

South Central Kentucky Area Minutes from September 12th 2021
(Revised for 9/2021) posted on sckana.net)

Call to order: 1:06 pm by the Chair
Serenity Prayer service body
Twelve Traditions: JFT
Purpose and Scope: HJF
Concepts: LTP
Service Prayer read by: H&N

Executive Roll Call:

Chairperson	P	RCM	V
Vice-Chair	P	RCMA	V
Secretary	P	P&P	P
Treasurer	P	H&I	P

Home Groups: (record if group being represented is not voting/or **ineligible/inactive**)

*DIU	<i>absent at time of roll call</i>	WDR	<i>absent at time of roll call</i>
HJF	P	24 Group	P
LTP	P	MWBR A	1 st
H&N	P	JFT	P

2nd consecutive meeting for new groups joining /no
2nd consecutive meeting for any groups returning/ no
Voting Members 5 Quorum needed 4

2nd consecutive meeting missed/ no
3rd or more consecutive meeting missed/ no

New groups attending or returning to the ASC/ no

Minutes from last meeting: motion to accept: HJF/ 2nd LTP passed 6-0-0 vote changed with the arrival of WDR/DIU (**zoom participant didn't vote**)

Treasurer Report: motion to accept: WDR/ 2nd HJF passed 7-0-0

Group reports and donations: Policy states rotate the order to report monthly (* indicates 1st group reporting at the January ASC meeting) **inactive/ineligible**

*DIU	P OR/ERTBS	WDR	P RS \$20.00 cash
HJF	P RS	24 Group	P ERS
LTP	P RS	MWBR A	1 st
H&N	P RS \$35.00 #1190 tbr by mail	JFT	P RS

Total Group Donations: \$20.00

RCM/RCMA: NR/ Secretary designated to represent at September meeting via zoom

Ad-hoc Subcommittee/Work Groups: P&P P RS H&I P OR/ERTBS

15 minute break (per policy): motion to waive: H&N/2nd LTP passed 6-0-0

Money Expenditures:

General Fund Starting Balance: \$608.92 (prudent reserve \$300.00)

Operating balance: \$308.92

Fixed Monthly Bills

- Combined Communications \$ 19.50
- Zoom Platform \$5.00

Requested Expenses: \$19.50 (reimburse treasurer for Combined Communication)

Fixed monthly: \$24.50

Total expenditures for today: \$24.50

Adjusted balance minus expenses \$584.42

Income:

Group Donations: \$20.00 cash

Activities _____

Literature _____

Misc. _____

Income Total: \$20.00 (7th Tradition will be added below)

Adjusted balance including income \$604.42

Old Business:

- Conference Agenda Report (CAR) and Conference Approval Track (CAT) voting policy still to be determined at KBARNA /tabled
- IT policy submitted and posted online in the July minutes was sent back to the groups for review, possible motion for policy forthcoming. (see new business)

Election of Trusted Servants: (this was done out of sequence due to the nominated trusted servants work schedule/ reflected in the vote)

Service Terms reviewed by Secretary per policy:

(Nominations open for any term ending within 2 months, position can be closed and voted on in the month term ends)

ASC Positions Vacant: RCM, RCMA

Area positions open for nominations: Treasurer, Secretary, P&P (lame duck in place) with RCM, RCMA currently vacant.

Regional Positions Vacant: none**New Business:** (includes voting on any motions pending from ASC/Region)

- Ad-Hoc Activities Chair discussion held on the upcoming SCKA KRCNA fundraiser typically held 1st Saturday in December and at First Christian Church with questions raised on changing the date and additional nominations open and going back to the groups along with Nathan A. expressing the willingness but not yet nominated.
- Secretary requesting to purchase a ream of paper for copies of minutes, schedules, flyers and other ASC documents including H&I IP's.
- P&P Chair held brief discussion of IT Policy addendum also going back to the groups for review.
- Treasurer noted the yearly annual estimated budget for the P.O. Box doesn't reflect the most recent increases.

