

Treasure Coast Service Committee Minutes for
September 11th, 2016

24-hour Helpline Number: (772)905-4409

Moment of Silence & Serenity Prayer

12 Traditions/12 Concepts

New To ASC

Roll Call

ASC welcomes:



18: areas in the Florida Region 36: home groups that are members of The Treasure Coast Service Committee of Narcotics Anonymous.

| HOME GROUP | Aug | Sept | Oct | Nov |
|---------------------------------------|-----|------|-----|-----|
| 1. Addicts in Recovery 2 | P | | | |
| 2. A Dedicated Place To Start | P | | | |
| 3. A New Way of Life | P | | | |
| 4. A Place to Start * | A | | | |
| 5. Came To Believe | P | | | |
| 6. Clean @ Noon | P | | | |
| 7. Clean and Serene @ Noon | P | | | |
| 8. Copping Some Recovery | P | | | |
| 9. Friday Night Live | P | | | |
| 10. Give Yourself A Break | P | | | |
| 11. Just The Basics | P | | | |
| 12. Just For Today | P | | | |
| 13. Keep Coming Back | P | | | |
| 14. Klean & Crazy | P | | | |
| 15. Lost Dreams Awakening | P | | | |
| 16. More Will Be Revealed | P | | | |
| 17. No Matter What Group | P | | | |
| 18. Not Alone | P | | | |
| 19. One Message Group | A | | | |
| 20. Rebellious By Nature | P | | | |
| 21. Recovery In The Park | P | | | |
| 22. Saturday Night Alive | P | | | |
| 23. Seeking Solutions * | A | | | |
| 24. Seminoles Living Clean* | A | | | |
| 25. Spiritual Awakenings | P | | | |
| 26. Sunday Serenity | P | | | |
| 27. Surrender | A | | | |
| 28. TGIF/ Monday Miracles | A | | | |
| 29. The 10 th Street Group | P | | | |
| 30. This Is The Truth | P | | | |
| 31. Tuesday Tune Up | P | | | |
| 32. Turning Point | A | | | |
| 33. Women In Unity | A | | | |
| 34. Y.A.N.A | P | | | |
| 35. You're Not Alone/ Midnight | A | | | |
| 36. Women's Group | A | | | |
| Home Groups Present | | | | |

| ADMIN. & SUBCOMMITTEES | Aug | Sept | Oct | Nov |
|----------------------------|-----|------|-----|-----|
| Chairperson — Daniel B. | PA | | | |
| Vice Chair — | | | | |
| Secretary — Joey C. | P | | | |
| Alternate Secretary — | | | | |
| Treasurer — Bill M. | P | | | |
| Alternate Treasurer — | | | | |
| RCM — W | P | | | |
| RCM-II — Ray F. | P | | | |
| Literature — Albert K. | A | | | |
| Alt. Literature — Uriah | P | | | |
| Web Site — John R. | | | | |
| Alt. Web Site— | | | | |
| Activities Chair — Eric | | | | |
| Activities Vice Chair —Ali | P | | | |
| Ad Hoc Committee – | | | | |
| Helpline Chair — Matt D. | A | | | |
| Helpline Vice Chair – | | | | |
| H&I Chair — Ray F. | P | | | |
| Convention Chair — Osa | A | | | |
| PI Chair — | | | | |

Quorum (Regular Voting Members, ÷ 2, + 1): 17

Next Quorum: 18

Total Home Groups Represented at Roll Call: 29

Voting Participation (number of groups able to cast vote): 33

Simple Majority (51% of this month's voting participation): 17

Open Forum:

Announcements:

After two consecutive absences the group will lose voting participation, and will not be included in quorum. To regain voting participation, and its place in quorum, the group must participate in 2 consecutive ASC meetings. Please refer to ASC policy for more information. “*” indicates that the home group has been removed from quorum.

Elections:

Kyle R. has Elected as Activities Chair.

There are still positions available!! Please announce this at your home group!!!

Old Business:

Motion# 2016.08.14A

Brought by Kyle R. Seconded by Krystal Q.

Motion:

1. To approve a new activities policy drafted by their subcommittee to be voted on in October.

Intent:

To ensure an integral service structure and the capacity to effectively fulfill primary purpose.

Motion#2016.08.14B

Brought By John L. Seconded By Joey C.

