



Narcotics Anonymous®

South of Fraser Area

Service Committee Meeting

Date: April 12, 2026

Meeting Opening

- Meeting initiated by facilitator after a moment of silence & 3rd step prayer at 5:01pm.
- Concept: 4, Tradition: 4, Area Service Respect Statement.
- Groups represented: 12, Total Attendance: 16, Members at large: 2

ASC Executive, Sub-Committee Chairs and Liaisons - Attendance

Trusted Servant Positions	Name	Present?
Facilitator	Ken	<input checked="" type="checkbox"/>
Co-Facilitator	OPEN	
Secretary	Alex	<input checked="" type="checkbox"/>
Treasurer	Leanne	<input type="checkbox"/>
RCM 1	Jenna	<input checked="" type="checkbox"/>
RCM 2	OPEN	
Activities Chair	Dawn B	<input type="checkbox"/>
Literature Chair	Christina	<input type="checkbox"/>
Outreach Liaison	OPEN	
H&I Chair	Jenny	<input checked="" type="checkbox"/>
P.I. Liaison	Zach	<input type="checkbox"/>
P.I Chair	OPEN	
Phonelines Liaison	Ainslie	<input type="checkbox"/>
Newsletter Liaison	OPEN (?)	
Postal Communications	Samantha	<input checked="" type="checkbox"/>
Web-Coordinator	Aaron	<input checked="" type="checkbox"/>
Guidelines Point-person	OPEN	

SOFA Groups	GSR		ALT GSR	
Suicide Solutions	Fred	<input checked="" type="checkbox"/>	Nancy	<input type="checkbox"/>
Cloverdale NA	Jessica	<input type="checkbox"/>	TBD	<input type="checkbox"/>
Tuesday Night Fireside	Tony	<input checked="" type="checkbox"/>	Darnell	<input type="checkbox"/>
Changing Ways	Mike	<input type="checkbox"/>	Rob M.	<input type="checkbox"/>

Serenity by the Sea	Chera-lee	<input checked="" type="checkbox"/>	Ron	<input checked="" type="checkbox"/>
New Desires	James	<input type="checkbox"/>	Ever	<input type="checkbox"/>
Resurrection	Jeff	<input checked="" type="checkbox"/>	TBD	<input type="checkbox"/>
Freedom from Active Addiction	Haley	<input checked="" type="checkbox"/>	TBD	<input type="checkbox"/>
Not Without Surrender	Samantha	<input checked="" type="checkbox"/>	Don C	<input type="checkbox"/>
No Shit Group	Aaron	<input checked="" type="checkbox"/>	TBD	<input type="checkbox"/>
Good day to be Clean	Brooke	<input checked="" type="checkbox"/>	TBD	<input type="checkbox"/>
Langley Saturday Night NA	TBD	<input type="checkbox"/>	TBD	<input type="checkbox"/>
Never Ending Journey	Glenn	<input type="checkbox"/>	Ainsley	<input type="checkbox"/>
The Next Right Thing	Kirk	<input type="checkbox"/>	Alex (Acting)	<input checked="" type="checkbox"/>
A Bridge to Hope	TBD	<input type="checkbox"/>	TBD	<input type="checkbox"/>
Friday Night Fight	Matt	<input checked="" type="checkbox"/>	Querida	<input checked="" type="checkbox"/>
Hope Fiends	Dave	<input checked="" type="checkbox"/>	Freddy	<input checked="" type="checkbox"/>
Fan the Flame	Mark	<input type="checkbox"/>	Ken (acting)	<input checked="" type="checkbox"/>

Member at Large	Homegroup
Seth	<i>Unknown</i>
Greg	Literature Treasurer – BC Region

Trusted Servant Reports:

Each group report from the acting chair is attached below:

Facilitator:

- Ken – Present. Reported:
Hi Alex

I'd like to read something I prepared.

The issue of Principles over Personalities is one to be taken seriously. We - those of us at this table - are elected by the individuals we represent; GSR's elected by their groups; Administrative officers, Sub-committee chairs and Liaisons elected by the GSRs. And as a Service Committee; all of us are responsible to the members of the fellowship, and NA as a whole. We cannot afford to let personalities dictate our decisions or actions.

The 12 Traditions, the 12 Concepts, and the Spiritual Principles that NA is based on should be guiding us in service.

If, at any time, anyone in this room, or any members at large feel that something is off in this Service Committee, I would encourage you to speak to one of us about it.

Personally, I welcome any and all feedback.

Yours in Service,

Ken R

- **Proposal:** Alex suggests we consider options to **allow members to send in constructive feedback anonymously**.
 - **Reasoning:** Lots of talk among various groups about their reluctance to donate funds to our Area and instead intend to circumvent Area treasury altogether by donating directly to Regional / World.
 - **Discussions:** Members ask for details, Alex advises that she isn't going to divulge hearsay but that she has personally experienced a shift in impressions among various members/groups (citing at least two groups she knows of) regarding the Area Service Committees' handling of funds. Upon inquiring it is apparent that such concerns are unknown as they have not been brought to the service committee and therefore cannot be appropriately addressed nor resolved.

Alex states that the service committee wants to represent this area to the best of our ability and can only do so if we receive the feedback of members. Since we have not, Alex wonders if members perhaps don't feel comfortable.

Others point out that all members should be adhering to the 12 traditions and spiritual principles which would encourage members come to the service committee with their concerns directly and ultimately place principles before personalities.

All agree - to encourage anonymous feedback could be considered counter-intuitive to the principles of this program.
 - **Consensus: WAIVED** on the basis that members should be coming to Area meetings or directly to service members with their concerns; conducive to the Traditions of our program.
-

Co-Facilitator:

- Position Open – **please bring back to your groups.**
-

Secretary:

- Alex – Present. Reported:
 - Not much to report, emailed with the Regional website coordinator as I noticed other area sites were linked on the regional site but ours was not. The site has since been updated with a link to our SOFA website.
-

Treasurer:

- Leanne – Absent. **Treasurer report is attached at the end of the minutes.**
-

RCM 1:

- Jenna – Present. **RCM 1 Report is attached at the end of these minutes.**
- **Open positions discussed**
- **Na funds**
 - Activity bank account management suggestions taken from other areas
 - No personal bank accounts used

- Separate account under name of area for activities specifically
 - Feedback from groups needed in time for May regional
 - **Proposal: Regional hotel bookings** \$254.04 each between upper and lower Fraser valley
 - Approach:** Suggesting each area sends only one member to attend.
 - + Additional \$100 for gas and incidentals in advance instead of receipt submission.
 - Consensus:** Unanimously PASSED
 - Jenny brings up issue w regional's selected venue for the meeting, given that its high season at a tourist destination and therefore a costly choice.
 - Jenna will bring this concern up with the committee.
 - Querida reads an excerpt - Concern regarding funding at world level and taking outside contributions without answering to the concerns of many. **A copy of the excerpt is attached at the end of these minutes.**
 - Gregg (Regional Service Member) describes how world applies to the service structure
 - Group wants to send this concern up the chain – other members question the validity of information and suggest confirming the source is valid before deciding whether to act.
 - Jenna will contact regional administration regarding this.
-

RCM 2: Position Open – **please bring back to your groups.**

Activities Chair:

- Dawn – Absent. **Report Attached at the end of these minutes.**
 - **Proposal:** Fundraising event for the White-Water Rafting event in the summer.
 - **Questions Posed:**
 - Inquiry regarding the Credit we reportedly have from the company from last year, totaling to \$500.00
 - Where are the funds already raised from the BBQ?
 - Should this be a multi area event with UFV?
 - Financial reporting and statement – members ask if we have the above information as per recent requests – Alex reminds members we all agreed to keep detailed records moving *forward* because prev records are not available.
 - In absence of committee members these inquiries cannot be answered.
 - Members express the need for a treasurer for this committee.
 - Members suggest holding back funding approvals for Activities until a Treasurer is enlisted.
 - **Consensus:** WAIVED pending Treasurer assignment.
 - **Proposal:** Announce the need for a new treasurer in GSR Announcements
-

Literature Chair:

- Christina – Absent. **Literature Report is as follows:**

Hello everyone. I am absent with regret but here is my report for the month of March.

Sales for the month are \$535.85

H & I Allontment \$92.50

Funds to place an order \$333.50

Closing balance is \$6213.83

The cutoff for ordering to receive at the May area is April 29th. Any orders received after the cut off date will be filled for the next area in June.

I have also received the new pricing from region. That said, I am constructing a new order form with the new prices for all groups in the area. My apologies on any inconvenience or delays. When placing future orders **please be aware that prices are subject to change.** I do understand that groups do need to get consensus about funds going out as well so the new form will be ready for all future orders asap. Thank you for all the support and patience during this change.

If you have any questions regarding any of my report, please feel free to contact me via text message. Thanks everyone and have a great meeting.

Yours in service,
Christina

- **A blank Literature Order Form is attached to the end of the minutes - Old Pricing**
-

Outreach Liaison: Position Open – **please bring back to your groups.**

H & I Liaison:

- Jenny - Present. Reported the following:
 - Everything going great – panels full, lit is ordered. No issues to report.
 - **Proposal** – Trial Panel at Phoenix
 - **Approach:** Phoenix support society asking us to provide them a panel, logistically speaking they are right by Creekside. They will then get feedback from their clients and decide whether to move forward with panel program. Jenny advises the plan is to run trial and move forward with panels on Wednesday nights.
 - **Discussed:** Group is enthusiastic about this.
 - **Consensus:** Unanimously PASSED
-

Public Information Liaison:

- Zach – absent. **PI Report is attached at the end of the minutes.** Reported the following:
 - Meeting List distribution update.
 - Basic text to high schools update.
 - New Meeting; “Fan the Flame” update.
-

Newsletter Liaison: Absent.

Phonelines Liaison:

- Ainslie – Absent.
-

Postal Communication Officer:

- Samantha – Present. Nothing to report.
-

Guidelines Point Person:

- Jessica; Head of Work Group, Absent. Report is below:
SOFA GUIDELINES WORKGROUP SCHEDULED FOR APRIL 22 @ 7 PM

ACTING MEMBERS:

KEN

JENNA

JESSICA

This month, as discussed at ASC in March, we drafted a Table of Contents page and a “Flow of responsibility for Subcommittees. The goal of our April 22 workshop is to review and prepare these to present during May ASC for approval. We anticipate having copies ready for review then.

Sorry I can’t be there to share this report, thank you Ken for reading it.

Have a blessed day

Until next time: Jessica

Web Coordinator:

- Aaron – Present. Reported:
 - Not much to report, need copies of event posters for the website.
 - Alex advises she will ensure these are attached separately as they used to be, for his ease of use.
-

Public Relations Chair: Position open, **please bring back to the groups.**

BREAK: 5:45PM

NA SERVICE PRAYER – Jeff

GSR Reports:

A Bridge to Hope – Absent.

Changing Ways – Absent.

Cloverdale NA – Absent.

Fan the Flame – Ken (Acting) Reports: Nothing to report. Average attendance is approximately 10 weekly. No area contribution this month. Group requests support in all areas.

Fireside – Tony Reports: Meeting is doing well with lots of newcomers and clean time support. Celebrations held in March for Rod (10 years), Tony (7 years), and Rob (3 years). Average weekly attendance is approximately 100.

- Upcoming Cakes:
 - Alana M – 2 years – April 21
-

Friday Night Fight – Querida Reports: Group is struggling and attendance ranges from 6–16 weekly. The group is barely maintaining meeting continuity. A 12 Concepts group study is being explored over a 12-week cycle, with an interest meeting held April 17. Group reports some new members.

Freedom From Active Addiction – Haley Reports: Nothing to report this month. Attendance ranges from 9–24 weekly. No area contribution.

Good Day to Be Clean – Brooke Reports: Average weekly attendance is approximately 23. No area contribution this month.

- Upcoming Cakes:
 - Sam – 36 years – April 25
-

Hope Fiends – Dave Reports: Average weekly attendance is approximately 50.

- Upcoming Cakes:
 - Rhea – 2 years – April 11
 - Bruce – 11 years – April 2
-

New Desires – Absent.

Never Ending Journey – Absent.

Not Without Surrender – Samantha Reports: Average weekly attendance is 20–30.

- Upcoming Cakes:
 - Kyna – 2 years – April 29, 2026
-

No Shit Group – Aaron Reports: Nothing to report. Attendance ranges between 30 and 80 weekly, with no contribution this month. No support is required at this time.

Resurrection – Jeff Reports: Average attendance is approximately 20 weekly. Group made a **\$500 contribution directly to Region.**

- Upcoming Cakes:
 - Tom - 30 years – April 12
-

Serenity by the Sea – Chera-lee reports: Nothing to report. Average weekly attendance is 10–15.

Sat Night NA – Absent.

Suicide Solutions – Fred Reports: Group meets Sundays 8–9am with average attendance of 10–15. No area contribution this month. Women’s support requested.

- Upcoming Cakes:
 - Marvin – 30 years – May 10
-

The Next Right Thing – Alex (Acting) Reports: Average weekly attendance is approximately 25.

- Upcoming Events:
 - Pizza Party – April 30 @ 6:15PM – Cloverdale United Church
-

Proposals:

- Alex – Anonymous Feedback Option for Members - WAIVED
 - Jenny – Trial Panel – PASSED
 - Jenna – Funding for Travel & Accommodations - Regional – PASSED
 - Activities – Fundraising Event - WAIVED
 - Admin / Various - Activities Funding Approvals Waived Until Treasurer Assignment – PASSED
 - Admin / Various – Announce Need for Activities Treasurer in GSR Announcements - PASSED
-

Open Discussion:

- Chera-lee asks about activities and how a lot of them seems geared towards having fun in recovery but would like to see more geared towards the message of na, revisit traditions and concepts, suggested a newcomer day.
 - All agree.
-

Elections:

- Co-Facilitator
 - RCM 2
 - Outreach Liaison
 - PR Chair
-

The meeting closed with the serenity prayer at 6:15 PM.
The next SOFA Meeting is on **May 3, 2026, 5:00 – 7:00 PM.**
17575 58A Avenue in Cloverdale, Surrey BC

Action Items:

GSR Tasks / Reminders

- Bring nominations back to groups for open positions: **Co-Facilitator, RCM 2, Outreach Liaison, PR Chair**
- Announce **need for an Activities Committee Treasurer** in GSR announcements (per Activities discussion)

Facilitator / Admin

- Continue encouraging members to bring concerns directly to Area or trusted servants (per consensus on anonymous feedback proposal)

RCM 1

- Bring **regional venue cost concern** forward to Regional committee
- Contact **Regional administration** regarding concerns raised about World funding transparency
- Obtain **group feedback** on Activities banking/account structure in advance of **May Regional**

Secretary

- Ensure **event posters/flyers are attached** to minutes going forward for website posting (per Web Coordinator)
- Continue coordination with Web Coordinator for posting of attachments

Activities Committee

- Recruit and assign an **Activities Treasurer**
- Resume funding proposals **only after treasurer position is filled**
- Prepare financial records **going forward** once committee is fully staffed

Literature Chair (Christina)

- Distribute **new literature order form** with updated pricing once finalized
- Ensure groups are aware of **April 29 cutoff** for May Area orders

H&I Chair (Jenny)

- Coordinate **Trial Panel at Phoenix** (Wednesdays)
- Collect and report feedback following trial period

Web Coordinator (Aaron)

- Post event flyers and updates once received from Secretary
-

Attachments:

Treasurer's Report.....	11
RCM 1 Report.....	13
NAWS Concern – Friday Night Fight GSR Exhibit.....	37
Activities Committee Report.....	44
Blank Literature Order Form	45
PI Report.....	49

SOUTH OF FRASER AREA SERVICE COMMITTEE
FINANCIAL REPORT FOR March 2026

<i>Opening Bank Balance as of March 1, 2026</i>		\$14,412.65
 <u>Add Income</u>		
Group donations-EFT, cheque and cash	1086.36	
Literature deposit-March Sales	535.85	
Total Income	1,622.21	\$1,622.21
 <u>Less Expenses</u>		
Chq #182 BCRLC-Literarure Order-Dec'25	1695.47	
Chq #184 BCRLC-Literarure Order-Jan'26	1074.91	
Chq #187 BCRLC-Literature Order Feb'26	816.56	
Chq #189 BCRLC-Literature Order Mar'26	1385.63	
Chq #190 Gloria T-Mar'26 Basic News	203.63	
Chq #191 Cloverdale United Church-Jan'26-Dec'26 rm rental	180.00	
Auto debit Public Storage Rental	222.95	
Auto debit Monthly plan fee	4.95	
Total Expenses	5,584.10	(\$5,584.10)
 <u>Closing Balance as of March 31, 2026</u>		\$10,450.76
 <i>Cheques written but not cashed/Outstanding Cheques @ month end</i>		
Chq #191 Cloverdale United Church-Jan'26-Dec'26 rm rental	180.00	
		180.00
 <u>Closing Reconciled Bank Balance as of March 31, 2026</u>		\$10,630.76
 <u>Prudent Reserves</u>		
<u>A</u> Activities	1,700.00	
Area - Operating expenses (1 mth)	3,835.00	
Total Prudent Reserves	\$ 5,535.00	\$ (5,535.00)
 Estimated general funds at March 31, 2026 (A+B+C)		<u><u>\$5,095.76</u></u>

Hello everyone,

Open positions @ regional (2-year terms):

- Regional Venue Chair - The Regional Venue Coordinator works with Regional Administration to arrange, coordinate and administer the BCRSC Meetings and negotiates contracts with the facility and be the single point of accountability for the BCRSC to the facility liaison.
- Public Relations Subcommittee Chair - (at least 2 years clean time) James is interim chair currently, position will be formally elected in May.
- Literature Treasurer – This position has been open for a few years and desperately needs to be filled!! The elected BCR Literature committee Treasurer be ratified by the regional body after election at the subcommittee. (5-year clean time requirement)

Regional Guidelines for election requirements:

ELECTION OF OFFICERS AND SUBCOMMITTEE CHAIRPERSONS

- 4.1 The minimum requirements for any elected position on the BCRSC will include:
 - 4.1.1 A commitment to service
 - 4.1.2 Service experience
 - 4.1.3 The willingness to give time and resources necessary to do the job; and
 - 4.1.4 A good working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts and the Guide to Local Service of Narcotics Anonymous.”