ANNOUNCEMENTS: (include monthly Ad-Hoc Sub-Committee meetings per policy)

- 34th Annual LBL Campout @ Energy Lake September 17th -19th
- 24 Group meets on Monday only, asking for support to host zoom meeting only and support for their meetings. Zoom id # on the sckana.net website schedule page is no longer valid.
- Southern Zonal Forum will be held in Louisville on the last weekend in October, flyer is posted on the website.
- Area Service Committee (ASC) donations can be made via Venmo @Hillous Perrigo@SCKANA this information has been added to the website.
- Addicts can also find additional general NA information at a non-affiliated SCKANA Group Facebook page

7th Tradition \$15.00 cash/ \$13.00 via Venmo Total Income today \$28.00/

(ck# 1190 for \$35.00 from H&N will be added to the general fund when it is received by the Treasurer)

Ending current balance \$632.48 = (\$332.48. above prudent reserve) proposed balance pending \$35.00= \$667.48

Region/WSO Donation (per policy 30% above PR if not obligated for other expenses) Yes/No

HJF/2nd JFT

Next scheduled ASC Meeting: October 12th, 2021/ 1:00pm CST @ Christ Episcopal Church with zoom access until further notice

Next scheduled Regional Meeting: November 21st / via zoom @ 1:00pm CST zoom id# will be posted on the website if the info is made available prior to the scheduled meeting.

Motion to close by H&N, 2nd by LTP

Vote to close: 7-0 -0

Meeting adjourned at: 2:18pm

SCKA Area Meeting Agenda _____
(Revised for 10/2021) posted on sckana.net)

Call to order _____ by _____
Serenity Prayer _____
Twelve Traditions read by _____
Purpose and Scope read by _____
Concepts read by _____
Service Prayer read by _____

Executive Committee Roll Call:

Chairperson _____ RCM _____
Vice-Chair _____ RCMA _____
Secretary _____ P&P _____
Treasurer _____ H&I _____

Home Group Roll Call: (record if group being represented is not voting/or **ineligible/inactive**)

*DIU _____ WDR _____
HJF _____ 24 Group _____
LTP _____ MWBR _____
H&N _____ JFT _____

2nd consecutive meeting for new groups joining the ASC Yes/No _____

2nd consecutive meeting for any groups returning to the ASC
Yes/No _____

Voting members established _____ Quorum needed is 4

2nd consecutive meeting missed (group, committee chair or other trusted servants) Yes/No _____

3rd or more consecutive meeting missed (group, committee chair or other trusted servants)
Yes/No _____

Recognition of any new groups attending or returning to the ASC Yes/No _____

Minutes from previous meeting read by: _____

Motion to accept as read Yes/No _____ w/amendments Yes
Motion to accept by _____ seconded by _____
Amendment reads: _____

vote _____ Pass/Fail

Treasurer Report:

Motion to accept as read: Yes/No _____ w/amendments: Yes
Motion to accept by _____ seconded by _____

Amendment reads: _____
vote _____ Pass/ Fail

GSR Report/Donations/Discussion: Policy states rotate the order to report monthly (* indicates 1st group reporting at the January ASC meeting) *inactive/ineligible*

*DIU _____ \$ _____	WDR _____ \$ _____
HJF _____ \$ _____	24 Group _____ \$ _____
LTP _____ \$ _____	MWBR _____ \$ _____
H&N _____ \$ _____	JFT _____ \$ _____

Total Group Donations _____

RCM/RCMA Report _____ Regional Minutes yes/no
*** (Region meets in odd months only and rotates to each area location)***

Ad-hoc Subcommittee/Work Group Reports:

*P&P _____ H&I _____

Break For 15 Minutes (per policy) at: _____ or motion to waive _____ / _____ vote _____

Call back to order at _____ by _____
Re-establish voting members _____
Groups not represented after the break _____

Money Expenditures/transactions for today's business:

Starting Balance _____ (prudent reserve \$300.00)
Operating Balance _____ (minus PR)

Fixed Monthly Bills:

Combined Communications _____
Zoom _____

Total Fixed Monthly Expenses _____

Expenses as requested:

