

# G.I.R.S.C.N.A. Policy Package

Greater Illinois Regional Service Conference Narcotics Anonymous

Updated/Adopted 9/13/20

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**I. STATEMENT OF PURPOSE** The purpose of a regional service committee is to be supportive to its area and groups and their primary purpose; by linking together the areas and groups within the region, by helping areas and groups deal with their basic situations and needs, and by encouraging the growth of the fellowship.

**II. RSC HISTORY** Our RSC first met in June of 1986. We registered our region with the World Service Office of NA at our second RSC meeting in July of 1986. At the September 1986 RSC meeting we named our Region the Greater Illinois Regional Service Conference of NA. We approved our letterhead at the November 1986 RSC meeting. At this time there were ten ASCs participating.

### III. RSC STRUCTURE

- A. Because we use a "Conference" format instead of a "Committee" format in our regional service structure, each of our service branches, such as Hospitals & Institutions, etc., is referred to as a Committee instead of a Subcommittee.
- B. Participating Areas: To become a recognized area at this RSC you must send a representative to ask for all privileges, voting and otherwise. These privileges must be approved by a majority of the voting members.

**IV. REGIONAL SERVICE MEETINGS** Our Regional Service Conference is a one day meeting. The Conference meets on Sunday. We meet quarterly on the second full weekend of the month. GIRSCNA will meet on a rotating basis (schedule may change to meet the needs of the participating RCMs). Meeting sites will be wheelchair accessible.

**V. REGIONAL MEETING SCHEDULE** GIRSCNA will meet as scheduled unless a conflict occurs at least two weeks before the meeting, in which case the Chair will contact the RCMs to decide the new meeting place. Any problems that arise within two weeks of the RSC will be the Chair's discretion (to resolve). Our regional meeting starts at 10:00 a.m. and lasts until business is concluded.

### VI. RSC MAILING ADDRESS

G.I.R.S.C.N.A.  
P.O. Box 973  
Springfield, IL 62705

**VII. EMERGENCY MEETINGS** A special meeting of the RSC may be called when an emergency develops that cannot wait until the next RSC. This must first be approved by a majority of RCMs.

### VIII. EMERGENCY CONSCIENCE

- A. In some circumstances, a phone conscience may be taken by the Chairperson.
- B. A roll call vote will be taken at the next RSC to confirm the outcome of the conscience.

### IX. RSC ATTENDANCE

- A. Our RSC meetings are open to any NA member.

- B. If any RSC officer or committee chairperson misses two meetings, without notification of just cause, it shall be considered an automatic resignation.
- C. The Chairperson of our RSC will contact an area Chair or Vice-Chair and send a follow-up letter to the Area's mailing address and email if they are not represented at the regional meeting by an RCM or RCMA. The Chairperson will inform them that they were not represented and ask if their area needs support.

## **X. FINANCIAL POLICIES**

- A. RSC Expenditures will not exceed RSC funds.
- B. The region will maintain a Federal ID Number.
- C. All donations to the region must be given to the RSC Treasurer.
- D. Regional Insurance Policy: As of 09/09/2015 the region has been covered by a general liability insurance policy covering all meeting locations within the region and special events (with prior notice to policy provider). This policy is held in observance of our 11<sup>th</sup> concept, 7<sup>th</sup> tradition, and [bulletin #33 from NA World Services](#). Each of the Areas is asked to pay a portion of the cost of this policy on an annual basis and the Area treasurer is responsible for maintaining records regarding this policy.
- E. The RSC has established working reserves and funds for a specific use. (*See Appendix A for current Reserves*).  
The following process needs to be followed when using reserves/funds:
  - a. Working reserves
    - i. May be given in advance and are replenished upon collection of receipts.
    - ii. Must be signed for and returned to the RSC at the end of the recipient's term of office.
  - b. Funds
    - i. Must have RSC approval by a majority of voting members for access.
    - ii. An itemized budget must be presented to the RSC before funds can be used.
- F. The annual RSC Audit
  - a. We will have an annual audit in July of each year
  - b. The audit will include all regional transactions
  - c. An ad-hoc committee that will present a report at the August RSC will perform the audit
  - d. A proposed budget for the upcoming year will also be presented
  - e. The ad-hoc committee will consist of the outgoing executive committee and the incoming Treasurer
- G. Merchandise: All regional merchandise must be approved by the conference to ensure that it is recovery oriented.
- H. Travel Expenses: The region will cover personal expenses for the RD and the RDA to attend WSC and related workshops as directed by the RSC. These expenses include but are not limited to plane fare, hotel room, and \$30.00 per day for expenses. The delegates will submit a proposed budget along with their request for these funds.
- I. Reimbursements
  - a. All RSC reimbursements for working reserves, bills, and merchandise must be presented, with a receipt, to the RSC Treasurer at the RSC meeting.
  - b. If our Treasurer believes that a request for reimbursement is not prudent or customary, the Treasurer should ask for RSC approval by a majority of voting members before issuing a check.