Motion:

To request

New Business:

GSR Reports

| Home Group | GSR | Days and Times | # of Group Members | Average Attendance | Literature Order | Donation |
|--|------------|---|--------------------|--------------------|------------------|----------|
| Addicts in Recovery 2 | Krystal C. | Mondays @ 8:00pm - 9:15pm | 10 | 75 | \$14.58 | \$193.42 |
| New Secretary Benji and New GSR Krystal | | | | | | |
| A Dedicated Place to Start | Nancie S. | Mondays and Saturday @ 7:30 pm | 10 | 20 | \$119.46 | \$0.00 |
| SATURDAYS NOW AT ST. HELENS | | | | | | |
| A New Way of Life | Atom P. | Saturdays @ 2:00pm | 5 | 18 | \$44.10 | \$0.00 |
| Dominic 2 years | | | | | | |
| A Place to Start | Miguel G | Saturdays @ 9:00am-10:30am | n/a | n/a | n/a | n/a |
| Came to Believe | Max O. | Thursdays @ 7:00pm-8:10pm | 7 | 35 | \$69.85 | \$14.15 |
| Clean@ Noon | Leslie S. | Mondays-Saturdays @ 12:00pm | 11 | 26 | \$0.00 | \$0.00 |
| Sarah H 2 years | | | | | | |
| Clean And Serene @Noon | Tim E. | Mondays ,Wednesdays, and Fridays@ 12:00pm | 22 | 20 | \$29.04 | \$77.96 |
| Virginia 3 years | | | | | | |
| Copping Some Recovery | Jodi C. | Fridays @ 9:00pm | 2 | 30 | \$18.54 | \$1.46 |
| Friday Night Live | Matt V. | Fridays @ 8:30pm | 10 | 55 | \$30.93 | \$0.07 |
| Give Yourself A Break | Billy J. | Tuesdays @ 8:00pm | 12 | 25 | \$0.00 | \$0.00 |
| Just The Basics | Sandy G. | Mondays @ 7:00pm | 10 | 58 | \$65.24 | \$12.00 |

| | | | | | | |
|---|-------------|--|-----|-------|----------|----------|
| Just For Today | Joey C. | Tuesdays @ 7:30pm | 7 | 66 | \$41.05 | \$5.66 |
| Keep Coming Back | Krystal Q. | Thursdays @ 6:30pm | 10 | 40 | \$35.64 | \$46.06 |
| Bre 1 year Krystal Q. 3 years | | | | | | |
| Klean and Krazy | Steve H. | Wednesdays @ 8:30pm and Saturdays @ 6:30pm | 8 | 90 | \$36.50 | \$203.50 |
| Lost Dreams Awakening | John A. | Tuesdays @ 8:00pm | 5 | 50 | \$11.10 | \$0.00 |
| Home Group turns 1 year | | | | | | |
| More Will Be Revealed | Carl D. | Sundays @ 2:00pm | 4 | 8 | \$24.20 | \$20.00 |
| NEEDS SUPPORT | | | | | | |
| No Matter What | Shane | Wednesdays @ 8:30pm | 15 | 150 | \$49.81 | \$151.19 |
| Shane new GSR, Kendra 3 years, Rich W. 30 years, Tom M. 1 year, Chad H. 14 years | | | | | | |
| Not Alone | Nelson S | Saturdays @ 8:30pm | 6 | 90 | \$54.00 | \$46.00 |
| Cigarette butts need attention for all groups. We need to monitor the butts, and pick them up. | | | | | | |
| One Message | Janelle | Sundays @ 7:00pm | n/a | n/a | n/a | n/a |
| George S. celebrates 36 years. | | | | | | |
| Rebellious By Nature | John Lee | Fridays @ 7:00pm | 13 | 25 | \$20.23 | \$0.00 |
| Recovery In The Park | Chad H. | Thursdays @ 7:00pm | 5 | 20 | \$3.52 | \$22.48 |
| Chad H. new GSR | | | | | | |
| Saturday Night Alive | Bryce W. | Saturdays @ 7:00pm | 3 | 10 | \$0.00 | \$0.00 |
| Ivette A. 17 years | | | | | | |
| Seeking Solutions | Casey R. | Mondays @ 7:00pm | n/a | n/a | n/a | n/a |
| Seminoles Living Clean | Lewis G. | Thursdays @ 7:00pm | n/a | n/a | n/a | n/a |
| Spiritual Awakenings | Ryan D. | Wednesdays@ 7:00pm and Saturdays @ 7:30pm | 10 | 40/25 | \$104.60 | \$18.40 |
| Sunday Serenity | Zach | Sundays @ 9:30am | 7 | 60 | \$62.60 | .40 |
| Casey 2 years | | | | | | |
| Surrender | Rich S. | Sundays @ 7:00pm | n/a | n/a | n/a | n/a |
| TGIF/Monday Miracles | Michelle L. | Mondays and Fridays @ 7:00pm | n/a | n/a | n/a | n/a |