Open positions @ CANA – guidelines will be attached with my report:

- Chair
- Co-chair
- Interim-Treasurer

NA Funds

There was a lot of discussion at this last regional meeting about due process of NA funds. Specifically, how the areas subscribe for things such as Zoom or Google accounts where a credit card is needed; some areas shared either having a visa debit through the area bank account or being able to have a credit card through the areas bank account. Because of this topic being brought up and the table being asked for more discussion topics, I asked how areas manage their activity bank accounts; there was a lot of interesting discussion about this. Most areas use, and strongly suggest using, the areas bank account and opening a second account through that so both are together. It was also strongly

suggested that no personal accounts or credit cards are used for these types of things for the sake of transparency and easy rotation of positions.

Code of Conduct

Next, the region is workshopping for a “code of conduct” as well as “Code of Conduct Accountabilities” to implement alongside the guidelines. The gist of this is to outline how we carry ourselves in service and how we interact with each other; bridging the gap between the guidelines, traditions and concepts. I will attach the first draft to my report. Please share with the groups and I will take any feedback from our area to the May regional meeting, and the final draft is intended to be adopted at the August meeting. There is already recommendation from the regional admin meeting in February to add in a removal from service clause in the accountability section under #3 or create a #4 to add it in, also adding that illegal activities in service (such as theft etc.) will be reported to the proper authorities.

May Regional:

The upcoming regional meeting is in Kelowna. The hotel rooms were accessible at a discounted rate for approximately \$250/night. I have booked a room for myself and the RCM 1 from UFVA for Friday and Saturday night totaling \$508.08 (\$254.04 each), I plan to travel with the UFVA RCM 1 as well, with the intention of our areas splitting the cost of fuel. UFVA is only sending their RCM 1 which leaves no one to share a room if we send a second member, therefore I suggest our area only sends one member to the May meeting to maintain prudent use of funds. If possible, I would like to request an additional \$100 on top of my accommodation for fuel prior to the trip. I am unfortunately still off work and funds are a little tight for me currently.

Regional Financial Report:

Balance Sheet
BC Region of Narcotics Anonymous
 As of February 22, 2026

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Scotiabank	\$2,395.98
BC Convention Fund	\$0.00
Insurance Seed Fund	\$5,000.00
Operating Reserve	\$15,000.00
Public Awareness Reserve	\$0.00
RD Travel Fund	\$8,120.57
Total for Scotiabank	\$30,516.53
Undeposited Funds	\$0.00
Total for Cash and Cash Equivalent	\$30,516.53
Accounts Receivable (A/R)	
Accounts Receivable	\$0.00
Total for Accounts Receivable (A/R)	\$0.00
BCRCNA (Loan)	\$21,000.00
PNWCNA (Loan)	\$5,000.00
Total for Current Assets	\$56,516.53
Total for Assets	\$56,516.53
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable	\$0.00
Total for Accounts Payable (A/P)	\$0.00
Accrued Liabilities	\$0.00
GST/HST Payable	\$0.00
Undeared Cheques	\$0.00
Total for Current Liabilities	\$0.00
Total for Liabilities	\$0.00
Equity	
Opening Bal Equity	-\$500.00
Retained Earnings	\$47,577.27
Net Income	\$9,439.26
Total for Equity	\$56,516.53
Total for Liabilities and Equity	\$56,516.53

Profit and Loss
BC Region of Narcotics Anonymous
December 1, 2025-February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
Income	
Contributions Income	
Area Contributions	
NOASC	\$2,000.00
VASC	\$14,000.00
Total for Area Contributions	\$16,000.00
Non Area Contributions	
Convention	\$2,264.44
Group Contributions	\$2,644.60
Member Contributions	\$15.00
Total for Non Area Contributions	\$4,924.04
Total for Contributions Income	\$20,924.04
Total for Income	\$20,924.04
Gross Profit	\$20,924.04
Expenses	
1 - General Costs	
Admin	\$962.75
Chair	\$700.00
Total for Admin	\$1,662.75
Bank Charges	\$6.00
Contributions	
CAN/ACNA	\$3,000.00
NAWS	\$3,000.00
Total for Contributions	\$6,000.00
Post Office Box	\$201.60
Travel	
PNW Chair	\$275.43
Total for Travel	\$275.43
Total for 1 - General Costs	\$8,145.78
3 - RD Accounting	
RD Expenses	\$102.08
RD Travel - Misc	\$951.07
Total for RD Expenses	\$1,053.15
Total for 3 - RD Accounting	\$1,053.15
Costs	
Committee	
Public Relations	\$2,008.98
Total for Committee	\$2,008.98
Total for Costs	\$2,008.98
Total for Expenses	\$11,207.91
Profit	\$9,716.13

BC Region of Narcotics Anonymous

Code of Conduct

We strive to create a safe, spiritual environment where recovery and service can flourish. These principles guide our interactions and decisions in the spirit of unity and love.

- Uphold unity and the spirit of service in all interactions.

We remember our common purpose—to serve and support recovery—placing principles before personalities and seeking consensus whenever possible. The BC Region depends upon unity; this spiritual principle must be closely guarded and nurtured. We are stewards of unity and provide leadership to the British Columbia fellowship. In all we do, we stay connected to our WHY: the reason we serve—to help addicts find freedom

- Treat all members with dignity, respect, and compassion.

We practice this by valuing each person's worth, avoiding judgment, and showing kindness in all interactions.

- Speak for yourself, listen actively, and allow others to share without interruption.

This means using 'I' statements, giving full attention when others speak, and creating space for every voice. We affirm that regional deliberation will be balanced—no one person or perspective will dominate, and every member will have an opportunity to contribute.

- Focus on ideas, not individuals—remain solution-oriented and constructive.

We separate problems from people, discuss issues openly, and work together toward spiritual solutions.

- Ensure balanced participation and avoid dominating discussions.

We encourage equal sharing, invite quieter members to speak, and avoid monopolizing time or conversation.

- Address conflicts directly and respectfully; avoid gossip or harmful behavior.

We resolve differences in a loving and honest way, speaking to the person involved rather than behind their back.

- Maintain a safe environment free from harassment, discrimination, or violence.

We commit to protecting the spiritual atmosphere by rejecting any form of abuse, intimidation, or exclusion.

- Honor Our Purpose and Time

We stay focused on the objectives of each meeting by following the agenda and supporting the facilitator. We respect everyone's time by starting and ending meetings and breaks promptly, ensuring our service remains efficient and spiritually grounded.

BC Region of Narcotics Anonymous

Code of Conduct Accountabilities

This guide outlines how breaches of the Code of Conduct are addressed in a way that protects anonymity, maintains unity, and upholds spiritual principles.

Purpose

To maintain unity, autonomy, safety, and spiritual principles while addressing breaches fairly, respectfully, and confidentially.

Accountability Steps

- 1) Verbal Reminder – A gentle, private reminder, by the facilitation team, of the Code and spiritual principles.
- 2) Written Warning – If behavior persists, review with Regional Admin team, followed by a written notice outlining concerns and expectations.
- 3) Admin Review – If behavior continues further still, a confidential discussion with the Regional Admin team to review and agree upon next actionable steps.

Amends & Restoration

- Written Apology – Acknowledging impact and reaffirming commitment to unity and service.
- Temporary Leave – A short break for reflection and recommitment to spiritual principles.
- Re-entry Conditions – Return to service after completing agreed steps (e.g., apology, discussion with Admin).

Disclosure Guidelines

- To Admin: Full details of the incident for review and resolution.
- To Regional Body: Only a summary of the outcome (e.g., ‘matter addressed by Admin’) without names or specifics to protect anonymity.

Key Principles

- Provide safety and autonomy. Maintain unity and protect anonymity.
- Avoid floor debates, gossip, or other related controversies.
- Keep discussions solution-focused and spiritually grounded.



Canadian Assembly of Narcotics Anonymous Zonal Forum (CANANA/ACNA)

Guidelines (January 2026)

CANANA Vision Statement

Inspired by the primary purpose of the groups we serve; our Vision provides direction for all the efforts and actions of the Canadian Assembly of Narcotics Anonymous.

In our vision is a time:

- *When addicts throughout the geographical expanse we serve need no longer suffer and die without having had the opportunity to discover and experience the miracle of recovery offered by Narcotics Anonymous.*
- *When the NA message of recovery is freely carried in every language across all boundaries of culture, ethnicity, and geography from coast to coast to coast.*
- *When the Canadian Assembly is universally recognized as a dynamic and reliable resource for NA services and information.*
- *When every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service.*

This vision directs all our service efforts. With the guidance of a loving Higher Power we strive towards these ideals.

Table of Contents

1. PURPOSE AND FUNCTION OF THE CANADIAN ASSEMBLY ZONAL FORUM
2. OPERATIONAL GUIDELINES
3. COMPOSITION OF THE CANA BODY
4. SEATING PROCEDURES
5. DECISION MAKING PROCESS
6. PROPOSALS
7. GENERAL DISCUSSION PROCEDURE
8. SMALL GROUP DISCUSSION PROCEDURE
9. CONSENSUS BASED DECISION MAKING PROCEDURE
10. INTERIM DECISIONS
11. ELECTION PROCEDURES
12. QUALIFICATIONS OF OFFICERS AND SUBCOMMITTEE CHAIRS
13. JOB DESCRIPTIONS
14. DISMISSAL AND RESIGNATION
15. CANADIAN ASSEMBLY FUNDS
16. CCNA (CANADIAN CONVENTION OF NA)
17. FELLOWSHIP DEVELOPMENT/PUBLIC RELATIONS
18. NATIONAL CONVENTION RESOURCE COORDINATOR (NCRC)
19. TRANSLATION POLICY
20. DEFINITIONS

1. PURPOSE AND FUNCTION OF CANA

- 1.1** The name of this body shall be the Canadian Assembly of Narcotics Anonymous Zonal Forum Zonal Forum.
- 1.2** The purpose of this Assembly is to allow its member Regions/Areas to assemble and meet the needs of the Fellowship and to encourage CANA unity, cooperation, and communication. This body has been created to compliment the existing service structure of Narcotics Anonymous.
- 1.3** The Canadian Assembly of Narcotics Anonymous Zonal Forum is directly responsible to the Fellowship of Narcotics Anonymous through its Regional/Area service.
- 1.4** The immediate goals of the Canadian Assembly of Narcotics Anonymous Zonal Forum shall be:
- 1.4.1** To sponsor a Canadian Convention
 - 1.4.2** To provide NA services in English and French
 - 1.4.3** To develop, conduct and coordinate Public Relations efforts
 - 1.4.4** To maintain a National website
- Future meetings of the Canadian Assembly of Narcotics Anonymous Zonal Forum will develop additional goals.
- 1.5** Some of the functions of the Canadian Assembly of Narcotics Anonymous Zonal Forum shall be:
- 1.5.1** To meet as a body at least one (1) time per year
 - 1.5.2** To form subcommittees and workgroups to accomplish the goals of the Assembly
 - 1.5.3** To maintain a post office box address
 - 1.5.4** To maintain and make available an electronic archive of NA service material and tools relevant to NA services in Canada
 - 1.5.5** To generate and distribute minutes/reports of the Assembly to its constituent membership as in [article 3](#)
 - 1.5.6** To manage funds in accordance with established NA guidelines
- 1.6** The Canadian Assembly of Narcotics Anonymous Zonal Forum (CANA) shall be self-supporting through its own fundraising activities including the Canadian Convention (CCNA) and by the voluntary contributions of the Fellowship.

*This Purpose and Function was originally adopted by the delegates to the Mississauga meeting of July 29, 1989 for submission and ratification by Regional Service Committees of Canada.
Ratified by the BC, AL-SASK, Ontario and Quebec regions and the Winnipeg Area on January 19, 1990, in Calgary, Alberta.*

2 OPERATIONAL GUIDELINES

2.1 CANA will develop and adopt as practice or procedure, the programs, policies, guidelines, and events it may find desirable, from time to time, to fulfill and implement the broad purpose and functions authorized by the Canadian Fellowship for CANA.

2.1.1 Matters affecting the document "The Purpose and Functions of the Canadian Assembly of Narcotics Anonymous" will require consensus of the Delegates after being returned to the Canadian Fellowship for approval.

2.1.2 Any amendment or revision to the CANA guidelines will be inserted into the official version of the guidelines and is to be translated into French at the soonest convenience. A notation regarding changes that need to be translated will be entered into the French document.

2.2 *Removed Sept 2019*

2.3 in all its elections, CANA will refer to the following documents in succession:

2.3.1 The Twelve Traditions

2.3.2 The Twelve Concepts

2.3.3 The Statement of Purpose and Function

2.3.4 The current CANA Guidelines

2.3.5 The current version of A Guide to Local Service in Narcotics Anonymous

2.3.6 The current editions of all NA handbooks

2.4 The CANA meeting will take place at least once a year in the same location as, and immediately preceding our annual convention (CCNA), usually in the fall.

2.5 A copy of all archive materials from the main body and all subcommittees of CANA will be retained by the CANA secretary in an electronic format stored in the secure section of the CANA website. These archives will be accessible by all admin members. All original archives are to be returned to new Officers and Subcommittee Chairpersons at the end of each annual CANA meeting.

2.6 The CANA/ACNA Ground Rules will be read during the opening of each meeting. See Page 24.

3 COMPOSITION OF THE BODY OF CANA

3.1 CANA is made up of the representatives of the seated regions as well as all trusted servants elected to serve the Body. These are all known as *CANA Members/Participants*.

3.2 CANA's trusted servants: the trusted servants of CANA are to be grouped into one committee, the purpose of which is to assess, initiate and coordinate actions based on the bodies decisions – this committee does not govern; it performs the tasks assigned to them and reports to CANA.