Secretary _____
 Ad-Hoc P&P _____
 Ad-Hoc H&I _____
 Ad-Hoc Activities _____
 RCM _____
 P.O. Box _____ \$134.00 *paid annually, due June 2022*
 Domain Fee (sckana.net) _____ \$24.95 *paid annually, due July 2022*
 Site 5 Website Host _____ \$315.36* (^\$52.00 in 6 years 7/2015) *paid bi-annually, due July 2023*
 Malware Protection _____ \$59.90 (^\$9.98 in 6 years 8/2015) *paid annually, due August 2022*
 Misc. _____

(Site5 website is discounted for a 24 month renewal)

Total requested expenses _____
 Total fixed monthly _____
 Total ASC expenditures on this day _____

Income:

Group donations _____
 Activities _____
 Literature _____
 Misc. _____

Income Total: _____ (7th Tradition will be added below)

Old Business: (includes voting on any motions pending from ASC/Region)

Election of Trusted Servants:

Trusted Servants Service Terms reviewed monthly by ASC Secretary
(Open the nominations for terms ending within 2 months/ position can be closed and voted on in the term ending month)

ASC Positions Vacant: RCM, RCMA

Area positions with nominations open: P&P, Treasurer, Secretary, RCM, RCMA

Nominations from the floor for: _____ by _____ 2nd _____

Motion to close nominations for: _____
Motion by _____ 2nd by _____

Vote to close nominations _____

Vote to elect Y / N _____

Regional Positions Vacant:

Regional nominations made from the floor: _____
Regional nominations/resumes going back to the groups _____

New Business: (includes new motions going back to the groups from ASC/Region)

ANNOUNCEMENTS: (include monthly Ad-Hoc Sub-Committee meetings per policy)

7TH Tradition _____ total income _____ ending balance _____

Region/WSO Donation Yes/No \$ _____ divided by 2= _____
(per policy 30% above PR if not obligated for other expenses)

Next scheduled ASC Meeting: **10/12/2021** location: Christ Episcopal Church (**hybrid-in person/zoom also**)

Next scheduled Regional Meeting: **11/21/2021 zoom only**

Motion to close by _____ 2nd by _____
Vote to close - -
Meeting adjourned at _____

SCKANA Treasurers Report
September 2021
Prepared By: Wayne P.

<u>Starting Balance</u>	9/12/2021	Bank balance	\$590.42
<u>Expense</u>	9/12/2021		
<u>Monthly</u>			
Combined Communications	money order (purchased by treasurer)		
Zoom Platform	venmo	\$5.00	
<u>Requested</u>			Total Monthly \$5.00
<u>Misc.</u>			Total Requested \$0.00
Treasurer	reimbursement for money order	\$19.50	Total Misc. \$19.50
			Total Expenses <u>\$24.50</u>
			Adjusted Balance \$565.92
<u>Income</u>	9/12/2021		
<u>Group Donations</u>			
WDR	cash	\$16.00	
LTP	ck#1145	\$10.00	
			Total Group Donations \$26.00
			Total Misc. \$0.00
			7th Tradition (venmo) \$17.00
			Total Income for Deposit <u>\$43.00</u>
			Reconciled General Fund Balance \$608.92
30% above PR can be voted on for donations to WSO/Region			
Note: 30% total should include the 7th Tradition/Minus \$300.00 Prud. Reserve			\$300.00
WSO (NAWS)			\$608.92
KRSCNA			
		Operating Balance	Above PR \$308.92
Ending Bank balance =operating balance + \$500.00 prudent reserve=			Reconciled General Fund Balance <u>\$608.92</u>

**SCKANA Treasurers Report
AUGUST 2021
Prepared By: Wayne P.**

<u>Starting Balance</u>	8/8/2021	Bank balance	\$545.42
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<u>Expense</u>	8/8/2021		
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Monthly

Combined Communications	money order (purchased by treasurer)		
Zoom Platform	venmo	\$5.00	

Requested

Total Monthly \$5.00

Misc.

