABLE BALANCE</u>	<u>POSTED BALANCE</u>	<u>TOTAL OFFERS</u>	<u>EARNED OFFERS</u>
\$1,865.24	\$1,865.24	\$1,865.24	39	\$0.00

Activity [Statements & Docs](#)

Search Description

[Expand Search Options](#)


Pending Activity

Status	Type	Description	Amount	<u>Projected Balance</u>
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No transaction history records were found.

Posted Activity

Date	Type	Description	Amount	<u>Posted Balance</u>
10/3/2023	Card Purchase	Py Mini Mall Storage	-\$65.00	\$1,865.24
9/25/2023	Debit	Bluehost.com	-\$15.99	\$1,930.24 ←
9/25/2023	Card Purchase	Nawschatsworth	-\$17.20	\$1,946.23
9/21/2023	Card Purchase	Nawschatsworth	-\$766.94	\$1,963.43
9/19/2023	Deposit	DEPOSIT	\$815.01	\$2,730.37

 [Creating and following a monthly budget can help make your financial goals a reality over time. Learn more.](#)

MOUNTAIN AREA OF NA SUBCOMMITTEE REPORT

Subcommittee: Activities Date: 10/15/23

Chair: Amanda B Phone: (423) 216-4704

Vice-chair: Jamie P Secretary: Terry F

News and Announcements: October 28 Masquerade party
6:00 setup - volunteers needed, doors open 6:30
7:00 - speaker Amanda S - Overcoming Fear: Taking
off the Mask DJ/dance 8:00-10:00. Activities will
provide pizza & drinks. Bring a side or dessert. We
will have a raffle. Next event Thanksgiving pot
luck combined with Miracles meeting November 18
pending facility availability.

How can MASC support you better? _____

Willingness to serve

Next Meeting Date: 11/9/23 Time: 6pm

Location: Pike House Coffee

MOUNTAIN AREA OF NA SUBCOMMITTEE REPORT

Subcommittee: H31 Date: 10/15/23

Chair: Vanessa B Phone: _____

Vice-chair: Amanda B Secretary: _____

News and Announcements: Washington County Jail meeting is getting closer to Reality. Those who have completed background checks may attend orientation Next Week. The NETRRC (old Roan Prison) has invited us to carry meeting into their facility - Panel Needed - Also Frontier Health would like for us bring meetings to Kingsport & Greeneville facilities

How can MASC support you better? Panel members for NETRCC, Frontier Health Kingsport, Frontier Health Greeneville willingness to serve

Next Meeting Date: 11/18/23 Time: 12:00 pm

Location: Zoom

MOUNTAIN AREA OF NA SUBCOMMITTEE REPORT

Subcommittee: Policy : Procedures Date: 10-15-23

Chair: Catherine P Phone: 423 609 8088

Vice-chair: vacant Secretary: vacant

News and Announcements: We met 10/14 to discuss changes approved in Sept. and upcoming potential changes: how to handle it. Meeting attendance was 4. 3 changes from the motion passed were made, as well as 1 housekeeping change. The changes made will be attached to this report, and the updated policy will be provided to the IT subcommittee to be uploaded to the website. A special meeting will take place to discuss needed changes to outdated financial guidelines section.
How can MASC support you better? _____

Attendance at the financial guidelines discussion meeting!

* special meeting for fin. guidelines updates in part *
Next Meeting Date: Nov 12, 2023 Time: 12 pm

Location: Virtual - Zoom link on website soon

Regular subcommittee meeting - Nov 18, 2023 11am
Virtual as usual

Policies and Procedures for the Mountain Area Service Committee of Narcotics Anonymous
Update approved September 17, 2023

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Preface

These policies have been compiled as an aid to understanding the proceedings at Mountain Area Service Committee (MASC) meetings and to help us conduct business in a practical and spiritual manner.

I. Purpose of the Mountain Area Service Committee

In keeping with the First Concept of Service, the purpose of the Mountain Area Service Committee shall be to respond to the needs and collective conscience of its member groups and to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.

II. Function of the Mountain Area Service Committee

The function of the Mountain Area Service Committee shall be to unify the groups within its area, to whom it is ultimately responsible, support individual groups by providing services and pooling resources, carry the message of recovery through its various subcommittees, and contribute to the growth of Narcotics Anonymous and enhance the quality of Narcotics Anonymous as a whole, by supporting the Volunteer Region Service Committee.

III. Guiding Documents

- A. The committee shall take no action that conflicts with the Twelve Concepts and the Twelve Traditions of Narcotics Anonymous.
- B. The committee will comply with all the following documents in this order of precedence:
 1. The 12 Traditions of NA
 2. The 12 Concepts for NA Service
 3. A Guide to Local Services in NA
 4. The MASC Policies and Procedures
 5. The rules contained in the latest edition of "Robert's Rules of Order"

IV. Mountain Area Group Membership

- A. MASC serves groups within the Mountain Area of the Volunteer Region of NA. All member groups will follow the Six Points, which are based on our traditions and describe an NA group as such:
 1. All members of a group are addicts and addicts are eligible for membership.
 2. As a group, they are self-supporting.
 3. As a group, their single goal is to help addicts recover through application of the Twelve Steps of Narcotics Anonymous.
 4. As a group, they have no affiliation outside of Narcotics Anonymous.
 5. As a group, they express no opinion on outside issues.
 6. As a group, their public relations policy is based on attraction rather than promotion.
- B. Any NA group within the Mountain Area is welcome to join MASC provided that a Group Service Representative (GSR) attends a MASC meeting, requests membership in the Mountain Area, and agrees to abide by the Six Points listed above.
- C.
 1. All MASC member groups will be listed on all MASC meeting lists.