## **XI. RSC MEETING FORMAT**

- A. The RSC meeting opens with a moment of silence and the Serenity Prayer.
- B. The Twelve Traditions and the Twelve Concepts of NA are read.
- C. Roll Call
  - a. Officers (Chair, Vice Chair, Secretary, Treasurer, RD, RDA)
  - b. Committee Chairs (Ad-hoc, Convention, H&I, PI/Phoneline, Meeting List, Webmaster)
  - c. Participating RCM's
  - d. The Chairperson asks if there are any new areas to be recognized
  - e. The Chairperson asks if there are any NA members attending their first RSC.
- D. Explanation of procedures:
  - a. Anyone wishing to address this Conference will raise their hand and the Chairperson will acknowledge them in the order seen (those who've not yet addressed an issue are given priority over those who have already spoken)
  - b. Anyone attending may make motions, only RCMs may second motions
  - c. All motions (except regular orders of business) and intent will be submitted in writing to the RSC Secretary
  - d. Only RCMs may vote.
- E. Review/Approval of previous minutes
- F. Chairperson's report.
- G. Vice-Chairperson's report.
- H. Secretary's report
- I. Treasurer's report / Reimbursements.
- J. RD's report.

- K. RDA's report.
- L. Committee reports.
- M. Approval of officer/committee reports.
- N. RCM reports.
- O. Sharing session.
- P. Old Business.
- Q. New Business.
- R. Input to agenda.
- S. Announcements.
- T. Close with the Twelfth Tradition

## **XII. MAIN MOTIONS**

- A. Only the acting RSC Chairperson may entertain motions.
- B. Anyone at the RSC may make a motion.
- C. Only RCMs may second a motion.
- D. Motions that originate from ASCs and RSC committees do not require a second.
- E. Any main motion should be submitted in writing to the RSC Chairperson before it is brought to the floor.
- F. Procedural motions such as those outlined in the WSC rules of order do not need to be in writing.

## **XIII. MOTION TO POSTPONE FOR ASC CONSCIENCE**

- A. Only RCMs or their Alternates may make a motion to postpone a motion for ASC conscience.
- B. A second is required.
- C. If it is carried by simple majority, the motion goes back to the ASCs.
- D. Unless otherwise specified, the conscience will be collected at the following RSC.
- E. If postponing it is defeated, the motion is brought back to the floor to be voted upon.

## **XIV. DISCUSSION** Any NA member at the RSC may bring issues to the floor and enter discussion.

## **XV. VOTING**

- A. Each recognized Area within the Greater Illinois Region may vote at RSC meetings.
- B. RCMs or, in their absence, their Alternates have all voting privileges.
- C. The RSC Chairperson may break a tie vote on RSC issues.
- D. The RSC Chairperson may not break a tie vote on ASC conscience. In the case of a tie, the motion will go back to the Areas for further discussion.
- E. The RSC will follow WSC Rules of Order.
- F. A Quorum is a majority of the recognized Areas of this RSC.
- G. A majority vote is one more than half of those present and voting.
- H. A two-thirds vote is required on policy changes, adoption, or procedures — of those present and voting.