Treasurer	reimbursement for money order	\$19.50 (see above)	
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Total Requested \$0.00

Total Misc. \$0.00

Total Expenses \$5.00

Adjusted Balance **\$540.92**

<u>Income</u>	8/8/2021		
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Group Donations

Here & Now	ck#1189	\$50.00	
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Total Group Donations \$50.00

Total Misc. \$0.00

7th Tradition (venmo) \$0.00

Total Income for Deposit \$50.00

Reconciled General Fund Balance **\$590.42**

30% above PR can be voted on for donations to WSO/Region
Note: 30% total should include the 7th Tradition/Minus \$300.00 Prud. Reserve

\$300.00

WSO (NAWS)
KRSCNA

Operating Balance Above PR **\$290.42**

Ending Bank balance =operating balance + \$500.00 prudent reserve=

Reconciled General Fund Balance **\$590.42**



780-01-01-00 75601 0 C 001 29 S 66 002
 SOUTH CENTRAL KY AREA NARCOTICS
 ANONYMOUS
 PO BOX 1671
 BOWLING GREEN KY 42102-1671

Your account statement

For 08/31/2021

Contact us



BBT.com



(800) BANK-BBT or
 (800) 226-5228

Coming soon

Important information about your transition from BB&T to Truist is on the way. You'll receive your details by mail in September 2021.

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■ COMMUNITY CHECKING 0005180658329

Account summary

Your previous balance as of 07/30/2021	\$590.42
Checks	- 0.00
Other withdrawals, debits and service charges	- 24.50
Deposits, credits and interest	+ 43.00
Your new balance as of 08/31/2021	= \$608.92

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT(\$)
08/09	INTERNET PAYMENT PAYMENT VENMO 1015116440027	19.50
08/10	INTERNET PAYMENT PAYMENT VENMO 1015133478367	5.00
Total other withdrawals, debits and service charges		= \$24.50

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
08/30	COUNTER DEPOSIT	43.00
Total deposits, credits and interest		= \$43.00

(Horse Cave) 24 Group

Sept 12, 2021

We are back to one meeting a week on Mondays from 6-7 at the Horse Cave Baptist Church, 301 East Main St, Horse Cave, KY. We are no longer

hosting a Zoom meeting on Thursdays. We are down to 3 home group members, with an additional 4th in limbo.

If it becomes necessary for groups to return to zoom meetings, we would like to be included in that arrangement.

We have no upcoming events.

We aren't able to make an Area donation until we have a business meeting.

We need to make a small literature order and would like to join in with another group to lower our shipping costs. Please share this with your home group treasurers.

In loving service -

Barbara C GSR for the 24 Group

Happy Soyous & Free

Area Report

9-12-22

We are averaging around 35ish people per meeting. We have no celebrations this month, nor have we been able to have a group conscience. We are financially stable and have literature and supplies.

In Loving Service
Representing, Wayne P.

Hey family

The H&N held its
group Conscience on 9-2-21
there were 6 members present
are Attendance Rate is still up
and we have no celebrations this month
we have A \$35.00 donation for Area.
at this time In loving service
Roger M.

9-12-2001

Living the Program
ASC Report

Dear ASA,

Last month we had a guest celebration of former South Central Area Member Dante. Also our HE member Debra C celebrated 28 years on Aug 16th. We ^{also} made ^{also} a donation last month. We have agreed to have our group consensus on 9-13-21. We will continue to meet in person unless directed to do something different by the faculty related to COVID guidelines.

In loving Service + gratitude
LTP trusted Servant

9/12/21

Dear Family -

WE DO RECOVER IS CONTINUING
TO FLOURISH MOSTLY BOTH INSIDE
& OUTSIDE MEETINGS @ 7³⁰ PM 1002 LEMMAN
'AVE, BU, KY 42103 DEPENDING ON
WEATHER.

WE SEE ON AVERAGE 30 ADDICTS
IN ATTENDANCE. WE DO NOT HAVE
ANY UPCOMING CELEBRATIONS FOR
SEPT OR OCT.