2. Any NA group inside or within 100 miles of the Mountain Area borders is welcome to be included on the MASC meeting schedule provided that a Group Service Representative (GSR) attends a MASC meeting, requests to be included on the meeting schedule, and agrees to abide by the Six Points.
- D. A MASC member group will be granted voting privileges after having attended two consecutive monthly MASC meetings. A MASC member group will be denied voting privileges after having been recorded as absent for two consecutive monthly MASC meetings. Voting privileges may be restored after having attended two consecutive monthly MASC meetings.
 - E. In keeping with the function of the area, MASC administrative committee members, collectively, are expected to attend meetings of all member groups at least once every three months.
 - F. By request any group may forfeit their group membership from the Mountain Area or inclusion on the meeting schedule. Forced membership or meeting schedule removal requires a motion and a two-thirds majority vote from GSRs in attendance at the MASC meeting at the time when the motion is presented.
- V. Mountain Area Service Committee Membership
- A. MASC members are Group Service Representatives (GSRs), Administrative Committee members, and Subcommittee Chairs.
 - B. Group Service Representative (GSR) Requirements and Responsibilities
 1. Elected by and serve at the request of member groups
 2. Carries group conscience and concerns to MASC
 3. Submits a monthly written report to MASC which includes upcoming group events, group needs, meeting status updates, and total donations to MASC for the month
 4. Performs other duties and responsibilities as directed by their group's policies and guidelines
 5. In the event the GSR cannot attend the MASC meeting, member groups may also be represented by their GSR Alternate or by a group designated proxy representative. Proxy representatives are required to present a written statement signed by their group's GSR or GSR Alternate in order to have a vote on the MASC meeting floor.
 - C. Administrative Committee Requirements and Responsibilities
 1. Chairperson
 - a. One-year commitment
 - b. Two-year minimum consecutive clean time requirement
 - c. Handles and directs all MASC correspondence
 - d. Is one of three MASC checking account signatories
 - e. Upholds and enforces the Rules of Order as explained on page 104 of *A Guide to Local Services in NA*
 - f. Maintains MASC archives and property in the absence of the Secretary
 - g. Maintains copies of subcommittee guidelines

- h. Trains the Vice-chairperson in the performance of the duties of the Chairperson
 - i. Calls and chairs Administrative Committee meetings as needed
 - j. Appoints Ad-hoc Committee Chairpersons as needed
 - k. Announces to members the postponement or change of venue of MASC meetings due to inclement weather or other unforeseen circumstances
2. Vice-chairperson
- a. One-year commitment
 - b. One-year minimum consecutive clean time requirement
 - c. Assists the Chairperson with duties relating to MASC
 - d. Chairs the MASC meeting in the absence of the Chairperson
 - e. Coordinates subcommittees and assumes responsibility for active subcommittees that lack chairpersons
 - f. If elected, is expected to assume role of Chairperson when term expires
3. Secretary
- a. One-year commitment
 - b. One-year minimum consecutive clean time requirement
 - c. Keeps accurate records of all MASC meetings
 - d. Maintains and files all documents submitted to MASC
 - e. Distributes copies of all MASC meeting minutes to MASC members no later than fourteen days following each meeting.
 - f. Maintains list of all current MASC member names, phone numbers and email addresses
 - g. Provides blank forms for motions, reports, nominations, and elections at MASC meetings
 - h. Trains the Alternate Secretary in the performance of the secretary's duties
 - i. Makes available at MASC meetings archives from the previous year
 - j. May be one of the MASC bank account signatories
 - k. Facilitates all MASC correspondence
 - l. Provides to all new members a copy of the MASC guidelines
 - m. Chairs the MASC meeting in the absence of Chairperson and Vice-chairperson
4. Alternate Secretary
- a. One-year commitment
 - b. One-year minimum consecutive clean time requirement
 - c. Assists the Secretary with duties related to MASC
 - d. If elected, is expected to assume role of Secretary when term expires
5. Treasurer
- a. One-year commitment
 - b. Four-year minimum consecutive clean time requirement
 - c. Two-year minimum of active service involvement in NA

- d. Custodian of MASC funds as received from all sources
 - e. Disburses available funds in accordance with MASC decisions
 - f. One of the MASC bank account signatories and must be one of the signers to all checks.
 - g. Provides monthly income and expense reports to MASC and reconciles books with bank statements
 - h. Provides monthly reports and annual reports each July of existing subcommittee budgets and expenditures
 - i. Makes a full financial report at end of term
 - j. Maintains the MASC books and makes them available for review at each MASC meeting
 - k. Trains the Alternate Treasurer in the performance of Treasurer duties
6. Alternate Treasurer
- a. One-year commitment
 - b. Three-year minimum consecutive clean time requirement
 - c. One-year minimum of active service involvement in NA
 - d. Assists the Treasurer with duties related to MASC
 - e. Is one of three MASC checking account signatories (according to September 17, 2023 vote)
 - f. If capable, assumes role of Treasurer in Treasurer's absence
 - g. If elected, is expected to assume role of Treasurer when term expires
7. Regional Committee Member (RCM)
- a. Two-year commitment
 - b. Four-year minimum consecutive clean time requirement
 - c. One-year minimum of active service involvement in NA
 - d. Carries the MASC conscience and concerns to the Volunteer Region Service Committee (VRSC)
 - e. Returns concerns and interests from VRSC to MASC for consideration
 - f. Submits a written report at each MASC meeting
 - g. Trains the RCM Alternate in the performance of RCM duties
8. Regional Committee Member Alternate
- a. Two-year commitment
 - b. Three-year minimum consecutive clean time requirement
 - c. Performs the RCM Regional and Area level duties in the absence of the RCM
 - d. If elected, is expected to assume role of RCM when term expires

VI. Subcommittees

A. Subcommittees are necessary to perform specific duties to fulfil the MASC purpose and function. Currently, the following subcommittees have been formally recognized:

