



Narcotics Anonymous®

South of Fraser Area

Service Committee Meeting

Date: July 5, 2026

Meeting Opening

- Meeting initiated by facilitator after a moment of silence & 3rd step prayer at 5:01pm.
- Concept: 7 Tradition: 7, Area Service Respect Statement read by various members.
- Groups represented: 13, Total Attendance: 23, Members at large: 2

ASC Executive, Sub-Committee Chairs and Liaisons - Attendance

Trusted Servant Positions	Name	Present?
Facilitator	Ken	☒
Co-Facilitator	Stacy	☒
Secretary	Alex	☒
Treasurer	Leanne	☒
RCM 1	Jenna	☒
RCM 2	Rhaea	☒
Activities Chair	OPEN	
Literature Chair	Christina	☒
Outreach Liaison	OPEN	
H&I Chair	Jenny	☒
P.I. Liaison	Zach	☒
P.R Chair	OPEN	
Phonelines Liaison	Ainslie	☐
Newsletter Liaison	OPEN	
Postal Communications	Samantha	☒
Web-Coordinator	Aaron	☒
Guidelines Point-person	OPEN	

SOFA Groups	GSR		ALT GSR	
Suicide Solutions	Fred	☒	Nancy	☐
Cloverdale NA	TBD	☐	Christina (acting)	☒
Tuesday Night Fireside	Tony	☒	Darnell	☐
Changing Ways	Brian	☐	Rob M.	☐

Serenity by the Sea	Ron	☒	TBD	☐
New Desires	James	☐	Ever	☐
Resurrection	Victoria	☒	TBD	☐
Freedom from Active Addiction	Haley	☒	TBD	☐
Not Without Surrender	Samantha	☒	Rob Z	☐
No Shit Group	Aaron	☒	TBD	☐
Good day to be Clean	Brooke	☐	Alex (acting)	☒
Langley Saturday Night NA	Kyler	☐	Leanna (acting)	☒
Never Ending Journey	Glenn	☐	Greg (acting)	☒
The Next Right Thing	Kirk	☐	Alex (Acting)	☒
A Bridge to Hope	TBD	☐	TBD	☐
Friday Night Fight	Matt	☐	Querida	☐
Hope Fiends	Freddy	☒	Danielle	☒
Fan the Flame	TBD	☐	Jamie	☒
Unashamed Addicts	Rhaea	☒	TBD	☐

Member at Large	Homegroup
Colleen M	PR – Tri-Cities/Regional (acting)
Ken P	Regional alt delegate

Trusted Servant Reports:

Each group report from the acting chair is attached below:

Facilitator:

- Ken – Present. Reported the following:
 Good evening, everyone! Welcome to this month's SOFA service committee meeting.
 My name is Ken, and I am an Addict.
 I'd like to open this meeting with a moment of silence followed by the Third Step Prayer.
Many of us have said: Take my will and my life, guide me in my recovery, show me how to live.
 If there is anyone attending this area meeting for the first time? Please introduce yourself so we know who you are.
 Can someone please read:
 Tradition 7 (Fred)
 Concept 7 (Jamie)
 The Area Service Respect Statement (Jenny)
 Spad (Jenna)
 I'd like to remind us all of our Mission Statement:
The mission of this Area's Trusted Servants is to serve the groups of Langley, Surrey, North Delta, White Rock, and any other group wishing to be represented by the Area, in a spirit of co-operation and

goodwill. Our mission is to create unity and fellowship between all the groups in our Area, and their members.

We will now go around the room with introductions starting to my left.

Does anyone have any questions regarding last month's minutes? If anyone here did NOT get the minutes from the last ASC meeting, please make sure Alex gets your email address.

Message from Regional

Today we have Ken and Colleen bringing us a message from the BC Regional Service Committee.

Does anyone have any questions?

- We typically read Concept 7 in July but because we have guest speakers from Regional, we are skipping this months reading.
- **A copy of Concept 7 is enclosed at the end of these minutes.**
- Colleen & Ken – Guest speakers are here to discuss:
 - BC Region of Narcotics Anonymous Public Statement – **a copy is attached at the end of these minutes.**
 - Colleen – stepping in from another area with her PR expertise to assist the BC Region in response to external communications distributed on June 18, 2026 concerning programming at Creekside Withdrawal Centre.
 - It is assumed that the unauthorized communications sent by the member to outside organizations including media outlets and Fraser Health representatives in response to Creekside Withdrawal Management Centre's decision to cancel NA programming at their facility until further notice.
 - Notably, the member was a panel leader for this program and likely frustrated by the situation.
 - Unauthorized communications insinuate accusatory reasoning for cancelled programming, despite that we were never given a reason for their decision.
 - Jenny confirms that she has spoken with her contact at Creekside since, and that the relationship is still in tact as far as she is aware.
 - Other members point out that it's likely the facility is experiencing staffing shortages due to the ongoing nurses strike, pointing to the importance of ensuring communications accurately reflect the collective conscience of Narcotics Anonymous.
 - Members express frustration, noting that this could hinder future opportunities for that program and others like it.
 - The communications were sent by an individual member from our Area, however Ken and Colleen advise that the BC Region will be taking lead in responding to this incident, which is the purpose of their statement.
 - They outline the importance of Tradition Eleven, and that this principal extends to all forms of public communication, including digital media.
 - Colleen further outlines that the purpose of the Regional PR Committee is intended to preserve integrity and ensure no individual member speaks on behalf of Narcotics Anonymous without the fellowship's authorization through its established service structure.
 - Ken discusses the Regions' Regions position regarding the response to this matter and any potential further actions, noting SOFA members are advised not to engage / respond to media inquiries if they occur.
 - Stacy advises that any member who is approach can simply state "no comment" and should feel free to forward such communications to the regional service body and/ or SOFA admin members for response or general advice on such matters and we will be happy to assist.

Co-Facilitator:

- Stacy – Present. Reported the following:
 - Nothing to report at this time.

- Stacy notes she is willing and able to assist with PR functions while we wait for someone to fill the SOFA PR Chair role.
 - Greg makes known his interest in nominating himself for that role in today's election.
-

Secretary:

- Alex – Present. Nothing to report.
-

Treasurer:

- Leanne – Present. **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.** Reported the following:
 - **Key Regional Updates**
 - The next regional meeting is scheduled for August 21-23, 2026 at Camp Hope.
 - Areas with websites are encouraged to contact the regional web coordinator to ensure they are included on the regional website.
 - Alex confirms this was done by her and Aaron over a month ago.
 - Multiple regional service positions will be open at the next regional meeting, including Facilitator, Co-Facilitator, Secretary, PR Chair, Literature Chair, Regional Delegate, and others.
 - **NA World Services Financial Inquiry**
 - The report includes correspondence from Bill W regarding NA World Services' use of U.S. pandemic relief programs (PPP/EIDL).
 - The position presented is that PPP loan forgiveness was considered a qualifying financial credit rather than an outside contribution, and therefore not in conflict with NA's Seventh Tradition. Supporting background documents from 2020-2021 are attached.
 - **Fellowship Development**
 - A Fellowship Development Survey has been launched to help the BC Region understand strengths, challenges, and support needs across areas and groups.
 - Fellowship Development is described as the newer term for outreach activities under the PR umbrella.
 - Fellowship Development Survey <https://forms.gle/m3R77QsDpg39ZmbW7>
 - **Literature Committee**
 - Regional literature has a surplus of specialty items, creating cash-flow concerns.
 - Jenna asks if we should inquire about inventory to inform groups.
 - **Convention and Regional Service Board**
 - The BCRCNA convention seed fund was increased from \$6,000 to \$12,000 to help cover venue deposits and planning expenses.
 - The most recent convention reportedly repaid its seed funding and generated approximately \$23,000 net income for the region.
 - Bids for the next regional convention are due by February 2027.
 - Discussion topics included online payment options (Square, Zeffy, Stripe), committee email accounts, registration systems, and adjustments to the convention bid cycle.
 - **Administrative Changes**

- Regional administration accommodation funding increased from \$170 to \$218, effective August 2026, due to rising accommodation costs.
 - **Financial Report (BC Region NA)**
 - **Profit & Loss (Feb 28 - May 31, 2026)**
 - Total income: \$17,152.00
 - Total expenses: \$22,336.88
 - Net result: Loss of \$5,184.88 for the reporting period
 - **Balance Sheet (May 31, 2026)**
 - Total assets: \$51,377.40
 - Cash and reserves held: \$46,377.40
 - Includes reserves for convention, insurance, operating reserve, and RD travel fund
 - No liabilities were reported
 - Jenna notes she's been busy helping start a new meeting and updating guidelines.
-

RCM 2:

- Rhaea – Present. Nothing to report.
-

Activities Chair: OPEN – please bring back to your groups.

Literature Chair:

- Christina – Present. A copy of the **Literature Report is attached at the end of the minutes.**
 - Christina outlines some important reminders:
 - Please include contact information on literature orders so that if Christina has any follow up questions she can reach out directly.
 - For inquiries / questions, please contact Christina by cell, service members do not check their service email inboxes on a regular enough basis to ensure prompt response, and this could delay your order to the following cycle.
 - When paying with cash, please bring exact change given that Christina does not carry a cash float and cannot give you change. Best practice is payment by cheque.
 - **A blank Literature Order Form is attached to the end of the minutes.**
-

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

H & I Liaison:

- Jenny - present. Reported the following:
 - Creekside is cancelled; we never got clear communication as to why.
 - To Jenny's knowledge, the relationship remains in tact, as they had been responding to her requests to confirm their intentions regarding the literature / continuing the program.
 - Their responses have slowed and Jenny does not want to keep bothering her contact with these inquiries.
 - Still asking her contact what they'd like to do with the metal NA lit rack - the readings likely need replenishing (ordered in May) & Jenny wants to pickup the binder so she can use it at Phoenix Centre.