| | | | | | | |
|---|-----------|--------------------------|-----|-----|---------|---------|
| The 10th Street Group | Curtis H. | Tuesday @ 6:30pm | 9 | 20 | \$0.00 | \$85.00 |
| This is The Truth | Woody | Thursdays @ 8:30pm | 11 | 40 | \$52.47 | \$0.00 |
| Charlie D. 27 years, Bill W. 6 years | | | | | | |
| Tuesday Tune Up | Don S. | Tuesdays @ 7:00pm-8:30pm | 7 | 76 | \$66.88 | \$18.00 |
| Turning Point | Dan A. | Mondays @ 7:30pm | n/a | n/a | n/a | n/a |
| Women in Unity | Hillary | Wednesdays @ 6:30pm | 5 | 30 | \$5.83 | \$0.00 |
| YANA | Annette | Wednesdays @ 6:30pm | 5 | 15 | \$10.54 | \$39.46 |
| Annette 7 years, Randy 4 years | | | | | | |
| You're Not Alone | Matt D. | Fridays @ 12:00am | n/a | n/a | n/a | n/a |
| Women's Group | Pattie H. | Mondays @ 6:30pm | 4 | 25 | \$32.79 | \$7.21 |
| Group is slowly progressing. We still need support and trusted servants. | | | | | | |

Subcommittee and Administrative Position Reports

Activities Treasure Coast Area Activities Committee Report

July of 2016

This sub-committee meets every first and third Sunday at 3 PM with alternating locations to be decided monthly at the subcommittee meeting. Our next meeting location will be at 4320 NW Federal Hwy, Jensen Beach, FL 34957.

The TCAAC subcommittee recently hosted a RSC Weekend Speaker & Ice Cream Social in which approximately 150 people were in attendance including the majority of the RSC members. The total cost of the event was \$188.83 with a total of \$353.80 collected in donations. The remainder of our seed money along with proceeds from event will be returned to ASC. An event report will be attached along with our report and sent to the secretary to be published in the minutes.

At our last meeting we've had to resolve major changes in our service structure included the resignation of two prior positions including the Chair and Vice chair making it very difficult to operate properly. Kyle R. was recently elected within the subcommittee as Vice Chair so we may continue operations for the time being.

We also have revised and developed a new policy in which also will be enclosed in our minutes that must be

reviewed and voted on by ASC and the subsequent groups.

Thank you all who participated in our last event and we are looking forward to seeing more of you at our next

one which is planning to be for September 31 st. A BBQ Luau on the beach.

In Loving Service,

Kyle R.

7-16-16 TCAAC Event Report (Kyle R. Vice Chair) Expenses: 25.00 - Rent of The Place from 8:30 PM to 11 PM 7-16-16 104.30 - Sam's Club purchase of cutlery, ice cream, beverages, and ice 27.66 - Walmart purchase of sprinkles and flavored syrups 21.94 - Publix purchase of dry ice and clear tape 9.93 - Home Depot purchase of hinges and pvc fittings to repair cooler Total Cost of event is \$188.83 out of \$200 dollars seed money. Leaving a remaining \$11.17 to be returned to ASC. Total Donations Collected at event is \$353.80, of which was counted and recounted by Kyle R. (Activities Vice Chair) and Keenan W. (Activities Regular Member). Donations will be returned to ASC as well. Attendance: In approximation we had 150 people attend. Of which the majority stayed for both parts of the event. We were able to serve everyone ice cream and allow for seconds as well. There were plenty of beverages available. The facility was able to accommodate this size fairly well. A large portion of the RSC body was in attendance. In Summary: The event was an effective means to carry the message and allow socializing within the fellowship. We had a very mixed attendance from newcomer to old timer. Average cost per individual served was \$1.26. The events socializing did not go much further past 10:30 PM which we had expected, but up until that time there was much camaraderie. In Loving Service, Kyle R.