3.3 The CANA committees are the following:

3.3.1 CANA Administration Team (Admin)

3.3.1.1 Chairperson

3.3.1.2 Vice-Chairperson

3.3.1.3 Secretary

3.3.1.4 Treasurer

3.3.1.5 NCRC

3.3.1.6 Canadian Fellowship Development Team (FD/PR)

3.3.1.7.1 Fellowship Development East

3.3.1.7.2 Fellowship Development West

3.3.1.7.3 Fellowship Development North

3.4 CANA Regional Members: these are the duly elected representatives (Regional/Area Delegates & Alternates) from seated Area and Regional Service Committees, which are:

3.4.1 Alberta-Saskatchewan Region (AL-SASK)

3.4.2 British Columbia Region

3.4.3 Canada Atlantic Region

3.4.4 Ontario Region

3.4.5 Quebec Region

3.5 CANA will recognize a maximum of two (2) Service Delegates from each seated Region and one (1) Service Delegate from an Area which does not belong to a region in Canada.

4 SEATING PROCEDURES

4.1 Requirements for Regional/Area seating at CANA:

4.1.1 Registered with WSO

4.1.2 Agreement with the "The Purpose and Functions of the Canadian Assembly of Narcotics Anonymous Zonal Forum"

4.1.3 Represented by a Service Delegate elected by the Region/Area

4.2 Procedure for Regional/Area seating at CANA:

4.2.1 Introduction by a seated participant

4.2.2 Brief Regional/Area report stating a commitment to the "The Purpose and Functions of the Canadian Assembly of Narcotics Anonymous Zonal Forum"

4.2.3 Agreement by consensus to seat by the CANA body

5 DECISION MAKING PROCESS

5.1 In all its decisions, CANA strives to reach consensus

5.1.1 In order to minimize the time spent discussing topics within the Assembly, a Workgroup system, and/or forum or small group system may be used instead

5.1.2 Input to the Assembly, including questions, ideas, proposals, suggestions, experiences and needs may be referred to an ad-hoc or standing committee and/or forum or small group

5.1.3 The basic purpose of these committees and open forums or small groups is to collect, clarify, define, and state the decisions of CANA within specific area of concern and to initiate and coordinate actions based on these decisions. These committees do not govern; they perform the necessary task, reporting the results to CANA

6 PROPOSALS

6.1 Only Assembly participants are allowed to participate in the decision-making process, submit proposals and discussion items or address the Assembly except as directed by the Assembly.

6.1.1 CANA encourages regions to present their issue as a topic discussion item or proposal

6.1.2 All proposals that commit the Assembly to a policy or an action are to be submitted in writing

6.1.3 All proposals recorded in the Assembly's minutes shall include the members name and the region that submitted the proposal

7 GENERAL DISCUSSION PROCEDURES

- 7.1** The Chairperson shall have the right to limit the time for each participant to speak. This may be invoked by the Chairperson at any time and is subject to appeal
- 7.2** No member may speak on a proposal or discussion item more than once unless others desiring to speak have exercised their opportunity
- 7.3** Only one (1) voice per Region/Area will be recognized on any proposal referred by CANA for Regional/Area conscience

8 SMALL DISCUSSION GROUPS' PROCEDURE

- 8.1** At the start of each group discussion a Recorder and a Facilitator will be appointed from each groups' participants. Participants will rotate the responsibilities of the Recorder and Facilitator throughout the following days of the Assembly. This will allow each member an opportunity to share in the activities and discussion
- 8.2** The duty of the Facilitator is simply to keep the group focused on the solution. If the subject of discussion is too large, the subject can be broken into smaller items.
- 8.3** The duty of the Recorder is to take minutes or record ideas during the meeting and to formulate and submit a written report to the Assembly
- 8.4** Decide at the start of the meeting what the purpose for the discussion is. The group should be able to define a goal they wish to achieve

9 - WORKFLOW

9.1.1 : Prioritize and address the topic of discussion:

- Discuss the issue that needs to be resolved, or simply entertain the topic put forward.
- Ensure that CANA/ACNA has a thorough and common understanding of the issue or topic.
- Sometimes the topic of discussion is the proposal on step # 2.

9.1.2 : Determine if a proposal is required or implement the proposal.

- Clarify the proposal at hand, ensure CANA/ACNA understands what change or action the proposal will bring forth
- to or for the body.

9.1.3 : Test for consensus

- 100% of the assembly reaches consensus, proceed with implementation.
- If it's less than 100%, the assembly will hear out the concerns or requests for clarity raised.

9.1.4 : Hear out the concerns or requests for clarity raised.

- Dissenters present their viewpoints, others request clarity.
- Body discusses the dissent and content, seeking understanding and solutions.
- Consider modification of the proposal, if it can be altered simply during the discussion.
- A small group discussion, or a break may be necessary.

9.1.5 : Second test for consensus

- 100% of the assembly reaches consensus, proceed with implementation.
- Less than 100% proceed to next step.

9.1.6 : Consult

- Hear out any additional concerns that have not yet been raised.
- The Chair (“facilitator”) or Vice Chair (“cofacilitator”) should make the body aware of the current time spent on the topic, and determine if further cycles of consensus tests will make any progress. They may recommend forming a workgroup, or deferring the topic to the next calendar quarter for reflection, if the topic becomes too involved.
- If the assembly determines a such a postponement or deferral is not necessary, proceed to step 7.

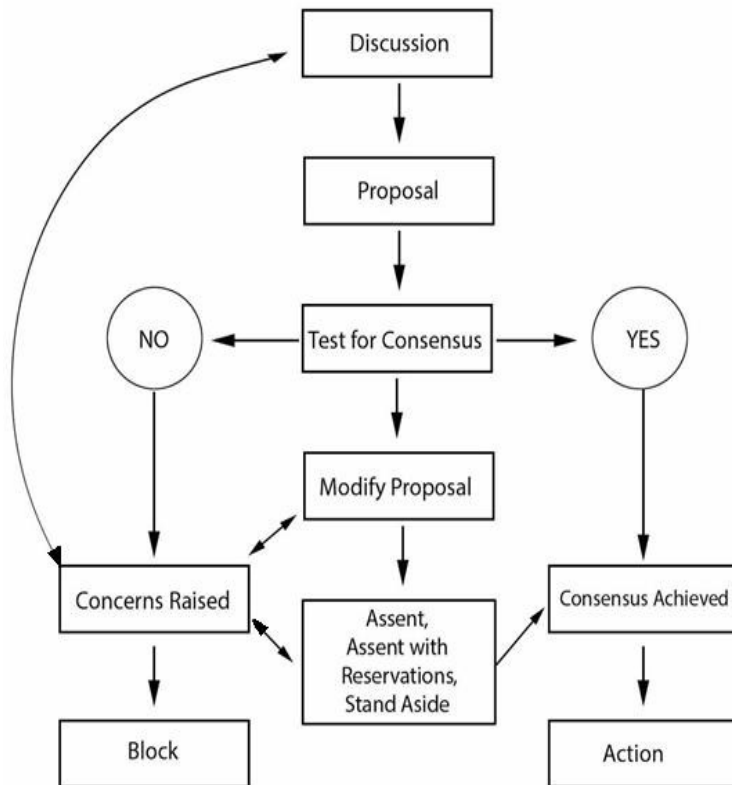
9.1.7 : Test that authority level for consensus

- 80% assent/assent with reservations of the **regions** (4 out of 5) shall be considered consensus (the “zonal threshold.”)
- If 40% (2 out of 5 regions) or greater stand aside **and/or** block, consensus will not have been achieved.
- This threshold is again dependent on the **regions** (eg: 4 out of 5 regions = 80%,) not the specific count of **RDs and RDAs** (eg: 6 out of 7 active RDs and RDAs.) The rationale is that a region’s position represented by only one RD cannot then be “outweighed” by a region represented by both an RD and RDA.
- In the event where the RD and RDA for the same region cannot align on the same position, they must either come to a consensus on their position or consider their region to stand aside on the topic at hand.

9.1.8 : Address and confirm level of authority

- Does this decision need to go back to the regions? Or does it fall under the acting authority of the service delegates on the spot (eg: the RDs?)

9.2 : CBDM Workflow Diagram:



9.3 - FINAL DECISION DEFINITIONS:

Assent

"I'm on board, absolutely! Let's do it!"

Assent with Reservations

"I think this may be a mistake, but I can live with it." "I agree for the most part, or to a degree"

The degree is basically giving assent to the proposal so that we can move forward, but not fully on board. In short, not stopping what the body wants to do.

The assumption is that the reservations have been heard already, and you are simply noting that you can support the proposal and continue to have these reservations.

Stand Aside

"I personally cannot do this, but I will not stop others from doing this"

Basically, taking yourself out of the equation. You do not agree but will not actively stop the group from moving forward. However, you recognize that this position could inadvertently stop consensus for the reason below:

NOTE: a number of Stand Asides (40% or more) of those decision-making members present will indicate that a consensus to adopt the proposal is too weak. The proposal is then either dropped or delegated to the maker of the proposal or a working group for reworking.

The content of the dissent is noted in the minutes.

Block

"I cannot support this or allow the group to support this; it is against our principles."

Blocking is a rare and extreme form of dissent taken only if you honestly believe that one of the Traditions or Concepts is directly violated by a proposal, or that some fundamental or moral position would be violated.

A participant who blocks, must be able to articulate which and how a tradition, concept, policy or spiritual principle fundamental to NA is being violated.

A block must be based on a generally recognized principle, not a personal preference.

Before a concern is considered to be a "valid" block, the service body must have accepted the validity of the concern, and a reasonable attempt must have been made to resolve it.

Consider the following when considering a BLOCK:

- Blocking a proposal is a last resort and only done in rare and extreme cases
- Can I put aside my personal opinion to allow the rest of the group to move forward?
- Am I able to pass on making a point, when someone else has already made it?

Straw Polls are for information to assess where the body is at. They are not votes.

9.4 : Pertinent References from A Guide to Local Services in Narcotics

Anonymous:

“The (Regional) delegate is selected by the region’s group representatives and/or RCMs to act in the best interests of NA as a whole, not solely as an advocate of his or her NA community’s priorities.”

- A Guide to Local Services in Narcotics Anonymous, page 88.

“As our fellowship’s Second Concept for Service indicates, GSRs take part on their groups’ behalf in the area committee and the regional assembly, conveying a sense of their groups’ wishes to the service structure and bringing back information on what’s happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole.”

- A Guide to Local Services in Narcotics Anonymous, page 47.

10 GRIEVANCE PROCEDURE

TENTH CONCEPT

Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

The Tenth Concept is our fellowship’s guarantee of respect for the individual trusted servant. This concept may seem self-evident, but our belief in the principle involved is so strong that we want to say it loudly and clearly. Narcotics Anonymous is a spiritual society, with high ideals for how we treat each other. Our members, however, are only human, and we sometimes mistreat one another. The Tenth Concept is our spiritual society’s promise that if one of us is wronged in the service environment, the aggrieved trusted servant may ask that the wrong be made right.

The Tenth Concept’s guarantee of the right to appeal for redress of a personal grievance is designed, in part, to protect those who exercise their Ninth Concept responsibility to speak their mind in service discussions. Together, the Ninth and Tenth Concepts support an atmosphere in which our members feel free to express themselves frankly on matters at hand. This open atmosphere is essential in developing an effective group conscience. If, after having demonstrated the courage of their convictions, individuals become the subject of reprisals initiated by those who have disagreed with them, the Tenth Concept allows them to petition the appropriate service body for redress of their grievance. Thus, the respect of our service structure for the rights of the individual NA member is guaranteed. In a fellowship such as ours, whose success is based upon mutual support and cooperation, that kind of respect for the individual is indispensable.

10.1 The first item of new business at all regularly scheduled meetings will be Grievances: Procedure for Filing a Grievance

10.2 To be heard, a grievance must:

10.2.1 Be written and forwarded via email to the Chair one week prior to the meeting.

10.2.2 The chair will reach out to the aggrieved and will propose a resolution.

10.2.3 If the aggrieved is not in agreement with said resolution the following procedure will take place during the next full body meeting;

10.2.3.1 Must be filed within six (6) months following the event or action which caused the grievance.

10.2.3.2 A time limit to discuss the grievance will be set by the Chair, subject to appeal.

10.3 Discussion

10.3.1 The aggrieved will clearly state the problem.

10.3.2 RDs and Admin participants will discuss and attempt to resolve the grievance.

10.4 Grievances with CANA/ACNA Admin

10.4.1 If there is a grievance with a CANA/ACNA Admin member, the same process will be followed

10.4.2 If a grievance involves the CANA/ACNA Chair, the CANA/ACNA Vice Chair will follow up with the aggrieved with one other CANA/ACNA admin member present.

11 INTERIM DECISIONS

Interim decisions: in order to achieve consensus on a proposal or discussion item, the following process will be utilized:

11.1 Any discussion item or proposal is sent to the CANA chairperson for review and input. Proposals requesting funds require a fixed dollar amount. Proposals affecting our "Purpose and Function" document always return to regions/areas

11.2 The CANA chairperson will present the proposal to the body by email, for discussion only, for a period of one (1) week

11.3 Following one (1) week of discussion, the CANA chairperson will facilitate consensus. If unanimity cannot be reached, then 85% will be considered consensus as per our consensus guidelines

11.4 One (1) week following the presentation of the proposal to the body for consensus, in the absence of sufficient responses to indicate a decision, the CANA secretary shall attempt to contact by telephone, those who have not yet participated in discussion

11.5 Two (2) weeks following the presentation of the proposal or discussion item to the body for consensus, in the absence of sufficient responses to indicate a decision, the CANA chairperson shall consider those who have not voted to have stood aside

12 ELECTION PROCEDURES

12.1 Terms of office for all positions will be two (2) CANA Conference Cycles (each conference cycle is one (1) year), renewable by the standard conference election process to a maximum of two (2) consecutive terms

12.2 It is strongly recommended that at least one member of the CANA Admin be bilingual

12.3 Staggered Elections

12.3.1 Chair/Vice Chair, Treasurer, FD North: Even Years

12.3.2 Secretary, FD East, and FD West, and NRCRC: Odd Years

12.3.3 Any alternate position is always on the same staggered schedule as their primary position

12.4 Requirements to be elected as an Officer or a Subcommittee chairperson of CANA:

12.5 A commitment to service

12.5.1 Service experience

12.5.2 The willingness to give time and resources necessary to do the job

12.5.3 A good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA and Consensus Based Decision Making

- 12.6** Resumes and a letter of support must be submitted to the Secretary (secretary@canaacna.org) by the third quarter CANA meeting of year
- 12.7** Nominee service resumes and any letters of support will be distributed by the Secretary to the full body for review together with the minutes from the third quarterly CANA/ACNA meeting
- 12.8** Although written nominations from CANA participants or Regional/Area service committees are preferred, the body can approve a nomination that does not have regional/area support and is not a CANA participant. Careful consideration will be given to the qualifications and commitment of the candidate
- 12.9** If a Regional/Area Delegate is elected to a CANA Admin or Subcommittee chair position, it is understood that they will be returning in the CANA capacity and not as a delegate
- 12.10** If a CANA officer or subcommittee chair should be elected to a position as a Regional/Area Delegate between CANA meetings, there will be an election for that position at the next scheduled CANA meeting. Requirements for the position remain as above
- 12.11** If an interim position serves more than 1 year, that counts as one of their 2-year terms. If they serve less than one year, it does not count as a full term and they may serve 2 additional 2-year terms
- 12.12** Election Procedures for Officers of CANA:
- 12.12.1** Nominations are accepted from:
- 12.12.1.1** CANA participants
- 12.12.1.2** CANA Regions/Areas
- 12.12.2** Absentee nominations are accepted in writing
- 12.12.3** Nominations must be seconded by a participant of CANA
- 12.12.4** Nominees may decline, but only after nominations have been closed
- 12.12.5** Upon acceptance of a nomination by a nominee:
- 12.12.5.1** Each nominee shall provide a statement of his/her qualifications
- 12.12.5.2** Each nominee shall be given the opportunity to respond to questions concerning his/her qualifications
- 12.12.5.3** Should the nominee not be present due to personal circumstances, the nominator shall address questions from the Assembly on behalf of the nominee
- 12.12.5.4** After nominees are questioned by the body, the nominees will leave the room for the body to have further discussion (if needed) and place their votes by secret ballot
- 12.12.5.5** CANA participants shall be given the opportunity to give their objections (if any) to any nominee
- 12.12.6** Nominations open thirty (30) days prior to the electing meeting
- 12.12.7** Elections
- 12.12.8** are to take place on the last day of the Assembly meeting
- 12.12.9** Voting to be held by secret ballot
- 12.12.10** One Candidate: The candidate must be elected with 60% or more of those voting in favor of the nomination.
- 12.12.10.1** Two Candidates: When two candidates have been nominated for a position, one candidate must be elected with 60% or more of those voting in favor of the nomination. If neither candidate gets 60% on this round, the candidate with the greater number of votes can run for one more round as per "One Candidate" on 12.7.9.
- 12.12.10.2** Multiple Candidates: In case of multiple nominations for the same position, voters cast a single vote in favor of their chosen candidate. However, if no candidate receives 60% or more of those voting in favor of the nomination, then all but the two candidates receiving the most votes are eliminated, and a second round of voting occurs.
- 12.12.11** During the second round of elections, one candidate must be elected with 60% or more of those voting in favor of the nomination.
- 12.12.11.1** In the second round each voter is entirely free to change the candidate they vote for.