- **Greg advises he has a contact there and will reach out** – Jenny agrees this is likely the best approach given recent events and the potential fragility of that relationship.
 - Jenny acknowledges that she'd like support in emailing Creekside to confirm their intentions with the literature, as she has only been in contact by phone and the front desk is always very busy. An email from Greg with regular follow up would be ideal.
 - The new Phoenix Centre Panel has been successful. They have asked us to attend 2 times a month Wednesday evening @ 7:15 pm.
 - New panel Leader for Tuesday is Jamie E. (replacing Jenny)
 - If anyone is interested in coming to Phoenix to speak on behalf of NA pls message Jenny
-

Public Information Liaison:

- Zach – reported the following:
 - Basic texts in Schools
 - No follow up this month – don't want to be pushy.
 - New Meeting at Gateway to Hope
 - Meeting is still going great, I am looking for someone to take on the treasurer roll.
 - Would like to focus on PI in the Langley area more.
 - Meeting List distribution:
 - Langley Memorial:
Accepted meeting lists and will be dropping other PI pamphlets.
 - Gateway to Hope:
Meeting lists are current and new meeting is going great.
Have updated meeting lists in place.
 - Langley Community Services:
Dropped new meeting lists with Danielle last month.
-

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

Phonelines Liaison:

- Ainslie – Absent.
-

Postal Communication Officer:

- Samantha – Present. Nothing to report.
-

Guidelines Point Person:

- Jessica; Head of Work Group, *resigned due to relocation*. Jenna is therefore handling the changes proposed.
- A copy of the **Guidelines Workgroup Report** and a copy of the **Updated Guidelines** are **enclosed at the end of these minutes**.
- Jenna reports:

- The Guidelines Workgroup reported that significant progress has been made in reviewing and updating the SOFASC Guidelines. The Workgroup is also reviewing previous Area meeting minutes to identify amendments that have already been approved and will present those updates separately once that review is complete.
- The Workgroup presented an updated version of the Guidelines containing a new table of contents, updated title page, revised formatting, wording and sectioning changes, and updates to positions that have already been adopted. The Workgroup stated that these revisions were intended to be non-substantive and that the content itself had not been changed. More substantial proposed changes are expected to be brought forward in stages over the coming months, with GSRs asked to take those proposed changes back to their groups for review and voting.

- **Changes Already Implemented**

The updated Guidelines document records several changes that have already been incorporated, including:

- * Addition of a title page and table of contents.
- * Addition of multi-level numbering throughout the document and page numbers.
- * Addition of Section 1 and revision of Section 1.3 wording from “Policy” to “Group Conscience.”
- * Addition of the Web Coordinator position to Administration.
- * Replacement of “Guidelines Reference Person” with “Guidelines Point Person.”
- * Addition of the H&I Chair position to the Subcommittee section.
- * Removal of “at AGM” from the secret-ballot provision, clarifying that all elections are conducted by secret ballot.
- * Addition of an “ASC Best Practices” subheading.
- * Change of the wording “dances” to “activities.”
- * Updated Monthly Operating Expenses, including Activities increasing from \$1,500 to \$2,000, Basic News increasing from \$189.79 to \$203.63, and the total being updated to \$3,847.50 in the current Guidelines record.

- The updated Guidelines also currently state that substantial policy changes are to be returned to the groups for group conscience, while “Housekeeping matters such as grammar, punctuation, and spelling” may be dealt with at the Area without going back to the groups.

Specifically, Section 1.3 states:

“Any proposals presented at the SOFASC meetings that involve substantial changes to the SOFASC’s Policy will be sent back to the groups to collect a Group Conscience.”

Section 2.11 further states:

“Amendments pertaining to SOFASC Policy shall be brought back to the groups to collect group conscience at the subsequent ASC meeting.”

and:

“Housekeeping matters such as grammar, punctuation, and spelling, will be dealt with at the SOFASC without going back to the groups for approval.”

- **Proposed Guideline Changes to Be Taken Back to Groups**

Two substantive guideline changes are currently proposed and should be reviewed by home groups. The proposed wording circulated in the subsequent correspondence is as follows:

1. RCM Travel Fund – Mileage Reimbursement

Current wording:

“2.14.1. All travel expenses (i.e., fuel, ferry etc.) incurred by ASC members attending the BCRSC (British Columbia Regional Service Committee) on behalf of the SOFASC and requesting reimbursement, must include these expenses in their report following their attendance at the BCRSC. (Food and accommodation expenses are not eligible for reimbursement).”

Proposed wording:

“2.14.1. All travel expenses (i.e., mileage @ \$0.50/km, ferry etc.) incurred by ASC members attending the BCRSC (British Columbia Regional Service Committee) on behalf of the SOFASC and requesting reimbursement, must include these expenses in their report following their attendance at the BCRSC. (Food and accommodation expenses are not eligible for reimbursement).”

- Procedural concern regarding this proposal:
 - The July Guidelines Workgroup Report states that the RCM travel fund proposal from the previous month was to change reimbursement from gas receipts to a mileage/kilometre rate and says the Workgroup hoped that GSRs had discussed it with their groups so it could be added to the Guidelines.
 - However, the previous month’s minutes package did not accurately record the conversation, and as a result it is unclear whether the proposed travel-rate increase/change was actually taken back to groups for group conscience. Therefore, there does not appear to be a clear basis to conclude that the Area has received the required group approval to proceed with this change. The proposal should therefore be treated as not yet approved and returned to groups for review and group conscience before being adopted.
 - The current Guidelines state that travel expenses for ASC members attending the BCRSC are reimbursable when reported following attendance, but do not currently specify a \$0.50/km mileage rate.

2. Elections – Voting Rights

Current wording:

“2.3.3. Only the GSRs (or GSR Alternate if GSR is unavailable) will vote at all elections.”

Proposed wording:

“2.3.3. All seated ASC participants may vote during elections. This includes all administration committee members, subcommittee chairpersons, liaison members, GSR’s and Alt-GSR’s.”

And:

“2.3.3.1. Every voting member is limited to one vote per person.”

- This is a substantive change to the current election voting structure and should be taken back to the groups for review and group conscience. The current Guidelines expressly limit election voting to GSRs or an Alternate GSR when the GSR is unavailable.
- The proposal is intended to align the SOFASC election process more closely with the regional guidelines, which provide for voting rights for elected members while excluding facilitators from final decision-making on proposals.
- The regional wording cited in the Workgroup Report states:

"All elected members including RCMs 1 & 2, Sub-Committee Chairs, Sub-Committee Vice-Chairs and appointed representatives of the BCRSC will have a single vote."

and:

"(facilitators do not participate in final decision making on proposals)"

- Clarification Regarding the Approval Process
 - Jenna clarified that changes to the Guidelines must be approved by the groups and that only grammatical, punctuation, spelling, or similar housekeeping changes can be made without first going to the groups for feedback and approval. This is consistent with the existing Guidelines language, which requires policy amendments to be brought back to groups for group conscience, while permitting housekeeping changes to be handled at the Area.
 - The Secretary questioned whether the proposed wording itself could simply be circulated to the groups for review and approval, rather than first requiring the GSRs to establish group consensus on the proposed change at the Area meeting and then waiting until the following month to circulate the specific wording for additional approval. The concern raised was that the wording ultimately has to be approved by the groups before it can be formalized and incorporated into the Guidelines in any event.
 - Jenna's position, as clarified in the subsequent discussion, is that the substantive change itself must first be brought back to the groups for group conscience; the wording cannot be finalized and incorporated as a mere housekeeping matter when the wording represents a substantive policy change. The distinction is therefore between substantive amendments, which require group approval, and grammatical/formatting corrections, which do not.
 - For clarity, the current Guidelines provide that:

"Proposed amendments to the SOFASC Guidelines must be submitted in writing at a regular SOFASC meeting."

"Amendments pertaining to SOFASC Policy shall be brought back to the groups to collect group conscience at the subsequent ASC meeting."

"On matters affecting Policy, such as approval, removal or change of the SOFASC Policy, a consensus is required."
 - The Guidelines Workgroup's report similarly emphasized that the more substantive changes being developed over the coming months should be brought back to groups, with GSRs asked to return with their groups' feedback and votes.
- Materials Provided for Group Review
 - Jenna printed copies of the proposed changes for members to review and comment on.
 - Alex again asks why we can't just send out the travel wording change for approval as is the case here. Shouldn't the proposed changes be made available to the groups in their written form so that members can review the exact proposed wording and provide feedback, suggested amendments, and group conscience?
 - Members suggested clearly identifying the action required of groups as follows: **groups should review both proposed guideline changes, discuss each proposal, and bring their group's conscience—including any comments or suggested amendments—back to the next Area meeting for consideration.**

- Alex advises she needs these written for her; she currently uses the RCM Report to find what needs group feedback based on her limited understanding of the process, and summarizes those items in the GSR reports and the action plans.

- **Summary of Items Requiring Group Feedback:**

1. RCM Travel Fund / \$0.50 per kilometre mileage rate: Treat as not yet approved because the previous minutes did not accurately capture the discussion and it is not clear that the proposal was actually taken back to groups for group conscience. Return the proposal to groups for review and approval.
2. Election Voting Rights: Return the proposed change to groups for group conscience, as it would substantively expand voting rights beyond the current GSR/Alternate GSR structure.
3. Written wording for group review: Provide groups with the exact proposed wording of both substantive changes and request feedback, suggested amendments, and group conscience for consideration at the next Area meeting.

Web Coordinator:

- Aaron – Present. Reported:
 - Not much to report, added pdf of new meeting lists to the website.

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

BREAK: 5:37PM

NA SERVICE PRAYER read by member.

GSR Reports:

A Bridge to Hope – Absent.

Changing Ways – Absent.

Cloverdale NA – Christina reports: Attendance approximately 30. Group reports things are going well. Support needed for trusted servants, clean time, and women.

- Events:
 - Tentative BBQ, Aug
-

Fan the Flame – Jamie reports: Attendance approximately 12–15. Broad **support needs across members, trusted servants, cleantime, men, women, and financial**. No contribution. Received our literature donation from Area – Thank You!

- Cakes:
 - Jamie, 1 year, July 13
-

Fireside – Tony B reports: attendance is consistent, group supports newcomers with literature and their July BBQ is planned. Attendance is 100 on avg. Almost all positions filled aside from alt GSR. **Needs cleantime Support for new members**. \$42.42 contribution noted.

- Cakes:
 - Lamont B, 10 yrs, July 7
 - Chantel F, 11 yrs, July 28
 - Events:
 - BBQ, July 7
-

Friday Night Fight – Absent:

Freedom From Active Addiction – Haley Reports: Nothing to report. Attendance approximately 15–25. No area contribution noted. No support needs identified.

Good Day to Be Clean – Alex (Acting) Reports: group provides free literature for newcomers. Attendance is 15–30 on avg. No support needs, recently filled all positions aside from alt GSR. Contributed \$500.

- Upcoming Cakes:
 - Laura, 1 yr, August 1st
 - Alex, 1 yr, August 22nd
 - Upcoming Event:
 - BBQ, August 1st for meeting attendees and HG members, details will be provided at the meeting.
-

Hope Fiends – Freddy reports: nothing specific to report. Attendance is 30–50. **Needs members, trusted servants, cleantime, and women**. No contribution.

New Desires – Absent.

Never Ending Journey – Greg (acting) reports: attendance has declined from approximately 30 a few months ago to 15–20 more recently. The group did not discuss the travel reimbursement proposal regarding mileage. Contributed \$0. **Needs trusted servants and clean time**.

Not Without Surrender – Samantha C reports: Attendance approximately 25–30. No area contribution reported.

No support needs indicated.

