

SheVANA ASC Minutes

August 11, 2025

Meeting opened by Meredith S-C @ 6:30 pm with a moment of silence followed by the Serenity Prayer.

The Twelve Traditions were read by Heather R.

The 12 Concepts for NA Service were read by Archer C.

The SheVANA Purpose was read by Norman.

Roll Call Active:18, Inactive:1, Present: 12

First ROLL CALL		
Group Name	Representative	Status
Brothers in Recovery		
Experience Strength & Hope	Stephen	
Eyes To the Sky	Frank	
Finding a New Way to Live	Phil	
Fire, Faith and Fellowship		
Last Connection	Megan	
Midday NA	Norman	
NA at Millcreek		Inactive
New Chance	Luke	
New Freedom		
N.O.A.N.D.A.	Steve	
Out of the Cage	Willie	
Recovery and Beyond		
Regardless Of		
Renegade	Kevin	
Save Uranus	Kenny	
Solution Seekers	Archer	
Welcome Home in Recovery		
Women Warriors Wednesdays	Mary	

Quorum met for the first roll call.

Motion to accept minutes made by Kevin. Seconded By Mary

4 abstentions, 9 yes, 0 no

Minutes are approved/

REPORTS:

- **Chair: Meredith S-C** – Present, no report
- **Vice Chair: David T.** – Present, no report
- **Secretary: Liz C.** – Present, no report
- **RCM: Heather R.** – Present, read the following report

Hi family name is Heather I am an addict. Region will meet August 16. I will be going in person flier is attached. Remember the time is now 11am. We need to vote on the Regional motion sent back to groups at last month's area during old business. More will be revealed. In loving service.

- **RCM Alt: Chris M:** - Present, verbal report
- **VRCC: Bailey R** – Present, read the following report
- Hi Everyone,
I attended the meeting last month on zoom. Everything is on schedule with planning the AVCNA. The Treasurer position for the VRCC is open. I've included the description for this position below.
In loving service, Bailey R.

Treasurer: Deposit and Disbursement of Money and Valuables. The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such Virginia Regional Convention Corporation, Inc. depositories as the Board may order, shall render to the Chairperson of the Board, and the Board, when requested, an account of all transaction as Treasurer and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as the Board or the By-Laws may prescribe. Bond; If required by the Board, the Treasurer shall give the Corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer on his or her death, resignation, retirement, or removal from office. [from By-Laws].

Job Description:

1. Maintains the VRCC Master account, pays all VRCC bills, and reconciles Monthly bank statements.
2. Attends VRCC meetings and submits a written bi-monthly report including: beginning and ending balances, income expenses and an explanation of inconsistencies, mishaps, or irregularities of master and subsidiary accounts. [03/18/12.]
3. Keeps a record of all receipts.
4. Gives a year-end Treasurer's report at the annual meeting in March.
5. Is a signatory on Master and Subsidiary accounts.
6. Serves a two-year commitment.

7. Oversees the Subsidiary account.
8. Reconciles monthly Subsidiary bank statement.
9. Establishes Subsidiary account with Host Convention Committee of \$2,000.
10. As receipts are turned in, reimbursement to AVCNA Subsidiary. The account will be maintained within seven days.
11. Verifies receiving of Convention's Treasurer's report to Convention Treasurer and VRCC Chairperson.
12. Notifies Convention Treasurer that reimbursement deposits have been made.
13. Prepares annual VRCC Budget.
14. Advises VRCC of availability of funds and projected convention expenses.
15. Arranges for payment of monthly retail sales tax.
16. Arranges preparation for quarterly annual Federal Tax Report with Accountant.
17. To prepare and distribute a profit and loss statement at the November VRCC meeting. [05/15/05].
18. Ensures that all Treasurer's equipment is placed in storage with banners and merchandise. [01/16/06].
19. Create 'inquiry only' online access to the AVCNA checking account for the Host Committee Treasurer. [05/21/06].
20. To set-up "on-line" payment option to register for future AVCNA conventions.
21. A subtotal of merchandise and registration sales be provided to the Virginia Regional Convention Corporation, Inc. body at the Friday night meeting and a final subtotal of merchandise and registration be provided at the Sunday, close out meeting. [Section 21 added November 19, 2017 by vote of 7-0-0]

Suggested requirements:

1. Five years clean time.
2. Possess a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts of NA Service.
3. Have one-year VRCC experience as a Director or Officer.