- 1. Activities
- 2. Hospitals and Institutions

3. IT (according to September 17, 2023 vote)

4. Literature
5. Outreach
6. Policy
7. Public Relations

- B. It is recommended that subcommittee chairs have at least two years of consecutive clean time and at least one year of service in the subcommittee they seek to chair.
- C. Subcommittee chairs should be present for the entirety of all MASC meetings.
- D. Subcommittees will create, adopt, and maintain guidelines that are consistent with MASC guiding documents.
- E. Subcommittees are encouraged to submit annual budgets to MASC for review by Administration and approval by member groups to ensure an efficient flow of funds. Otherwise, all unbudgeted requests for funds must be submitted in motion form at the MASC meeting, approved by the treasurer, and need a two-thirds majority vote from GSRs for approval.
- F. Aside from working as a liaison between the communities within the Mountain Area and NA, the Public Relations subcommittee responsibilities will include the Area helpline, the design and printing of meeting lists, the Area website, and other information technology and internet presence tasks.
- G. If operable, the Mountain Area Convention of NA (MACNA) committee will operate as a separate entity from MASC, but shall remain answerable to MASC, and the MACNA chairperson will be elected at the MASC meeting.
- H. Ad hoc Subcommittees may be established on a temporary basis to perform a function which cannot be performed by MASC as a whole or a standing subcommittee. The Ad hoc Subcommittee Chairperson will be appointed by the Area Chair, and the duration of existence and function of the subcommittee should be set at the time of appointment. The Ad hoc Subcommittee will provide a report monthly and be accountable to MASC in the same manner as standing subcommittees. The Ad hoc Subcommittee will be dissolved immediately upon fulfillment of the purpose, or the end of the term, whichever occurs first.

VII. Elections

Vacated or expiring trusted servant positions will be announced at MASC meetings. Member groups will have until the following MASC meeting to present nominations for open positions. Nominations may be presented at any MASC meeting for positions that have been vacant or have had expired terms for more than thirty days.

- A. Nominations, in the form of a motion, for Administrative Committee and Subcommittee Chairperson positions may come from any member of the fellowship in attendance at the MASC meeting, but must be seconded by a GSR, Subcommittee Chair, or a member of the Administrative Committee. The nominee may not nominate or second the motion. If the nominee meets the minimum requirements for the position, the motion then goes back to the member groups for a vote.

- B. Nominees for trusted servant positions must be present when nominated and submit a MASC service resume' to be included with the meeting minutes.
- C. Nominees for trusted **service servant (housekeeping change Oct 14, 2023)** positions must also be present at the MASC meeting during the time of the voting procedure.
- D. Election votes will be conducted with paper ballots. A two-thirds majority among voting member groups will be required to elect nominees.
- E. The nominee will not have a vote in their own election and must leave the meeting room while votes are cast, counted, and revealed.
- F. If the nominee is a current GSR of a voting member group, that group may use their Alt-GSR or Proxy to cast their vote.
- G. If nominations are not presented for expiring terms, the incumbent will be permitted to remain in office indefinitely, until a replacement is elected.
- H. The MASC Chairperson may appoint temporary willing and qualified members to fill vacated positions, until qualified nominees are elected.
- I. Nominations for Volunteer Regional Convention participants will be accepted annually each May and June. Speakers must have five years clean. Workshop panelists must have three years clean. Workshop chairs must have one year clean.

VIII. Resignation and Removal of Trusted Servants

- A. Trusted servants may resign at any time. A letter of resignation submitted to the MASC Chairperson prior to the announcement would be greatly appreciated. It is strongly suggested to honor commitments, as an unfulfilled term may hinder a member's ability to be nominated for future positions.
- B. MASC trusted servants may be removed from office for any of the following reasons:
 - 1. Relapse
 - 2. Absence from two or more successive MASC meetings without prior notice given to a member of the administrative committee
 - 3. Absence from four or more MASC meetings within twelve consecutive months
 - 4. Neglect of duties
 - 5. Disregard of MASC conscience
 - 6. Actions conflicting with the guiding documents
 - 7. Misuse of funds
 - 8. Falsification of financial reports
 - 9. Any act of theft or violence toward NA members, groups, or committees
- C. Procedure for Removal from Office
 - 1. A motion containing justifications for a trusted servant's removal from office must be presented during a MASC meeting.
 - 2. At least twenty-one days prior to a vote for removal, the individual in question will be notified in writing by an administrative officer as to the justifications for removal.
 - 3. As per the Tenth Concept, the trusted servant may petition for the redress of a personal grievance without fear of reprisal.

4. Unless the motion is withdrawn, discussion and voting will ensue at the next MASC meeting. A two-thirds majority vote by GSRs is required for the removal of a Trusted Servant.

IX. Meetings of the Mountain Area Service Committee

- A. MASC meets on the third Sunday of each month at 3:00 pm. A simple majority vote of GSRs is required to change the date or time.
- B. Subcommittees, if they choose, will be permitted to meet for 30 minute sessions between 1:00 – 3:00 pm before the MASC meeting. This may not be enough time for subcommittees to conduct full meetings, but it will be an excellent opportunity to recruit and train new members, prepare motions, and finalize reports.
- C. All MASC and subcommittee meetings will be tobacco-free and vape-free.
- D. MASC meetings, when possible, are to be hosted by various willing and capable groups throughout the Mountain Area.
- E. MASC meeting spaces must comply with ADA guidelines, and all MASC events should be held at ADA compliant facilities. Fliers and other media sources used to advertise MASC events will clearly state “*This is a Non-handicap Accessible Event*” if the facility hosting the event is not ADA compliant.
- F. The MASC meeting format will be as follows:
 1. Chair calls meeting to order at scheduled starting time
 2. Meeting opens with moment of silence followed by Serenity Prayer
 3. Read: 12 Traditions; 12 Concepts; Purpose of Area; Function of Area
 4. Group roll call
 5. Recognition of new groups: Pledge to follow Six Points; Two-thirds majority vote required from GSRs; Given printed copy of policy
 6. Secretary’s report: Motion to accept; second; vote
 7. Treasurer’s report: Motion to accept; second; vote
 8. RCM’s report
 9. Subcommittee reports: Activities; H&I; Literature; Outreach; Policy; PR
 10. Group reports
 11. Old Business
 12. Nomination & Elections
 13. New Business
 14. Region Donation: July; October; January; April; vote to approve
 15. Collection for meeting host to cover refreshment costs
 16. Confirm time, date, and location for next meeting: Primary & backup
 17. Motion to adjourn, second, and vote; Close with Serenity Prayer

X. Voting Procedures

- A. Voting members of MASC may be GSRs, GSR Alternates, or Proxy representatives from member groups with voting privileges. Each group may only cast one vote.
- B. A MASC member group will be granted voting privileges after having attended two consecutive monthly MASC meetings. A MASC member group will be denied voting privileges after having been recorded as absent for two consecutive monthly MASC

meetings. Voting privileges may be restored after having attended two consecutive monthly MASC meetings. Voting members must attend the entire MASC meeting to be recorded as present.