- Cakes:
 - Don C, 18 yrs, July 8
-

No Shit Group – Aaron reports: N/A. Attendance is 20–25. No area contribution. **Needs members.**

- **Cakes:**
 - Trevane, 1 year, Aug 7
 - Rob Z, 18 years, Aug 14
-

Resurrection – Victoria reports: group is doing well at the new location near 232 Street and Fraser Highway. Improved signage is in place and maps are being updated. No support is needed at this time. Attendance is 30. No area contribution at this time.

- **Cakes:**
 - Patrick, 4 years, July 26
 - Shae, 2 years, July 26
 - Tiana, 1 year, Aug 2
 - Jenna, 14 years, Aug 2
 - Jesse, 1 year, Aug 16
-

Serenity by the Sea – Ron reports: group is doing well carrying the message and has seen increased attendance from members in early recovery. Regular business meetings are held every three months. Attendance ranges from 12–47. Contributed \$200. **Needs trusted servants and women.**

Sat Night NA – Leanne (acting) reports: nothing specific to report. Attendance is 10–15. No area contribution. **Needs members and trusted servants.**

- **Cakes:**
 - Chad T, 5 years, July 18
-

Suicide Solutions – Fred reports: group remains strong and continues carrying the message. Attendance is approximately 30. No area contribution reported. Needs members, trusted servants, clean time, men, women, and financial support.

- **Cakes:**
 - Bruce A, 27 years, July 12
 - Trish, 1 year, July 19
-

The Next Right Thing – Alex (Acting) Reports: Average weekly attendance is approximately 25. Group is doing great with increased attendance recently. No area contribution at this time. **Need trusted servants and cleantime support.**

UnASHamed Addicts – Rhaea Reports: New meeting located at 12695 84 Avenue, Surrey. Group is continuing to get established. Attendance is approximately 12–15. No area contribution reported. **Needs members, trusted servants, clean time, men, women, and financial support.**

- **Proposal:** Requesting \$101.85 for literature
Unanimous agreement to provide starter package for group, consensus is PASSED
-

Proposals:

- Guidelines Changes – see Guidelines Report.
 - New Meeting (Unashamed Addicts) Literature Donation of \$101.85 - **PASSED**
-

Open Discussion:

- No carryover topics not already addressed above.
 - Only approx. half the attendees remained, many people left to attend meetings.
 - **Voting for elections is therefore tabled** because there aren't enough GSRs to provide consensus reflective of group conscience.
-

Action Items:

GSR Tasks / Reminders

- Bring nominations back to groups for open positions: Outreach Liaison, Activities Chair, Newsletter Liaison, PR Chair, and Treasurer.
- Review and discuss the proposed RCM Travel Fund / \$0.50 per km mileage reimbursement guideline change and bring group conscience back next month.
- Review and discuss the proposed Election Voting Rights guideline change and bring group conscience back next month.
- Review the exact written wording of both proposed guideline amendments and bring back any comments, suggested amendments, and group conscience.
- Encourage interested members to support the new Phoenix Centre H&I panel and contact Jenny if willing to speak.
- Complete the BC Regional Fellowship Development Survey and encourage members to participate.

Facilitator / Admin

- Orientate our new Co-Facilitator Stacy
- Continue support for groups regarding questions arising from the BC Region Public Statement.
- Remind members not to respond to media inquiries on behalf of NA and direct any inquiries to the appropriate service body.

RCM 1 / 2 & Guidelines

- RCM 2 Orientation with Rhaea (ongoing)
- Collect feedback from groups as per RCM Report
 - RCM Travel Fund / Mileage Reimbursement proposal.

- Election Voting Rights proposal.
- Follow up on and group conscience results and any suggested amendments for the next ASC.
- Continue monitoring Regional opportunities and open Regional service positions.
- Prepare full details for feedback requests including:
 - The exact question or wording to be provided to groups;
 - The purpose or intent of the discussion;
 - Any relevant background information;
 - Clear instructions on how feedback is to be collected and reported back.

H&I

- Greg / Jenny to follow up with Creekside contact regarding:
 - Status of the program.
 - Literature rack and binder.
 - Future participation opportunities.
- Continue development of the Phoenix Centre panel schedule and recruitment of speakers.

Web Coordinator

- Post event flyers and updates once received from Secretary

PI

- Continue meeting list distribution in Langley.
- Continue follow-up regarding Basic Texts in Schools initiative.
- Seek support for PI efforts in the Langley area

Elections:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Outreach Liaison • Activities • Newsletter | <ul style="list-style-type: none"> • PR Chair – Greg self nominates – TABLED VOTE |
|--|---|
-

The meeting closed with the serenity prayer at 6:55 PM.
 The next SOFA Meeting is on **August 2, 2026, 5:00 – 7:00 PM.**
 17575 58A Avenue in Cloverdale, Surrey BC

Attachments:

NA Service Concept 7.....	16
Public Relations Statement.....	17
Treasurer’s Report.....	19
RCM 1 Report.....	21
Literature Report.....	31
Blank Literature Order Form	32
Guidelines Workgroup Report	37
Guidelines for SOFA Service Committee of NNA - Updated	39

Seventh Concept

All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.

The Seventh Concept is one way of putting the principle of group conscience to work in the service environment. This concept suggests that each service body should encourage all its members to participate in its decision-making process. By bringing their different perspectives together, we give our service bodies the opportunity to develop a fully informed, balanced group conscience leading to sound, sensitive service decisions.

Our service boards and committees represent a cross-section of NA perspective and experience. Each participant's contribution to the decision-making process is important.

Determining participation at the group level is fairly simple: if you're a group member, you may fully participate in the group's decision-making process. Determining participation in the decision-making processes of most service boards and committees is a little more involved, yet the same basic principles still apply. Freely expressed individual conscience is the essential element in group conscience at any level.

NA service is a team effort. Our service representatives are responsible to the NA Fellowship as a whole rather than any special constituency; so are all the other trusted servants on the team.

The full participation of each member of the team is of great value as we seek to express the collective conscience of the whole.

There is no firm rule about how to apply the concept of participation to every situation. In an atmosphere of love, mutual respect, and frank, open discussion, each service body decides these things for itself. In significant matters affecting the groups, a service body will want to ask for guidance directly from the groups. In the vast majority of cases, however, the service body will exercise its delegated authority in fulfilling the responsibilities the groups have assigned to it, disposing of the matters in the normal course of its service meetings.

NA's principle of spiritual anonymity is the foundation for the Seventh Concept. This principle points our fellowship toward a leveling of the individual's relative importance as a participant in NA service. The Seventh Concept, with its emphasis on equalizing the relative weight of each voice on the team, puts the spiritual principle of anonymity into practice.

Though we may not all participate in every decision made in our fellowship, we all have the right to participate fully and equally in the decision-making processes in the service bodies in which we are members.



Narcotics Anonymous British Columbia Public Relations

PO Box 95019, Kingsgate RPO, Vancouver BC, V5T 4T8 • 1-855-444-2262 • pr@bcna.ca

Public Relations Statement

Recently, external communications regarding the cancellation of evening programming at Creekside Withdrawal Management Centre were distributed to media outlets, elected officials, and health authority representatives. These communications included numerous references to Narcotics Anonymous and its services.

As a fellowship, Narcotics Anonymous is guided by its Twelve Traditions. Tradition Eleven states:

"Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films."

This principle extends to all forms of public communication, including social media, and helps preserve both the anonymity of our members and the integrity of our message.

While the current status of panel meetings at Creekside Withdrawal Management Centre may be uncertain, our relationship with Fraser Health remains important. Narcotics Anonymous values the opportunity to cooperate with treatment facilities, correctional institutions, and other community organizations that help us through the spirit of cooperation to carry the NA message.

As trusted servants providing service within outside organizations, we are guests. It is essential that we conduct ourselves in a manner that respects the needs of our host organizations while remaining faithful to the principles, traditions, and public representation of Narcotics Anonymous. Our primary purpose remains unchanged: to carry the message to the addict who still suffers.

If you are contacted by members of the media or become aware of situations that could directly affect Narcotics Anonymous or its primary purpose, please contact your Area Public Relations Committee or the Regional Public Relations Chair at pr@bcna.ca before responding. Our Public Relations trusted servants are available to provide guidance, support, and official statements when appropriate, helping to ensure that communications remain consistent with the principles and traditions of Narcotics Anonymous.



Narcotics Anonymous British Columbia Public Relations

PO Box 95019, Kingsgate RPO, Vancouver BC, V5T 4T8 • 1-855-444-2262 • pr@bcna.ca

Yours in Service,

James B pr@bcna.ca

Public Relations Chair BC Public Relations

www.bcna.ca

Rich R

pr@na.org

Public Relations for World Services

SOUTH OF FRASER AREA SERVICE COMMITTEE
FINANCIAL REPORT FOR June 2026

Opening Bank Balance as of June 1, 2026 **\$11,656.53**

Add Income

Group donations-EFT, cheque and cash	850.00	
Literature deposit-June Sales	1364.15	
Activities deposit	165.35	
Monthly plan fee	4.95	
Total Income	<u>2,384.45</u>	\$2,384.45

Less Expenses

Chq #199	BCRNA-Regional contribution	1000.00	
Chq #200	BCRLC-Literature Order-June'26	1062.97	
Chq #001	Gloria T-June'26 Basic News	203.63	
Auto debit	Public Storage Rental	222.95	
Auto debit	Monthly plan fee	4.95	
Total Expenses		<u>2,494.50</u>	<u>(\$2,494.50)</u>

Closing Balance as of June 30, 2026 **\$11,546.48**

Cheques written but not cashed/Outstanding Cheques @ month end

Chq #199	BCRNA-Regional contribution	1000.00	
Chq #001	Gloria T-June'26 Basic News	203.63	
			<u>1,203.63</u>

Closing Reconciled Bank Balance as of June 30, 2026 **\$12,750.11**

Prudent Reserves

<u>A</u>	Activities	1,385.02	
	Area - Operating expenses (1 mth)	3,835.00	
	Total Prudent Reserves	\$ 5,220.02	<u>\$ (5,220.02)</u>

Estimated general funds at June 30, 2026 (A+B+C) **\$7,530.09**

South of Fraser Area

GROUP DONATIONS Sept 2025-August 2026

	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	June 26	Jul 26	Aug 26	YTD
Group Contributions													
Bridge to Hope													0.00
Changing Ways			200.00		200.00								400.00
Cloverdale NA	500.00					600.00	500.00		500.00				2,100.00
Fan the Flame													0.00
Freedom From Active Addiction			180.00		100.00					150.00			430.00
Friday Night Fight													0.00
Good Day to be Clean			300.00			250.00							550.00
Hope Fiends													0.00
Langley No Shit													0.00
Never Ending Journey		200.00								200.00			400.00
New Desires													0.00
Not Without Surrender		350.00	200.00						550.00				1,100.00
Resurrection			500.00										500.00
Saturday Night NA	100.00				400.00				500.00	500.00			1,500.00
Serenity by the Sea													0.00
Suicide Solutions													0.00
The Next Right Thing	100.00					200.00							300.00
Tuesday Night Fireside							586.36		67.67				654.03
Individual Members		25.00											25.00
Total Group Contributions	700.00	575.00	1,380.00	0.00	700.00	1,050.00	1,086.36	0.00	1,617.67	850.00	0.00	0.00	7,959.03

Important to bring back for areas – from May regional Minutes:

Next Regional Meeting: August 21-23 2026 in Camp Hope

New Website Updates

If your area has a website – let web coordinator know to get on website If you don't have access to the BCRNA RCM1/2 emails, please email webcoordinator@bcna.ca

- I'm not sure if we have done this?