- **VRCC Alt: OPEN**
- **H & I Chair: Stephen P.** - Present, verbal report
- **Newsletter: OPEN**
- **Outreach: Logan O** – Absent
- **Parliamentarian: Frank Y** – Present, no report
- **Public Relations: Wendy D.** – Present, read the following report

July 28, 2025 Public Relations Report

Public Relations met on July 28th at Wellhouse Ministry Church. We had two in attendance. We read from the PR Handbook for our literature study, pgs. 57-61, then proceeded with our business meeting. Below are highlights.

PR Business handled:

- Verified all celebrations currently known & updated on calendar.
- Uploaded ASC & H&I - minutes to website
- PR was contacted by Renegade – their meeting location is changing effective 8/29 to 501 S. Cameron St. – while noted here, no changes will be made to public record until after last meeting at existing location. Please note this change!!
- Next PR Subcommittee meeting is Aug.25th from 7-830pm
- We will need our standing budget request for rent please.
- PR was formally invited to participate with an info table at the annual Addicted to Hope Rally. The event is on Sept. 6, 2025, at 400 Campus Blvd. Event starts at 4, and we can begin set up anytime after 2pm.
- H&I invited PR to do a presentation to Northwest Regional Adult Detention Center for the purpose of their agreement on meeting schedules & procedures. Wendy from PR attended the next H&I subcommittee to discuss.
- Meeting lists have been left at:
 - o Winchester Probation
 - o Winchester Drug Court
 - o Handley & Bowman Library
 - o Edgehill
 - o Lord Fairfax halfway house

I am sending my report to our secretary in case I am late arriving at ASC, but will definitely be there!!!

Thank you for letting me serve!!

ILS, Wendy D.

Wendy Horton Darr
540-303-1675
wj_horton@yahoo.com

- **Special Events: Kevin I** – Present, verbal report
- **Literature Report: Cat Bell** - Present and read the following report

Hello family, The subcommittee met in person on Saturday, 7/19/25 at 1:30pm at Edgehill. The chair was there in person and one member phoned in. The room at Edgehill was not available, so no rent was paid. The next subcommittee meeting will be held on Saturday, 8/16 @ 1:30pm at Jim Barnett Park Lion's Shelter during the Shevana picnic if anyone would like to attend. All literature orders for July 2025 were fulfilled at ASC, except New Chance which was fulfilled that following week. I was able to obtain online access to the literature account. However, the bank needed to make a change to use my personal information to register the account. So, there is now a UserID: literature@shevana.org and password but all the information to verify the account is my personal information. This would need to be changed when a new chair takes over. Since I have online access, can I turn off paper statements and save the \$2/mo fee? (New Business)

Attention all homegroups: There have been a lot of last-minute requests for medallions outside of ASC. It is the homegroup's responsibility to ensure they have medallions needed for their celebrations in the coming month. It is suggested that groups or individuals order two months prior to their needed deadline, including medallions for upcoming celebrations. All literature orders should be submitted using an order form. Order forms can be turned in at ASC, emailed to shevanaliterature@gmail.com, or texted to 540-686-6321 and will be distributed at the next ASC meeting. Order forms are available here at ASC and on shevana.org on the Literature page.

