

UMRNA

Order of the Day April 23rd, 2006

- 1) New Business submitted to the UMRNA Chair, financial requests submitted to UMRNA Treasurer, Sign In.
- 2) Open Meeting with Moment of Silence, followed by the "We" version of the Serenity Prayer, 12 Traditions, Twelve Concepts.
- 3) Introductions.
- 4) Quorum Call.
- 5) Treasurer's Report.
- 6) Secretary's Report.
- 7) Chair's Report.
- 8) Elections :

Regional Chairperson: July	Currently Myk S.
Regional Delegate: July	Currently Wes K
Alternate Regional Delegate: July	Currently Wendy F
Secretary: July	Currently <u>Needed</u>
Regional Activities Chairperson: July	Currently Paul S.
Fellowship Development Chairperson: July	Currently Jeremy t.
Treasurer: January	Currently Dieter J.
Regional Co-Chairperson: January	Currently <u>Needed</u>
- 9) Regional Committee Member Reports: LAASC, LCASC, MASC.
- 10) Regional Delegate Reports.
- 11) Sub-Committee Reports: Regional Activities, Fellowship Development
- 12) Ad-hoc Committee & Resource Reports : Website.
- 13) Old Business:
 - a) Activities cheque book
 - b) dot.org site
- 14) New Business:
- 15) Disbursements and Treasurer's final report.
- 16) Confirmation of next UMRSCNA meeting.
- 17) Adjourn meeting with Circle of Unity and 3rd Step Prayer.

UMRCNA
Minutes for March 12, 2006 in Fargo

- 1) 10:50am New Business submitted to the UMRCNA Chair, financial requests submitted to UMRCNA Treasurer.
 Sign In: Wendy F (RD Alt), Daryl F (Web Dude), Myk S (Chair), Dieter J (Treasurer), Tim R (RCM LAASC – Fargo), Paul S. (Activities Chair - Fargo), Wes K (RD), Dena N. (MASC RCM), John F. (Acting LCASC Alt RCM, LCASC Chair), John B. outreach fargo, Dave N. Activities Vice Chair, Jeremy T. fellow addict, Tasha fellow addict
- 2) 11:00am Open Meeting with Moment of Silence, followed by “We” version of the Serenity Prayer, 12 Traditions & Twelve Concepts, Introductions
- 3) **Quorum Call:** 8 voting members, 3 RCMs (all active areas) – Yes
- 4) **Treasurer’s Report** See attached financial statement.
- 5) **Secretaries Report** Myk read previous minutes 2 corrections one to sign in sheet, and election dates for activities and FDC chair
- 6) **Chair’s Report** (Myk): See attached
- 7) **Elections:** Secretary no nominations, Fellowship Development Chair Jeremy T. nominated John B. 2nd Dena N. elected, Regional Co-chair Dan S. removed 2/3rds majority Co- chair Dave W. nominated declined

8) **RCM Reports:**

LCASC John F. : No Written report, area service meeting bouncing around seems to work well, trinity child mental health adolescent has their own meeting, just formed H&I committee, North Correctional & treatment facility central opening Sept 1

LAASC (Tim): No written report new set of by laws passed, going to be an issue for a while. Area committee members cannot also serve at region, new meetings in valley city, Alexandria, Rosseau Minnesota

MASC (Dena): written report see attached

- 9) **Regional Delegate Report:** RD (Wes) No written report has sent in report since then see attached also the rd report and some other info at the end of minutes. Wendy F. written report see attached

10) **Sub-Committee Reports:**

Activities (Paul S.): written report don’t have a copy to come I imagine, lots of discussion regarding a motion at the LAASC not to support regional convention. Letter has been put together to go the LAASC, Dave going to try and get cheque book from Ray John B. has PO. Box key

- Fellowship Development Welcome Jeremy T.

11) **Ad-hoc Committee & Resource Reports:**

Website (Daryl): see attached report and guidelines
 Paul s. has back up disc of the website
 Daryl will look into being a dot.org site

12) **Old Business:**

- 1) insurance too much \$\$ \$1800 for 1 meeting
- 2) Bank cards – No card
- 3) Fairhills Liason Too much \$\$ \$200 a day
- 4) Peace gardens Too much \$\$
- 5) Split positions – no interest from areas

13) **New Business:**

a) Passed motion for Rent \$20

b) reimbursements

c) discuss possibility of use of mailing list capability we have through the new website host Daryl F. 2nd Wendy F.: we’ll try it out

d) To purchase 3 plastic tubs to contain archives of region not to exceed \$45 Wes K. 2nd Wendy F. : carried

e) that UMRSC hold a regional inventory, and prepare a report on their findings to be presented to UMR Areas. Intent to examine how effectively we are carrying out our primary purpose : Tim R. 2nd Dena N. carried

- 14) Treasurer’s Final Report:
 See attached

15) Confirmation of next UMRSC Meeting: april 23/05 in fargo, 11am – 3pm Fargo Meritkare hospital University

16) Meeting adjourned 2:53 pm. Circle of Unity / 3rd step prayer.