Positions available at next region:

- Regional Positions:
 - Facilitator, Co-facilitator. Secretary, PR Chair and Guidelines Point Person Literature Chair Regional Delegate, and Alternate Delegate.
- Literature Positions:
 - Literature Treasurer will be ratified at the August Meeting

In depth reply from Bill W regarding NAWS financial inquiry – also see PDF:

Thanks for writing and for your service efforts. We are happy to be a resource here. First, I would point the interested member/s to the reporting provided to the Fellowship by Jack H, the World Board Treasurer, on this topic. I have attached the complete report compilation on the PPP loan for easy access. Feel free to share it as you see fit. It covers the issue that receiving the loan reduction from PPP does not conflict with Tradition Seven's cautions.

It is also helpful to note that all the funds that come to NAWS as contributions are considered Seventh Tradition funds, and all are used to further the Fellowship's primary purpose. However, concerning the PPP, ERTC, and EIDL financial provisions, these were obviously not contributions and were seen to be no different than the non-profit tax-exempt status received each year from the US Internal Revenue Agency. The PPP loans had qualifying requirements, and approximately 90% of the amount awarded met those conditions. Regarding loan forgiveness itself, the forgiveness was just a credit provided against the balance of the original loan amount; again, it was available to all who qualified and not a contribution.

If the member/s still have other questions they can reach out to the AD or myself or directly to the World Board at wb@na.org

In Service

Bill W

Fellowship Development Survey <https://forms.gle/m3R77QsDpg39ZmbW7>

Fellowship Development helps groups and service bodies strengthen unity and effectiveness by improving communication, training, support, and connection across our fellowship (under the PR umbrella; FD is new term for outreach)

Purpose:

This survey is to help the BC Region Fellowship Development Committee understand what's working well, what's challenging, and what support would be most helpful for Areas and Groups. The goal is connection and practical support, not oversight.

Who's it for:

Area trusted servants, group trusted servants & individual members

Regional Literature:

- Has a surplus of specialty type items which is affecting cash flow.
- Came up with the idea to create a brochure with the slower moving/specialty items and send off to the literature chairs so they can be shown at their area meetings and hopefully generate some sales.
- I'm wondering if we should look into what's available and help the region out by purchasing some of these

Regional Service Board:

Convention Payments, Recommendations, and Seed Fund Increase

The BCRCNA Convention seed fund was increased from the current \$6,000.00 to \$12,000.00. Due to venues requiring deposits in intervals, along with additional convention-related deposits and expenses, in order to support future planning needs.

Additional information and outgoing committee recommendations from BCRCNA will be presented in August.

It was reported that the seed fund was repaid to the region, and approximately \$23,000.00 net income was generated. These funds will be forwarded to the Regional Treasurer in intervals through e-transfers.

It was noted that bids for the next Regional Convention are to be submitted by February 2027

Further discussion included:

- Payment options such as Square, Zeffy, or Stripe.

- Committee email setup for each position
- Asking the regional web coordinator to develop a registration form for the Registration Chairperson
- Changing bid cycle for the regional convention to allow for collaboration between the committees and more time for fundraising.

Admin Accommodations

There was a change to the existing amount of \$170.00 for accommodations for the Admin's to \$218.00 to adjust the increase in accommodation pricing. The changes will take effect in August 2026

In Closing

I will also attach the regions financial report along with my reports and send them over to Alex to be included in the minutes.

I believe that is all I have for this month; I have been more focused on the guidelines and trying to help a new group get started.

Thank you for allowing me to be of service,

Jenna D

BC Region of Narcotics Anonymous

Profit and Loss

February 28-May 31, 2026

	TOTAL
Income	
Contributions Income	
Area Contributions	
NBCASC	\$1,000.00
TCASC	\$4,000.00
VASC	\$1,300.00
Total for Area Contributions	\$6,300.00
Non Area Contributions	
Convention	\$10,000.00
Group Contributions	\$807.00
Member Contributions	\$15.00
Total for Non Area Contributions	\$10,822.00
Total for Contributions Income	\$17,122.00
Uncategorized Income	\$30.00
Total for Income	\$17,152.00
Gross Profit	\$17,152.00
Expenses	
1 - General Costs	
Admin	\$4,556.00
Sub-Committee	\$1,144.08
Treasurer	\$201.60
Total for Admin	\$5,901.68
Bank Charges	\$6.00
Contributions	
NAWS	\$4,000.00
Total for Contributions	\$4,000.00
Regional Venue	
Regional Venue	\$1,050.00
Regional Venue Costs	\$470.32
Total for Regional Venue	\$1,520.32
Total for Regional Venue	\$1,520.32
Travel	
Admin	\$1,040.00
Total for Travel	\$1,040.00
Total for 1 - General Costs	\$12,468.00
3 - RD Team Accounting	
RD Team Expenses	
RD Team Travel - Misc	\$1,006.74
RD Team Travel - WSC	\$4,139.75
Total for RD Team Expenses	\$5,146.49
Total for 3 - RD Team Accounting	\$5,146.49

BC Region of Narcotics Anonymous

Profit and Loss

February 28-May 31, 2026

	TOTAL
Costs	
Committee	
Public Relations	\$2,765.99
Website	\$1,926.40
Total for Committee	\$4,692.39
Total for Costs	\$4,692.39
Uncategorized Expense	\$30.00
Total for Expenses	\$22,336.88
Profit	-\$5,184.88

BC Region of Narcotics Anonymous

Balance Sheet As of May 31, 2026

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Scotiabank	\$9,803.57
BC Convention Fund	\$8,000.00
Insurance Seed Fund	\$7,500.00
Operating Reserve	\$15,000.00
Public Awareness Reserve	\$0.00
RD Travel Fund	\$6,073.83
Total for Scotiabank	\$46,377.40
Undeposited Funds	\$0.00
Total for Cash and Cash Equivalent	\$46,377.40
Accounts Receivable (A/R)	
Accounts Receivable	\$0.00
Total for Accounts Receivable (A/R)	\$0.00
BCRCNA (Loan)	\$0.00
PNWCNA (Loan)	\$5,000.00
Total for Current Assets	\$51,377.40
Total for Assets	\$51,377.40
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
Uncleared 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
Profit for the year	\$4,300.13
Total for Equity	\$51,377.40
Total for Liabilities and Equity	\$51,377.40

Oct 2020 CP Webinar

Hi everyone, I'm Jack and I'm an addict and, as you heard, I recently became the Treasurer of the NA World Services, Inc. I want to discuss the world board's decision to participate in the US government programs that were available to many for-profit and non-profit businesses as a result of the global pandemic. I know many conference participants may not be familiar with these programs, particularly those of you who live outside the United States.

In the spring of 2020, when COVID-19 devastated the US economy as it hurt economies around the world, several US government programs were quickly enacted. These included the Economic Injury Disaster Loan or EIDL and the Payroll Protection Program or PPP. Both programs offered low-interest loans to qualifying entities. The primary difference is the EIDL program included up to a \$10,000 grant as well as a long-term, low-interest loan with an amount that was capped shortly after the program began at \$150,000. In contrast, the PPP program offered a short-term, low-interest loan, a portion of which could be reduced, subject to meeting certain criteria.

The purpose of the program is to keep workers off unemployment and keep the economy stable. The PPP amount that a business was eligible for was solely based on the amount of wages for which social security taxes had already been paid in the previous year. At the time the Payroll Protection Program was created, it was announced that the goal of the program was captured in its name: to protect paychecks. If a business met certain criteria on how the money they received was used, so that the spending achieved the government's goal of keeping workers from receiving unemployment and keeping the economy stable, that all or a portion of the amount received could be reduced. The credit the government would reduce the principal by is based on achieving those goals.

As we have previously reported, the world board approved receiving \$150,000 from the EIDL program and \$676,740 from the PPP program. We also were offered a \$10,000 grant from the EIDL program that we did not accept.

In Narcotics Anonymous our 7th Tradition principle is clear that we decline all outside contributions. Based on our philosophy, we did not accept the \$10,000 grant, as we believed it could constitute accepting an outside contribution.

We know we must decline all outside contributions, so the question the board will need to answer soon is this: If we accept the credit to our loan from the PPP program are we accepting an outside contribution? As NA World Services treasurer, my recommendation to the world board, and to all of you, is that we accept this loan reduction. I don't believe taking this credit is accepting an outside contribution.

My reasons for believing this are simple: this is a credit given to any business entity that had employees for which social security wages were reported and paid, and the credit is only available to businesses that use the PPP funds to protect paychecks and keep workers paid by

their employer, instead of receiving government unemployment compensation. The loan reduction is essentially a credit of taxes previously paid, in that the amount that any entity will have credited to their PPP principal balance is approximately the same or less than the social security and other government employer taxes that were paid in the previous year for each employee. In other words, the credit we would take will not exceed the amount of money previously paid in taxes.

As a state and federally recognized non-profit entity (in the US we are federally recognized as a 501c3), NA World Services enjoys many financial advantages such as not paying state or federal income taxes on that portion of our income that exceeds our expenses, as well as other benefits and deductions available to all qualified non-profit business entities. These benefits are not an outside contribution. They are benefits available to all qualified non-profit entities. Accepting legitimate financial advantages and tax deductions as part of our business practices is essential for an organization like ours that, among many other things, distributes literature around the world. The same logic naturally extends to the portion of the PPP credit NA World Services is eligible to receive, which is why I recommend that we accept it.

While I have your attention, I want to take a moment to remind us of how important it is to change our culture in Narcotics Anonymous regarding the principle of self-support. While our Fellowship is generally excellent at declining all outside contributions, the natural corollary of this is that we must receive “inside” contributions to carry out our primary purpose.

Historically, most of World Services’ income has come from excess revenue from literature sales, not from member contributions. One thing the pandemic has made clear is that we can’t continue to rely on the sale of literature to fund the services that we provide. I know some of you are feeling a similar need on a regional level to turn away from dependence on event income to fund services.