Financial Report Period: 7/15/2025 – 8/11/2025 (July ASC to August ASC)
Beginning Bank Balance: \$332.43 (As of 7/30/25)

Cash on Hand: \$59.00
Ones: 5
Fives: 4

Tens: 1
Twenties: 1

Pennies: 10
Nickels: 6
Dimes: 11
Quarters: 10

Income: \$320.34 (\$ Bank Credits)

Literature Sold in July: \$290.37 (\$320.10 Deposit)
Interest Earned: \$0.24

Expenses: \$325.04 (\$ Bank Debits)

NAWS Order: \$323.04
ASC Donation: \$0.00
Rent: \$0.00 (Cash)
Paper Statement Fee: \$2.00
Supplies: \$0.00

Ending Bank Balance: \$327.73

Prudent Reserve: \$550.00 (not yet met)

Thank you for allowing me to serve, Cat Bell

QUESTIONS ON REPORTS: None

NON-STANDING BUDGET REQUESTS: None

OPEN FORUM:

1. Concept of the month read by Norman.
2. Online meeting comparison

See attached comparison form

H&I brought this to the area with the intention to use it for subcommittee meetings in case of extenuating circumstances.

Is there a way to pay for a month since more than likely this will not be used often?

It would be beneficial and we would save money if we bought the year.

Subcommittee chairs, is this something you would use? Yes

GSRs would your homegroup use this? No

Will there be a motion tonight? There has been a motion out on.

There will be no motion tonight.

I don't see the purpose of this? Have we used this before? Yes, H&I used it for apple blossom and weather. We used it twice last year.

I am all for it, but it seems like we need to create a position for this to be managed.

Some of the groups that are hybrid are using their own accounts, so would they be able to use this? It might be a good way for groups to save money.

Are there home groups that are paying for this already and might be able to take advantage? Yes

I feel like this would be a pro so that people's families that are invested in their recovery can attend celebrations and things like that.

I think the finances might be an issue.

In the interest of creating an area online meeting account we could be more inclusive for everyone in the area. We can have meetings with people in the jails and institutions; it is already happening elsewhere.

The hurdle might be the infrastructure to make it happen. There is more cost due to other equipment than just the monthly fee. Who is going to carry the equipment around to all the people that might want to use it.

The infrastructure comment is valid, however what I am seeing is that this area is acting like we are 18 individual home groups that do not want to cooperate. Can we cooperate?

3. To the parliamentarian. Did we talk about the updated policies? The updated guidelines are on line and can be printed for a hard copy. All policy motions that have passed this year are included in the most recent copy of the guidelines online.
4. Celebration announcements are posted on the website only 6 weeks out. If you have something further out, text Wendy, HR chair.
5. Special Events is getting a debit card from the bank by the end of this week.

*******10 MINUTE BREAK*******

Meredith S-C. called the meeting back to order at 7:28 with a moment of silence and the Serenity Prayer.

Second ROLL CALL		
Group Name	Representative	Status
Brothers in Recovery		
Experience Strength & Hope	Stephen	
Eyes To the Sky	Frank	
Finding a New Way to Live	Phil	
Fire, Faith and Fellowship		
Last Connection	Megan	
Midday NA	Norman	
NA at Millcreek		Inactive
New Chance		
New Freedom	Taylor	
N.O.A.N.D.A.	Steve	
Out of the Cage		
Recovery and Beyond		Inactive
Regardless Of		
Renegade	Kevin	
Save Uranus	Kenny	
Solution Seekers	Archer	
Welcome Home in Recovery	Wendy	
Women Warriors Wednesday	Mary	

Quorum met for the second roll call with 14 groups present

Liz C. read the announcements.

- **ANNOUNCEMENTS**

- Danny M – 15 years – 9/11 – New Chance – 7pm
- Chris M – 11 years – 8/13 – Last Connection – 7pm
- Keith D – 4 years – 8/25 – Midday – 12 pm
- Niki C – 1 year – 9/14 – Midday – 2 pm
- John W – 2 years – 8/16 - Fire, Faith and Fellowship – 9 pm
- Christina F – 13 years – 8/23 – Fire, Faith and Fellowship – 9 pm
- Scott T – 4 years – 8/30 – Fire, Faith and Fellowship – 9 pm
- Shevana Picnic – 8/16 -12pm – 5 pm – Lions Shelter
- Shawna G – 2 years -8/18 – New Freedom – 7 pm
- Ginny W – 2 years – 9/22 – New Freedom – 7 pm
- Bekah B – 2 years – 9/29 – New Freedom – 7 pm
- Alex B – 1 year – 8/30 – Experience, Strength and Hope – 7 pm
- Duane F – 10 years – 9/13 – Experience, Strength and Hope – 7 pm
- Regardless Of homegroup is closing