Regional financial statement

Date		Withdrawals	Deposits	Balance
13/08/2004	Opening Balance			\$ 889.24

31/08/2004	Deposit:			\$ 1,668.47	\$ 2,557.71
	Convention Deposit				
31/08/2004	Chq. # 742	\$ 61.64			\$ 2,496.07
	Chairperson Exp. (Travel & Rent)				
29/09/2004	Chq. # 743	\$ 500.00			\$ 1,996.07
	Activities Expense				
10/4/2004	Chq. # 744	\$ 12.00			\$ 1,984.07
	Nancy G. (Travel)				
10/7/2004	Chq. # 741	\$ 33.28			\$ 1,950.79
	Treasurer Exp. (Gas)				
11/9/2004	Chq. # 748	\$ 71.60			\$ 1,879.19
	Website Exp.				
11/12/2004	Deposit:				
	Manitoba Area			\$ 150.00	\$ 2,029.19
	Activities Return			\$ 100.00	\$ 2,129.19
11/15/2004	Bank Expense	\$ 3.00			\$ 2,126.19
11/15/2004	Chq. # 745	\$ 49.70			\$ 2,076.49
	Chair Exp. (Travel)				
11/15/2004	Bank Adjustment	\$ 28.51			\$ 2,047.98
Date		Withdrawals		Deposits	Balance
11/17/2004	Chq. # 747	\$ 20.00			\$ 2,027.98

		UMRSNA Expense					
		(Meeting Space)					
1/26/2005		Chq. # 746	\$ 38.00			\$ 1,989.98	
		Postmaster					
3/4/2005		Chq. # 751	\$ 20.00			\$ 1,969.98	
		St. Alban's					
		(meeting space)					
3/16/2005		Chq. # 749	\$ 42.81			\$ 1,927.17	
		UMRCNA					
		Literature Order					
4/22/2005		Deposit:					
		MASC			\$ 50.00	\$ 1,977.17	
4/25/2005		Bank Fee:					
		Canadian Surcharge	\$ 3.00			\$ 1,974.17	
4/26/2005		Bank Fee:					
		Exchange Rate	\$ 10.85			\$ 1,963.32	
5/4/2005		Chq. # 753	\$ 22.00			\$ 1,941.32	
		Dieter J.					
		Treasurer Gas					
5/4/2005		Chq. # 756	\$ 31.60			\$ 1,909.72	
		Dieter J.					
		Treasurer Gas					
Date			Withdrawals		Deposits		Balance

5/6/2005	Chq. # 750	\$ 214.65		\$ 1,695.07
	NAWS			
	Lit Order			
5/9/2005	Chq. # 752	\$ 26.00		\$ 1,669.07
	Myk S.			
	Chairperson Travel			
	Chq. # 754	\$ 20.00		\$ 1,649.07
	Native American Ch.			
	Meeting Space			
	Chq. #755	\$ 30.16		\$ 1,618.91
	Myk S			
	Chairperson Travel			
7/11/2005	Chq. # 757	\$ 71.60		\$ 1,547.31
	Paul S.			
	Website			
	Chq. # 759	\$ 14.00		\$ 1,533.31
	Paul S.			
	Web Dude Travel			
7/12/2005	Chq. # 758	\$ 26.25		\$ 1,507.06
	Holiday Inn Express			
	meeting room			
	Chq. # 760	\$ 75.00		\$ 1,432.06
	Wes K.			
	FD Funds			
Date		Withdrawals	Deposits	Balance