Archivist

Convention COMMITTEECNA IX COMMITTEE MEETING

Minutes for July 5, 2016 St. Mary's - Stuart 6pm

Open- Moment of silence and the "We" version of Serenity Prayer

Read the 12 Traditions L Aidan and 12 Concepts L Amanda

Open Forum- Discussion about the mailbox, Leigh committed to going to our mailbox once a month.

Attendees: Leslie, Korina, Rayna, Aidan, Leigh, Travis, Amanda

Old Business:

there were no nominations for positions within committee [vice chair, secretary [have a trainee], merchandise]

Reports Attendance

Chair- Osa Leslie filled in as chair

Vice Chair: vacant

nominations? not at this time

Secretary-

Treasurer- Leigh

Osa Korina A I X

Minutes submitted by Korina

motion to accept Leigh _
2nd Leslie passed? _Yes _

x

motion to accept Aidan _
2nd Travis passed? _Yes _

Balance: as of 7.5.2016 \$4038.19

Review of expenses (\$20 donation to Trinity Lutheran Church, \$40.74 monthly storage, and \$2.00 monthly service fee).

Chadillac will DJ for the Sadie Hawkins Dance, donation TBD

Fundraising- Aidan X _

motion to accept Rayn

2ndKorina passed? _Yes _

Sadie Hawkins: 7/23/16 80's theme - Aidan is using the \$75 budget to cover soda, water, ice, decorations and location donation.

Fishing: More will be revealed if the total number of tickets is 40 or 50.

Discussion about a budget for food for Denny. Motion: Leigh/2nd Aidan -

Budget of \$150 for the food for Denny for the Dennis Steele Memorial

Fishing Tournament. Passes. Discussion about using 2 receipt books

currently in storage for registration: Leslie will take one for Jensen/Stuart meetings and Leigh will take one for PSV Ft. Pierce meetings. Osa and Molly will cover sales of old merchandise during the dance.

Speaker Jam: The roster of speakers is complete.

Hotel Liaison- Leslie X

motion to accept Aidan

2nd Rayna passed? Yes

A contract is currently in the works for the Marriott Hotel that was used last year.

Registration- Rayna X

motion to accept Leigh

2nd Aidan passed? Yes

Logo: Stick to It

Vote passed for Design 1 of the font options for the logo/design. More will be revealed regarding whether there will be a face or no face on the head.

Programming- Jimmy T A

Hospitality- Dominick A

Merchandising- [vacant]

nominations? not at this time

New Business:

Close- Moment of silence and Serenity Prayer

Next Meeting: August 9th, Ft. Pierce Library @ 6pm

Helpline Helpline report 8/14/16

Since last area, the Helpline has received 44 calls; 14 were caller hang-ups, 26 were answered by live volunteers, 3 calls were sent directly to voicemail by the caller's choice, and 1 was not answered and sent to voicemail. There were 4 voicemails that were all returned.

We currently have 12 volunteers out of a maximum of 12; we are currently planning for a live subcommittee meeting before next area.

In Loving Service,

Matt D

Hospitals & Institutions Hospitals and Institutions July-August 2016

Open positions

Ambrosia-Mondays 7p.m.-call Pat F. 240-5023

5th week

Banyan Detox- Mondays 7-8 p.m.

5th week (Males and females)

Coastal Detox-Tuesdays 7-8 p.m.-call Molly R. 486-4615

5th week

C.R.C.-Saturdays 6p.m.-call Amanda B. 670-0711

2nd and 4th week (females only)

D.A.T.A.-Mondays 7p.m.-Leigh H. has stepped down-828-5109

Seeking new Coordinator, Leigh states he may have a willing candidate

5th week

Martin County Jail-Women-Mondays 6:45p.m.-call Barbara H. 561-503-1323

Seeking more women cleared to enter facility

New Horizons-Thursdays 7:30p.m.-call Keenan 204-6771

2nd week

Revive Detox-Sundays 5:30 p.m.-call Chad H. 370-8034

5th week

Rock Road Jail-Women-Tuesdays 8p.m.-call Rayna 672-9768

Seeking new Coordinator (Minimum 1 year clean time)

South Florida Detox (Okeechobee)-Tuesdays 7p.m.-call Kyle R. 561-321-3323

3rd and 4th week

Open forum: Kyle R. states we now provide I.P.'s #29 & #6 with and without staples

Also, the H.& I. budget of \$250.00 per month has been approved by area.