- **PLANNED SUBCOMMITTEE MEETINGS:**

- PR Subcommittee meeting is 8/25, 7-830pm – Wellhouse Ministry – 5488 Main Street, Stephens City
- Special Events subcommittee meetings – 3:15 at Edgehill – August 17
- H&I Subcommittee – 1st Monday of every month at the Adams Nelson building – 303 Loudoun, Winchester, VA
- Literature subcommittee – Every Saturday after area – 1:30 pm at Edgehill

- **OLD BUSINESS:**

Regional Motion 233-1

Sherry V is motion maker

Seconded by HeatherR.

Description: World Services has paid for the Regional Delegate to attend for many years after the conference voted for it. Then the vote changed for NA world services not to pay for RD unless there are extenuating financial hardships of the region/zone.

Intent: To be fully self-supporting

Motion to change Section VIII: Additional Guidelines

1. RSC will pay for transportation, lodging, and per diem for the RD and the RDA 2 to attend the biannual WSC, and for per diem.

TO:

CARNA will cover the costs of transportation, lodging, and per diem for the RD, RDA, and RDA2 to attend the World Service Conference (WSC).

Abstentions: 3, Yes: 8, No: 2 – Motion passes – Heather will take it back

Area Motion:

Motion maker: Barbara S.
Seconded by Frank

Motion 07-01-25

FROM:

13.1.4 Additional Guidelines for Subcommittees with bank accounts

13.1.4a Subcommittee Chair will be a signor on the subcommittee's bank account along with another Trusted Servant, so that two signatures will be on any check.

13.1.4b Subcommittee Treasurer or Chair is to maintain a checkbook register and keep all paper bank statements as well as a receipt ledger

13.1.4c Subcommittee Chair shall participate in an annual reconciliation with the Financial Reconciliation ad hoc committee

13.4.1d Subcommittee Chair shall submit a full annual financial report at the end of each term at the completion of the financial reconciliation

TO:

13.1.4 Additional Guidelines for Subcommittees with bank accounts

13.4.1a Subcommittees shall coordinate with ASC Chair and bank to add/remove members of the subcommittee's executive body

Intent:

To allow subcommittees with bank accounts ability to establish their own guidelines and still be accountable

E.g. Special events has added Vice Chair as a third available check signer and this ASC guideline change allows that subcommittee guideline change to still comply with ASC guidelines

Abstentions:4, Yes:5, No: 5 – Motion Fails

Take open positions back to home groups

- **NEW BUSINESS:**

Since literature now has access to online banking. Can I get rid of paper statements? We have always had the paper trail from the PO box. I can print past statements.

13.1.5: Policy says to Keep all paper bank statements and receipt ledger.

I am for keeping bank mailed paper statements, but as a trusted servant, Cat Bell can print them. This doesn't require a vote, so Cat Bell, just provide a copy to the secretary for inclusion in the minutes.

Where is the area coffee pot? We don't know where it is. Tony might have it. Norman says he will bring a coffee pot, Heather will bring supplies.

- **TREASURERS REPORT Acting Treasurer: David T** - Present and read the following report – no official treasurer's report tonight -

Beginning balance: \$1444.59
Total donations collected: \$958.29

QUESTIONS ON TREASURER'S REPORT:

- **NEXT ASC MEETING:** Next Area Service Meeting will be held on Monday, September 8, at 6:30 pm. at Canvas Community Church, 2333 Roosevelt Blvd. Winchester VA 22601

MOTION TO CLOSE – Motion to close moved by Norman, seconded by Kevin

Meeting Adjourned at 7:55pm