WE HAVE A \$20 CONTRIBUTIONS
IN LOVING SERVICE,

FRANK WHART
CSR
WE DO RECOVER

Just For Today

9/13/2021

Dear Family,

Just for today is averaging around 15 to 20 addicts. We have a lot of new comers and could use some support. We have discussed in our group conscious about wearing mask in our meetings and we are contacting Hillview to see what their policy is with masks. We are also buying a box of mask to have during our meeting to hand to anyone who wants to wear one. We are unable to donate to area at this time. No one in our homegroup is volunteering to be nominated for area service positions at this time. Nikki J will be celebrating 1 year on September 19th

In loving service,

Lauryn E- GSR

From: Courtney Bowman
Sent: Wednesday, September 29, 2021 9:44 PM
To: d.cromwell1@twc.com
Subject: H&I Report

Dear Loving Family,

I have reached out to the jailer and submitted all paperwork for the volunteers who are willing to do jail meetings. I am currently awaiting for a response as to when we will be allowed into the jail. As of right now no visitors are allowed due to Covid within the jail.

With love,
Courtney B H&I Chair

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Southcentral Kentucky Area of Narcotics Anonymous

August 12, 2021

To the Area Service Committee,

Work continues on the development of policies and procedures outlining web Site Adhoc Subcommittee Chairperson and Committee. I am presenting the current work today as an attachment to this report for inclusion in the minutes. It is for input and review so talk about this in your home groups and share your input and suggest changes. Feel free to text me and it will be included in the development of this policy. You can take this back to your home groups for input and review as well. No motion is being submitted today regarding this policy. In this submission, you will see the more technical language and knowledge/skill needed to perform this role. The language in this policy reflect the technical nature of this position. How the 12 Traditions and 12 Concepts apply can be more readily recognized

I am still working away with input from other area and regional committees in how this position operates specific to them. Hawaii has been particularly helpful and much of what we have comes from them. It is great to see the world wide fellowship in action. Thank you all for the opportunity to serve in this way. I look forward to seeing you next month.

In Loving Service

James A

SCKA Vice Chair and
Adhoc Policy & Procedure
Chairperson

Purpose and Scope

The purpose and scope of the SCKA Service Committee is to be supportive of the N.A. group and its primary purpose by associating the groups locally and by helping the group deal with its day-to-day problems and needs.

In all areas not covered by specific by-laws, the guidelines will be covered by the 12 Traditions, the appropriate approved N.A. Service Manual, and Robert's Rules of Order. The SCKA Service Committee will create and maintain an active archive to be kept by the sitting chairperson.

All committees elected by the SCKA Service Committee will be autonomous in carrying out assigned functions with the exception of money expenditures.

The SCKA Service Committee shall give aid to floundering groups and help new groups get started.

The SCKA Service Committee may hold workshops or seminars to train trusted servants.

The SCKA Service Committee will regularly elect trusted servants to coordinate its services. These trusted servants will include Chairperson, Vice Chairperson, Secretary, Treasurer, Regional Committee Member (RCM), and Regional Committee Member Alternate (RCMA). Other trusted servants will consist of chairperson for the following Adhoc sub-committees:

***Activities**

***H&I (Hospitals and Institutions)**

***Literature**

***Outreach**

***P&P (Policy and Procedure)**

***P.R. (Public Relations)**

Web Site Care

***Other Adhoc subcommittees according to need.**

7. Web Site Adhoc Subcommittee

Purpose

The Web Site Adhoc Subcommittee is dedicated to our primary purpose by maintaining the South Central Kentucky Area web site and to update and maintain the Area Meeting lists. The purpose of the SCKA website is to further the NA groups' primary purpose of carrying the message to the addict that still suffers by providing information on Narcotics Anonymous in Kentucky and the World. The site also communicates the activities of the SCKA.

Statement of Quality

- 1) Ever reminding ourselves that the SCKA Web Site is a public information tool, Web Servants will strive to keep all content in a professional manner. This includes all design elements, commentary, and posted information. The Uniform Resource Locator (URL) for this site is <http://www.sckana.net>. The Web Site Adhoc Subcommittee is dedicated to the 12 Traditions and Concepts of Narcotics Anonymous. This committee is accountable to the NA Groups in Kentucky by way of the SCKANA.