## **XVI. RSC MINUTES**

The regional minutes must include:

- A. Reports
  - a. Chairperson's
  - b. Vice-Chairperson's
  - c. Secretary's
  - d. Alternate Secretary's
  - e. Treasurer's
  - f. Alternate Treasurer's
  - g. RD's
  - h. RDA's
  - i. Committees
  - j. Ad-Hoc Committee(s)
  - k. RCM's
  - l. Special
- B. RSC Meeting
  - a. Sharing Session
  - b. Old Business
  - c. New Business

- C. Summaries and Lists
  - a. Summary of motions that passed RSC conscience
  - b. List of motions that await RSC conscience
  - c. Agenda for the next RSC
  - d. Announcements
  - e. Name/address/phone list of:
    - RCMs/As
    - RSC officers / Committee Chairpersons
    - Area Mailing Addresses

**XVII. WRITTEN REPORTS**

- A. A report is given by each of the Areas that comprise the Greater Illinois Region, by each committee in the conference, and by each RSC officer.
- B. All RSC reports must be typed or written legibly and emailed to Secretary prior to or within three days after the meeting.

**XVIII. ELECTIONS**

Regular elections for all trusted servants are held at the June RSC during "Old Business." RD/RDA Election would occur at June meeting after the off conference (WSC) years (odd years). Elected positions are in effect at the close of the session.

**XIX. REQUIREMENTS FOR NOMINATION**

The requirements for nomination to any of our RSC trusted servant positions are the following:

- A. The individual must be an NA member participating within our Region.
- B. They must either be present to accept the nomination or have written a letter to the RSC stating the position(s) desired, and qualifications. Nominees must also answer the following questions (Nominee Questionnaire for Elections at GIRSCNA):
  - a. Have you read and understood the duties and requirements for the service position that are nominated for?
  - b. Do you have the time and resources available to fill the position?
  - c. What service position have you held that will help you serve in the position that you have been nominated for?
  - d. How many service positions do you currently hold?
  - e. Have you ever failed to complete a service term? If so, why?
  - f. How well are you able to place "principles before personalities"?
  - g. Do you currently have a working relationship with an NA sponsor?
- C. Nominations do not require a second.
- D. Any NA member present at the elections may make nominations.
- E. All nominees must have a willingness to serve and are required to attend all RSC meetings.
- F. If not nominated for a service position, an individual may volunteer to serve.
- G. In the case of vacant RSC positions:
  - a. An RSC trusted servant may be appointed to temporarily fill any vacant RSC position.
  - b. If a trusted servant can no longer serve, the ASCs will be notified of the open position and an election will be held at the next RSC.
- H. In the case of vacant regional Committee positions:
  - a. With the exception of the committee chairpersons, who must be elected by the RSC, the committees will fill any vacant service positions internally.
  - b. If any committee is without a chairperson, our RSC Vice Chairperson will chair the committee until the position is filled.

**XX. RSC ELECTION PROCESS**

A motion to open elections must be made, seconded, and passed. The RSC Chairperson will state the service position(s) to be filled. The RSC Secretary will read the requirements for each position.

- A. NOMINATIONS
  - a. The Chairperson will ask for nominations to the position, and then for volunteers.
  - b. The Secretary will record the order in which they were nominated or volunteered. The list will be forwarded to the Chairperson.
  - c. A motion to close nominations to each position must be made, seconded, and passed.
- B. QUALIFYING THE NOMINEES The Chairperson will:
  - a. Call on each nominee to state their qualifications.
  - b. Recognize members who wish to question the nominees.
  - c. Ask all nominees to leave the meeting.
  - d. Open discussion on concerns of any nominee.

- e. Call for a moment of silence to reflect on our primary purpose.