*Kyle to forward new document to this writer ASAP, MWBR~

Literature

RCMI & RCMII Report

Secretary's Report:

Printing for the month was \$32.20. I will only be mailing minutes to people that request mailing. Both mailings and emails will have Minutes and announcements if the cost is low. All forms can be printed online Treasurecoastareana.com > GSR Report Form Sub Committee Form or Area Service Report or Literature form. Please contact me for any information 772-214-7723 call text or email joeybrennan6@gmail.com . In loving service, Joey C.

Policy

Public Relations

Treasurer's Report

Website

Treasure Coast Area of Narcotics Anonymous Activities Sub-committee Policy Our Mission: ●

To fulfill our fellowship's Primary Purpose, "... that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live ..." ●

To create a structure that develops, coordinates and maintains services providing all addicts an opportunity to have fun in recovery within a safe environment. General Policy and Guidelines 1.

All Treasure Coast Area Activities Committee meetings (TCAAC) are open to ANY member of NA. 2.

All members of TCAAC should familiarize themselves with TCAAC Policy, Traditions, Concepts, and procedures followed by TCAAC. 3. Quorum

is required to hold TCAAC Sub-committee meeting and entertain any Motion. a. Quorum

consists of one more than one half of Regular Voting Members

. b. TCAAC Chair cannot be considered a Regular Voting Member. c. A Regular Voting Member

is any person who has attended two consecutive TCAAC Sub-committee meetings. Upon their third consecutive meeting they are then considered a Regular Voting Member

. d. A member who misses two consecutive TCAAC meetings will lose Membership in Good Standing

(Regular Voting Member

) and will be removed from Quorum count. i.

After attending two consecutive TCAAC meetings the member will regain Membership in Good Standing. e. A

Regular Voting Member

will not be considered absent if given "reasonable explanation" (reasonability to be determined by TCAAC body) and a minimum of 72 hours notice. The notice must be submitted to TCAAC Chair. 4. Motions: a. Only Regular Voting Members

may create or second a Motion

on the floor. Regular Voting Members

have an automatic Voice on The Floor

(to speak without TCAAC Chair discretion). b. All Motions

may be verbally submitted and will be recognized by the TCAAC Chair and then require a verbal second. c.

Procedural Sequence of Motions

(Robert's Rule of Order) i. Creator of Motion

speaks to its intent. ii. Upon hearing intent, the Floor

will be open for discussion consisting of two pros and two cons. iii. A simple majority is required to pass a Motion

(except Motions

that change or waive policy require a 2/3rd majority). Motions

to change policy must go back to TCASC. Abstentions are counted with the majority of voting members. iv.

TCAAC Chair may only vote in case of a tie. v. A Motion

to Amend may be necessary and may be made only

by the creator of original Motion

. vi. A Motion

to Table

may be entertained after hearing pros and cons. vii. All Tabled

Motions

automatically become part of next month's TCAAC meeting's Old Business

. 5. Election of Officers

: a. Nominations and Elections cycle reside in the month June. b. Nominations may be accepted from the Floor

during Elections & Nominations portion of TCAAC agenda. c. Procedural Sequence of Nominations and Elections: i.

The position is announced and nominations are taken (an explanation of the Office is read from the TCAAC Policy to establish qualifications and responsibilities). ii. Only Regular Voting Members

may solicit a nomination. iii. Each nomination must be seconded by a Regular Voting Member. iv.

After accepting a nomination the TCAAC Chair will ask for any other nominations pertaining to that position from the Floor. v.

At the time of nominations, each nominee should state in person (or on paper) their qualifications for serving the Fellowship through the position in question. At a minimum the following topics should be addressed: 1. Clean time of Nominee 2.

Past Fellowship service experience 3. Reasons Nominee has the desire to serve 4. For more information please see:

Principles & Leadership in NA Service, Fourth Concept vi. The Floor

will be opened up to allow questions to the nominee. vii. A vote will then be taken by Regular Voting Members

to elect nominee. Requiring a simple majority to pass. viii.

Nominees for TCAAC must be present to be voted on. At which time the nominee will take office in the month of June. 6.