Functions and Responsibilities

- Updates and maintains the South Central Kentucky Area Meeting list
- Updates and maintains the South Central Kentucky Area Web Page
- Attends the monthly Area Service Committee meetings.
- The Web Site Adhoc Subcommittee will host an annual meeting to assess, evaluate and problem-solve any Web Site issue which can include any group, member, or committee. Regular meetings will be held at the discretion of the committee throughout each year and the Web Site Adhoc Subcommittee's discretion.
- The Web Site Adhoc Subcommittee will establish and maintain a Zoom link in the event that the Area Service Committee cannot meet in person. Of course, every effort will be made to meet in person.

Membership

- 1) The Web Site Adhoc Subcommittee should have at least two members to function; the Web Site Chairperson and another trusted servant being either a member of the adhoc subcommittee or appointed by the ASC. Other recovering addict in the Area Service region can elect to serve on this committee at any time. The Website Chairperson is elected by the SCKASC and leads the Web Site Adhoc Subcommittee. The Website Chairperson is the point of accountability for the subcommittee and is responsible to the SCKASC for the website.

Web Site Adhoc Subcommittee Chairperson

- Must be familiar with web protocols.
- Must have the ability to maintain HTML (Hypertext Markup Language) code.
- Must have a FTP (File Transfer Protocol) client and a suitable code editing tools.
- Must maintain all username and passwords that are available to selected members of the ASC.
- All content must be preceded by an official request and approved by the Area Service Committee before being uploaded to the Web Site.

Finances and Ownership

- 1) Cost for web hosting, domain registration and required associated software are the responsibility of the South Central Kentucky Area of Narcotics Anonymous.
- 2) The Website Chairperson is responsible for communicating all financial needs and consequences to the South Central Kentucky Area Service Committee of Narcotics Anonymous, primarily the Treasurer.
- 3) The South Central Kentucky Area Service Committee of Narcotics Anonymous is the owner of the domain name "www.sckana.net". The Web Site Chairperson is responsible for maintaining the ownership of the domain names for the Service Committee.
- 4) The Adhoc Web Site Subcommittee is responsible for investigating and choosing a vendor for hosting the SCKANA website. Final responsibility rests with the ASC for distribution of funds. Budget considerations will be addressed as outlined in the SCKA Policy & Procedure Manual.

Web Page Reporting and Website Communications

- 1) The Web Site Adhoc Subcommittee Chairperson will submit a written report on behalf of the Web Site Adhoc Subcommittee at each Area meeting. This report will communicate all financial, technical, and correspondence related to the operation of the website. The Web Site Adhoc Subcommittee Chairperson is required to attend each Area Service Committee meeting.
- 2) The Web Site Adhoc Subcommittee is responsible for downloading and distributing e-mail and website communications. Emails will be distributed to ASC and at times RSC points of responsibility as needed. It is the responsibility of the SCKANA and its committees to designate their point(s) for distribution. It is also the Areas responsibility to work out such details with the Web Site Adhoc Subcommittee Chairperson.

3) Personal email addresses are not to be posted on the SCKA website for NA communications.

Decision-making

- 1) Decisions by the Web Site Adhoc Subcommittee are made by consensus when possible.
- 2) Consensus decision-making is held after full discussion on a proposed action; no one member of the subcommittee is unwilling to support the proposed action. If consensus cannot be reached, a two-thirds majority is needed for a decision to be carried out.

Web Site Adhoc Subcommittee Meetings

- 1) Meetings of the work group may occur when the group believes a meeting is necessary.
- 2) Most business should be done over the Internet utilizing technologies that are practical and economically feasible.

Web Site Content

The purpose of this section is to outline the baseline content of the SCKANA web site.

The website should have the following content:

- 1) Announcements –A page for announcements, time sensitive communications. –
- 2) Area Activities, Regional Convention and other events—Information and downloads for SCKANA and Area gatherings.
- 3) Area Service Committee-Information on Area Service Committees activities or other requested content.
- 4) Southern Zonal Forum--Description and link to the SZF website.
- 5) Am I an Addict—Information on addiction from NA sources.
- 6) Contact Information-Contact Information for NA in the SCKA, (address, phone numbers [if any], email address) and can include Regional Service Committee information as well.
- 7) Contact–Method for contact and questions from website visitors.