#### C. VOTING

- a. Only RCMs or their Alternates may vote.
- b. The Chairperson will repeat the names of all nominees.
- c. A written ballot will be taken.
- d. The Chairperson and Vice Chairperson will count the votes unless the vote is for the Chair or Vice Chair position.
- e. If the vote is for the Chairperson or Vice Chairperson, the RD and RDA will chair the proceedings and count the votes.
- f. The nominee needs a majority (more than half) of votes to be elected.
- g. If a majority vote is not reached, a second vote will be taken with the 2 nominees who received the most votes.
- h. If the next vote is tied, a moment of silence will be taken and another vote will be taken.
- i. If the second vote is tied, the RSC Chairperson will cast the deciding vote.
- j. The Chairperson will remind the RSC that in keeping with our traditions, anonymity will be maintained regarding all comments and votes. The Chairperson will call the nominees back into the RSC and thank them for their willingness to serve. The Chairperson will congratulate the member who was elected.

#### **XXI. RSC OFFICERS** Requirements for all RSC trusted servant positions:

1. Must be an NA member.
2. Willingness and desire to serve the position.
3. Time & resources necessary to fulfill the position.
4. Must have previous service experience.
5. Understanding and practical experience of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

#### A. **CHAIRPERSON** (two year term)

##### Additional Requirements:

- Three years of continuous clean time. Capable of conducting the RSC meeting with a firm yet gentle hand.

##### Responsibilities:

- Arranges the agenda for all RSC meetings.
- Opens the conference.
- Recognizes members.
- Receives motions to accept officer and committee reports.
- May recess the conference.
- May declare a comment or a motion out of order.
- May limit discussion.
- Recognizes all motions.
- Recognizes all comments.
- Follows WSC rules of order.
- Ensures that the policies and procedures of our conference are adhered to.
- Capable of conducting the RSC meeting with a firm yet gentle hand.

##### Additional responsibilities:

- Notifies any ASC not represented at an RSC meeting.
- Reviews the RSC minutes and approves before mailing.
- Is one of the cosigners of the RSC checking account.
- Coordinates correspondence that reflects the conscience of our RSC and does not fall within the duties of any other office or committee, this includes notifying the World Service Office of each new slate of officers.
- Presides over the Annual Audit Ad-hoc Committee.

The responsibility of maintaining our spirit of unity through the Twelve Traditions of our fellowship is shared by every NA member at the conference. The Chairperson of our conference has the added responsibility of ensuring that our regional conference rules of order are followed during the meeting, and that the conference actions conform to our NA TWGSS definition of an RSC.

Although our Chairperson does not run the RSC, we entrust the Chairperson with certain responsibilities to ensure that the conference operates both smoothly and in a fair and impartial manner. In order to free the Chairperson to concentrate on these responsibilities, the Chairperson does not participate in the motions or discussions on the floor. When our Chairperson steps down from the Chair to comment on the issue on the floor or voice an opinion on the motion, they cannot take back the Chair until the issue is complete.

If our Chairperson feels a direction is needed, the Chair may entertain a motion.

**B. VICE–CHAIRPERSON** (two year term)

Additional Requirements:

- Two years of continuous clean time.

Responsibilities:

- Attends all RSC meetings and submits a written report to the RSC Secretary.
- Coordinates our regional committees.
- Performs the duties of the RSC Chairperson if the RSC Chairperson is absent.
- Is responsible for chairing an ad-hoc policy review/revision meeting following each RSC
- Will be the authority on maintaining ongoing and or active policy changes voted on and approved at the RSC. The amended policy package should be made available for view/download prior to the next RSC.
- Performs the duties of any absent committee chairperson.
- Is one of the cosigners of the RSC checking account.
- Supports any committee that requests it.

**C. SECRETARY** (two year term)

Additional Requirements:

- One year of continuous clean time.
- A general knowledge of our meeting format.