- C. Quorum is required to vote on any matter of business and is defined as the condition of having one more than half of voting member groups present at the meeting.
- D. Any MASC member, except the Chairperson, may make a motion. Only GSRs, Alt. GSRs, or Proxy Representatives may second a motion.
- E. All motions must be submitted in writing and added to the archives.
- F. GSRs may request, by a simple majority vote, that any motion be referred to member groups to be decided at the following MASC meeting.
- G. Motions that affect existing policy must be referred to member groups to be decided at the following MASC meeting.
- H. Motions related to policy changes, financial matters, removal of trusted servants, and MASC membership status changes require a two-thirds majority vote to pass.
- I. Motions to spend below prudent reserve require unanimous consent.
- J. All other motions require a simple majority to pass.
- K. A vote of abstention is not counted in the total number of votes cast. If there are more abstentions than the total number of yes and no votes combined, the motion will be returned to the floor for further deliberation and clarification.
- L. In the case of a tie vote, the MASC Chairperson will cast the deciding vote.

XI. Financial Guidelines

- A. The MASC operating prudent reserve is \$250.00.
- B. The MASC Activities Subcommittee reserve is \$500.00. (According to September 17, 2023 vote)
- C. Motions to spend below prudent reserve require unanimous consent.
- D. The MASC financial priorities:
 - 1. Printing minutes and meeting lists
 - 2. Phonenumber and website
 - 3. P.O. box rental
 - 4. Other reimbursements for supplies
 - 5. Subcommittee expenses
 - 6. RCM or Alt. RCM lodging reimbursements of up to \$100.00 per VRSC meeting
 - 7. Donations to VRSC; Must be approved by GSRs
 - 8. Monthly fee for storage unit
- E. Receipts are required for all reimbursements and must be presented prior to the start of the ASC for reimbursement on the same day as the MASC meeting.
- F. MASC funds will be maintained in a checking account. The account will have at least two, but no more than three signatories. Two of the signatories may not be from the same household.
- G. The checkbook, updated and balanced, will be on hand at every MASC meeting and in the possession of a signatory.
- H. The MASC Chairperson or Vice-chairperson will examine, initial, and date the MASC books monthly.

MOUNTAIN AREA OF NA SUBCOMMITTEE REPORT

Subcommittee: PR Date: 10-15-23
 Chair: Brooke B Phone: _____
 Vice-chair: _____ Secretary: Jamie P.

News and Announcements: Two upcoming events.
Oct. 18th Greene Co. Ruffin Camp
Creek. Volunteers needed. Contact
Brooke. Event time 6-9.

Nov. 9th Greene Co. United Way
Resource Fair. Contact Brooke for
Volunteer. 4⁰⁰-8⁰⁰ event time

How can MASC support you better? ^{Per Eddy} ~~contact~~ contact JCR on
Tommy G about future events
in the area.
Need to talk Polina on lit racks.

Next Meeting Date: 11-19-23 Time: _____

Location: _____

MOUNTAIN AREA OF NA SUBCOMMITTEE REPORT

Subcommittee: Outreach Date: 10-15-23
 Chair: Reggie G Phone: (423) 773-0749
 Vice-chair: _____ Secretary: Melissa

News and Announcements: _____

NA Poster and Flyer DAY

November 11th 2023 in Abingston
we will be meeting up at 1:30pm
on the parking lot of the
New Day Group, please announce
this at your home groups

How can MASC support you better? _____

Next Meeting Date: _____ Time: _____

Location: _____

MOUNTAIN AREA OF NA SUBCOMMITTEE REPORT

Subcommittee: Adhoc-Convention Feasibility Date: 10/15/23

Chair: Sarah Miller Phone: (423) 483-4936

Vice-chair: N/A Secretary: _____

News and Announcements: Last Adhoc meeting on 9/23 attended by 12. Was determined that convention was feasible. Target date 8/25. Convention Committee will be autonomous from the area. Next steps meet on 11/4 @ 3:30 @ Miracles happen @ to start drafting policy for actual convention committee. No longer a need for the feasibility committee - this will be our last report.

How can MASC support you better? Continued support & partnership. ♥

Next Meeting Date: N/A Time: N/A

Location: NA

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: End of the Road Date: 10.15.23

GSR: Lexee C. Alternate: Ryan C.

Secretary: Tater D. Treasurer: Bradley S.

Proxy Rep.: Vacant Average Meeting Attendance: 15-30

Treasury Report

Beginning Balance: _____

Contributions: _____

Rent: _____

Other Expenses: _____

Area Donation: \$38.00

Balance (reserve): _____

Group News and Announcements

Vanessa B will be celebrating 5 years on
November 1st and Stacie L will be
speaking. Josh G will celebrating 3 years
on November 8th and Catherine P will be
speaking.

How can MASC support you better? _____

Changes? Time(s): _____ Day(s): _____

Location: _____

Format: _____

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: Friends of Jimmy K.

Date: 10/15/23

GSR: Dottie G.

Alternate GSR: Terry F.

Secretary: Eddy G.

Treasurer: Catherine P.

Proxy Rep.: Eddy G.

Average Meeting Attendance: 10

Tues. & Thurs. 12-1pm
Friday 5:30-6:30pm

Area Donation: \$ 43.00

Group News and Announcements

Documentary being filmed at Jimmy K.
Date to be announced.
Faces blurred, no mention of "Narcotics Anonymous."
Consents must be signed if people agree to be filmed.
How can MASC support you better? Meeting will split for those who decline filming.
Announce meeting, particularly Friday
5:30 Literature Study. We need support 😊

Changes? Time(s): _____ Day(s): _____

none Location: _____

Format: _____

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: Miracles Happen Date: 10-15-23

GSR: Fred H. Alternate: Jeremy B.