7/14/2005		Deposit			\$ 1,539.33		\$ 2,971.39
		Convention Proceeds					
7/20/2005		Chq. #761	\$ 33.18				\$ 2,938.21
		Myk S.					
		Chairperson Travel					
10/25/2005		Deposit:					
		Unkown			\$ 20.00		\$ 2,958.21
10/25/2005		Chq. #765	\$ 99.00				\$ 2,859.21
		Wes K.					
		Storage					
10/25/2005		Chq. #764	\$ 50.00				\$ 2,809.21
		Wes K.					
		RD Travel					
10/25/2005		Chq. #762	\$ 86.00				\$ 2,723.21
		Wes K.					
		FD Committee					
10/26/2005		Chq. #763	\$ 69.00				\$ 2,654.21
		Kim B.					
		Travel Expense					
10/31/2005		Deposit:					
		Manitoba Area			\$ 61.99		\$ 2,716.20
		\$75.00 CAD					
11/1/2005		Bank Fee	\$ 3.00				\$ 2,713.20

Date		Withdrawals	Deposits	Balance
11/28/2005	Chq. #766	\$ 93.00		\$ 2,620.20
	Darryl F-C			
	Web Hosting			
2/6/2006	Chq. #767	\$ 406.21		\$ 2,213.99
	Wendy F-C			
	alt. RD expense			

Chair report:

March 12, 2006

Greetings Fellow Addicts,

It Feels like it has been so long since I've been to a regional meeting, being that I had to miss the last RSC meeting in Winnipeg. I'm super happy about Minot growing and becoming part of our region. It is always a wonderful to watch NA grow. I Looking forward to an Effective meeting today where we get lots of business done in a timely fashion. I'm very much looking forward to the upcoming Spiritual Refreshment Convention. I believe my term will up in July of this year, and my position will be open for a new candidate, so the RCM's may want to pass that info onto their areas as well as the other positions that will be up and current vacant positions. Nothing really in terms of NA regional business matters that I personally need to address at this time.

Serving NA,

Myk S.

UMWRNA Chair

MASC RCM Report to UMRSC Meeting

March 12, 2006

Hello all! Here is my first RCM Report to the Region!

Sub Committees:

1. PI – The committee has approved and is printing 100 posters to be distributes throughout Manitoba ASAP. They are also in the process of putting together panels to respond to the many phonline requests coming in for presentations (mostly schools). They meet on the 3rd Tuesday of every month at 6:00pm, 600 Minto. St., Winnipeg, MB.
2. H&I – Their commitments are going well, and they are searching for someone to replace the outgoing chair. The chair noted that he had attended over 50 meetings in the last month and a half, and almost all of those meetings had at least one addict in attendance that found NA through an H&I panel presentation. They meet on the 1st Wednesday of every month at 5:30pm, 430 Langside St., Winnipeg, MB.
3. Phonline – The phonline continues to receive approximately 50-60 calls per month. They will be working closely with the PI committee as there are so many calls coming in for them. They meet in co-operation with the PI committee meeting on the 3rd Tuesday of every month at 6:00pm, 600 Minto St., Winnipeg, MB.
4. Literature – The Literature chair is currently a committee of one, and discontinued monthly meeting until such time as an interest in attending them is expressed by other members of the fellowship.

Groups:

1. A new meeting has been added to the Manitoba Area. It is Howling Wolves in Thompson, MB, and they meet on Saturday, 4:00pm, at 1079 Cree Rd.
2. Westman NA of Brandon, MB is struggling to find willing members to chair their meetings. They have also expressed interest in hosting the Manitoba Area Convention for this year. (More on that under convention section of Area News.)
3. No Nonsense group in Stony Mountain Penitentiary sent a report to area seeking their group name and informing us of how to contact them through their liaison. They are also requesting Phone Sponsors for their members, and visitors for their meetings. They meet on Mondays at 6:30 pm, in WCA, DM. (No, I don't know what the initials mean.)
4. All other meetings are AOK as far as I know.

Area News:

1. Area no longer has a Secretary, or a Treasurer, and no one has come forward to take these on. There are currently only 3 executive members on the committee
2. Signing authorities on the Area bank accounts are being changed to the Chair, Vice-Chair, and the RCM.
3. The Manitoba Area Convention still has no chair. Brandon has Area's support to present a proposal and a person to stand for election of MACNA Chair at the March MASC.
4. Budgets for Area were rejected in February and referred to the Steering Committee. They will be presented and sent back to groups at the March MASC, and voted on in April.

5. Dena N. was elected MASC RCM.

Other:

1. The CAR Workshop and Learning Day was a success, and Wendy F. has more to present on that.

Announcements:

1. Infrastructure Issues Discussion on March 17, at 9:30pm, 401 1st Street, Brandon, MB.

Regional Delegate Report March 2006

Hello all

I have received the flight info and have a room reservation for the WSC the end of next month. I did submit a compiled report for our three areas to the conference and expect to get a copy of that in the mail before the end of March was the stated goal. I have one CAR workshop on the schedule to take place at a fundraiser for the Friday Nite NA Friday the 24th of March.