13 QUALIFICATION OF OFFICERS AND SUBCOMMITTEE CHAIRS

13.1 Suggested requirements and qualifications:

13.1.1 Chairperson

- 13.1.1.1 A suggested minimum 5 years continuous abstinence from all drugs
- 13.1.1.2 Bilingual in French and English is recommended
- 13.1.1.3 Previous experience on CANA is recommended
- 13.1.1.4 Facilitation experience
- 13.1.1.5 Familiar with CANA Guidelines
- 13.1.1.6 Knowledgeable with CBDM
- 13.1.1.7 Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

13.1.2 Vice Chairperson

- 13.1.2.1 A suggested minimum 5 years continuous abstinence from all drugs
- 13.1.2.2 Bilingual in French and English is recommended
- 13.1.2.3 Previous experience on CANA is recommended
- 13.1.2.4 Facilitation experience
- 13.1.2.5 Familiar with CANA Guidelines
- 13.1.2.6 Knowledgeable with CBDM
- 13.1.2.7 Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- 13.1.2.8 Ability to coordinate with the Chairperson

13.1.3 Treasurer

- 13.1.3.1 A suggested minimum 5 years continuous abstinence from all drugs
- 13.1.3.2 Bilingual in French and English is an asset
- 13.1.3.3 Bookkeeping skills
- 13.1.3.4 Previous treasurer experience in NA
- 13.1.3.5 Familiar with CANA Guidelines
- 13.1.3.6 Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

13.1.4 Secretary

- 13.1.4.1 A suggested minimum 4 years continuous abstinence from all drugs
- 13.1.4.2 Bilingual in French and English is an asset
- 13.1.4.3 Secretarial skills
- 13.1.4.4 Attention to detail
- 13.1.4.5 Ability to Coordinate with the Chairperson
- 13.1.4.6 Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

13.1.5 NCRC

- 13.1.5.1 A suggested minimum 7 years continuous abstinence from all drugs
- 13.1.5.2 Bilingual in French and English is an Asset
- 13.1.5.3 Suggested experience as a chairperson of one (1) Convention, preferably a regional or national convention
- 13.1.5.4 Served as an elected member of either and RSC or the CANA body for a minimum of one (1) term
- 13.1.5.5 Familiar with Excel, word, and email programs and willing to check and respond to email daily

- 13.1.5.6** Knowledge of CBDM
- 13.1.5.7** The NCRC will provide mentorship to an NA member that meets all requirements
- 13.1.5.8** Familiar with the guidelines of CANA
- 13.1.5.9** Familiar with the guidelines of CCNA
- 13.1.5.10** Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts

13.1.6 FD/PR Team

- 13.1.6.1** A suggested minimum of 4 years continuous abstinence from all drugs
- 13.1.6.2** Bilingual in French and English is an asset
- 13.1.6.3** FD/PR Team members do not have to reside in the corresponding area of their FD position (West, North, East)
- 13.1.6.4** Familiar with the CANA Guidelines
- 13.1.6.5** Familiar with the CCNA guidelines
- 13.1.6.6** Experience with Public Relations (PR)
- 13.1.6.7** Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

14 JOB DESCRIPTIONS

14.1 Chairperson

- 14.1.1** Attends all CANA Meetings
- 14.1.2** Serves as a signing authority on the CANA bank account
- 14.1.3** The chairperson is the single point of responsibility for CANA
- 14.1.4** The chair is the main point of contact for CANA members and for other service bodies such as World Services, other Zonal Forums and other service bodies outside CANA
- 14.1.5** Fosters an atmosphere of unity within the CANA body
- 14.1.6** The chair facilitates the CANA meetings using our strategic plan as the main focus of business
- 14.1.7** It is the responsibility of the Chair to plan and arrange CANA meetings
- 14.1.8** Provides the Chair report for including in the minutes
- 14.1.9** Maintains lines of communication between assembly participants, subcommittees and service bodies throughout the year
- 14.1.10** Facilitates the CANA meetings in order to complete the agenda and achieve consensus
- 14.1.11** Assists the secretary when necessary
- 14.1.12** Provides newly elected members with contact information for members with previous experience
- 14.1.13** Coordinates with the secretary to circulate any relevant information received between meetings to all CANA participants
- 14.1.14** Produces a draft agenda with the Vice Chair and ensures it is sent out prior to meetings
- 14.1.15** Together with the Vice Chair, reviews and provides input to the draft minutes after each meeting before distribution
- 14.1.16** Sends out emails to the full body before and after CANA meetings with all documents needed for the meeting and/or documents required to gain approval at the following meeting
- 14.1.17** Prepares the CANA Zonal report, with the Vice Chair and distributes to the WSC
- 14.1.18** Recommends a qualified candidate to any open position, when necessary, in between meetings gaining the support of the CANA body
- 14.1.19** Emails the request for participation to World Services 4 to 6 months prior to the CANA meeting
- 14.1.20** Mentors the Vice Chair in the role of chair encouraging the Vice Chair to chair the meeting at times

14.1.21 Ensures internal documents are translated into French, including minutes. Requests translations from the French translations' workgroup in a timely manner. Coordinates with a bilingual member of the French translations' workgroup to double check the documents for correct translation.

14.2 Vice-Chair

14.2.1 Attends all CANA meetings

14.2.2 Serves as a signing authority on the CANA bank account

14.2.3 The primary role of the Vice Chair is to assist the Chair and is responsible for chairing the CANA meeting if the Chair is unavailable or upon request by the Chair

14.2.4 Takes an active role in "shadowing" the chairperson at in person meetings (i.e. taking the chairperson's role once a day at CANA sessions)

14.2.5 Produces a draft agenda with the Chair and ensures it is sent out prior to meetings

14.2.6 Together with the Chair, reviews and provides input to the draft minutes after each meeting

14.2.7 Provides the Vice Chair report for inclusion in the minutes

14.2.8 Prepares the CANA Zonal report with the Chair to the WSC

14.2.9 Monitors the Website:

14.2.9.1 Is the main liaison between the body and the Web provider

14.2.9.2 Provides updates on functionality, costs, etc.

14.2.10 Provides regular reports on status of the website

14.2.11 Addresses all concerns relating to the website

14.2.12 Follows CANA direction relating to the website

14.2.13 Only posts events that are either national or Canadian Regional events

14.2.14 Informs all persons submitting flyers/posters that personal information on the submissions will be available to the public

14.2.15 Ensures the website content conforms with CANA wishes and respects the 12 Traditions and *FIPT*

14.3 Secretary

14.3.1 Attends all CANA meeting

14.3.2 Serves as a signing authority on the CANA bank account, if necessary

14.3.3 Nominee service resumes and any letters of support will be distributed by the Secretary to the full body for review together with the minutes from the third quarterly CANA/ACNA meeting

14.3.4 Send an electronic welcome to all new CANA members, provide an Orientation Package, and request their contact information

14.3.5 Update and distribute the CANA contact list as required

14.3.6 Produce draft minutes from all CANA meetings within twenty (20) days following the meeting

14.3.7 Shares with the Chair and Vice Chair for review and input

14.3.8 Uploads an electronic copy of all *minutes to be approved* to the Minutes folder in the forum no later than 30 days after the CANA meeting

14.3.9 When minutes have been approved, the secretary replaces the 'To be Approved' copy of the minutes in the forum folder, with the 'Approved' copy of minutes and renames the forum folder

14.3.10 Has access to the internet and responds to emails on a regular basis

14.3.11 Updates the guidelines including all changes within 2 weeks of approval of changes

14.3.12 Creates and maintains a log of all guideline changes including reasoning and the date of change as an addendum of the guidelines

14.3.13 Uploads the updated guidelines with the approved changes and the change log to the guideline folder in the forum within 2 weeks of approval and changes made to the documents

14.4 NCRC National Convention Resource Coordinator

14.4.1 See point 18 for details

PROPOSED Changes: Leave NCRC until Workgroup has prepared/submitted proposed changes

14.5 Treasurer

14.5.1 Attends all CANA meetings

14.5.2 The first duty of the CANA treasurer is to be familiar with guidelines and other related NA material relevant to the duties of the treasurer as well as all aspects of CANA finances and the financial records

14.5.3 Serves as a signing authority on the CANA bank account

14.5.4 Provides quarterly financial reports for all CANA meetings to the CANA committee

14.5.5 Provides the body with a 3-year contributions history, ongoing

14.5.6 Is responsible for payment of all regular invoices

14.5.7 Reconciles the CANA bank account to bank statements

14.5.8 Will be available to answer any questions and assist as necessary in the annual audit as referenced in guideline 16.11

14.5.9 Obtains quotes and purchases insurance for the annual assembly meeting and for CCNA

14.5.10 Oversees the CANA Toll Free Number

14.5.11 Ensures the invoices are paid on time

14.5.12 Identifies and reports call volume and ascertains if the volume package is sufficient with each financial report to the body

14.5.13 Ensures that all newly elected members sign a Financial Disclosure Agreement

14.5.14 CCNA requirements:

14.5.14.1 Member of the Planning Workgroup

14.5.14.2 Signing officer on the CCNA bank account

14.5.14.3 Works with the LWG Treasurer on documents and as a mentor/resource

14.5.14.4 Financial oversight for the convention

14.5.14.5 Posts the finalized CCNA financial statement to the CCNA financial folder in the secure section of the CANA website

14.5.15 Establishes and maintains payments for a CANA Post Office Box

14.6 FD/PR Team

14.6.1 Attend all CANA meetings

14.6.2 The specific number of these events will be determined on an annual basis as budget resources allow

14.6.3 Planning for these events will be finalized by Fellowship Development (FDW, FDE, FDC)

14.6.4 Will work in collaboration with the RD teams and the local NA PR subcommittees to provide or facilitate presentations at the request of NA service bodies

14.6.5 Will work in conjunction with all national NA service bodies to respond to requests from individuals and organizations and reach out to isolated individuals to offer support

14.6.6 The specific amount of these outreach efforts shall be determined on an annual basis as budget resources allow

14.6.7 If there is an opportunity for attendance at an event which will cause a cost overrun of the FD/PR budget, a specific proposal will be submitted to the CANA body for consideration not less than 60 days prior to the event

14.6.8 The decision for attendance will be finalized not less than 30 days before the event

14.6.9 Keeps all correspondence received/sent thru the CANA website

14.6.10 Each FD/PR team member is responsible for their respective PR booth. This includes receiving incoming inventory spreadsheets, keeping the Booth Tracking Sheet up to date and keeping the booth stocked.

14.6.11 Each booth will be stocked with the following inventory:

- Pull Up Banner
- Table Runner
- PR Folders (50-100)
- PR Folder Content (50-100 of each)
Information about NA, Membership Survey, NA A Resource in the Community, NA and Medical Assisted Treatment, An Introduction to NA Meetings, Mental Health, and Recovery, CANA/ACNA Business Cards
- One each of Basic Text, It Works How and Why, Just for Today, Step Working Guide, Living Clean, Guiding Principles, Spiritual Principle a Day, Sponsorship, Miracles Happen
- One each of White Booklet, Intro Guide to NA, Group Readings
- Keytags: Welcome tags including white tags to multiple years
- Keytags; Multiple Language keytags (random)
- PR Pens
- White Booklet
- Ips; Group Business Meetings, Disruptive and Violent Behavior, NA Groups and Medication, Social Media and Our Guiding Principles, IP7 Am I An Addict
- Also include a copy of the nearest service bodies literature price list when possible
- Meetings list of the hosting area/region

14.6.12 Coordinates the annual airing of Public Service Announcements (PSAs) and whenever possible, works in collaboration with the regions

15 DISMISSAL AND RESIGNATION

15.1 Dismissal: Officers may be dismissed from their positions at any time for:

15.1.1 Admitted interruption of continuous abstinence (loss of clean time) will result in immediate dismissal

15.1.2 Gross negligence of responsibilities or assigned tasks

15.1.3 Violence or threat of violence

15.1.4 Continuous non-participation through email, meeting either online or in person including discussion topics and interim decisions (except for humanitarian/compassionate reasons)

15.1.5 Inability or unwillingness to perform responsibilities

15.1.6 Refusal to comply with CANA guidelines

15.1.7 Refusal to comply with the documents listed in Section 2.3 of the CANA guidelines

15.1.8 Misappropriation/absconding with NA funds will result in immediate removal

15.1.9 By a written proposal for dismissal, showing due cause and receiving at least 75% support from the CANA body

15.1.10 The chairperson committee member may suspend a committee member for cause pending review at the next meeting

15.1.11 Any CANA officer who is removed from their CANA position before the end of his/her term of office, shall not be eligible for election to any CANA position for a period of one cycle (two (2) years), following such removal

15.1.11.1 Terms of delayed ability to serve will commence after the normal term would have expired

15.1.11.2 For a removal in reference to point 15.1.8, the period of ineligibility is 2 cycle (four (4) years) contingent on the funds being repaid

15.2 Process for Dismissal:

15.2.1 The officer must be duly notified in writing and shall be afforded the opportunity to speak on their own behalf

15.2.2 Final decision for dismissal will be determined by secret ballot voting of the CANA body

15.2.3 A minimum of 75% majority is required for the removal of any officer or subcommittee chair of CANA. The CANA chair will verify the final tally

15.3 Removal of the Chair:

15.3.1 The chair will stand aside and allow the vice chair to conduct the vote

15.3.2 The vice chair will gain a 75% vote of non-confidence from the administrative committee after the chair has been given the opportunity to speak on their own behalf

15.3.3 If 75% are in agreement, the chair will be notified

15.3.4 A vote of non-confidence by the regional delegates will take place after the chair has been afforded the opportunity to speak on their own behalf

15.3.5 If the result of the confidence vote is NO-CONFIDENCE and exceeds 75%, the vice chair will notify the CANA chairperson

15.3.6 The vice chair will take over duties immediately

15.4 Resignation:

15.4.1 Voluntary resignation should be submitted in writing to the CANA chair

15.4.2 Written resignation becomes effective at the end of the meeting in which it is received and read into the minutes

15.4.3 If a resignation is submitted in writing in between CANA meetings, the position will become vacant immediately

15.4.4 Any CANA officer who resigns from their CANA position before the end of his/her term of office shall not be eligible for election to any CANA position for a period of one cycle (two (2) years), following such resignation

15.4.4.1 Terms of delayed ability to serve will commence after the normal term would have expired

15.5 Removal from a Workgroup:

15.5.1 If a workgroup member is not participating in the workgroup, the workgroup can agree to have the person removed

15.5.2 The workgroup point person will contact the chair of CANA with their decision

15.5.3 If the chairperson agrees with their decision, the chairperson will remove the group member after contact with the member

15.5.4 If the point person of a workgroup fails to participate in the workgroup in the agreed manner, the point person will be removed, and the member will not be assigned as a point person of a workgroup for a minimum of one (1) year

15.5.4.1 Terms of delayed ability to serve will commence after the normal term would have expired

15.6 Interim filling of Open Positions

15.6.1 The chairperson may appoint a member to a vacant position with the approval of the body

15.6.2 This position will become open to the fellowship at the next regular CANA meeting where the election will take place

15.6.3 If it is a non-election year, the chairperson will hold an interim election until the next regular election year based on the process outlined in section 11

16 CANADIAN ASSEMBLY FUNDS

16.1 All transactions made by the CANA committee will comply with the accepted principles set out in our Traditions, Concepts and other NA approved service documents concerning accountability and use of NA funds

16.2 The CANA treasurer is responsible for administering all aspects of CANA finances pursuant to CANA guidelines, committee directives, and generally accepted standards to accountability in NA and reporting completely and promptly to the CANA body

16.3 Banking Procedures

16.3.1 CANA shall maintain a single chequing bank account with a CDIC insured financial institution of the Treasurer's choosing and agreed upon by the body

16.3.2 The treasurer is responsible for maintaining the bank account; its records including signing authority, printing out monthly online bank statements for reconciliation and records management and keeping all expense forms with receipts for audits

16.4 Bank Deposits

16.4.1 Revenue received by CANA is deposited directly into the CANA bank account in a timely and orderly manner

16.4.2 These deposits include all contributions received by CANA from individual NA members, groups, areas, regions, activities, CCNA or other NA entities. Any other deposits must require the CANA body approval

16.4.3 All contributors will receive a numbered receipt upon bank receipt and verification of the deposit of funds. This receipt number will be noted on the financial spreadsheet

16.4.4 The treasurer will file a duplicate numbered receipt in the CANA financial records

16.4.5 All deposits will be recorded in the CANA deposit records, and be itemized by contributor amount, date, and method of contribution (i.e. cheque, money order, etc.)