Secretary: Brooke B. Treasurer: Reggie G.

Proxy Rep.: Reggie G. Average Meeting Attendance: _____

Treasury Report

Beginning Balance:	<u>0</u>
Contributions:	<u>\$ 390⁰⁰</u>
Rent:	<u>75⁰⁰</u>
Other Expenses:	<u>2190⁰⁰</u>
Area Donation:	<u>125⁰⁰</u>
Balance (reserve):	<u>0</u>

Group News and Announcements

10-20 Teddy - 14 yrs., Ashley V. speaking

11-3 Amanda - 2 yrs.

How can MASC support you better? _____

Changes? Time(s): 7:00 pm Day(s): Mon, Fri, Sat.

Location: 105 S. Boone St - Johnson City

Format: Various

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: A New Day Date: 10/15/23

GSR: Ben D. Alternate: Courtney C.

Secretary: Phil S. Treasurer: Donna S.

Proxy Rep.: Phil S. Average Meeting Attendance: 9.

Treasury Report Beginning Balance: _____

Contributions: _____

~~Rent~~ Church \$100.00

~~Area Expense~~ _____

Area Donation: yes \$215.00

Prudent Balance (reserve): \$35.00

Literature order yes \$92.60

Group News and Announcements

We meet Tuesday; Thursday; Saturday at 8:00 PM
Tuesday night is book study - and we're covering
the Basic Text

How can MASC support you better? _____

Changes? Time(s): _____ Day(s): _____

Location: _____

Format: benfranklin1785@comcast.net

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: Nothing to Fear Date: 10/15/23

GSR: Chris M Alternate: Dylan P

Secretary: Phillip T Treasurer: Maria R

Proxy Rep.: _____ Average Meeting Attendance: 15-30

Treasury Report

Beginning Balance: 0

Contributions: /

Rent: ~~\$5000~~

Other Expenses: _____

Area Donation: /

Balance (reserve): ?

Group News and Announcements

We lost our Meeting facility at the
Muncy Annex due to an insurance problem
at the church. We are currently looking
for a new facility. We are meeting at
JCRC in the interim.

How can MASC support you better? _____

Changes? Time(s): _____ Day(s): _____

Location: 513 E Unaka Ave
Johnson City, TN 37601

Format: _____

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: Primary Porpus Date: 10-15-23

GSR: Cheryl A Alternate: Vacant

Secretary: Mickle Treasurer: Anna

Proxy Rep.: Dale Average Meeting Attendance: 3 - ~~25~~

Treasury Report

Beginning Balance: ~~0~~ 0

Contributions: 0

Rent: 0

Other Expenses: 0

Area Donation: 0

Balance (reserve): 0

Group News and Announcements

We have a speaker on Oct 22
it will be Janna.

How can MASC support you better? Support meetings
on Tuesday and Thursdays nights
at 7pm

Changes? Time(s): _____ Day(s): _____

Location: _____

Format: _____

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: Rise + Shine Date: 10/15/23

GSR: Tommy G. Alternate: _____

Secretary: _____ Treasurer: Angela S.

Proxy Rep.: Dave + Angela Average Meeting Attendance: 10-15

Treasury Report

Beginning Balance: 0

Contributions: _____

Rent: _____

Other Expenses: _____

Area Donation: \$ 68¹⁰

Balance (reserve): _____

Group News and Announcements

How can MASC support you better? N/A

Changes? Time(s): 8:00am Day(s): wed + Fridays

Location: Johnson City Recovery Center
513 E. Unaka Ave. J.C. TN. 37604

Format: meditation + open discussion

MOUNTAIN AREA OF NA GROUP REPORT

Group Name: Serenity Sisters Date: 10/15/23

GSR: Amanda B. Alternate: Johnna W.

Secretary: Leah L Treasurer: Chelsea D

Proxy Rep.: n/a Average Meeting Attendance: 15-30

Treasury Report Beginning Balance: ∅

Contributions: \$100.00

Rent: \$30.00

Other Expenses: \$50.00

Area Donation: \$20.00

Balance (reserve): ∅

Group News and Announcements

Leah L celebrates 15 years Anna B will be sharing her story.

How can MASC support you better? _____

Changes? Time(s): _____ Day(s): _____

Location: _____

Format: _____

Date Submitted: 9/17/23

MOUNTAIN AREA SERVICE COMMITTEE MOTION FORM

Motion Maker: Phil S, of _____

Seconded by: Ben D., GSR of A New Day Group

Motion: To revise policy Section V.C. 4 & 5
to increase clean time requirement for
Alt Treasurer and Treasurer to 4 years
and 5 years respectively

Intent: To take advantage of the growth
and maturity of the local Fellowship

Financial Impact: _____

Referred to Groups? yes Tabled? _____ Amended? _____ Rescinded? _____

Date of Vote: 10-15-23 Quorum: yes Yes: 2 No: 5 Abst: 1

Results Carried: _____ Failed:

Other: _____

Date Submitted: 9-17-23

MOUNTAIN AREA SERVICE COMMITTEE MOTION FORM

Motion Maker: Phil S., of _____

Seconded by: Ben D., GSR of A New Day Group

Motion: To make the literature chair
one of the MASC bank account
signatories.

Intent: To give the literature chair the
ability to perform the tasks of the
position.