I attempted to forward along the report that I sent to the WSC to all participants on the mail list from the region and hope it was received and can be opened. Again if there are any groups who do not have a CAR and need the URL or paper copy please send me an email at tippyturtle@hotmail.com

The web address is <http://www.na.org/WSC2006/car-toc.htm>

Since the last meeting I have received more chapters of the Public relations Handbook and have sent back the gathered information to the world service office.

This is not exactly the duties of the regional delegate but was discussed at a regional meeting. I have a lot of archive information from and about the Upper Midwest Region and would like to solicit a request to other addicts if they would like to contribute any things or stuff I can put them with the archives that I have already. I will compile a list of the speaker tapes that were within the boxes and hope to create a library for addicts to check things out. Again if anyone would like to contribute please let me know. The meeting group insurance I checked into was from a company in California and the price was way to expensive compared to Recover Source from MN, the could not cover Canadian meetings.

The next regional meeting has been scheduled here in Fargo on the 23rd of April. Wendy and I will already be in CA for the WSC so if any group or individual has input comments or suggestions for us to raise on your behalf about the CAR forward that information along as soon as possible.

Yours in service

Wes Kukert

(701)298-6326

RDA Report UMRSCNA Meeting

Mar 12, 2006

I put together Manitoba Area's information for the regional report to the WSC to give to our RD (Wes) to be included in the February 15th report.

I distributed the CAR reports to Manitoba Area groups that I had contacts for back in December and have asked all groups to get me their votes to the CAR motions by the end of this month.

On February 26th, Dena and I held a CAR workshop in Winnipeg in combination with a Learning Days. 20 people attended and we discussed all motions and the IPs that NAWS is looking to put out next and other literature. We also did the Leadership Issue discussion topic.

I am submitting the following bills for reimbursement: Photocopying CAR report (\$23.44CN)+Workshop Rent (\$15.65CN) + Postage (\$1.82CN) + Felt Markers for Workshop (\$3.42CN) + refreshments (\$18.59) = Total \$62.92CN/ @ .88 exchange= \$55US.

I have booked my room and flight for the WSC. Dieter has reimbursed \$406.21US for the flight (after converting back to CN Dollars I was short by \$11). I was wondering if the region gives per diem/hotel cost money up front or if I have to request it later.

With help from the NAWS bulletin board administrator, I also got myself set up on the WSC participants bulletin board and can post.

Yours in service

Wendy F (UMR RDA)

Web Servant Report
to the

Upper Midwest Regional
Service Committee

January 15th, 2006

Greetings,

Migration to a new web host is complete. It came in slightly under the budgeted \$101.50. at \$101.20.

I received check #766 for \$93 US from the UMR Treasurer. This covered the \$109 CA check I sent to the new web host for one year of service. \$8.20 was a one-time domain name transfer charge. I'm submitting a receipt to the treasurer for reimbursement of this.

We now have a mailing list for the trusted servants of the RSC. If we send mail to Region@umna.com it will email it to everyone on the list. Only members of the list can send to the list for mailing out to all the other members of the list. Each member of the list can maintain their own subscription. We can use this to help as with Concept 8.

By now billing against Paul S should be done and we should make sure he gets reimbursed for the final months of the previous host's cost for the website.

In the last three months we had 11,224 hits from from 2,349 visitors. We average 30 visitors per day.

I made 30 changes to the website since the last RSC. One of these was the new map of NA meetings in the Region.

In Service,

Daryl F
UMR Web Servant

Website Guidelines
Upper Midwest Region
of
Narcotics Anonymous®

November 12, 2005

5. Purpose

The Upper Midwest of Narcotics Anonymous Service Committee (UMRSC) maintains a presence on the World Wide Web to fulfill Concept 8:

*“Our service structure depends on the integrity and effectiveness of our communications” -
Twelve Concepts for NA Service*

This presence is known as the Website. The Website is used to communicate what the Regional Service Committee is doing. It also provides member Area Service Committees a place to communicate what they are doing.