- 8) South Central Kentucky Area Service Committee-Vision and Mission statement, contributions, and other requested content.
- 9) Helplines–A listing of all helpline telephone numbers in the Kentuckiana Region.
- 10) Home Page–Entry page to website.
- 11) Links–List of external hyperlinks to NA approved websites.
- 12) Meeting Schedules –Meeting schedules for the South Central Kentucky Area and the Kentuckiana Region.
- 13) Privacy-Notice for privacy of communications.
- 14) Search– Search component for website.
- 15) Site Index– Table of contents component used for viewing all website pages.

Technical Guidelines

This section describes technical design, philosophy, and guidance information. .

- 1) The user names and user passwords required to access and modify the website will be held by the Web Site Adhoc Subcommittee Chairperson, Subcommittee Vice-Chairperson, Area Chairperson, and Area Vice Chairperson.
- 2) Internet browser compatibility will be as universal as is possible when considering elements of the website.
- 3) The site should be designed for a browser window of 800 x 600 pixels.
- 4) Files for downloading should be offered in differing formats such as Plain Text with Line Breaks (filename.txt), Rich Text Files (filename.rtf) or Portable Document Format (filename.pdf) whenever possible.
- 5) Files for downloading should be scanned for viruses before posting to the website.
- 6) External hyperlinks should be checked on a monthly basis for integrity and site content examination.
- 7) Registration of the website with major search engines should be reviewed every six months.
- 8) Text font size will be chosen for easier reading for all platforms.
- 9) Alternate text tags will be used for images.
- 10) The Web Site Adhoc Subcommittee Chairperson will make regular and frequent “back-up copies of the website. These back-up copies of the website shall be an agreed to media that can be utilized by the Web Site Adhoc Subcommittee Vice-Chairperson. The purpose for the back-up copies of the website is for archival and rescue purposes by the Web Site Adhoc Subcommittee Chairperson in maintaining the website.
- 11) Email accounts are role based. Other accounts can be set up for specific purposes. The Web Site Adhoc Subcommittee Chairperson manages all email accounts.

General Guidelines and Policies

- 1) External hyperlinks will be only to official NA websites. The Web Site Adhoc Subcommittee will evaluate these websites for upholding the 12 Traditions and 12 Concepts of Service before making a hyperlink to that website.
- 2) Meeting schedules should be checked for updates at least every 30 days.
- 3) The Area Service Committee may request to post content concerning local ASC or meeting activities and other NA-related information.
- 4) Newsletters or other similar content concerning personal recovery are not posted on the website since the site is open to the public's scrutiny; opinions presented may confuse readers as being the opinion of Narcotics Anonymous as a whole.
- 5) Images of any identifiable person, whether an NA member or not, are never used.
- 6) Sales of merchandise are done at the direction of the SCKASC.
- 7) Requests for literature purchases will be referred to Narcotics Anonymous World Services.
- 8) Copyrighted material will not be used on the website without specific permission from the owner of the material.
- 9) Contributions are accepted through the website at the direction of the SCKASC. Contributions are not accepted from non-NA members.
- 10) The Web Site Adhoc Subcommittee will be responsible for Group/Meeting updates in the "en masse" to NA World Services. This is to keep the WSO database up-to-date with the data gathered for meetings within South Central Kentucky Area. This is not to be confused with group registration to NA World Services, which is a responsibility of the groups.

Public Relations

This section describes the PR function for the Web Site Adhoc Subcommittee.

- 1) The Web Site Adhoc Subcommittee Chairperson will respond to PR requests and will make the appropriate referral to the responsible trusted servant (Area Service Committee Members, Regional Service Committee, or World Services).
- 2) The Web Site Adhoc Subcommittee will be responsible for responding to general PR tasks on the Internet not falling under an ASC, RSC, or World Services responsibilities. This would include any local PR request requiring attention with committee approval.
- 3) The Web Site Adhoc Subcommittee may initiate PR activities on the Internet for the benefit of NA in the South Central Kentucky Area.
- 4) PR projects needing funding shall be requested separately from the normal budgetary cost of maintaining the website.