Removal of Officers a. Voluntary: Given in writing to TCAAC Chair prior to next TCAAC meeting. b. Involuntary: i. Two Consecutive meetings missed without reasonable explanation (reasonability to be determined by the TCAAC body) without prior notice given to any TCAAC Officer. ii. Relapse during term c. Impeachment (In case of failure to perform duties or violation of Tradition/Concept): i. Notice of intent to pursue an Impeachment must be provided to TCAAC Chair a minimum 7 days prior to next TCAAC meeting. ii. Motion must be presented at TCAAC meeting along with due cause (intent) by any member. A simple majority is required to proceed and motion will be Tabled to old business. iii. Respondent (person being impeached) is given adequate time to respond (2 weeks). iv. At the following TCAAC meeting a vote is taken and 2/3rd majority is required for successful impeachment. 7. A Budget of \$200.00 seed money is to be granted by ASC. Seed money and all proceeds collected at an activity are to be returned to ASC. All collected donations must be counted by two TCAAC Officers. 8. TCAAC will conduct at least one meeting a month in person. Location is to be decided on at prior TCAAC meeting.

Qualifications and Responsibilities of TCAAC Officers

Chairperson/ Event Coordinator: The Qualifications of Chairperson are: • Mandatory Two Year abstinence from all drugs. • Active for a minimum of 6 Months in the Treasure Coast Activities Committee service structure. • Willingness and desire to give the time and resources required by the position. • Working knowledge of the 12 Traditions & Concepts. • Leadership ability, able to organize and communicate effectively. The Responsibilities of Chairperson are: • Arranges and presides over TCAAC meeting. • Designate agenda and format of TCAAC meeting. • In Case of Tie will vote to break tie. • Enforces rules of decorum and discipline during TCAAC meeting. • Clarifies TCAAC Policy discrepancies. • Places Principles before Personalities (Attempts to be absolutely fair and impartial, working for the common good). • Responsible for execution of events planned by TCAAC, including delegation of duties and oversight during event proceedings. • Handles all Monies. **Vice Chairperson:** The Qualifications of Vice Chairperson are: • Mandatory One Year abstinence from all drugs. • Active for a minimum of 3 Months in the Treasure Coast Activities Committee service structure. • Willingness and desire to give the time and resources required by the position. • Working knowledge of the 12 Traditions & Concepts. • Leadership ability, able to organize and communicate effectively. The Responsibilities of Vice Chairperson are: • In attendance of all TCAAC meetings. • In absence of Chairperson, the Vice Chairperson shall perform all of the duties of Chairperson. **Secretary:** The Qualifications of Secretary are: • Mandatory 6 Months abstinence from all drugs. • Active for a minimum of 3 Months in the Treasure Coast Activities Committee service structure. • Willingness and desire to give the time and resources required by the position. • Working knowledge of the 12 Traditions & Concepts. • Leadership ability, able to organize and communicate effectively. The Responsibilities of Secretary are: • In attendance of all TCAAC meetings. • Keeps all records of the TCAAC, accurate records of each TCAAC Meeting, compiles and maintains TCAAC files and archives. • Creates and distributes TCAAC Minutes to subcommittee members no later than 2 weeks after TCAAC meeting. • Types and sends any letters the TCAAC dictates. • Does any other job that is assigned by the TCAAC in regards to secretarial duties. **Food & Beverage Coordinator:** The Qualifications of Food & Beverage Coordinator are: • Mandatory 6 Months abstinence from all drugs. • Active for a minimum of 3 Months in the Treasure Coast Activities Committee service structure. • Willingness and desire to give the time and resources required by the position. • Working knowledge of the 12 Traditions & Concepts. • Leadership ability, able to organize and communicate effectively. The Responsibilities of Food & Beverage Coordinator are: • In attendance of all TCAAC meetings. • Creates quotes for food and beverage costs for events to be reviewed by the TCAAC body. • Ensures effective quantity of food and beverage is being procured per estimated attendance of events. Presents to TCAAC body if and what amenities are needed to serve said food and beverages (cooking, serving, storing). • Keeps records of all food and beverage costs for each event hosted by TCAAC. Upon completion of event will create and present an expense report for event including total food and beverage cost and cost per guest along with any suggestions. **Facilities Liaison:** The Qualifications of Facilities Liaison are: • Mandatory One Year abstinence from all drugs. • Active for a minimum of 3 Months in the Treasure Coast Activities Committee service structure. • Willingness and desire to give the time and resources required by the position. • Working knowledge of the 12 Traditions & Concepts. • Leadership ability, able to organize and communicate effectively. The Responsibilities of Facilities Liaison are: • In attendance of all TCAAC meetings. • Open and maintain effective and positive communications between TCAAC and venues. • Gathers information for available venues for events (price, time and day availability, occupancy capacity, amenities, rules of use). • Gathers information pertaining to other NA related events as to avoid conflicting schedules when possible. •

Must consistently use respectful and professional communications with venues in all circumstances.