16.5 Signing officers

16.5.1 CANA is to have four (4) signing officers registered on the CANA bank account

16.5.2 Normally these signatories are the CANA treasurer, chairperson, and two (2) other members of the admin committee. The CANA admin body will decide which member of the committee will serve as the third and fourth signing officers

16.5.3 When four (4) signing officers cannot be obtained as described in 15.6.1, the CANA admin body will appoint another member to serve as a signing officer

16.5.4 No two (2) CANA signing authorities may be joined in any relationship or venture. Examples of this restriction include, but are not limited to, family, residential, romantic, business

16.6 Bank statements

16.6.1 Electronic records of bank statements, including cancelled cheques and other documents shall be accessible to the Treasurer.

16.7 Disbursements

16.7.1 Any and all disbursement of funds by the treasurer requires CANA body approval according to the treasurer guidelines

- 16.7.2** Disbursements are to be made by e-transfer, debit visa or cheque, depending on the recipient's requirements
- 16.7.3** Release of funds requires two (2) authorized signatures on every Interac e-transfer and two (2) physical signatures on every cheque Release of funds requires two (2) signatures on every cheque
- 16.7.4** When funds are to be released to a signing officer the other two (2) signing officers will sign off on the electronic transfers and/or the cheque. If this is not possible the 2 signers will inform the committee before issuing the payment
- 16.7.5** No disbursement of funds will be made unless there are sufficient funds available to cover the disbursement
- 16.7.6** CANA expenditures shall be dispersed in accordance with the following list of priorities:
- 16.7.6.1** Outstanding expenses of CANA
- 16.7.6.2** Reimbursements
- 16.7.6.3** Expenditures of the CANA conference
- 16.7.6.4** Budgeted items
- 16.7.7** The CANA treasurer upon request of reimbursement of funds or bill payment shall write a cheque and mail it to the second signer within three (3) days of receiving the request. Priority post shall be used if the payee would not receive payment within 2 weeks
- 16.7.7.1** The CANA treasurer will release funds to members who provide an estimate of the approved trip or expense usually 2 weeks before the event. All excess funds will also be returned to the treasurer within 2 weeks of the event

16.8 Expenditures

- 16.8.1** The treasurer or other signing officer shall only disburse funds to approved expenditures
- 16.8.1.1** All individual expenditures must be recorded in the "Ledger" tab of the quarterly financial report that is provided to CANA/ACNA as per 13.5.4., as well as the year-end annual closing budget provided to CANA/ACNA."
- 16.8.1.2** The "Ledger" tab of the quarterly financial report must contain and identify the below for each expenditure/transaction: Budget Category as labeled in the "Budgets" tab on the report template (e.g.: "FD Initiatives") – Full Name on Cheque (Payee, the receiver of the funds) – Description (e.g.: clarity and general details of the items or services expensed for the budget.) For example, if the budget category is "FD Initiatives," the description should identify "Display booth for "x" event," or "Literature order for "x" organizations."
- 16.8.1.3** In the event that the payee is (a) "a member of CANA/ACNA, or a company owned by a member of CANA/ACNA," and (b) being funded in the capacity as a special worker in order to yield a profit, this expenditure/transaction must be recorded in the minutes and must be made payable to invoice only.
- 16.8.1.4** Types of expenses shall fall into one of the following categories:
- 16.8.1.5** Regular expenditures
- 16.8.1.6** Interim expenditures
- 16.8.1.7** Budgeted expenditures
- 16.8.1.8** General expenditures

16.8.2 Regular Expenditures:

- 16.8.2.1** Regular expenditures are paid by the treasurer in a time manner and do not require additional approval
- 16.8.2.2** The list of regular expenditures are pre-approved by the CANA committee and generally include any bills such as bank charges, postage, Post office box rental, etc.
- 16.8.2.3** An approved regular expenditure list should be maintained by the treasurer and archived by the secretary

16.8.2.4 A report of these expenditures must be made at every CANA meeting

16.8.3 Interim Expenditures

16.8.3.1 Interim expenditures are those that occur between CANA meetings that must be paid before the next CANA meeting and are not approved regular or budgeted expenditures (unexpected expenses such as extra Web meetings, extra travel expenses, etc.)

16.8.3.2 In order to receive approval to pay these expenditures or obligating the funds for these expenses, written consensus must be reached by the CANA body and be recorded by the secretary. This consensus may be obtained through email consensus as described in section 11 of these guidelines

16.8.3.3 A report of these expenditures must be made at the next CANA meeting and quarterly report

16.8.4 Budgeted Expenditures

16.8.4.1 A budget for the upcoming year will be approved at the CANA service meeting where each predicted expense is itemized, the selected vendor or payee, the estimated amount and the maximum amount approved

16.8.4.2 The fiscal year will be defined as the day immediately following the current conference, to the day immediately following the next conference

16.8.4.3 When the CANA committee approved such a budget, the treasurer is authorized to make these expenditures to the approved vendors or payees up to the maximum amount budgeted without requiring additional approval

16.8.4.4 A detailed report of these expenditures must be made at every CANA meeting

16.8.5 General Expenditures

16.8.5.1 If the expenditure does not fit the definitions of the *regular, interim, or budgeted*, then it is a **general expenditure** that requires approval at the CANA service meeting before the expenditure can be paid (ex. Photocopying at the conference, meeting supply expenses, etc.)

16.8.5.2 Reimbursement request form must be completed for all expenditures. A receipt for each expense must be attached before any reimbursement is made

16.8.5.3 a report of these expenditures must be made at the next CANA meeting and quarterly report

16.8.5.4 any request for funding or expenses, which falls outside of established CANA guidelines or the annual budget, will require a two-thirds (2/3) majority of the Assembly, which includes admin and member regions/areas

16.8.5.5 If these requests are received between meetings, it shall be treated as an interim decision and consensus may be obtained through email consensus as described in section 11 of these guidelines

16.9 Reporting

16.9.1 Quarterly Income/Expense and Balance Report:

16.9.1.1 Each quarterly meeting a treasurer's report should be created and uploaded in advance of the meeting and uploaded to the forum meeting folder for all members of the CANA body and will be included in the meeting minutes

16.9.1.2 This report should include itemized income and expenses. It should also show cash assets beginning balance and ending balance for the quarter

16.9.2 Fiscal Year End Report (at the end of the annual Assembly meeting):

16.9.2.1 At the close of the fiscal year a final income/expense and balance report is submitted to the CANA body as a whole and to any legal agency that requires this information

16.9.2.2 The fiscal year-end report shall be sent out to the CANA committee no later than thirty (30) days after year-end

- 16.9.2.3** All financial records are to be retained for a period of seven (7) years from the current year. Beyond seven (7) years, relevant records will be electronically stored before hard copies are disposed of

16.10 Audits

- 16.10.1** 16.10.1 During each annual in-person CANA meeting, an audit must be performed by an ad-hoc committee that includes the treasurer and at least two (2) people that are not signing officers of the CANA body. The chair will ask for 2 volunteers; 1 RD and 1 admin member who are not a signing authority on the bank account. The treasurer may be present to answer questions, but not as an auditor)
- 16.10.2** 16.10.2 Complete annual Audit details are supplied to all members of CANA the next business day in a written and signed report by the two (2) volunteer auditors. A signed copy will be provided in the minutes from that meeting
- 16.10.3** At any time, the CANA committee may decide to perform an audit that excludes any or all signing authorities from the audit, or to have an outside auditor review the CANA financial documents. Procedures pursuant to this policy may be developed and implemented by the CANA committee as needed
- 16.10.4** All officers and/or workgroups with bank accounts, budgets, etc. are to be audited at each CANA meeting. Audits are to be done independently of the officers and/or committees. Officers and/or committees should be in attendance during the audit
- 16.10.5** Auditors will use the Audit Process Document and Auditors Report Template as found in Addendum A

16.11 Convention

- 16.11.1** Start up funds for the Canadian Convention (normally \$5000) will be available in the CCNA bank account either as a rollover from the previous year or as a deposit made by CANA at least nine months prior to the start of the convention
- 16.11.2** The current convention start-up amount is a maximum of \$5000.00
- 16.11.3** If any extra funds are required for the convention, approval is required by the CANA admin

16.12 Travel Expenses

- 16.12.1** Travel expenses for the CANA Admin will be paid by CANA
- 16.12.2** All CANA elected officers are funded for per diem and hotel to attend CANA meetings and CCNA
- 16.12.3** CCNA is held in conjunction with the CANA conference, travel expenses and per diem will be extended for the duration of the convention providing the CANA elected member is willing to serve at the convention.
- 16.12.4** Travel expenses would include cost effective transportation, shared hotel room and a per diem set by the CANA committee
- 16.12.5** Travel will be reimbursed at fuel plus \$0.30 per kilometer. The least expensive mode of transportation (vehicle vs flight) will be reimbursed
- 16.12.6** The per diem is \$80.00 CDN/day when travelling within Canada, or \$80.00 USD/day when travelling to the US
- 16.12.7** The per diem works on an honour system. At the end of the conference, the portion of the per diem that is not used will be returned to CANA. It is the responsibility of the individual to return any unused per diem portion
- 16.12.8** The per diem will be given at the conference and will include two travel days plus the number of days of the conference and convention, if applicable; this will be paid at the beginning of the conference
- 16.12.9** All travel expenses will be supported with receipts; no receipts are required for the per diem
- 16.12.10** It will be the responsibility of the treasurer to include travel expenses as a line item in the annual budget for CANA

16.12.11 If cancellation insurance is not purchased and the CANA member cannot attend the CANA meeting for any reason, he/she is responsible to reimburse CANA for the flight cost and any other monies received in advance

16.12.12 The cost of cancellation insurance will be reimbursed by CANA for funded members

16.13 Cost Subsidization

16.13.1 The underlying principle of this plan is that each Region/Area seated at CANA will make its best effort to cover transportation expenses for their participant/representative

16.13.2 In the event a seated Region/Area is unable to cover parts, or all the travel expenses associated with sending a representative to a scheduled CANA meeting, they might qualify for subsidization from CANA using the following guidelines

16.13.2.1 Cost subsidization would be a maximum of one person from a Region/Area

16.13.2.2 Travel would be done by cost effective transportation

16.13.2.3 Cost subsidization would only include transportation expenses to and from the CANA conference and a shared hotel room for the length of the conference

16.13.2.4 Requests for cost subsidization must be in writing from the requesting Region/Area chairperson, including their current regional financial statements, and sent to the CANA treasurer a minimum of ninety (90) days prior to the upcoming conference

16.13.2.5 The request for travel subsidization must state the estimated expenses for travel and itinerary outlines of day and times most suitable for travel

16.13.2.6 Bookings for transportation will be made in discussion with the CANA treasurer

16.13.2.7 Every request for cost subsidization would need approval from the CANA admin by consensus

16.13.2.8 All cost subsidization expenses will be supported with receipts

16.13.2.9 It will be the responsibility of the treasurer to include cost subsidization as a line item in the annual budget for CANA

16.14 Cash Advances

16.14.1 In order to receive a money advance, a CANA admin member or workgroup point person first needs to submit a budget with line items as detailed as possible

16.14.2 Every time there is a CANA meeting, whether in person or by technology, the person that received the advance must submit a detailed costing of where the funds are at:

16.14.2.1 Starting balance

16.14.2.2 Details of amounts spent

16.14.2.3 Amount left

16.14.3 At the face-to-face CANA meeting following the advance, any leftover monies must be returned to the CANA treasurer

16.15 Goods and Services

16.15.1 Three quotes will be obtained whenever feasible for all requests for goods or services, in excess of \$1000.00 CAD in a budget year.

16.15.2 If a member of CANA/ACNA is providing a quote, there must be at least one additional quote, up to two quotes if feasible.

16.15.3 The CANA/ACNA member providing a quote will not be a part of the final decision in the decision-making process.

16.15.4 The quote that best suits the needs of quality and price will be chosen.

16.15.5 Recurring or subscription services are to be reviewed biennially (once every 2 years) with the intent of getting the best value for cost.

17 CCNA (Canadian Convention of NA)

17.15 Operational Guidelines

17.15.1 The Canadian Convention of Narcotics Anonymous (CCNA) is managed by the Canadian Assembly of Narcotics Anonymous Zonal Forum (CANA) through the Planning Work Group (PWG)

17.15.2 CANA is financially responsible for CCNA

17.15.2.1 The full profit generated from CCNA shall go entirely to CANA within ninety (90) days of the convention ending

17.15.2.2 CCNA is responsible for providing CANA meeting space

17.15.3 The Canadian Convention will be held on the weekend following the CANA meeting

17.15.4 The Canadian Convention is only to be held within the physical borders of Canada

17.15.5 Whenever possible, main convention speakers will be chosen from the pool of Canadian speakers and NAWS representatives who attend the CANA meeting

17.15.5.1 Efforts are made so that speakers are representative of as many Canadian regions as possible

17.15.5.2 Funding for the travel expenses of the main speakers will be at the discretion of the Planning Work Group (PWG)

17.15.6 The Canadian Convention will be planned based on a rotation schedule

17.15.6.1 The rotation will be as follows:

17.15.6.1.1 West – AL-SASK and British Columbia regions

17.15.6.1.2 East – Quebec and CARNA regions

17.15.6.1.3 Central – Ontario region and Manitoba Area

17.15.6.2 The rotation would commence again following the last region/area on the list

17.15.6.2.1 Should the region/areas within Canada wish to bypass their option to host that year's convention, the next zone on the list rotation would have the option

17.15.6.3 Any new member region/area would be added to the appropriated zone on the list

17.15.6.4 That at least once every two (2) years the convention is held in a large urban center in the zone on the rotation list

17.15.7 CCNA admin committee follows current operational guidelines as established by CANA

17.15.8 CCNA will incorporate "*The Adventure/L'Aventure*" in its theme

17.15.9 The Local Working Group (LWG) if formed in the city that is awarded the convention

17.15.10 Between meetings the functions of the PWG shall be:

17.15.10.1 Receive monthly reports from the convention host committee

17.15.10.2 Will have the authority to act on behalf of CANA regarding all issues that might put in jeopardy the success of the convention

17.16 Election Guidelines

CCNA Host Committee

17.16.1 The Convention consists of the Planning Work Group and a Local Work Group. The admin committee and subcommittee chair positions are identified as follows:

17.16.1.1 Planning Workgroup (PWG)

17.16.1.1.1 Chairperson (elected by the current seated PWG members)

17.16.1.1.2 CANA Treasurer

17.16.1.1.3 Hosting region's RD or AD

17.16.1.1.4 NCRC

17.16.1.2 Local Work Group (LWG)

17.16.1.2.1 Secretary/Treasurer

17.16.1.2.2 Fundraising & Entertainment

- 17.16.1.2.3 Hospitality and Convention Information
- 17.16.1.2.4 Registration
- 17.16.1.2.5 Arts & Graphics
- 17.16.1.2.6 Programming
- 17.16.1.2.7 Merchandise
- 17.16.2 Requirements and qualifications suggested for the LWG point persons are as follows:
 - 17.16.2.1 Chairperson – 5 years clean time
 - 17.16.2.2 Secretary/Treasurer – 5 years clean time
 - 17.16.2.3 Subcommittee chairs – 3 years clean time
- 17.16.3 The CCNA LWG members will be selected by the PWG
- 17.16.4 Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous
- 17.16.5 Willingness to give the time and resources as necessary
- 17.16.6 Ability to exercise patience and tolerance
- 17.16.7 Active participation in Narcotics Anonymous