Privacy Policy

This section describes the privacy policy for the website.

- 1) Privacy policy on communications with the NA service structure is an important aspect of our 12th Tradition (the spiritual principal of anonymity).
- 2) The Web Site Adhoc Subcommittee will apply all of the Traditions and the 12 Concepts of Service in developing and implementing a “Privacy Policy” for the SCKANA website.
- 3) This privacy policy will evolve as needed and be approved by the Web Site Adhoc Subcommittee before posting on the website.
- 4) The following is the current “Privacy Policy” as posted on the SCKANA website:
Our Twelfth Tradition states: Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.”

- To add under “Functions and Responsibilities”

These trusted servants should provide proof of access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the internet. The cost for these requirements are borne by the trusted servants.

From: J Goff

Sent: Wednesday, September 29, 2021 1:09 PM

To: Mark Sneed; Becky M; Karen Marie

Cc: Kevin Groves; Kentuckiana NA; tapemanrodneyb@yahoo.com; toddlor2000@yahoo.com; markanthony10mo@gmail.com; Pennypriddy36@gmail.com; Dkentfish@gmail.com; 502areana@gmail.com; mikeyp2311@hotmail.com; jasonjohnson86992@gmail.com; christopher beard; aljones329@gmail.com; jamesrhigdon59; sarahrauch68@gmail.com; Debra C; Caitlin Fowler; Shane Cochran; Linsey Patterson; Alex Hobbs

Subject: YOUR participation at Southern Zonal Forum Oct 29-31

Forward to any NA member who might want to attend and participate:

Hey guys,

I know the flyer went out with the Kentuckiana minutes, but I just wanted to ask again for area participation with the Southern Zonal Forum in October.

The first event will be a Zoom PR event Friday and Shane C. will facilitate. See flyer below

It could be a great learning session for anyone who would like to attend and observe the process.

Contact Shane for more info.

Friday evening thru Sunday noon:

The rest will be at the Seelbach Hotel.(Rooms \$139 single or double)

PLEASE BOOK NOW SO WE CAN COVER THE ROOM BLOCK:

https://www.hilton.com/en/hi/groups/personalized/S/SDFSHHF-GSZF-20211029/index.ihtml?WT.mc_id=POG

GROUP NAME: SOUTHERN ZONAL FORUM

GROUP CODE: GSZF

CHECK IN - 29 OCT 2021

CHECK OUT - 31 OCT 2021

It will be hybrid. You don't have to attend in person; however, there will likely be areas from outside the US on the Zoom feed, and I would hope that KY could be in the house as well. We'd love to learn more about service from those inside and outside the US, and vice versa. We just might hear something we haven't heard before that might help our areas or home groups with the message we carry.

Also, the workshops are shorter than usual. We still need facilitators to present the first two workshops on Saturday. They will be less than one hour each. Please tell your home groups and the first 2 trusted servants who are qualified and contact me will be signed up. Let's make this zonal forum something new. It's an opportunity to ask new trusted servants to participate and be a part of.

The first one is "The Importance of MY Home Group" - the idea is to discuss how one home group holds the fabric of NA together worldwide. How do we carry the message? How are we different than other home groups? What are our best success stories in carrying the message? Our greatest struggles? One thread can hold a garment together. Pull one thread and the ripples can be seen throughout all. We are truly a worldwide fellowship, but what does MY home group do that is the NA Way?

The second one is "Trusted Servants - A Two Way Street" We had hoped that a facilitator could show us how experienced trusted servants helping newer trusted servants is also the NA Way. How have we mentored and helped younger or newer members who are learning to give back to NA? How do we practice the 12th Step with our members who are learning to also share the message? Do we receive gifts in the process? How can we best help others who are just learning to practice the 12th Step? Examples of best stories or greatest struggles could help all who attend.

Please let your trusted servants know that we need them to participate. I'd say there are some new people in your area service who could benefit from learning workshops and the fellowship of trusted servants attending. We can get to know some of our KY trusted servants and offer them Experience, Strength, and Hope as we all do what we do - the primary purpose.

Yours in Service,

Jackie G., AD, Kentuckiana Region of NA. (270) 465-1753