Dec 2020 CP Webinar

Jack reported to you on the last Conference participant web meeting that, as the Treasurer of NA World Services, he was recommending that we apply for the loan credit available to eligible recipients of a Paycheck Protection Program loan. The Board decided to take that recommendation, and we will be applying for a credit. We expect that credit to be approximately 50% or so of the amount we received, with the balance being paid back over time. Jack explained the thinking behind this decision in October, so I don’t think I’ll be saying anything new here.

The Board gave serious consideration to the concern that applying for the credit is not in harmony with our Seventh Tradition, but that’s not a view that they agree with. We are all—Board and staff—clear that NA must decline outside contributions. That’s why we refused the \$10,000 grant we were offered. However, to accept a credit that we qualify for under the PPP program doesn’t fall into that category, in the Board’s view. The purpose of the PPP ,or Payroll Protection Program, is to guarantee the paychecks of employees that are still working and keep

them off unemployment. The program was only available to businesses who had paid social security wages, and the credits are approximately the same or less than the social security and other government employer taxes that were paid in the previous year. In this sense, the credit is equivalent to a tax credit.

It is not uncommon for NA, at every level, not just World Services, to take advantage of credits and discounts when we are able to. Nonprofit status itself affords a tax abatement for World Services and for many other incorporated NA service bodies and conventions. The total tax credits can be as high as 40% in some states. For us in California, it's about 28% of taxable income. Another common example is credits and discounts on meeting spaces. We take advantage of these offers regularly when planning the World Convention, and we know regions and areas do similarly. At a Group level, our meeting spaces are often negotiated at a heavily reduced rate, or offered in exchange for literature or help fixing up the facility. Accepting credits and discounts, which are not contributions, is the financially responsible thing to do in these cases; it's part of standard business practice for nonprofit organizations, and we see applying for the PPP credit in that light.

We are also prepared to apply for phase two of the PPP program if one is rolled out and we qualify.

Dec 2020 NAWS News

PPP

As many of you know, World Services received money as part of the Paycheck Protection Program rolled out by the US government in response to the economic crisis brought on by the pandemic. The goal of the program was to keep workers off unemployment. The amount of money a business was eligible to receive was based on the amount of wages for which social security taxes were paid in the previous year.

Businesses that use the money to “protect paychecks,” that is, to keep workers off unemployment, can apply for a credit to reduce the principle of the loan amount. World Services will be applying for a credit, which we expect to be approximately 50% of the amount we received.

We have heard concern from some members that applying for the credit would not be in line with the principles of the Seventh Tradition. We talked about this at length in our Board meetings, and in the end, we determined that applying for the credit does not undermine any of our spiritual principles. We are committed to declining outside contributions—that is not negotiable, but we do not believe accepting a credit that we qualify for under the PPP program falls into that category. As we said, the program was only available to businesses who had paid social security wages, and the credits are approximately the same or less than the social security and other government employer taxes that were paid in the previous year. In this sense, the credit is equivalent to a tax credit.

Taking advantage of credits and discounts is good business sense, and it happens at every level of NA service. Incorporated NA service bodies and conventions benefit from tax credits that can be up to 40% in some states. In California, where World Services is incorporated, the credit is about 28% of taxable income. The World Convention and many other NA conventions use credits and discounts on meeting spaces when planning these events, and even many NA groups often negotiate meeting spaces at a heavily discounted rate. 4

Accepting credits and discounts, which are not contributions, is the financially responsible thing to do in these cases; it's part of standard business practice for nonprofit organizations, and we see applying for the PPP credit in that light.

We are also prepared to apply for phase two of the PPP program if one is rolled out and we qualify.

July 2021 NAWS News

Financial Update

More than a year into the pandemic, our most pressing news continues to be financial.

First, the good news—for the first time in decades, contributions represented 25% of our income during the last fiscal year. That's up from 10% the year before. Our gratitude is boundless. Thank you everyone who has contributed and helped us stay afloat for the past 16 months.

NA members tend to be good in a crisis, and contributions are higher than they have ever been before. However, that is only part of the story: Literature sales continue to be depressed. It is going to take us a long time to build back from the financial crisis of the past year. Until NA meetings worldwide are taking place in-person again, we do not expect literature sales to be anything near what they used to be. Without the PPP program and contributions from members, groups, and service bodies, we would be in dire shape. Our reserves have kept us functioning, and building them back up is part of regaining the ground we have lost.

So all of that is to say, thank you and keep it up!



**Narcotics
Anonymous**

BRITISH COLUMBIA REGION

**BC REGION FELLOWSHIP
DEVELOPMENT SURVEY**

Help us strengthen unity and service across BC
by making sure your Area or Groups experience
is heard: What's working, what's challenging,
and what support you actually need



Web Link:

<https://forms.gle/m3R77QsDpg39ZmbW7>

LITERATURE CHAIR REPORT			
Financial Report June 2026			SOFA
Less Sales			
	June Group orders		\$ 1,364.15
	H&I allotment		\$ -
	Liturature contribution		\$ 107.40
	PI Allotment		\$ -
	Total Sales		\$ 1,471.55
Add Purchases			
	Funds requested to place order		\$ 438.93
	Closing Balance as of June 30, 2026		\$ 5,747.88

SOUTH OF FRASER LITERATURE COMMITTEE

UPDATED: MAY 1, 2026

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) *Special Order*	\$85.30	
8821		IT WORKS AUDIO CD: MP3 READER/PLAYER	\$16.05	
8830		STEP WORKING GUIDE (Audio CD) *LIMITED QUANTITY*	\$38.15	
8910		IT WORKS: HOW AND WHY (CD Rom) *LIMITED QUANTITY*	\$32.55	
8931		IT WORKS: HOW AND WHY (Book With CD Rom) *LIMITED QUANTITY*	\$40.65	
Item #	QTY	BOOKLETS (AVAILABLE IN MANY OTHER LANGUAGES - PLEASE ENQUIRE/SPECIFY)	PRICE	TOTAL
1164		TWELVE CONCEPTS OF NA	\$3.35	
1200		AN INTRODUCTORY GUIDE TO NARCOTICS ANONYMOUS	\$3.25	
1500		NA WHITE BOOKLET	\$1.25	
1500-ASL		NA WHITE BOOKLET (ASL DVD)	\$1.55	
1600		THE GROUP BOOKLET	\$1.55	
1601		BEHIND THE WALLS	\$1.55	
1603		IN TIMES OF ILLNESS	\$4.55	
1604		NA A RESOURCE IN YOUR COMMUNITY (2018) ** UPDATED ITEM **	\$0.65	
2301		MEMBERSHIP SURVEY 2018 ** UPDATED ITEM **	\$0.65	
2302		INFORMATION ABOUT NA 2018 ** UPDATED ITEM **	\$0.65	
2306		NA & PERSONS RECEIVING MEDICATION-ASSISTED TREATMENT	\$0.65	
2307		PR FOLDERS	\$2.10	
2308		PR PENS (BUNDLE OF 25)	\$35.20	
4100 Kit		PACKAGE OF WELCOME FOBS IN MULTI LANGUAGES	\$40.50	
4108 Kit		PACKAGE OF MULTI-YEAR FOBS IN MULTI LANGUAGES	\$39.70	

TOTAL PAGE 1

Item #	QTY	BOOKS (AVAILABLE IN MANY OTHER LANGUAGES - PLEASE INQUIRE/SPECIFY)	PRICE	TOTAL
1101		BASIC TEXT (Hard Cover)	\$20.80	
1101LN		BASIC TEXT (LINE-NUMBERED)	\$20.80	
1102		BASIC TEXT (Soft Cover)	\$20.80	
1107		BASIC TEXT (Gift Edition)	\$41.00	
1110		A SPIRITUAL PRINCIPLE A DAY (Soft Cover) *NEW ITEM*	\$19.85	
1112		JUST FOR TODAY (Soft Cover)	\$16.35	
1114		JUST FOR TODAY (Gift Edition)	\$27.45	
1120		MIRACLES HAPPEN (Coffee Table Book) *LIMITED QUANTITY*	\$43.70	
1121		MIRACLES HAPPEN & AUDIO CD	\$21.45	
1130		SPONSORSHIP BOOK (Soft Cover)	\$14.95	
1140		IT WORKS: HOW AND WHY (Hard Cover)	\$16.35	
1143		IT WORKS: HOW AND WHY (Soft Cover)	\$16.35	
1150		LIVING CLEAN: THE JOURNEY CONTINUES (Hard Cover)	\$17.75	
1151		LIVING CLEAN: THE JOURNEY CONTINUES (Soft Cover)	\$17.75	
1201		GUIDING PRINCIPLES, THE SPIRIT OF OUR TRADITIONS (Hard Cover)	\$17.75	
1202		GUIDING PRINCIPLES, THE SPIRIT OF OUR TRADITIONS (Soft Cover)	\$17.75	
1400		STEP WORKING GUIDE (Soft Cover)	\$15.40	
Item #	QTY	ACCESSORIES, POSTERS, GROUP READINGS	PRICE	TOTAL
9070		COMPLETE POSTER SET (8) (Includes Items Marked With #)	\$16.60	
9071		# MY GRATITUDE SPEAKS POSTER (17.5" X 23")	\$2.40	
9072		# SERENITY PRAYER POSTER (17.5" X 23")	\$2.40	
9073		# TWELVE STEPS POSTER (23 X 35")	\$5.35	
9074		# TWELVE TRADITIONS POSTER (23" X 35")	\$5.35	
9075		# THIRD STEP PRAYER POSTER (17.5" X 23")	\$2.40	
9076		# JUST FOR TODAY POSTER (17.5" X 23")	\$2.40	
9077		# TWELVE CONCEPTS POSTER (23" X 35")	\$5.35	
9078		# SERVICE PRAYER POSTER (17.5" X 23") *NEW ITEM*	\$2.40	
9080C		VINYL POSTER 12 CONCEPTS (encircled by NA languages) 35"x 50"	\$50.85	
9080S		VINYL POSTER 12 STEPS (encircled by NA languages) 35"x 50"	\$50.85	
9080T		VINYL POSTER 12 TRADITIONS (encircled by NA languages) 35"x 50"	\$50.85	
9081C		VINYL POSTER 12 CONCEPTS (encircled by NA languages) 28"x 40"	\$37.80	
9081S		VINYL POSTER 12 STEPS (encircled by NA languages) 28"x 40"	\$37.80	
9081T		VINYL POSTER 12 TRADITIONS (encircled by NA languages) 28"x 40"	\$37.80	
9085		A VISION FOR NA SERVICE ENCIRCLED BY NA LANGUAGES 36"x 36"	\$47.45	
9086		A VISION FOR NA SERVICE ENCIRCLED BY NA LANGUAGES 28"x 28"	\$32.80	
9130		GROUP READINGS (Set of 7)	\$7.50	
Item #	QTY	SERVICE HANDBOOKS AND GUIDES	PRICE	TOTAL
2101		H & I HANDBOOK WITH CD	\$15.60	
2101G		H & I BASICS	\$1.00	
2102		PUBLIC RELATIONS HANDBOOK WITH TABS	\$15.95	
2102B		PUBLIC RELATIONS BASICS	\$2.80	
2104		A GUIDE TO WORLD SERVICES IN NA - 2012-2014	\$7.00	
2105		LITERATURE COMMITTEE HANDBOOK	\$4.53	
2106		HANDBOOK FOR NA NEWSLETTERS	\$3.35	
2107		A GUIDE TO PHONELINE SERVICE	\$5.35	
2111		A GUIDE TO LOCAL SERVICE IN NA	\$11.45	
2113		OUTREACH RESOURCE INFORMATION	\$4.55	
2114		ADDITIONAL NEEDS RESOURCE INFORMATION	\$4.55	
2115		INSTITUTIONAL GROUP GUIDE	\$7.00	
2116		PLANNING BASICS	\$3.35	
2117		PHONELINE BASICS * NEW ITEM *	\$2.80	
2118		VIRTUAL MEETING BASICS * NEW ITEM *	\$3.35	
2202		GROUP BUSINESS MEETINGS	\$0.40	
2203		GROUP TRUSTED SERVANTS: ROLES AND RESPONSIBILITY	\$0.40	
2204		DISRUPTIVE AND VIOLENT BEHAVIOR	\$0.40	
2205		NA GROUPS AND MEDICATION	\$0.55	
2206		PRINCIPLES & LEADERSHIP IN NA SERVICE	\$0.55	
2207		SOCIAL MEDIA & OUR GUIDING PRINCIPLES	\$0.55	