17.17 Responsibilities of the CCNA Administrative Committee

- 17.17.1 The PWG functions as the administrative committee of the convention and holds monthly meetings. The members set the convention budget and all other matters that affect the conventions. The PWG shares information and communicates with the LWG through the CCNA chair and the NCRC.
- 17.17.2 As soon as possible, the LWG drafts a schedule of meeting dates for the convention committee. The schedule is then approved by the convention committee and distributed to all members. It is advisable to choose a particular night on which meetings will be held and schedule all meetings on that night throughout the duration of the planning period
- 17.17.3 The responsibilities and qualification of the LWG are as follows:
 - 17.17.3.1 **Chairperson:** Demonstrated stability in local community and administrative abilities
 - 17.17.3.2 Stays informed of the activities of each subcommittee and provides help as needed
 - 17.17.3.3 Keeps activities within the principles of the Twelve Traditions, Twelve Concepts and in accord with the purpose of the convention
 - 17.17.3.4 Prevents important questions from being decided prematurely, in order to foster understanding by the entire workgroup prior to action
- 17.17.4 **Secretary/Treasurer:**
 - 17.17.4.1 Attend all LWG meetings
 - 17.17.4.2 Prepare electronic reports in advance of all meetings
 - 17.17.4.3 Compile an accurate electronic record of all meetings and make all minutes available to all LWG members within 7 days (after review by the CCNA chair)
 - 17.17.4.4 Participate in discussions at LWG meetings
 - 17.17.4.5 Manage local funds responsibility by tracking all income and expenses and making deposits within 48 hours of receiving any monies
 - 17.17.4.6 Work closely with the CANA treasurer
 - 17.17.4.7 Collect all mail from PO Box when local box exists and process through the LWG meeting
 - 17.17.4.8 Signing officer on CCNA bank account
 - 17.17.4.9 Implement budget presented by the PWG

18 FELLOWSHIP DEVELOPMENT/PUBLIC RELATIONS

18.15 FD/PR Team Mission Statement

18.15.1 To enhance the Public Relations image of CANA through interaction and participation at professional events

18.15.2 Utilize and develop tools that contribute to the growth and maturity of existing NA communities

18.15.3 Support isolated individuals/communities seeking recovery

18.15.4 Unite our services and service communities through infrastructure development

18.15.5 Carry the message of recovery to individuals, communities and organizations that exist beyond the scope of our existing NA fellowship

18.16 Duties

18.16.1 Facilitates presentations at professional events of a national nature

18.16.1.1 The specific number of these events will be determined on an annual basis as budget resources allow

18.16.1.2 Planning for these events will be finalized by Fellowship Development working in conjunction with the CANA admin

18.16.2 Will work in collaboration with the RD teams and the local NA community to provide or facilitate presentations at the request of NA service bodies

18.16.2.1 NA service bodies will be required to submit a "Request for CANA resources" which will be processed by Fellowship Development working in conjunction with CANA admin

18.16.3 Will work in conjunction with all national NA service bodies to respond to requests from individuals and organizations and reach out to isolated individuals to offer support

18.16.3.1 Examples of this support may include, but are not limited to, correspondence, visits, referral to local service bodies and provision of NA literature

18.16.3.2 The specific amount of these outreach efforts shall be determined on an annual basis as budget resources allow

18.16.4 If there is an opportunity for attendance at an event which will cause a cost overrun of the FD/PR budget, a specific proposal will be submitted to the CANA body for consideration not less than 60 days prior to the event

18.16.4.1 The decision for attendance will be finalized not less than 30 days before the event

18.16.5 If there is a request for resources/support which will cause a cost overrun of FD/PR budget, a specific proposal will be submitted to the CANA body for consideration not less than 60 days prior to the event

18.16.5.1 A decision will be finalized not less than 30 days after the request

18.16.6 Keeps a lot of all correspondence received/sent thru the CANA website

18.16.7 Each FD/PR team member is responsible for their respective PR booth. This includes facilitating each request form and keeping the Booth Tracking Sheet up to date.

18.16.8 Basic Starter Kit:

18.16.8.1 One each of Basic Text, It Works How and Why, Just for Today, Step Guide

18.16.8.2 One each of White Booklet, Intro Guide to NA, Group Readings

18.16.8.3 Keytags: 3 Welcome tags, 2-30-day tags, 1 each of 60, 90 days, 6,9 months

18.16.8.4 One each of 16 IPs at \$0.25 value, one each of 5 IPs at \$0.30 value

18.16.8.5 Also include a copy of the nearest service bodies literature price list when possible

18.16.8.6 Meetings list of the hosting area/region

18.16.8.7 Group Booklet

18.16.8.8 Group Treasurer Workbook

18.16.9 Coordinates the annual airing of Public Service Announcements (PSAs) in collaboration with the regions

19 NATIONAL CONVENTION RESOURCE COORDINATOR (NCRC)

To be referred to as NCRC for the remainder of the document

19.15 Position:

19.15.1 The NCRC will be an elected member of the CANA admin committee and will oversee the business of the “Core convention committee” of the yearly national convention in Canada. This position is ultimately and wholly accountable to the Canadian Assembly of Narcotics Anonymous

19.16 Duties:

19.16.1 Work directly with the Core convention admin to plan the national convention

19.16.2 Sign and negotiate all contracts involved in National convention on behalf of CANA in cooperation with the host region (example but not limited to hotel, transportation, food and beverage, entertainment, jewellery sales)

19.16.3 Responsible to chair a Web meeting with the admin of the core convention committee at least 3 times prior to the convention

19.16.4 The NCRC is fully responsible for overseeing the financial records for each host convention. This individual must have monthly contact with the treasurer of the core convention committee to ensure accuracy of the books. During the convention, the NCRC will work with the current CANA treasurer as well as the core convention committee chair and treasurer to oversee all financial transactions during the convention

19.16.5 The NCRC is responsible for the training of the core convention committee administrative

19.16.6 The NCRC will supply all existing CANA template materials, procedures and CCNA convention guidelines

19.16.7 The NCRC will maintain all previous convention banners, previous core convention committee contact information

19.16.8 The NCRC is responsible to ensure all subcommittee chairs receive instruction and tools during the orientation meeting held after the initial CCNA election

19.16.9 The NCRC is responsible for keeping awareness of fiscal responsibility a topic of the core convention committee

19.16.10 The NCRC will directly report quarterly to CANA the financial status of the committee and any outstanding challenges and/or issues the core convention committee may be having

19.16.11 The NCRC is the liaison between the CANA administrative body and the core convention committee on all levels. The NCRC must be readily available to any member of the core convention committee as required

19.16.12 Will be the liaison between the core convention committee and all outside source contracts involved in the convention

19.17 Term of office

19.17.1 NCRC will be a 2-year term

19.17.2 The NCRC will provide mentorship to an NA member that meets all requirements

19.18 Travel

19.18.1 The position may involve 2-4 trips per convention as reflected in our annual budget (even if core convention committee is formed 2 conventions prior)

19.18.2 The travel will be funded by CANA as the position represents the fiscal interests of the Assembly with the core convention committee

19.19 Qualifications

19.19.1 Must have been chairperson of 1 convention preferably regional or national convention

19.19.2 High level of understanding of the treasurer's duties and responsibilities

19.19.3 Elected member of either RSC or CANA for a minimum of one term

19.19.4 Familiar with Excel, Word and email programs and willingness to check and respond to email daily

19.19.5 A strong working knowledge of the 12 steps, 12 traditions, 12 concepts of NA service and consensus-based decision making

19.19.6 Minimum suggested clean time for this position is 7 years

19.19.7 Will be familiar with the policies and guidelines of the Canadian Assembly

19.20 Intent of position

19.20.1 To protect the fiscal position of CANA, so that CANA may continue to responsibly serve the national fellowship

19.20.2 To ensure seamless transition between core convention committees

19.20.3 To ensure consistency in branding, templates, and function of the national convention on behalf of CANA

19.20.4 To ensure the financial success of the convention

19.20.5 To ensure that CANA can continue to fulfill its primary purpose and mission statement as outlined in the document "Policy and guidelines of the Canadian Assembly of Narcotics Anonymous" while being fiscally responsible and accountable to the fellowship it serves

20 TRANSLATION POLICY

There are two basic types of translation projects CANA may consider

20.15 CANA initiated

20.15.1 CANA targets a language group which is most likely to possibly benefit from having our literature available

20.15.2 The process for this type of project is:

20.15.2.1 Identify the language group

20.15.2.2 Identify the CANA resource person

20.15.2.3 Invite NA members who might be willing to participate

20.15.2.4 Invite NA members who speak the targeted language who might be willing to participate

20.15.2.5 If a committee of qualified NA members can be constituted, then the project can be continued in which the glossary and IP#1 can be translated in conjunction with the CANA resource and the NAWS Translations Group in accordance with NAWS guidelines

20.15.2.6 If no native language committee can be constituted, then a professional translator may be utilized

20.15.2.7 In this case NAWS should also be notified to provide guidance on how to use the translation tools such as the glossary of allowable variations

20.16 Initiated by an NA community

20.16.1 The language group self-identifies and contact CANA in response to a notice on the CANA website

20.16.2 CANA identifies the CANA resource person

20.16.3 Invite NA members who might be willing to participate

20.16.4 Invite NA members who speak the language who might be willing to participate

20.16.5 If a committee of NA members can be formed, then the project can be continued in which IP#1 can be translated in conjunction with the CANA resource and the NAWS Translations Group in accordance with NAWS guidelines

21 DEFINITIONS (for the purpose of this document)

21.15 CANA: *“Canadian Assembly of Narcotics Anonymous Zonal ForumZonal Forum”*

21.16 CANA Administration Team (Admin): chairperson, vice-chairperson, secretary, treasurer, NCRC and Web servant

21.17 CANA Servants: Fellowship Development team, National convention resource coordinator, and the Webmaster

21.18 CANA Regional Members: Delegates and alternates (representatives) from seated area and regional service committees

21.19 CANA Committee/Service Body: Administration team, CANA servants, CANA regional members make up the CANA service body and are all known as CANA members

21.20 Term/Terms: the length of time between the CANA election meeting and the following CANA election meeting

21.21 Signing Officer/Signatory: a person that signs jointly with others

21.22 CCNA: *“Canadian Convention of Narcotics Anonymous”*

Canadian Assembly Meeting Ground Rules

1. We strive to achieve consensus whenever possible.
2. We will focus on establishing unity, mutual respect, and trust throughout each meeting.
3. We will strive to achieve our stated objectives for each meeting. To use our time effectively, we will follow our agenda and support the facilitator in moving us through discussions. If, during discussion, other issues arise, they can be identified and reserved for future discussion.
4. Our meetings and breaks will start and stop on time.
5. We will be critical of ideas, not individuals. Our focus will be opportunities, options, and solutions.
6. We will discuss CANA/ACNA issues openly at CANA/ACNA meetings. Individual members may have conversations about CANA/ACNA issues for purposes of clarity or information; however, when the conversations concern substance, they should be undertaken in the presence of the full body. We agree to address issues through facilitated dialogue and group discussion.
7. We will make every effort not to limit ourselves to negative comments on issues. While it is the body's responsibility to discuss specific problems and difficulties, when identified, we will make every effort to remain solution oriented.
8. During each CANA/ACNA meeting, adequate time will be provided for a session that allows participants to revisit any unfinished business or to discuss their perspective regarding the conduct and content of the meeting. In addition, any member can request a session to address a concern or a conflict in hopes of refocusing on trust and mutual support.
9. We affirm that CANA/ACNA deliberation will be balanced. No one person or perspective will dominate the discussion, and every member will be provided with an opportunity to contribute.
10. We agree that only one person should speak at a time and should have the full attention and focus of the body. There will be no sidebar conversations or other distractions not related to the meeting activity.
11. We agree not to gossip or to let conflict fester, but to face disagreement in a direct and respectful manner.
12. The Assembly depends upon unity. Our spiritual principle of unity must be closely guarded and nurtured. We are to be stewards of this principle and provide leadership to the Canadian fellowship.

Hey Alex,

In the first two paragraphs is exactly what was read at area, the rest is further documentation.

Read at area:

I would like to bring a concern to the Area floor regarding the World Service Office's decision to accept and seek forgiveness for a second PPP loan of approximately \$880,000, bringing the total government funding to over \$1.5 million. While the initial 2020 loan was defended as an emergency response to the pandemic, the deliberate application for a second, larger installment in 2021 suggests a departure from our spiritual principle of being fully self-supporting. By allowing these loans to be converted into government grants, our service structure has transitioned from being member-funded to being state-subsidized, which sets a dangerous precedent for our autonomy and breaks the long-standing tradition of declining outside contributions.

I am requesting that this Area submit a formal inquiry or motion to the Regional Service Committee to demand a clear policy ensuring that NAWS never again solicits or accepts outside government funding. We need to address the distinction between "business necessity" and "traditional integrity," as the reliance on federal grants compromises the spiritual foundation of the fellowship. If we allow the World Board to bypass Tradition 7 under the guise of corporate management, we risk losing the very independence that has allowed NA to remain unaligned and focused solely on our primary purpose for decades.

Further info:

NA World Services (NAWS) didn't just take one loan; they applied for and accepted a second PPP loan in early 2021, bringing the total government relief funding significantly higher.

The Breakdown of the \$1.5M+ Controversy

While the first loan was roughly \$676k, the second installment brought the total Paycheck Protection Program (PPP) funding to approximately \$1.5 million.

First Draw (2020): ~\$676,740 (Forgiven)

Second Draw (2021): ~\$880,000+ (Forgiven)

EIDL Loan: \$150,000 (Low-interest, but still an outside government tie)

Why the "Second 880k" is a Traditional Flashpoint

The second loan is arguably the more controversial of the two for three specific reasons:

The "Emergency" Defense Faded: While the World Board argued the first loan was a snap decision made in the "panic" of 2020 to prevent immediate collapse, the 2021 loan was a calculated, second application. Critics argue that by the time the second loan was requested, the fellowship had already expressed deep concern, yet the Board proceeded anyway.

Intent of Forgiveness: By 2021, it was widely understood that these "loans" were designed to be converted into grants. To the "Tradition Purists," applying for a second round was seen as actively seeking a government handout, rather than just surviving a short-term cash flow crisis.

The Financial Reserve Gap: During the same period, NAWS was reporting that they were dangerously low on cash, yet they were also asking members for increased donations. The discovery of a second near-million-dollar government injection felt like a "deception by omission" to many members who were digging into their own pockets to save the WSO.

The Tradition 8 vs. 9 Loophole

The World Board's primary defense for the second \$880k relies on the distinction between NA Groups and NA World Services (the corporation).

They argue that Tradition 7 (Self-support) applies to "Groups," but since NAWS is a business entity with "special workers" (employees), it falls under Tradition 8 and 9, which allow for business-like operations.

The Rebuttal: The membership's counter-argument is that NAWS is the fellowship's service arm, and if the "head" of NA is funded by the government, the entire body loses its spiritual independence.

This second loan is exactly why the recent World Service Conferences (WSC) have been so heated—it moved the needle from an "emergency mistake" to a "repeated policy."

How the \$1.5M was Accounted For

In the 2022 and 2023 NAWS Annual Reports, the loans were moved from the "Liabilities" column to the "Revenue" column. This is the technical "smoking gun" for many members:

Reclassification as "Other Income": Once the Small Business Administration (SBA) granted forgiveness, the loans—which were originally listed as debt—were re-recorded as "Other Income" or "Gain on Extinguishment of Debt."

The Second Draw (\$880k): While the first loan of ~\$676k appeared in earlier reporting, the 2022/2023 cycle fully reconciled the second draw. In the financial statements, this looked like a massive spike in "Non-Literature Revenue."

The "Special Worker" Defense: The Board justified this by stating the funds were used exclusively for payroll (Tradition 8). In their reporting, they emphasized that without this "revenue," the WSO would have had to liquidate assets or lay off the staff required to keep the phonelines and literature production running.