Financial Impact: _____

Referred to Groups? yes Tabled? _____ Amended? _____ Rescinded? _____

Date of Vote: 10-15-23 Quorum: ^{8 voting} yes Yes: 7 No: 1 Abst: 0

Results Carried: Failed: _____

Other: _____

Date Submitted: 9-17-23

MOUNTAIN AREA SERVICE COMMITTEE MOTION FORM

Motion Maker: Phil S., of _____

Seconded by: Ben D., GSR of A New Day Group

Motion: To revise policy section VI.B
to increase suggested cleantime
requirement for literature chair
to that equal to the Area Treasurer

Intent: To make cleantime requirements
for the literature chair and Treasurer
equal since they handle significant
amounts of money/inventory,

Financial Impact: _____

Referred to Groups? yes Tabled? _____ Amended? _____ Rescinded? _____

Date of Vote: _____ Quorum: _____ Yes: _____ No: _____ Abst: _____

Results Carried: _____ Failed: _____

Other: ruled out of order - see minutes



Introduction

This bulletin is intended to provide NA service committees with general information about liability insurance coverage for their groups and activities. NA World Services receives frequent requests for information on issues related to liability, insurance, and availability of coverage. We have seen an increase in liability litigation by members and others that can cost thousands of dollars to resolve. This can result in a substantial loss of resources to a group or service body that has no liability insurance coverage. With that considered, NA World Services is providing the fellowship with current information about liability insurance. All groups are encouraged to obtain liability insurance through local brokers or through insurance brokers listed by NA World Services as a resource.⁷

Liability insurance issues can be unfamiliar to many of our members, and the data necessary to make good decisions when buying insurance may seem complicated. Many of us do not think it's likely we will experience injury or related occurrences at our meetings and activities. To others, this whole discussion may seem too organized for NA. But the truth of the matter is that NA trusted servants, groups, and committees have exposure to liability and liability insurance can provide vital protection for these individuals and for fellowship funds. The Eleventh Concept proposes that we take all reasonable steps to manage the fellowship's funds. Protecting NA funds by maintaining insurance coverage helps us carry out this responsibility.

Additionally, the Seventh Tradition essay from our Basic Text reminds us that we only ask members to do their fair share. We practice that principle when we protect trusted servants from unnecessary risk of personal liability for group activities. NA World Services encourages groups, areas, and regions to give serious consideration to this issue. It is in the spirit of supporting this effort and in response to the many inquiries we have received from around the fellowship that this bulletin has been developed.

This specific information is primarily directed toward the United States NA community, but it may be adaptable elsewhere as well. However, the spiritual principles discussed here may have applicability for any service body considering the underlying issues addressed in this bulletin. We recommend any evaluation or decision-making processes include thorough discussion among interested members and guidance from a local, licensed insurance professional with experience insuring nonprofit organizations. The term "group" used throughout this document refers to any NA group, service board or committee.

What is liability insurance?

We have tried to address this question as simply as possible but have had to use legal and technical terms to describe this issue. "Liability" means legal responsibility to a third party or parties (another person or organization) for one's acts or omissions. Failure of a person or entity to meet that responsibility leaves one open to a lawsuit for damages from any resulting injury or loss the third party or parties suffer. "Liability damages" are generally a sum of money to compensate the injured party.

A liability insurance policy is a contract or agreement between the insurance company and a policyholder whereby the insurance company agrees to compensate an injured party or parties that suffer a loss or injury due to the acts or omissions of the policyholder. Said another way, liability insurance provides protection against claims from third parties (e.g., hotels, convention centers, churches, attendees, or innocent bystanders) for bodily injury, personal injury,

or property loss or damage (i.e., accidents). Liability insurance also covers the cost to defend an asserted claim from a third party against the policyholder whether or not the policyholder is later found not to have done anything wrong. When an incident occurs that is covered by the policy, the insurance company will interact with the individual(s) who may have been harmed in an effort to resolve any related costs, within the limits provided in the policy.

Liability insurance basically covers the negligence of the policyholder and others covered as "insured parties." "Negligence" is defined as the failure to exercise the care toward others for a foreseeable and unreasonable risk of harm that a reasonable or prudent person would have taken in the same or similar circumstances, or taking an action that a reasonable person would not.

The primary liability insurance policy for organizations holding meetings and events is called Commercial General Liability (CGL) insurance. The types of coverage included in liability insurance policies vary, and numerous exclusions to coverage apply to policies. CGL insurance policies can vary slightly from state to state, but the typical policy covers the following things: bodily injury or death, and property damage to third parties, personal injury (including libel, slander, and false arrest), advertising liability, fire legal liability, and medical payments for injury to third parties. Property damage to premises (e.g., hotels, convention centers, churches, etc.) in the care, custody, and control of the policyholder is also covered as long as the property is used for seven (7) or fewer days.

A partial list of typical exclusions found in a CGL policy includes coverage for damage, loss, or injury from intentional acts or omissions (i.e., violence or a malicious act). Also excluded are damage or loss to person's or property from arson, losses or damage from the use of an automobile, material published with knowledge of falsity, and discrimination against certain parties.

Because policies vary in what they cover, it is very important to fully understand any insurance policy coverage before purchasing it.

Why is liability insurance needed?

A growing number of facilities require liability insurance from groups renting meeting or event space. Having such coverage can make finding meeting space easier, but there are even more important reasons for securing liability insurance, such as personal liability of trusted servants.

If an accident or incident occurs at an NA meeting or event, the trusted servants who coordinate meetings or activities could be held liable and their personal assets could be placed in jeopardy unless insurance coverage is in place. Insurance provides trusted servants, groups, and service committees with a level of protection by reducing or eliminating any financial risk to fellowship funds or trusted servant's personal finances.

Insurance coverage can provide significant legal support in the case of civil litigation or law suits. For example, if an injury occurs at a meeting place due to the group's negligence (e.g., if someone suffers substantial injury from a fall caused by a loose microphone cord or is severely burned by a hot coffee spill) the insurance company typically will conduct an investigation, represent NA in any court proceedings, and pay any damages up to the limit of the liability policy. Usually, when an insurance company handles a claim it does not require any expense or substantial involvement from the trusted servants of the group or committee. Additionally, in those cases where local insurance coverage is in place, NA World Services is less likely to get involved. This saves additional time and resources because we need not become a party to local matters in which we are not involved and for which NA World Services has no responsibility.

Who should purchase liability insurance?

Every NA group and committee who meets or holds functions should consider liability insurance coverage. Though each group or area service committee could purchase liability insurance coverage individually, most policies currently held within the fellowship are at the regional service committee level, as most times this will be the most economical approach. In addition, local activities, such as dances and

picnics, and annual events like retreats and conventions should be included in a regional-level policy unless the event carries its own insurance coverage.

How to provide proof of insurance to a facility?