Item #	QTY	PAMPHLETS (AVAILABLE IN MANY OTHER LANGUAGES - PLEASE INQUIRE/SPECIFY)	PRICE	TOTAL
3101		IP #1 WHO, WHAT, HOW & WHY	\$0.40	
3102		IP #2 THE GROUP	\$0.50	
3105		IP #5 ANOTHER LOOK	\$0.40	
3106		IP #6 RECOVERY & RELAPSE	\$0.40	
3107		IP #7 AM I AN ADDICT?	\$0.40	
3108		IP #8 JUST FOR TODAY	\$0.40	
3109		IP #9 LIVING THE PROGRAM	\$0.40	
3110		IP #10 FOURTH STEP GUIDE	\$1.10	
3111		IP #11 SPONSORSHIP	\$0.40	
3112		IP #12 THE TRIANGLE OF SELF OBSESSION	\$0.40	
3113		IP #13 BY YOUNG ADDICTS, FOR YOUNG ADDICTS	\$0.50	
3114		IP #14 ONE ADDICTS EXPERIENCE	\$0.40	
3115		IP #15 P.I. AND THE NA MEMBER	\$0.40	
3116		IP #16 FOR THE NEWCOMER	\$0.40	
3117		IP #17 FOR THOSE IN TREATMENT	\$0.50	
3119		IP #19 SELF ACCEPTANCE	\$0.40	
3120		IP #20 H & I AND THE NA MEMBER	\$0.40	
3121		IP #21 THE LONER- STAYING CLEAN IN ISOLATION	\$0.50	
3122		IP #22 WELCOME TO NA	\$0.40	
3123		IP #23 STAYING CLEAN ON THE OUTSIDE	\$0.40	
3124		IP #24 MONEY MATTERS: SELF-SUPPORT IN NA	\$0.80	
3126		IP #26 ACCESS. FOR THOSE WITH ADDITIONAL NEEDS	\$0.40	
3127		IP #27 FOR THE PARENTS OR GUARDIANS OF YOUNG PEOPLE IN RECOVERY	\$0.50	
3128		IP #28 FUNDING NA SERVICES	\$0.60	
3129		IP #29 AN INTRODUCTION TO NA MEETINGS	\$0.40	
3130		IP #30 MENTAL HEALTH IN RECOVERY *NEW ITEM*	\$0.50	
Item #	QTY	SPECIALTY ITEMS	PRICE	TOTAL
1106		BASIC TEXT (Pocket Sized SC)	\$20.80	
1110S		A SPIRITUAL PRINCIPLE A DAY SPECIAL GIFT EDITION (Soft Cover) *NEW ITEM*	\$46.45	
1110B		A SPIRITUAL PRINCIPLE A DAY SPECIAL GIFT EDITION (Soft Cover) + WOODEN BOX *NEW ITEM*	\$73.00	
1113		JUST FOR TODAY (Pocket Sized SC)	\$17.00	
1144		IT WORKS: HOW AND WHY (Pocket Sized HC)	\$17.00	
1155		LIVING CLEAN: THE JOURNEY CONTINUES (Special Numbered Edition)	\$36.50	
1155B		LIVING CLEAN:THE JOURNEY CONTINUES(Spec. Numbered Edit.) + WOODEN BOX *NEW ITEM*	\$46.45	
1205		GUIDING PRINCIPLES, THE SPIRIT OF OUR TRADITIONS (Spec Edtn) *LIMITED QUANTITY*	\$39.95	
1501		NA WHITE BOOKLET SPECIAL EDITION (60TH ANNIVERSARY) *NEW ITEM*	\$19.95	
1501B		NA WHITE BOOKLET SPECIAL EDITION (60TH ANNIVERSARY) + WOODEN BOX *NEW ITEM*	\$59.75	
6090		KEY CHAIN MEDALLION HOLDER FOR LASER-ETCH MEDALLION	\$12.95	
6091		KEY CHAIN MEDALLION HOLDER FOR BRONZE OR TRI-PLATED MED (BLACK)	\$12.95	
6092		KEY CHAIN MEDALLION HOLDER FOR BRONZE OR TRI-PLATED MED (GOLD)	\$12.95	
6093		KEY CHAIN MEDALLION HOLDER FOR BRONZE OR TRI-PLATED MED (BRONZE)	\$12.95	
9020		GROUP STARTER KIT	\$13.30	
9053		LITERATURE RACK (Wire, 8 Pocket)	\$33.85	
9054		LITERATURE RACK (Wire, 16 Pocket)	\$42.50	
9055		LITERATURE RACK (Wire, 20 Pocket)	\$62.40	
9111		7TH TRADITION BOX	\$4.85	
9127		NA WALLET CARDS (Group Readings) (15) - Available in English Only	\$4.35	
9405		JUST FOR TODAY DAILY MEDITATION JOURNAL	\$22.70	
9415		BASIC MUG	\$10.35	
9421		BASIC LIBRARY (SC- BT, SPAD, JFT, H&W, LC, and GP) *NEW ITEM*	\$99.25	
9425		NA SURVIVAL KIT	\$26.55	
9511		WOODEN BOX *NEW ITEM*	\$46.45	
9512		SPAD WOODEN BOX *NEW ITEM*	\$53.10	
9600		NA SERVICE DAY PIN CELEBRATION 1 MAY *NEW ITEM* *LIMITED QUANTITY LEFT*	\$7.65	
9601		PR WEEK AWARENESS NOTE CUBE *NEW ITEM* *LIMITED QUANTITY LEFT*	\$8.40	

TOTAL PAGE 3

Item #	QTY	LARGE PRINT	PRICE	TOTAL
1101LP		BASIC TEXT (LP)	\$28.30	
1140LP		IT WORKS: HOW AND WHY (LP)	\$23.10	
1500LP		NA WHITE BOOKLET (LP)	\$1.25	

Item #	QTY	TREASURERS SUPPLIES	PRICE	TOTAL
2109		TREASURERS HANDBOOK	\$3.35	
2110		GROUP TREASURERS WORKBOOK	\$3.35	
9001		GROUP TREASURERS RECORD PAD (Records for 13 months)	\$1.20	

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	\$2.45	
4123		5 YEARS	\$2.45	
4124		ONE DECADE	\$2.45	
4120		15 YEARS	\$2.45	
4121		DECADES	\$2.45	
4122		25 YEARS	\$2.45	
4123		10,000 DAYS	\$2.45	
4124		30 YEARS	\$2.45	
4125		35 YEARS	\$2.45	
4126		40 YEARS	\$2.45	
SPECIAL KEY FOB TOTAL				

BRONZE MEDALLIONS				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
4300	18 MONTHS		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
43	YEAR		\$5.80	
4399	ETERNITY		\$5.80	
BRONZE MEDALLION TOTAL				

TRI-PLATE GREEN/BLACK MEDALLIONS				
not all years available, pls inquire with Literature				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
61	YEAR		\$31.85	
61	YEAR		\$31.85	
61	YEAR		\$31.85	
61	YEAR		\$31.85	
61	YEAR		\$31.85	
61	YEAR		\$31.85	
61	YEAR		\$31.85	
61	YEAR		\$31.85	
6199	ETERNITY		\$31.85	
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		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
62	YEAR		\$31.85	
6299	ETERNITY		\$31.85	
TRI-PLATE PURPLE MEDALLION TOTAL				

SPONSORSHIP MEDALLION *SPECIAL LIMITED QTY*				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
9603	MEDALLION ONLY		\$7.65	
9603B	WITH KEYCHAIN		\$15.30	
SPONSORSHIP MEDALLION TOTAL				

STAINLESS STEEL LASER-ETCHED				
(1-40 in stock)(41-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
75	YEAR		\$20.25	
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	
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		\$31.85	
63	YEAR		\$31.85	
63	YEAR		\$31.85	
63	YEAR		\$31.85	
63	YEAR		\$31.85	
63	YEAR		\$31.85	
63	YEAR		\$31.85	
63	YEAR		\$31.85	
6399	ETERNITY		\$31.85	
TRI-PLATE BLUE MEDALLION TOTAL				

TRI-PLATE RED MEDALLIONS				
(1-40 in stock)(41-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
64	YEAR		\$31.85	
64	YEAR		\$31.85	
64	YEAR		\$31.85	
64	YEAR		\$31.85	
64	YEAR		\$31.85	
64	YEAR		\$31.85	
64	YEAR		\$31.85	
64	YEAR		\$31.85	
6499	ETERNITY		\$31.85	
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		\$31.85	
65	YEAR		\$31.85	
65	YEAR		\$31.85	
65	YEAR		\$31.85	
65	YEAR		\$31.85	
65	YEAR		\$31.85	
65	YEAR		\$31.85	
65	YEAR		\$31.85	
6599	ETERNITY		\$31.85	
TRI-PLATE BLACK/SILVER MEDALLION TOTAL				

TRI-PLATE PINK MEDALLIONS <i>not all years available, pls inquire with Literature</i>				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
66	YEAR		\$31.85	
66	YEAR		\$31.85	
66	YEAR		\$31.85	
66	YEAR		\$31.85	
66	YEAR		\$31.85	
66	YEAR		\$31.85	
66	YEAR		\$31.85	
66	YEAR		\$31.85	
6699	ETERNITY		\$31.85	
TRI-PLATE PINK MEDALLION TOTAL				

TRI-PLATE VIOLET MEDALLIONS (1-20 in stock)(21-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
68	YEAR		\$31.85	
TRI-PLATE VIOLET MEDALLION TOTAL				

TRI-PLATE ORANGE/BLACK MEDALLIONS (1-20 in stock)(21-50 special order)				
Item #	DESCRIPTION	QTY	PRICE	TOTAL
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
69	YEAR		\$31.85	
TRI-PLATE ORANGE/BLACK MEDALLION TOTAL				

TOTAL PAGE 5

Guidelines Workgroup Report

Hello everyone,

The last month we really began to make some headway on our SOFA guidelines; I would like to thank those from the region who have either joined the workgroup and/or gave some great suggestions to work with. Unfortunately, Jessica has stepped away from the workgroup due to big life changes, and I have taken on the role of point person if you will have me. We are in the process of combing through the minutes for previous changes that have been passed at the table and have a separate document going and I hope to present those updates next month.