Responsibilities:

- Types, and distributes copies of the minutes within 2 weeks of the RCM to:
  - a. All RCMs
  - b. All RCMA's
  - c. All RSC officers and committee chairpersons
  - d. Areas
  - e. Any NA member who requests one
- Creates and maintains a list of ongoing and/or active policy motions.
- Maintains updated phone/ mailing list of all RSC officers, committee chairs, RCMs and Area mailing addresses.
- Maintains the regional files and archives.
- Attends all RSC meetings.
- Coordinates correspondence that reflects the conscience of our RSC and does not fall within the duties of any other office or committee, this includes notifying the World Service Office of each new slate of officers.

Notes to the Secretary: Unless members choose to use their full name in their reports, the minutes should refer to individuals by their first name and the first initial of their last name. The RSC Secretary may correct punctuation and grammatical errors in all of our reports, including the RSC minutes, without a regional conscience. The Secretary must record motions in the minutes as they were presented to the RSC. Whenever a motion appears in the minutes, the complete motion and intent, maker and second need to be recorded by service position only. The Secretary will keep a motion log along with the minutes each conference.

**D. ALTERNATE SECRETARY** (four year commitment; two year term)

Additional requirements:

- Six months of continuous clean time.
- A general knowledge of our meeting format.
- Capable of performing the Secretary's duties when necessary.

Responsibilities:

- Assists the RSC Secretary.
- Learns all aspects of the Secretary's duties.
- Attends all RSC meetings.
- Fulfills the responsibilities of the RSC Secretary in the event of their absence
- The Alternate Secretary will become the Secretary after the completion of their term.

**E. TREASURER (two year term)**

Additional requirements:

- Three years of continuous clean time.
- Ability to follow set procedures in recording RSC monetary transactions.

- Ability to balance the RSC's checkbook accurately.

Responsibilities:

- Attends each RSC meeting.
- Provides each RCM, RCMA, RSC officer and committee chairperson a written Treasurer's report at the RSC. The report will list all regional expenditures, transactions, debts, the bank statement, account reconciliation, the current RSC prudent reserve, and reflects any additional operational funds.
- Makes the Treasurer's report available for review to any NA member at the RSC.
- Ensures that all deposits are made within seven days of the RSC.
- Is a member of the Annual Audit Ad-hoc Committee in their review of our financial records.
- Is one of the cosigners of the RSC checking account.

F. **ALTERNATE TREASURER** (four year commitment; two year term)

Additional requirements:

- Two years of continuous clean time.
- Capable of performing the Treasurer's duties when necessary.

Responsibilities:

- Attends each RSC meeting.
- Learns all aspects of the Treasurer's duties.
- Assists the RSC Treasurer in compiling our RSC Financial Statement.
- In the event of the Treasurer's absence, the Alternate Treasurer will give the Treasurer's report.
- Is a member of the Annual Audit Ad-hoc Committee in their review of our financial records.
- Is one of the cosigners of the RSC checking account.
- The Alternate Treasurer will become the Treasurer after the completion of their term.

G. **REGIONAL DELEGATE** (two year term)

Additional requirements:

- Five years of continuous clean time.

Responsibilities:

- Carry the conscience of the RSC to the WSC and to bring the conscience of the WSC to the RSC.
- Attend & report to the RSC all ongoing activities of the WSC & submit a written report to the RSC Secretary.
- Attend WSC meetings, Zonal forums, Areas or workshops as authorized by the RSC.
- Participates in one WSC Committee or working group.
- Submits a yearly summary of the activities of this RSC to the WSC.
- Chairs the Conference Agenda Report review.
- Participates in at least one committee of the RSC.

Our RD has our vote of confidence to carry our regional conscience to the WSC on all issues not specific to the CAR report, and votes on all issues that are amended on the floor of the WSC.

H. **REGIONAL DELEGATE ALTERNATE** (four year commitment; two year term)

Additional requirements:

- Four years of continuous clean time.
- Capable of performing the RD's duties when necessary.