Many times a facility will request verification that the group, committee, or event has liability insurance coverage. This request requires you to provide specific information from the group or committee to the group's insurance company. The insurance company will then issue the facility a *Certificate of Insurance* which verifies and discloses the amounts of the coverage. We have included a *Proof of Insurance Request Form* as an addendum to this bulletin that can be used for this purpose.

Some facilities may also require that they be named as *Additionally Insured* on the certificate of insurance. This means that the facility is asking the group to specifically add the facility on its insurance policy to cover (to the extent the policy allows) any claims against the facility that may arise from your group's use. Keep in mind that the group's insurance company may charge for adding *Additionally Insured* language to the policy, but the charge should be minimal. Discuss this important detail with your group's insurance agent.

What to do if someone gets hurt?

It is a good risk management practice to discuss how to respond to liability situations with your group's insurance agent prior to any incidents. In the unfortunate event of an incident or accident, the first order of business is to get medical help for the injured party or parties and address any emergencies. After that, if possible, the group needs to collect complete contact information (including statements of what witnesses saw, names, contact information, place, and times) from those involved and/or observers.

Regarding issues of anonymity, keep in mind that the information you are collecting is not intended to be used to reveal NA membership, but rather as a part of the legal resolution process. In that way, collecting this information is not in conflict with our Twelve Traditions.

What if a group or member gets "served"?

Sometimes an injured individual may file a civil law suit against those involved or identified as having some responsibility for the incident or accident. As a part of that filing, you may personally receive "service of process". Service of process is the procedure whereby a defendant (person or organization being sued) in a lawsuit is given legal notice that a lawsuit has been filed against them and a specific court is exercising its authority over that person or organization. Generally service involves the delivery of a formal legal document. The purpose of service of process is to enable the person or organization being sued the opportunity to respond to the lawsuit. Once a person has been "served," that person, or the organization represented by that person, typically has thirty (30) days to respond. If the court does not receive a response within the thirty (30) days, the person or organization can be held in default. If a party is held in default, the other party automatically wins and is awarded damages by the court.

Our recommendation is to respectfully accept the service of process documents. Accepting these documents does not imply admission of guilt. If you are served, we recommend you contact your group's insurance agent. The insurance company will likely take up the issue for you, depending on the parameters of your coverage.

Other issues of coverage

Certain activities like dances, conventions, and campouts carry a greater degree of risk for injury and may require more coverage than recovery and committee meetings. It is important that the group's insurance agent be provided accurate information regarding the nature of activities and events in order to assure proper coverage. It is also advisable to send event contracts that include insurance provisions to the group's agent to review, prior to signing the contract. In this way the agent will have the opportunity to give the group an assessment of the requirements, quote any additional insurance coverage premiums

required, and allow the group's committees to make informed decisions. Whenever signing contracts, for insurance coverage purposes, the policyholder's name should appear on the contract. For example, if an area was holding a function, the area would identify themselves as "The ABC Area of the XYZ Regional Service Committee of Narcotics Anonymous" on the contract.

On a related topic, some service boards may be interested in protecting themselves against liability for decisions they make as a part of their fiduciary duties. Board members can find such protection through purchasing *directors' and officers' liability coverage* (referred to as *D&O insurance*). Additionally, service boards may be able to purchase *dishonesty coverage* for protection against internal theft, including forgery and alteration of checks, by its employees. Finally, service committees that employ special workers need to have *workers' compensation coverage*. These plans cover employees injured in the course of doing their job. This coverage is compulsory in most states, and not to have it would be a violation of the law.

All of these matters are best discussed with a professional—an insurance agent, a state insurance agency, or an attorney, for example. Bear in mind that in many states a service board may need to be incorporated in order to have access to these types of insurance coverage. This bulletin is, however, not intended to persuade you to incorporate. There are many other issues beyond insurance involved in that decision. If you have further questions about incorporation, you can contact the World Service Office.

Additional resources

In an effort to support regional service committees in this matter, we have also attached two tools for your use. Addendum 1 of this bulletin is a six-step process that may help in securing liability insurance coverage. Addendum 2 is a sample Proof of Insurance Request Form that may simplify the process for groups and committees to request needed insurance documentation.

In addition, we have listed those insurance companies that we know have helped other service committees to secure group liability insurance. This is not intended to be an endorsement, nor does NA World Services have any affiliation with these companies. If your regional service committee finds group liability insurance coverage with a company not on our list, we ask that you forward that company's contact information so that we can make it available to other service committees.

Conclusion

This bulletin is merely an overview and should not be considered the final word about liability insurance. We invite members and service committees to share your group's experience with this matter in an effort to have the most complete information available for other NA communities. It is our hope that through this cooperative effort we can address this issue of growing importance to our fellowship.

Liability Insurance Addendum 1

A Six-Step Process for Acquiring Liability Insurance

If your group's regional service committee is considering purchasing insurance for its NA groups and activities, here are some steps to follow that may assist you in your efforts.

Step One: Discuss your needs

First we suggest your region hold discussions about obtaining group liability insurance coverage. For practical financial purposes, it is usually substantially less expensive for a region to obtain a group policy for all of its groups, rather than each group obtaining an individual group policy.

Step Two: Gathering data necessary for adequate coverage

The next step is to acquire the right policy(ies) for your needs. A professional such as an insurance agent, a state insurance agency, or an attorney can provide expert consultation, but here are some useful things to know.

The policy cost is usually based in part on the number of locations covered, which might correspond to the number of meeting facilities in your area. You may want to consider using a regional meeting directory to help with this.

They may ask your group representative for the number of members. An estimate is sufficient. Your group might base this number on the average meeting size in your region. For example, if there are 200 meetings in the region and an average of 20 members at each meeting, you would estimate 4000 members (200 x 20 = 4000 members).

Another consideration in determining the group's policy may also include the nature of activity that your group wants to cover, as it relates to NA events (i.e., dances, picnics, campouts, and conventions). It will be important to your group and your agent that the groups give the agent an estimate of how many events are held and the number of attendees at each event.