The "Censure" and Policy Battles (WSC 2023–2026)

Because of the "Second Draw," the 2023 World Service Conference was one of the most contentious in NA history. Members and Regions pushed back with several strategies:

1. Motions to Censure the Board

Several regions proposed motions to formally "censure" (officially express strong disapproval of) the World Board for failing to consult the fellowship before taking a second loan. The Board successfully blocked or diverted many of these by arguing that such a move would "publicly air our dirty laundry" and violate Tradition 10 (no opinion on outside issues).

2. Defining "Outside Contributions"

The biggest fight at the WSC has been over the definition of an "outside contribution."

The Board's Stance: They argued that PPP loans were a tax rebate of sorts—money NA had already paid in payroll taxes being returned.

The Fellowship's Stance: Motions were introduced to explicitly state that any government-funded relief, forgivable or not, constitutes an outside contribution and is prohibited.

3. The 2026 Strategy (Current Status)

As of the 2026 Conference Cycle, the debate has shifted toward Strategic Planning.

Motion #3 (2025/2026): There is ongoing pressure to approve budgets that include a "Prudent Reserve" specifically designed to prevent the "need" for government intervention in the future.

The "Tradition 7 Policy": There are active efforts to hard-code a policy into the Guide to World Services in NA (GWSNA) that prevents the WSO from applying for government grants or forgivable loans, effectively stripping the Board of the power to do this again.

The "Tradition 7" Breaking Point

The fundamental controversy remains: If a group or Area accepted \$1,000 from a local city council to pay for rent, they would be told to return it immediately. The fact that the "top" of

the service structure accepted \$1.5 million from the federal government and kept it is viewed by many as a double standard that threatens the integrity of the entire program.

The World Board's justification for bypassing the groups relies on a legal and structural firewall they have constructed between the Spiritual Fellowship and the Legal Corporation. They operate under the premise that while the groups have authority over the message, the Board has the "fiduciary responsibility" for the business assets. Here is how they justify making executive decisions without group-level consensus:

1. The Corporate vs. Fellowship Distinction

The Board argues that NA World Services, Inc. (NAWS) is a California-based 501(c)(3) non-profit corporation. In their logic, Tradition 7 applies to the Groups, but the corporation must follow the laws of the state and the rules of business. They view the government loans not as a "contribution" to the spiritual program, but as "business relief" for a corporation. By treating NAWS as a separate entity from the fellowship, they effectively argue that the groups do not have a vote on "emergency business operations."

2. The Trustee Model vs. The Delegate Model

NA literature often uses the "Inverted Pyramid" diagram, suggesting that the groups are at the top and the World Board is at the bottom as a servant. However, the Board often utilizes a Trustee Model rather than a Delegate Model. In a Delegate Model, the Board would only do exactly what the groups instruct. In the Trustee Model the Board uses, they claim the groups "trust" them to make high-level decisions in the best interest of the fellowship without asking for permission every time. The Board claimed the loan was an "operational necessity" that did not allow for the two-year delay required to get a fellowship-wide vote at the World Service Conference.

3. Exploiting Service Complexity

The Board utilizes the complexity of the World Service Conference (WSC) cycle to insulate themselves. Because the WSC only meets every few years and the "Common Welfare" (Tradition 1) is open to interpretation, the Board makes executive decisions and then reports them as a *fait accompli*. This "ask for forgiveness rather than permission" approach effectively strips the groups of their role as the final authority.

4. The Financial Hostage Logic

When challenged, the Board's defense often boils down to a high-pressure ultimatum: they argue that if they followed Tradition 7 strictly, the WSO would face bankruptcy, literature production would cease, and the office would close. By framing it as a choice between

Traditional Integrity and Fellowship Survival, they bypass the groups' authority by claiming the groups failed to provide enough direct donations to make the Tradition a reality.

The Power Gap

In the Fellowship's view, groups hold ultimate authority via the 12th Concept and every dollar should come from a member's pocket. In the World Board's practice, the Board holds legal authority as corporate directors and revenue must be secured by any legal means to ensure "business continuity." This executive mindset is exactly why many members feel the "Inverted Pyramid" has been flipped—the corporation now dictates the terms of survival to the groups, rather than the groups directing the corporation.

This perspective reflects a return to the "Grassroots" philosophy that defined the fellowship before its rapid global expansion. Many long-time members argue that the current corporate structure has become a "behemoth" that prioritizes its own survival over the spiritual principles it was created to serve.

The Case for "Folding" the WSO

The argument for dissolving the corporate structure and returning to decentralized member service is built on three main points:

Removal of the "Middleman": Critics argue that the WSO has become a "gatekeeper" of literature. If the WSO folded, literature could be produced via open-source or localized printing licenses, drastically lowering costs and removing the need for a million-dollar payroll.

Restoration of Tradition 7: Without a centralized office to "save," the fellowship would be forced to return to true self-support. If a service doesn't have enough member funding to exist, then according to this logic, it shouldn't exist. This eliminates the "need" for government loans or corporate maneuvering.

Service as a Spiritual Path, Not a Job: By replacing "special workers" (paid employees) with rotating member volunteers, the fellowship would return to the principle that service is a vital part of recovery, not a professional career.

The "Service vs. Business" Conflict

Long-timers often point out that Concept 8 states that "Our service structure depends on the integrity and effectiveness of our communications." They argue that when the WSO acts as a corporation, it stops communicating and starts "managing."

The belief is that if the WSO were to fold, the vacuum would be filled by Area and Regional Service Committees working together directly. This would decentralize power, making it

impossible for a single "Board" to make executive decisions that affect the entire global fellowship without a direct mandate from the groups.

The Technical Counter-Argument

The World Board's defense against this is usually "Property and Protection." They argue that without a central corporation, the Copyrights and Trademarks for the Basic Text and the NA name would be unprotected, leading to fragmented versions of the program and potential legal "piracy" of the literature.

Summary for Area Discussion

When bringing this up at an Area meeting, it can be framed as a question of Scalability vs. Spirituality:

"Is the preservation of a multi-million dollar corporate entity more important than the preservation of the spiritual integrity of Tradition 7? If the only way to save the WSO is to compromise our traditions by taking government money, then perhaps the WSO in its current form has outlived its usefulness to the groups it is supposed to serve."

The most direct and undeniable proof of these transactions comes from the U.S. Government's own records and NAWS's own financial reporting. If the members want a "paper trail," here are the specific sources you can provide:

1. The U.S. Small Business Administration (SBA) Data

Public records from the SBA and the ProPublica PPP Tracker confirm the exact dollar amounts and the "forgiven" status.

Source: ProPublica Tracking PPP: NARCOTICS ANONYMOUS WORLD SERVICES, INC.

First Draw (April 15, 2020): \$676,740 (Loan Status: Forgiven)

Second Draw (January 2021): Roughly \$880,000 (This brings the total to over \$1.5 million).

EIDL Loan: \$150,000 (This is a low-interest loan that remains on the books as a government debt).

2. NAWS Annual Reports (The "Smoking Gun")

The World Board is required to report its financials to the fellowship. You can point members to the 2022 and 2023 NAWS Annual Reports (found on na.org under "Periodicals/Reports").

Where to look: Check the Statements of Financial Position.

The Change: In early reports, the PPP funds were listed under "Liabilities" (money owed). In the 2022/2023 reports, they were moved to "Other Income" or "Revenue." * The Proof of Non-Payment: Moving a loan to the "Income" column is the accounting definition of not paying it back. This is where the Board officially acknowledged the debt was extinguished via government forgiveness.

3. The 2023 Conference Agenda Report (CAR) & CAT

The 2023 CAR/CAT materials (the documents sent to every group to vote on) contained the proposed budget and discussions on "financial sustainability."

Source: Conference Agenda Report (CAR) 2023 and Conference Approval Track (CAT) 2023.

The Debate: These documents contain the World Board's formal defense for accepting the loans. They explicitly state that the funds were used for "payroll and essential services" to prevent the closure of the WSO.

Motions: Look for motions submitted by various regions (specifically those from the Northwest and Northeast U.S. regions) that attempted to clarify Tradition 7 or restrict the Board's ability to accept future outside funding.

4. The "Tradition 7" Contradiction

If the long-timers need a spiritual source, point to the "It Works: How and Why" text on Tradition 7:

"Our spiritual principles are never for sale... If we don't pay our own way, we are not free to pursue our primary purpose."

The "proof" is the contradiction between that sentence and a \$1.5 million entry in the "Income" column from the federal government. You can present these three sources as the objective evidence that the "tradition" was bypassed for "corporate survival."

Regards,

Querida G - GSR

Matt K - Alternate GSR

Friday Night Fight

Sofa Activities Report April 12, 2026

Good day everyone,

My apologies for not being able to attend in person. At this time, we are not holding a separate Activities Subcommittee meeting, so I am bringing this request directly to the Area.

I am respectfully asking for the Area's permission to hold a fundraising event in June to support the upcoming Whitewater Rafting trip. The purpose of this fundraiser is to help cover costs for newcomers and members with low income so they can participate in this recovery-focused event.

As we currently do not have a Treasurer, I have stepped in to organize and submit these financial records to ensure accountability. All funds from the proposed fundraiser will be tracked, and receipts will be provided to the Area.

Thank you for considering this request and for your continued support of recovery in our community.

In loving service,

Dawn B

Activities Chair

Expenses

Dollar Tree	61.61	
Dollar Tree	5.43	
Tim Hortons	30.00	
McDonald's	12.60	
Costco	28.78	
Staples	4.79	
Rental	90.00	
Total	233.21	

Tickets Sold

Paper	22x\$10=	\$220.00	
Online	17x10=	\$170.00	
Donation to white water rafting.		\$ 24.00	
Total cash			Total cash brought in \$414.00

Money made 180.79

SOUTH OF FRASER LITERATURE COMMITTEE

UPDATED: MAY 1, 2023

Literature Chair: Christina

TO ORDER LITERATURE - Email: literature@sofana.org

Payment may be made by cash, cheque or e-transfer to treasurer@sofana.org

All orders must be submitted by the last Wednesday of the month

GROUP NAME: _____	CONTACT: _____
ADDRESS: _____	PHONE: _____
CITY: _____	EMAIL: _____
POSTAL CODE: _____	DATE: _____

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

TOTAL PAGE 1 _____

TOTAL PAGE 2 _____

TOTAL PAGE 3 _____

TOTAL PAGE 4 _____

TOTAL PAGE 5 _____

SUB-TOTAL _____ VOLUNTARY SHIPPING GRAND TOTAL \$0.00

ADDITIONAL REQUESTS & INSTRUCTIONS

Item #	QTY	AUDIO PRODUCTS	PRICE	TOTAL
8001		JUST FOR TODAY VIDEO (DVD) <i>*Special Order*</i>	\$88.85	
8821		IT WORKS AUDIO CD: MP3 READER/PLAYER	\$16.75	
8830		STEP WORKING GUIDE (Audio CD) <i>*LIMITED QUANTITY*</i>	\$39.75	
8910		IT WORKS: HOW AND WHY (CD Rom) <i>*LIMITED QUANTITY*</i>	\$33.90	
8931		IT WORKS: HOW AND WHY (Book With CD Rom) <i>*LIMITED QUANTITY*</i>	\$42.35	
Item #	QTY	BOOKLETS (AVAILABLE IN MANY OTHER LANGUAGES - PLEASE ENQUIRE/SPECIFY)	PRICE	TOTAL
1164		TWELVE CONCEPTS OF NA	\$3.05	
1200		AN INTRODUCTORY GUIDE TO NARCOTICS ANONYMOUS	\$3.00	
1500		NA WHITE BOOKLET	\$1.10	
1500-ASL		NA WHITE BOOKLET (ASL DVD)	\$1.40	
1600		THE GROUP BOOKLET	\$1.35	
1601		BEHIND THE WALLS	\$1.35	
1603		IN TIMES OF ILLNESS	\$4.65	
1604		NA A RESOURCE IN YOUR COMMUNITY (2018) ** UPDATED ITEM **	\$0.60	
2301		MEMBERSHIP SURVEY 2018 ** UPDATED ITEM **	\$0.55	
2302		INFORMATION ABOUT NA 2018 ** UPDATED ITEM **	\$0.55	
2306		NA & PERSONS RECEIVING MEDICATION-ASSISTED TREATMENT	\$0.55	
2307		PR FOLDERS	\$1.95	
2308		PR PENS (BUNDLE OF 25)	\$34.60	
4100 Kit		PACKAGE OF WELCOME FOBS IN MULTI LANGUAGES	\$42.20	
4108 Kit		PACKAGE OF MULTI-YEAR FOBS IN MULTI LANGUAGES	\$41.35	

TOTAL PAGE 1

Item #	QTY	BOOKS (AVAILABLE IN MANY OTHER LANGUAGES - PLEASE INQUIRE/SPECIFY)	PRICE	TOTAL
1101		BASIC TEXT (Hard Cover)	\$16.80	
1101LN		BASIC TEXT (LINE-NUMBERED)	\$16.80	
1102		BASIC TEXT (Soft Cover)	\$16.80	
1107		BASIC TEXT (Gift Edition)	\$38.10	
1112		JUST FOR TODAY (Soft Cover)	\$13.20	
1114		JUST FOR TODAY (Gift Edition)	\$25.55	
1120		MIRACLES HAPPEN (Coffee Table Book) *LIMITED QUANTITY*	\$45.55	
1121		MIRACLES HAPPEN & AUDIO CD	\$17.35	
1130		SPONSORSHIP BOOK (Soft Cover)	\$12.10	
1131		SPONSORSHIP BOOK (Gift Edition)	\$30.65	
1140		IT WORKS: HOW AND WHY (Hard Cover)	\$13.20	
1142		IT WORKS: HOW AND WHY (Gift Edition) *LIMITED QUANTITY LEFT*	\$21.80	
1143		IT WORKS: HOW AND WHY (Soft Cover)	\$13.20	
1150		LIVING CLEAN: THE JOURNEY CONTINUES (Hard Cover)	\$14.30	
1151		LIVING CLEAN: THE JOURNEY CONTINUES (Soft Cover)	\$14.30	
1201		GUIDING PRINCIPLES, THE SPIRIT OF OUR TRADITIONS (Hard Cover)	\$16.10	
1202		GUIDING PRINCIPLES, THE SPIRIT OF OUR TRADITIONS (Soft Cover)	\$16.10	
1400		STEP WORKING GUIDE (Soft Cover)	\$12.45	
Item #	QTY	ACCESSORIES, POSTERS, GROUP READINGS	PRICE	TOTAL
9070		COMPLETE POSTER SET (8) (Includes Items Marked With #)	\$15.20	
9071		# MY GRATITUDE SPEAKS POSTER (17.5" X 23")	\$2.15	
9072		# SERENITY PRAYER POSTER (17.5" X 23")	\$2.15	
9073		# TWELVE STEPS POSTER (23 X 35")	\$4.85	
9074		# TWELVE TRADITIONS POSTER (23" X 35")	\$4.85	
9075		# THIRD STEP PRAYER POSTER (17.5" X 23")	\$2.15	
9076		# JUST FOR TODAY POSTER (17.5" X 23")	\$2.15	
9077		# TWELVE CONCEPTS POSTER (23" X 35")	\$4.85	
9078		# SERVICE PRAYER POSTER (17.5" X 23") *NEW ITEM*	\$2.15	
9080C		VINYL POSTER 12 CONCEPTS (encircled by NA languages) 35"x 50"	\$46.25	
9080S		VINYL POSTER 12 STEPS (encircled by NA languages) 35"x 50"	\$46.25	
9080T		VINYL POSTER 12 TRADITIONS (encircled by NA languages) 35"x 50"	\$46.25	
9081C		VINYL POSTER 12 CONCEPTS (encircled by NA languages) 28"X 40"	\$34.30	
9081S		VINYL POSTER 12 STEPS (encircled by NA languages) 28"X 40"	\$34.30	
9081T		VINYL POSTER 12 TRADITIONS (encircled by NA languages) 28"X 40"	\$34.30	
9085		A VISION FOR NA SERVICE ENCIRCLED BY NA LANGUAGES 36"X 36"	\$42.90	
9086		A VISION FOR NA SERVICE ENCIRCLED BY NA LANGUAGES 28"X 28"	\$31.15	
9130		GROUP READINGS (Set of 7)	\$6.80	
Item #	QTY	SERVICE HANDBOOKS AND GUIDES	PRICE	TOTAL
2101		H & I HANDBOOK WITH CD	\$14.20	
2101G		H & I BASICS	\$0.90	
2102		PUBLIC RELATIONS HANDBOOK WITH TABS	\$14.45	
2102B		PUBLIC RELATIONS BASICS	\$2.55	
2104		A GUIDE TO WORLD SERVICES IN NA - 2012-2014	\$6.30	
2105		LITERATURE COMMITTEE HANDBOOK	\$4.00	
2106		HANDBOOK FOR NA NEWSLETTERS	\$3.10	
2107		A GUIDE TO PHONELINE SERVICE	\$5.25	
2111		A GUIDE TO LOCAL SERVICE IN NA	\$10.40	
2113		OUTREACH RESOURCE INFORMATION	\$4.00	
2114		ADDITIONAL NEEDS RESOURCE INFORMATION	\$4.00	
2115		INSTITUTIONAL GROUP GUIDE	\$6.30	
2116		PLANNING BASICS	\$3.05	
2117		PHONELINE BASICS * NEW ITEM *	\$2.55	
2202		GROUP BUSINESS MEETINGS	\$0.35	
2203		GROUP TRUSTED SERVANTS: ROLES AND RESPONSIBILITY	\$0.35	
2204		DISRUPTIVE AND VIOLENT BEHAVIOR	\$0.35	
2205		NA GROUPS AND MEDICATION	\$0.50	
2206		PRINCIPLES & LEADERSHIP IN NA SERVICE	\$0.50	
2207		SOCIAL MEDIA & OUR GUIDING PRINCIPLES	\$0.50	