For today, I have asked Ken to print the new document I created with a proper table of contents, updated title page and mostly format updates for review. I would like to show the current guidelines side by side to demonstrate that there are no changes to the content, just some changes in wording, sectioning and updates to positions that we have already adopted. Therefore, we should be able to approve this today. The changes have been highlighted in yellow (grey?). We have some more drastic changes coming down the pipeline, our plan to do this is in a few stages over the next few months. So GSRs it is very important that you bring this information back to your groups in order to come back and vote on these changes (as per the current guidelines hehe). Personally, I would like to ask everyone to commit to doing this for the sake of our area. I know that it can be challenging to get groups together and go through “boring” business such as this, and at the same time it is incredibly important that we have these guidelines in place for our fellowship and those who are coming into service after us.

Old Business:

Last month there was a proposal for the RCM travel fund to be changed from using gas receipts and instead go off kilometers/mileage. So, I am hoping that all the GSR's were able to discuss this with their groups, and we can add that to the guidelines today.

New business:

We have another proposal that we would like to submit today regarding elections. We discussed including elected trusted servants in the voting process of elections. This is something else that also aligns with the region. Here are the regional guidelines:

3. ELECTION & VOTING RIGHTS

3.1 All elected members including RCMs 1 & 2, Sub-Committee Chairs, Sub-Committee Vice-Chairs and appointed representatives of the BCRSC will have a single vote.
(facilitators do not participate in final decision making on proposals)

3.2 All elected members of the BCRSC have a single vote in an election. (includes facilitators elections only)

So, for us this would read as GSRs and alternates, Administration, Sub-Committee Chairs, and Liaisons of the SOFASC.



SOFA

Service Committee

Guidelines for the South of
Fraser Area Service Committee
of Narcotics Anonymous

www.sofana.ca

Updated June 2023

Approved December 2023

Updated November 2024

Approved November 2024

Updated June 2026

Table of Contents

1. Section One	3
1.1. S.O.F.A. Mission Statement.....	3
1.2. Our Purpose	3
1.3. Group Conscience	3
1.4. Procedures.....	3
2. Section Two: Policy.....	3
2.1. Purpose and Scope	3
2.2. Nominations.....	4
2.3. Elections.....	5
2.4. Removal From Office.....	5
2.5. Seating Procedure	6
2.6. Discussion	6
2.7. Regional Topics.....	6
2.8. Decision Making Procedure	7
2.9. Funds.....	7
2.10. Reports	8
2.11. Amendments to the SOFASC Guidelines	8
2.12. Standing Committees	9
2.13. Workgroups.....	9
2.14. Travel Fund.....	9
3. Section 3: Procedures.....	9
3.1. ASC Best Practices	9
Appendix “A” – Consensus Based Decision Making (CBDM).....	11
1. Level One:.....	11
2. Level Two:	11
3. Level Three:	11
4. Stand Aside:.....	11

5. Block:	12
<i>Record of Corrections & Changes to SOFASC Guidelines Document.....</i>	<i>13</i>

1. Section One

1.1. S.O.F.A. Mission Statement

The mission of this Area's trusted servants is to serve the groups of Langley, North Delta, Surrey, White Rock, and any other group wishing to be represented by this Area, in the spirit of co-operation and goodwill. Our mission is to create unity and fellowship between all the groups in our area and its members.

1.2. Our Purpose

The purpose and scope of the South of Fraser Area Service Committee is to be supportive of the groups, its members, and their primary purpose by uniting the groups within the Area, helping groups deal with their basic situations and needs, and encouraging the growth of the fellowship.

1.3. Group Conscience

Any proposals presented at the SOFASC meetings that involve substantial changes to the SOFASC's Policy will be sent back to the groups to collect a Group Conscience. These Group Consciences will be collected at the subsequent ASC meeting. Changes will then be decided by Consensus as outlined in Appendix A CBDM. Housekeeping matters such as grammar, punctuation, and spelling, will be dealt with by the Guidelines Workgroup to be approved at the ASC meeting.

1.4. Procedures

Changes to SOFASC Procedures will be decided by Consensus as outlined in Appendix A CBDM.

2. Section Two: Policy

2.1. Purpose and Scope

2.1.1 The purpose and scope of the South of Fraser Area Service Committee is to be supportive of the groups, its members, and their primary purpose by uniting the groups within the Area, helping groups deal with their basic situations and needs, and encouraging growth of the fellowship.

- 2.1.2 In all matters before this committee, the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts, A Guide to Local Services, and these guidelines, will apply in this order. All business will be conducted using Consensus Based Decision Making as outlined in Appendix A CBDM.
- 2.1.3 All Administration, Subcommittee Chairpersons and Liaisons elected by the South of Fraser Area Service Committee of Narcotics Anonymous (herein referred to as SOFASC) will be fully accountable to the SOFASC in carrying out their assigned functions.
- 2.1.4 The SOFASC will meet at a minimum of once a month.
- 2.1.5 The SOFASC serves Langley, North Delta, Surrey, and White Rock. This may include any other NA Group that wishes to be served by the SOFASC.

2.2. Nominations

- 2.2.1 Any NA members in attendance at a SOFASC meeting may nominate Administration, Subcommittee and Liaisons.
- 2.2.2 Administration, Subcommittee Chairpersons, and Liaisons are strongly suggested to have the following minimum clean time requirements:

Administration:

- 2.2.2.1 Facilitator – 3 years
- 2.2.2.2 Co-Facilitator – 2 years
- 2.2.2.3 Secretary – 1 year
- 2.2.2.4 Treasurer – 3 years
- 2.2.2.5 RCM 1 – 3 years
- 2.2.2.6 RCM 2 – 2 years
- 2.2.2.7 Web Coordinator – 2 years
- 2.2.2.8 Guidelines Point Person – 2 years

Subcommittee Chairpersons:

- 2.2.2.9 Public Relations Chair – 2 years
- 2.2.2.10 Literature Chair – 2 Years
- 2.2.2.11 Activities Chair – 2 years
- 2.2.2.12 Hospitals and Institutions Chair – 2 years

Liaison Positions:

- 2.2.2.13 Public Information – 1 year
- 2.2.2.14 Phoneline – 1 year
- 2.2.2.15 Newsletter – 1 year

- 2.2.2.16 Outreach – 1 year
- 2.2.2.17 Postal Communications – 1 year
- 2.2.3 No Administration or Subcommittee Chairperson shall serve more than two consecutive terms in office.
- 2.2.4 Administration or Subcommittee Chairpersons may be re-elected after one term to serve a second term.
- 2.2.5 One term for Administration positions is defined as (2) two years or (24) twenty-four calendar months. (A 1-year term of office shall not be counted as one term).
- 2.2.6 One term for all other positions is defined as (1) one year or (12) twelve calendar months. (An abbreviated term of office shall not be counted as one term).
- 2.2.7 All nominees must be present (in person or via virtual platform) at the Area election to give verbal or written agreement to stand for election.
- 2.2.8 All nominees will be required to give verbal or written presentations of their qualifications for the position.
- 2.2.9 Nominees are expected to answer questions regarding their service resume and/or their suitability for the position.
- 2.2.10 No position as an Administrator or Subcommittee Chairperson can be held concurrently with a GSR or GSR Alternate position.

2.3. Elections

- 2.3.1. Elections of SOFASC Administration, Subcommittee Chairpersons, and Liaisons will be held in September at our Annual General Meeting (AGM) except in cases of early resignation or removal from office.
- 2.3.2. Elections will be conducted by secret ballot.
- 2.3.3. Only the GSRs (or GSR Alternate if GSR is unavailable) will vote at all elections.
- 2.3.4. 60% voting in favor is required to elect Administration, Subcommittee Chairpersons, and Liaisons.
- 2.3.5. All discussions of nominees shall be conducted in their presence only.

2.4. Removal From Office

- 2.4.1. Admitted interruption in continuous abstinence is understood to be a resignation from the SOFASC.
- 2.4.2. When a person fails to perform his/her duties, a proposal to remove can be put before the ASC under Open Discussion whenever it is brought to the attention of the SOFASC.

- 2.4.3. When a person fails to attend two (2) consecutive SOFASC meetings, a proposal to remove can be put before the ASC under Open Discussion upon the second consecutive missed meeting. The Facilitator or Co-Facilitator will reach out to that person to give them the opportunity to be present at the third SOFASC meeting.
- 2.4.4. Administrators, Subcommittee Chairpersons, or Liaisons can be removed during his/her term of office by a secret ballot and requires two-thirds majority.
- 2.4.5. Administrators, Subcommittee Chairpersons, or Liaisons resigning or having been removed from office will not be eligible for another position at the ASC for six (6) months.
 - 2.4.5.A. Exception: When resignation is intended to facilitate a newly elected position with the agreement of the SOFASC.
- 2.4.6. Any Administrator, Subcommittee Chairperson, or Liaison position left vacant from an early resignation or removal shall remain vacant for one month so the vacancy may be announced to the fellowship.
 - 2.4.6.A. Note: The SOFASC Facilitator can appoint an individual to fill the position temporarily.

2.5. Seating Procedure

An NA group must meet the following requirements to be recognized as having voting privileges at the monthly SOFASC meetings and AGM:

- 2.5.1. That the service structure be operating as per the Guide to Local Services.
- 2.5.2. That the group must be following the Twelve Traditions of Narcotics Anonymous.
- 2.5.3. That the group must be a regularly scheduled meeting.

2.6. Discussion

- 2.6.1. Any member in attendance may participate in discussions.
- 2.6.2. Discussions may be extended or limited by means of a main topic.
- 2.6.3. All discussions shall be directed by the Facilitator, or an administrative member appointed by the Facilitator.