Step Three: Determine the insured's name

The next step is to be sure that the group name used for insurance purposes is consistent with the name used to rent meeting space, or a building for an NA function. From an insurance underwriting standpoint, consistently using one group name for each entity is best. For example, use either "SWRSCNA" or "Southwest Regional Service Committee of Narcotics Anonymous," but not both.

Step Four: Contact a local agency

Locate a local, licensed insurance agency that can write a general liability policy rated for nonprofit "social gatherings, meetings, or dances." This is insurance industry terminology that describes the necessary coverage for the kinds of activities usually associated with NA meetings and/or activities and social functions. The insurance agent needs to understand insurance needs for nonprofit groups. Your group may also contact one of the companies listed below.

Step Five: Determine adequate coverage

Your group insurance liability limits need to provide adequate coverage. We recommend a minimum of \$300,000 combined single liability coverage. If you want to cover local activities and conventions, we would strongly encourage you to increase liability coverage to \$1,000,000. Ask the insurance agent for options. The thought here is that activities such as dances, conventions, and campouts involve activities that are typically considered higher risk. The possibility of injury increases, for example, when members are lighting fires at a campout or dancing at a dance, compared to sitting in a meeting.

Also ask questions about how the cost of legal support is provided in the policy. Some policies will pay all defense costs over and above the limit of the liability coverage. In other words, a \$1,000,000 policy would pay any defense expenses *independent* of that \$1,000,000 limit. Other policies might include legal expenses *within* the policy's limit, essentially offering less coverage. The option you choose will usually affect the cost of the policy. Our recommendation is, whenever possible, purchase coverage with legal expense coverage *independent* of the policy limit.

Step Six: Supply addresses and contact Info

Be sure to use a stable mailing address and a stable point of contact for all communications with the insurance company. A problem, from an insurance carrier's standpoint, is having the ability to contact the committee if necessary. For example, if a premium is not paid on time or if someone files a claim, the agent will need to contact the committee. Given our collective history of trusted servant rotation, this can be a significant challenge. For this reason you may want to supply the agent with several names as backup and corresponding contact information. Committees should also update that information as trusted servants change.

Finally, some service bodies have purchased liability insurance policies for their groups from the following insurance companies. This information is not offered as an endorsement, nor does NA have any affiliation with these companies. Typically insurance companies will not deal with your authorized group representative directly, so your representative will need to obtain a referral to an authorized insurance agent in your area.

The Cincinnati Insurance Company
513.603-5150
www.cinfin.com

Philadelphia Insurance Companies
800.873.4552
www.phly.com

Vista International Insurance Brokers
800.819.8808
www.vistainternational.com

Other companies may be added as they are identified.

Liability Insurance Addendum 2 Proof of Insurance Request Form

Often times a facility will ask us for proof of liability insurance coverage. In most cases a *Certificate of Insurance* issued from the group's insurance carrier is all that is required. This certificate provides the facility with proof of insurance coverage and the amount of coverage from the insurance company. This is a routine procedure, and insurance companies will typically provide this free of charge. To request a certificate, please fill out sections 1, 2, and 4 of the form and return it to the appropriate trusted servant assigned to work with the region's insurance provider.

Other times, the facility requires that they be added to the insurance policy as an *Additionally Insured* on your group's insurance policy so that any claims against the facility that arises from your use will be covered (to the extent the group policy allows). Keep in mind, your group's insurance company may charge for adding *Additionally Insured* language to the policy. If this is what is needed, the entire form must be completed and returned to the appropriate trusted servant for follow-up.

Part 1: To be filled out for all requests

Full name of facility or its legal entity: (Ask the location or facility to provide this information. For example, a meeting may be held in XYZ Park, but the certificate is to be issued to their legal entity which is The City of ABC):

Full address of entity/location: _____

Part 2: To be filled out for all requests

Facility/Entity contact person (full name please): _____

Phone: _____ **Fax:** _____ **Email address (if any):** _____

Part 3: Fill out only if the facility/entity has asked to be named as "Additionally Insured"

Specific wording and/or endorsements to be stated on the certificate for the additional insured
(Have the location or facility provide this information to you in writing):

Part 4: To be filled out for all requests

Group or committee name: _____

Contact person's name: _____

Contact person's position: _____

Contact person's phone: _____ **Fax:** _____ **Email:** _____

Date Submitted: 10/15/23

MOUNTAIN AREA SERVICE COMMITTEE MOTION FORM

Motion Maker: EDDY G.

Seconded by: Tommy G., GSR of Rise & Shine Group

Motion: TO ELIMINATE LITERATURE SUBCOMMITTEE
AND MAKE LITERATURE CHAIR A MEMBER OF
THE MASC ADMINISTRATIVE COMMITTEE. AN
ALTERNATE LITERATURE CHAIR POSITION WILL ALSO
NEED TO BE CREATED.

IF MOTION PASSES THE POLICY SUBCOMMITTEE
WILL CREATE GUIDELINES FOR THE NEW POSITIONS TO
BE APPROVED NEXT MONTH

Intent: _____

TO ADJUST STRUCTURE TO REFLECT WHAT IS
ALREADY HAPPENING. LITERATURE CHAIR IS ALREADY
FUNCTIONING AS A MEMBER OF Admin rather than
SUBCOMMITTEE.

Financial Impact: _____

Referred to Groups? Tabled? _____ Amended? _____ Rescinded? _____

Date of Vote: _____ Quorum: _____ Yes: _____ No: _____ Abst: _____

Results Carried: _____ Failed: _____

Other: _____

Date Submitted: 10/15/23

MOUNTAIN AREA SERVICE COMMITTEE MOTION FORM

Motion Maker: Tommy G., of Rise + Shine

Seconded by: Ben D., GSR of A New Day Group

Motion: Motion to amend policy to include as one of the treasurer's responsibilities to change debit card number yearly.

Intent: To protect MANA funds.

Financial Impact: _____

Referred to Groups? Tabled? _____ Amended? _____ Rescinded? _____

Date of Vote: _____ Quorum: _____ Yes: _____ No: _____ Abst: _____

Results Carried: _____ Failed: _____

Other: _____