TOTAL PAGE 2

Item #	QTY	PAMPHLETS (AVAILABLE IN MANY OTHER LANGUAGES - PLEASE INQUIRE/SPECIFY)	PRICE	TOTAL
3101		IP #1 WHO, WHAT, HOW & WHY	\$0.35	
3102		IP #2 THE GROUP	\$0.45	
3105		IP #5 ANOTHER LOOK	\$0.35	
3106		IP #6 RECOVERY & RELAPSE	\$0.35	
3107		IP #7 AM I AN ADDICT?	\$0.35	
3108		IP #8 JUST FOR TODAY	\$0.35	
3109		IP #9 LIVING THE PROGRAM	\$0.35	
3110		IP #10 FOURTH STEP GUIDE	\$1.15	
3111		IP #11 SPONSORSHIP	\$0.35	
3112		IP #12 THE TRIANGLE OF SELF OBSESSION	\$0.35	
3113		IP #13 BY YOUNG ADDICTS, FOR YOUNG ADDICTS	\$0.45	
3114		IP #14 ONE ADDICTS EXPERIENCE	\$0.35	
3115		IP #15 P.I. AND THE NA MEMBER	\$0.35	
3116		IP #16 FOR THE NEWCOMER	\$0.35	
3117		IP #17 FOR THOSE IN TREATMENT	\$0.45	
3119		IP #19 SELF ACCEPTANCE	\$0.35	
3120		IP #20 H & I AND THE NA MEMBER	\$0.35	
3121		IP #21 THE LONER- STAYING CLEAN IN ISOLATION	\$0.45	
3122		IP #22 WELCOME TO NA	\$0.35	
3123		IP #23 STAYING CLEAN ON THE OUTSIDE	\$0.35	
3124		IP #24 MONEY MATTERS: SELF-SUPPORT IN NA	\$0.80	
3126		IP #26 ACCESS. FOR THOSE WITH ADDITIONAL NEEDS	\$0.35	
3127		IP #27 FOR THE PARENTS OR GUARDIANS OF YOUNG PEOPLE IN RECOVERY	\$0.45	
3128		IP #28 FUNDING NA SERVICES	\$0.55	
3129		IP #29 AN INTRODUCTION TO NA MEETINGS	\$0.35	
3130		IP #30 MENTAL HEALTH IN RECOVERY *NEW ITEM*	\$0.45	
Item #	QTY	SPECIALTY ITEMS	PRICE	TOTAL
1106		BASIC TEXT (Pocket Sized SC)	\$16.80	
1113		JUST FOR TODAY (Pocket Sized SC)	\$13.65	
1144		IT WORKS: HOW AND WHY (Pocket Sized HC)	\$13.65	
1103		BASIC TEXT (30TH ANNIVERSARY EDITION) *LIMITED QUANTITY*	\$42.20	
1115		JUST FOR TODAY (Special Numbered Edition)	\$45.65	
1155		LIVING CLEAN: THE JOURNEY CONTINUES (Special Numbered Edition)	\$38.05	
1501		NA White Booklet 60th Anniversay ***NEW ITEM***	\$19.80	
1205		GUIDING PRINCIPLES, THE SPIRIT OF OUR TRADITIONS (Spec Edtn) *LIMITED QUANTITY*	\$41.50	
6090		KEY CHAIN MEDALLION HOLDER FOR LASER-ETCH MEDALLION	\$11.75	
6091		KEY CHAIN MEDALLION HOLDER FOR BRONZE OR TRI-PLATED MED (BLACK)	\$11.75	
6092		KEY CHAIN MEDALLION HOLDER FOR BRONZE OR TRI-PLATED MED (GOLD)	\$11.75	
6093		KEY CHAIN MEDALLION HOLDER FOR BRONZE OR TRI-PLATED MED (BRONZE)	\$11.75	
9020		GROUP STARTER KIT	\$9.95	
9053		LITERATURE RACK (Wire, 8 Pocket)	\$30.50	
9054		LITERATURE RACK (Wire, 16 Pocket)	\$38.30	
9055		LITERATURE RACK (Wire, 20 Pocket)	\$55.90	
9111		7TH TRADITION BOX	\$4.45	
9127		NA WALLET CARDS (Group Readings) (15) - Available in English Only	\$3.90	
9146		SPIRITUAL PRINCIPLE A DAY *NEW ITEM*	\$16.00	
9405		JUST FOR TODAY DAILY MEDITATION JOURNAL	\$20.55	
9406		TWELVE TRADITIONS BOOKMARKS SET	\$17.65	
9415		BASIC MUG	\$9.40	
9421		BASIC LIBRARY (Soft Cover - BT, H&W, JFT, LC & GP)	\$69.15	
9425		NA SURVIVAL KIT	\$25.00	
9500		NAWS JUST FOR TODAY CALENDAR 2019 *NEW ITEM*	\$17.25	
9511		WODDEN BOX *NEW ITEM*	\$48.40	
9600		NA SERVICE DAY PIN CELEBRATION 1 MAY *NEW ITEM* *LIMITED QUANTITY LEFT*	\$6.90	
9601		PR WEEK AWARENESS NOTE CUBE *NEW ITEM* *LIMITED QUANTITY LEFT*	\$7.60	
9602B		SPONSORSHIP DAY MEDALLION (BRONZE FINISH) *NEW ITEM*	\$6.90	
9602S		SPONSORSHIP DAY MEDALLION (SILVER FINISH) *NEW ITEM*	\$6.90	
1001		MYSTERY GRAB BAG *NEW ITEM*	\$34.55	

TOTAL PAGE 3

Item #	QTY	LARGE PRINT	PRICE	TOTAL
1101LP		BASIC TEXT (LP)	\$21.80	
1140LP		IT WORKS: HOW AND WHY (LP)	\$18.70	
1500LP		NA WHITE BOOKLET (LP)	\$1.10	

Item #	QTY	TREASURERS SUPPLIES	PRICE	TOTAL
2109		TREASURERS HANDBOOK	\$3.10	
2110		GROUP TREASURERS WORKBOOK	\$3.10	
9001		GROUP TREASURERS RECORD PAD (Records for 13 months)	\$1.05	

KEY FOBS (Available in other Languages - Please Inquire)				
Item #	QTY	DESCRIPTION	PRICE	TOTAL
4100		WELCOME	\$0.85	
4101		30 DAYS	\$0.85	
4102		60 DAYS	\$0.85	
4103		90 DAYS	\$0.85	
4104		6 MONTH	\$0.85	
4105		9 MONTH	\$0.85	
4106		1 YEAR	\$0.85	
4107		18 MONTHS	\$0.85	
4108		MULTIPLE YEARS	\$0.85	
KEY FOB TOTAL				

KEY FOBS (Special Key Fobs not available from NAWS)				
Item #	QTY	DESCRIPTION	PRICE	TOTAL
4122		WELCOME BACK	\$2.65	
4123		5 YEARS	\$2.65	
4124		ONE DECADE	\$2.65	
4120		15 YEARS	\$2.65	
4121		DECADES	\$2.65	
4122		25 YEARS	\$2.65	
4123		10,000 DAYS	\$2.65	
4124		30 YEARS	\$2.65	
4125		35 YEARS	\$2.65	
4126		40 YEARS	\$2.65	
SPECIAL KEY FOB TOTAL				

BRONZE MEDALLIONS				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
4300	18 MONTHS		\$4.70	
43	YEAR		\$4.70	
43	YEAR		\$4.70	
43	YEAR		\$4.70	
43	YEAR		\$4.70	
43	YEAR		\$4.70	
43	YEAR		\$4.70	
43	YEAR		\$4.70	
43	YEAR		\$4.70	
43	YEAR		\$4.70	
4399	ETERNITY		\$4.70	
BRONZE MEDALLION TOTAL				

TRI-PLATE GREEN/BLACK MEDALLIONS *NEW ITEM*				
(1-20 in stock)(21-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
61	YEAR		\$28.85	
61	YEAR		\$28.85	
61	YEAR		\$28.85	
61	YEAR		\$28.85	
61	YEAR		\$28.85	
61	YEAR		\$28.85	
61	YEAR		\$28.85	
61	YEAR		\$28.85	
6199	ETERNITY		\$28.85	
TRI-PLATE GREEN/BLACK MEDALLION TOTAL				

TRI-PLATE PURPLE MEDALLIONS				
(1-40 in stock)(41-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
62	YEAR		\$28.85	
62	YEAR		\$28.85	
62	YEAR		\$28.85	
62	YEAR		\$28.85	
62	YEAR		\$28.85	
62	YEAR		\$28.85	
62	YEAR		\$28.85	
62	YEAR		\$28.85	
62	YEAR		\$28.85	
6299	ETERNITY		\$28.85	
TRI-PLATE PURPLE MEDALLION TOTAL				

SPONSORSHIP MEDALLION *SPECIAL ITEM**LIMITED QUANTITY*				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
9603	MEDALLION ONLY		\$7.50	
9603B	WITH KEYCHAIN		\$15.00	
SPONSORSHIP MEDALLION TOTAL				

STAINLESS STEEL LASER-ETCHED *NEW ITEM*				
(1-40 in stock)(41-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
75	YEAR		\$19.45	
75	YEAR		\$19.45	
75	YEAR		\$19.45	
75	YEAR		\$19.45	
75	YEAR		\$19.45	
75	YEAR		\$19.45	
75	YEAR		\$19.45	
75	YEAR		\$19.45	
75	YEAR		\$19.45	
75	YEAR		\$19.45	
75	YEAR		\$19.45	
75	YEAR		\$19.45	
75	YEAR		\$19.45	
STAINLESS STEEL LASER-ETCHED TOTAL				

BI-PLATE LEGACY MEDALLIONS *LIMITED QUANTITY*				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
4500	18 MONTHS		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
45	YEAR		\$13.65	
BI-PLATE LEGACY MEDALLION TOTAL				

TRI-PLATE BLUE MEDALLIONS				
(1-40 in stock)(41-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
63	YEAR		\$28.85	
63	YEAR		\$28.85	
63	YEAR		\$28.85	
63	YEAR		\$28.85	
63	YEAR		\$28.85	
63	YEAR		\$28.85	
63	YEAR		\$28.85	
6399	ETERNITY		\$28.85	
TRI-PLATE BLUE MEDALLION TOTAL				

TRI-PLATE RED MEDALLIONS				
(1-40 in stock)(41-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
64	YEAR		\$28.85	
64	YEAR		\$28.85	
64	YEAR		\$28.85	
64	YEAR		\$28.85	
64	YEAR		\$28.85	
64	YEAR		\$28.85	
64	YEAR		\$28.85	
64	YEAR		\$28.85	
6499	ETERNITY		\$28.85	
TRI-PLATE RED MEDALLION TOTAL				

TRI-PLATE BLACK/SILVER MEDALLIONS (1-40 in stock)(41-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
65	YEAR		\$28.85	
65	YEAR		\$28.85	
65	YEAR		\$28.85	
65	YEAR		\$28.85	
65	YEAR		\$28.85	
65	YEAR		\$28.85	
65	YEAR		\$28.85	
65	YEAR		\$28.85	
6599	ETERNITY		\$28.85	
TRI-PLATE BLACK/SILVER MEDALLION TOTAL				

TRI-PLATE PINK MEDALLIONS (1-25 in stock)(26-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
66	YEAR		\$28.85	
66	YEAR		\$28.85	
66	YEAR		\$28.85	
66	YEAR		\$28.85	
66	YEAR		\$28.85	
66	YEAR		\$28.85	
66	YEAR		\$28.85	
66	YEAR		\$28.85	
66	YEAR		\$28.85	
6699	ETERNITY		\$28.85	
TRI-PLATE PINK MEDALLION TOTAL				

TRI-PLATE VIOLET MEDALLIONS "NEW ITEM" (1-20 in stock)(21-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
68	YEAR		\$28.85	
68	YEAR		\$28.85	
68	YEAR		\$28.85	
68	YEAR		\$28.85	
68	YEAR		\$28.85	
68	YEAR		\$28.85	
68	YEAR		\$28.85	
68	YEAR		\$28.85	
68	YEAR		\$28.85	
68	YEAR		\$28.85	
6899	ETERNITY		\$28.85	
TRI-PLATE VIOLET MEDALLION TOTAL				

TRI-PLATE ORANGE/BLACK MEDALLIONS "NEW ITEM" (1-20 in stock)(21-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
69	YEAR		\$28.85	
69	YEAR		\$28.85	
69	YEAR		\$28.85	
69	YEAR		\$28.85	
69	YEAR		\$28.85	
69	YEAR		\$28.85	
69	YEAR		\$28.85	
69	YEAR		\$28.85	
69	YEAR		\$28.85	
69	YEAR		\$28.85	
6999	ETERNITY		\$28.85	
TRI-PLATE ORANGE/BLACK MEDALLION TOTAL				

TOTAL PAGE 5

4/12/2026

Public Information Area Report:

- **Meeting List distribution:**
 - Langley Memorial: Went in person last month and spoke to the admin.
 - Got in contact with Olga Teutel who reached out to the entire hospital to see who could use meeting lists.
 - Emailing back and forth still waiting on a response
 - Gateway to Hope meeting lists are current and new meeting is going great.
 - Langley Community Services meeting lists are current.

- **Basic texts in School**
 - Got a phone call from Dean who works in the Langley School Board
 - We spoke and it went well.
 - He currently has a copy of the basic text and is reviewing it to see if its appropriate to place in high schools

- **New Meeting at Gateway to Hope**
 - Still going great!

4/12/2026

EMAIL DRAFT:

Dear Principal Akune,

My name is Zachary Everett, and I am a former student of Burnsvie Secondary. I am writing alongside Ainslie Glass, also a former student, as volunteers with Narcotics Anonymous in the Langley region, where I serve as the Public Information Liaison within the SOFA (South of Fraser Area).

I'm reaching out to see if your school would be open to a brief conversation about Narcotics Anonymous as an informational community resource. Narcotics Anonymous is a free, confidential, peer-support program for individuals affected by substance use, or for those seeking information.

One initiative we are currently undertaking is placing a single copy of Narcotics Anonymous' Basic Text in high school libraries. The book is informational, non-graphic, and intended only as a passive resource alongside other wellness materials. There is no student outreach or school based programming involved.

Please let us know if you'd be open to setting up a meeting to discuss this initiative. We fully respect school policies and administrative discretion. If it is not appropriate for your school, we completely understand.

Looking forward to hearing from you.

Zach Everett

778-710-0539

Public Information Liaison

<https://sofana.ca/>