2.7. Regional Topics

- 2.7.1. Proposals that have been sent to SOFA from the BC Regional Service Committee [BCRSC] to collect our group conscience must be discussed and dealt with at monthly ASC meetings. It is common practice for these proposals to be brought back to our NA groups to collect their group consciences first, before

subsequently collecting our ASC's group conscience from our GSRs (or Alternate GSRs if the GSR is unavailable).

2.8. Decision Making Procedure

- 2.8.1. SOFASC utilizes a Consensus Based Decision Making process as detailed in Appendix A - CBDM.
- 2.8.2. All efforts should be made to further the understanding and discussion of any issue on the floor until a consensus is reached.
- 2.8.3. All decisions requiring a vote at SOFASC are decided upon in the following manner:
 - 2.8.3.A. See Appendix A CBDM
- 2.8.4. Unless stated otherwise, voting by secret ballot is used only when required by these Service Guidelines or when the ASC has ordered the vote to be taken by secret ballot.

2.9. Funds

- 2.9.1. All monies generated by the SOFASC, and Subcommittees will be maintained in one common account.
- 2.9.2. Signature of the Treasurer or acting Treasurer and any one of the following signing authorities is required on all dispersals: Facilitator, Co-Facilitator, Secretary, Literature Chairperson, RCM 1.
- 2.9.3. A prudent reserve of one month's operating expenses shall be maintained by the SOFASC.
- 2.9.4. Regardless of the attendance, the monthly Operating Expenses shall be dispersed as usual to facilitate the ongoing operational requirements of the ASC.
 - 2.9.4.A. See Section 2, Heading 10, Monthly Operating Expenses
- 2.9.5. Consensus must be reached for all topics requiring money expenditure, aside from the above.
- 2.9.6. No expenditure shall be made from the treasury without a receipt, proof of payment, or invoice.
- 2.9.7. No funds exceeding \$200.00 will be disbursed by the Area Treasurer without informing the Facilitator or Co-Facilitator for approval.
- 2.9.8. Whenever possible, cheques are to be made out to the establishments for which services are provided.
- 2.9.9. All contributions collected at the SOFASC meetings will be deposited by the Treasurer.
- 2.9.10. Our contribution to the BCRCS (British Columbia Regional Service Committee) will be determined at the SOFASC meeting prior to the BCRCS meeting.

- 2.9.11. The SOFASC may opt to seed events or activities (Learning Days etc.).
- 2.9.12. All monies including seed funds and any excess generated by events, Activities, and Literature will be forwarded to the SOFASC Treasurer with a full accounting.
- 2.9.13. Anytime a group submits (2) two NSF (insufficient funds) cheques within a (6) six-month period for Literature purchases, that group will be required for a period of (3) three consecutive months to submit Cash, E-Transfer, Money Order, or a Certified Cheque for Literature purchases.
- 2.9.14. A Treasurer's updated report is required prior to the entertainment of topics under Open Discussion.
- 2.9.15. All disbursements from Area, subcommittees, and Ad hoc committees of more than \$50.00 are required to be in the form of a cheque.

2.10. Reports

- 2.10.1. All GSRs, Administrators, Subcommittee Chairpersons, and Liaisons are required to submit reports to the Secretary at each SOFASC meeting.
- 2.10.2. All Administrators, Subcommittee Chairpersons, and Ad hoc Chairpersons are required to make their reports available to GSRs and all in attendance at all SOFASC meetings upon request.
- 2.10.3. All proposals made within the body of a report will be discussed after the report, dependent on the time required; otherwise, the idea will be discussed during Open Discussion and any decision required will be dealt with then.
- 2.10.4. All standing subcommittee chairs are recommended to produce a quarterly report and quarterly projection of the operation of their subcommittee.

2.11. Amendments to the SOFASC Guidelines

- 2.11.1. Proposed amendments to the SOFASC Guidelines must be submitted in writing at a regular SOFASC meeting.
- 2.11.2. Amendments pertaining to SOFASC Policy shall be brought back to the groups to collect group conscience at the subsequent ASC meeting.
- 2.11.3. On matters affecting Policy, such as approval, removal or change of the SOFASC Policy, a consensus is required.
- 2.11.4. Any adopted amendment to the SOFASC Guidelines shall take effect immediately unless otherwise noted.
- 2.11.5. Housekeeping matters such as grammar, punctuation, and spelling, will be dealt with at the SOFASC without going back to the groups for approval.
- 2.11.6. Amendments will be added to the Guidelines as they occur.

2.12. Standing Committees

- 2.12.1. Standing subcommittees are the regular subcommittees of the area, such as H&I or PI. The basic descriptions of these, and how they relate to the Area Service Committee, may be found in A Guide to Local Services.

2.13. Workgroups

- 2.13.1. Sometimes a question or project needs to be referred to a special subcommittee when the task does not fit with the focus of an existing subcommittee. In such cases, the task can be delegated by the SOFASC Facilitator to a Workgroup. These workgroups are set up for specific purposes, and once they have finished their job(s) and have reported back to the SOFASC, they are disbanded. A proposal to refer to a Workgroup should specify what the group's purpose would be. The Facilitator may then appoint the Workgroup in its entirety, or he/she may appoint just the Workgroup Point Person, who will organize and facilitate the members and their agenda/schedule at a later time.

2.14. Travel Fund

- 2.14.1. All travel expenses (i.e., fuel, ferry etc.) incurred by ASC members attending the BCRSC (British Columbia Regional Service Committee) on behalf of the SOFASC and requesting reimbursement, must include these expenses in their report following their attendance at the BCRSC. (Food and accommodation expenses are not eligible for reimbursement).
- 2.14.2. SOFASC will fund accommodation expenses for RCM 1 and RCM 2 for two nights while travelling outside the Lower Mainland for Region.

3. Section 3: Procedures

3.1. ASC Best Practices

- 3.1.1. When a topic changes policy, that policy must be included in the minutes adjacent to the topic.
- 3.1.2. The Literature stockpile shall be a maximum of \$7,500.00.
- 3.1.3. The group contributions are entered into the treasurer's report.
- 3.1.4. GSR Orientations take place before each area meeting.
- 3.1.5. Regular (bi-annual) area inventories shall be conducted.
- 3.1.6. Conduct regular workshops (possibly in conjunction with activities.) Topic examples: How to write a GSR report; How to write a Subcommittee report; What is

consensus-based decision making?; The application of the 12 Traditions, the 12 Concepts; The easiest way to perform service, etc.

3.1.7. During the ASC meeting, Literature sales, distribution of Newsletter, Meeting Lists, and all other conduct not pertaining to the business at hand are not to be conducted. However, these services may be conducted before, at halftime, or after the ASC meeting.

3.1.8. Monthly Operating Expenses:

Literature locker	\$209.30
Literature	\$600.00
PO Box	\$21.90
Bank Charges	\$4.95
Public Information Literature Budget	\$500.00
Hospitals and Institutions Literature Budget	\$500.00
Activities	\$2,000.00
Website	\$10.00
Cloverdale Church Rent	\$15.00
RCM Accommodations	\$100.00
RCM Fuel	\$12.50
Basic News	\$203.63
Phonelines	\$14.06
Meeting Lists	\$45.00
Outreach Budget	\$100.00
Miscellaneous	\$25.00
Total:	\$3,847.50

Appendix “A” – Consensus Based Decision Making (CBDM)

1. Level One:

- 1.1. Proposal or item is presented with budget implication if any; any clarification needed is provided, short discussion period if warranted.
- 1.2. Facilitator asks for consensus. Does the item receive 100% approval or rejection? If there is 100% approval, the proposal carries, if 100% rejection, proposal fails, record the results in the minutes.
- 1.3. If the item does not receive 100% in either go to LEVEL TWO.

2. Level Two:

- 2.1. Facilitator facilitates consensus building. More information is provided, with full intent for the proposal. A brief break may be necessary.
- 2.2. Discussion is had for/against the proposal; small group discussion may be warranted. Facilitator asks for consensus.
- 2.3. Does the item receive 100% approval or rejection? If 100% approval, proposal carries if 100% rejection, proposal fails if item does not receive 100% in either go to LEVEL THREE.

3. Level Three:

- 3.1. Straw Poll:
- 3.2. If 60% in favour/40% opposed: listen to the minority point of view or have a small group discussion; discuss to reach consensus. Accept the proposal as proposed.
- 3.3. If 50% in favour 50% opposed, 40%/60%, 25%/75% we need reflection:
- 3.4. Delay the decision to the next ASC by doing one of the following:
 - 3.4.1. Form an expert group
 - 3.4.2. Seek more information to present at the following meeting
 - 3.4.3. Send back to the groups

4. Stand Aside:

- 4.1. When a concern has been fully discussed and cannot be resolved, the person with the concern is willing to stand aside: that is, acknowledge that the concern still exists, but allow the proposal to be adopted.

5. Block:

- 5.1. A blocking concern must be based on a generally recognized principle, not a personal preference, or it must be against the entire group's wellbeing.
- 5.2. Before a concern is considered to be blocking, the group must have already accepted the validity of the concern, and a reasonable attempt must have been made to resolve it.

Record of Corrections & Changes to SOFASC Guidelines Document

Date	Section and Page Number	Procedural Guidelines corrections, Changes or Additions
Nov. 3/24	Various throughout entire document Page 1 - header	Grammar and punctuation corrected; all language pertaining to Robert's Rules of Order removed and replaced with CBDM language. List of dates of Guidelines Updates/Approvals added.
Nov. 3/24	Page 2 – Nominations Page 3 – Seating Procedure	“PR Chair” position added, and Subcommittee Chairs clarified with “(Literature, PR, Activities)”. “2. That the group be registered at the World Service Office” removed as this is no longer applicable.
Nov. 3/24	Page 5 - Travel Fund Page 5 - Section 2 Procedures, 8. Monthly Operating Expenses	“Toll” removed from travel expenses as it is not applicable. 1), 7), 10), 11), and 14) dollar amounts changed to reflect current monthly amounts. “Total” recalculated and amended to reflect current total Monthly Operating Expenses of \$3847.50.
Nov. 3/24	Page 7	Added “Record of Corrections & Changes to SOFASC Guidelines Document”.
June 6/26	Page 1 Page 2	Added title page. Added populating table of contents.
June 6/26	Throughout document	Added multi-level list points throughout document. Added page numbers.
June 22/26	Page 3 Page 4	Added Section 1; 1.3 changed wording from “Policy” to “Group Conscience.” Added Web-Coordinator to Admin; changed “Guidelines Reference Person” to “Guidelines Point Person”; added H&I Chair to subcommittee section.
June 22/26	Page 5 Page 9	2.3.2. Removed “at AGM” – all elections are secret ballot 3.1. Added “ASC Best Practices” subheading 3.1.6. changed “dances” to “activities”
July 5/26	Page 10	Updated Monthly Operating Expenses Activities \$1,500 to \$2,000 Basic News \$189.79 to \$203.63 Total \$3,847.50 to \$4,361.34