6. Responsibility

The responsibilities for the Website are carried out by a Resource Person as defined by the UMR Guidelinesⁱ in Section XI(B). This Resource Person is called the Web RP here.

a. Web RP's References

The Web RP will know and follow these, in order:

1. The Twelve Traditions of Narcotics Anonymous
2. The Twelve Conceptsⁱⁱ
3. The UMR Guidelines
4. A Guide to Local Services in Narcotics Anonymousⁱⁱⁱ
5. Public Information Resource Paper on PI and the World Wide Web^{iv}

7. Accountability

a. Reporting

Prepare a written report prior to each Regional Service Conference (RSC). Take the report to the RSC and be prepared to present it orally and leave a copy with the RSC Secretary or Scribe. If unable to attend in person, mail it to the Secretary or Chairperson in sufficient time so they can present it at the RSC. Email can be used if you know they have it. Along with the mailing include the reason you cannot attend the RSC.

b. Record Keeping

Concise records are required. Remember to keep these up-to-date and on file with the RSC. If something happens to the Web RP it is important that someone can pick up maintenance of the Website with no further contact with the Web RP. This also makes it easier to take extended vacations and know that updates to the Website are occurring on a regular basis.

See the *Web Resource Person (RP) Handbook*^v for the records being kept.

8. Authority Delegated

The UMRSC delegates these authorities in order to maintain the Website:

1. Entering into contracts up to one year in length with Internet Service Providers (ISPs) to secure bandwidth, domain names, web space, and email accounts providing the commitment will not exceed the yearly budget for the Website. Exceptions must be brought, by motion, to the Regional Service Conference for approval.
2. Ownership of the domain name **urmna.com** for the duration of their term's position. The trusted servant must follow up after their term ends to ensure the ownership of the domain name can be transferred to the new trusted servant.

9. Website Services

A minimum set of services are required by the Region:

1. <http://> access to at least 100 MB of web page space.

2. FTP access to the web space to allow updates by the RP.
3. One email account for info@umrna.com
4. A Domain Name Registrar to maintain the registration for the **umrna.com** Domain.
5. Mailing list service for communications between Regional trusted servants.

10. Web RP Requirements

The Web RP position has requirements:

1. Incumbent must have Internet access.
2. Incumbent must have, and now how to use, an FTP client to update the web pages.
3. Incumbent must have ability to create CD-ROM archives.
4. Incumbent must be able to handle incoming documents in Microsoft® Word format and convert them to Adobe® Portable Document Format (PDF).
5. Knowledge of HTML 4.01 and the ability to edit it without using an HTML editor, just a text editor.
6. Knowledge of [robots.txt](#) and how to use it to control what search engines index about the Website.
7. Prior experience maintaining a website.

11. Web RP Recommended Capabilities

These items are recommended but not required. They make the service easier to maintain:

1. Image editing, conversion, and scaling, software.
2. Access to a test website where changes can be tried before putting them on the Website.

12. Web RP Responsibilities

The Web RP is responsible for these duties:

1. Update the web pages on the Website.
2. Remove and archive of old files from the web space.
3. Maintain administrative, technical and billing contact with a Domain Registrar for the Domain Name. If the Registrar requires a credit card or debit card for payment, the Web RP must put his/her personal card on the billing and the Region will reimburse this billing. Domain Name registrars require a real person for an administrative contact and a technical contact, using the name of the Region and a P.O. Box won't work. Ideally, a Registrar that accepts payment by check from the Region is best but they are difficult to find.
4. Back up the web space quarterly. Do not rely on the host to do backups. Only the last backup are kept. Prior backups are destroyed or re-used. This prevents piling up and becoming a burden.
5. When the RP's term is up, follow up with the new RP to transfer the Domain Name Registration. This is critical. We could lose the Domain Name. That Domain Name is on meeting lists and search engines all over.
6. Maintain the Web Resource Person Handbook. Keep the information about the web space host and passwords up-to-date.
7. Keep email addresses for members of the Region service body confidential. Do not expose them except to other Region servants except as required by the Chair or by motion from the RSC. Respect everyone's anonymity and maintain confidentiality.
8. All HTML editing must be done as text, by hand. Do not use special editors that will leave the Region stranded when those editors are no longer available.
9. Code pure HTML 4.01 or lower. No proprietary Microsoft, Netscape, or other vendor extension that require server-side services. Keep the pages pure so they can be served up by any web server like Apache, Microsoft IIS, etc.
10. Keep bandwidth to a minimum for two reasons: it keeps costs down and not everyone in remote areas has broadband Internet available.

- i November 2004 Guidelines Upper Midwest Region of Narcotics Anonymous
- ii *Twelve Concepts for NA Service*
- iii 2002 Version
- iv <http://www.na.org/pi/webpage.htm>
- v Web Resource Person Handbook for Upper Midwest Region of Narcotics Anonymous