Responsibilities:

- Attends the RSC and participates in one or more of the RSC committees.
- Learns all aspects of the RD's duties.
- In the absence of the RD, carries the conscience of the RSC to the WSC.
- Participates in one WSC Committee or working group.
- Assists the RD in submitting a written report on the status of the WSC at each of our region meetings.
- Attend WSC meetings, Zonal forums, Areas or workshops as authorized by the RSC.
- Assists the RD in chairing the Conference Agenda Report review.
- Becomes the RD after the completion of their term.

## **XXII. CONFERENCE COMMITTEES, COMMITTEE CHAIRS, AND OTHERS**

### **A. COMMITTEE CHAIRPERSONS (two year term)**

The region has adopted a policy package guiding the annual Regional Convention; all matters internal to that activity can be found there. The region also maintains Committees to handle Hospitals & Institutions and Public Information/Phoneline, and has individuals who handle tasks such as Meeting List Coordinator & Regional Webmaster.

#### Additional requirements:

- Two years of continuous clean time.
- Ability to organize and give the committee direction and incentive.

#### Responsibilities:

- Prepares agenda for and presides over committee meetings.
- Attends and reports to the RSC all ongoing activities and submits a written report to the RSC Secretary.
- Attends as many learning days and workshops as possible.
- Responsible for committee archives.
- Initiates all necessary correspondence.
- Assures accountability of funds.
- Carries the conscience of the committee to the RSC and brings the conscience of the RSC to the committee.
- Submits a written summary of the committee's activities over the last year to the RD at the March RSC.
- Assures Traditions are upheld in all endeavors.

### **B. The H&I Committee**

#### Responsibilities:

- Ensures that area H&I subcommittees are kept aware of World H&I resources.
- Coordinates communication between H&I subcommittees throughout the region.
- Handles all H&I-related requests received by the region.
- Maintains a literature stockpile for use in responding to requests from prisons, et cetera.

### **C. The PI/Phoneline Committee**

#### Responsibilities:

- Is the point of accountability to any third party answering service
- Is a signer on the regional checking account.
- Coordinates (the) master list of regional phoneline volunteers by attaining current lists from area PI chairs or their RCM.
- Provides PI services to member Areas that request it.
- Conducts annual audit of answering service usage to ascertain 7th Tradition responsibilities for member areas utilizing Regional phoneline.

### **D. The Regional Meeting List Coordinator**

#### Responsibilities:

- Collects and maintains current information available from RCM's or Regional trusted servants throughout the region as to the days, times, locations, and details of their Narcotics Anonymous meetings. New meetings added must be in existence for 90 days.
- Produces 500 copies of the Regional Meeting List for distribution at the region's annual convention.
- Produce 1600 copies of regional meeting list for distribution at the quarterly meeting.
- Forwards electronic copies of updated regional meeting lists to the regional webmaster & Regional emailing list.

### **E. The Regional Webmaster**

#### Responsibilities:

- Maintains a World Wide Web domain which includes sub-pages for each of the Areas, all expenses paid by the region (unless Areas wish to purchase their own domain name, which they pay for but may map to a regional sub-page).
- Posts Policy documents approved by the region to the regional website.
- Ensures that information on the sub-pages for Events, Convention, Regional Meeting & Regional Meeting List are kept up to date



- Ensures that requests for action/information receive response or are routed to the appropriate individual in a timely manner.
- Handles the maintenance of the Regional Meeting List information hosted on the World N.A. website.

### **XXIII. REGIONAL COMMITTEE MEMBER (RCM)**

Our RSC is not involved in the election of RCM'S or RCMA's, or creating the requirements to serve these positions. This is the responsibility of the Area Service Committee that the RCM serves. However, because of the importance of our RCMs, we are providing some basic guidelines. These recommendations are excerpts that originated from our NA TEMPORARY WORKING GUIDE TO OUR SERVICE STRUCTURE (TWGSS), and our experiences as a conference members.

Your RCM should attend the following meetings:

- The RSC meeting
- The annual RSC Conference Agenda Report review
- Any emergency RSC meeting

Your RCM should contribute the following information at each RSC:

- A written ASC report
- A list of your GSR and ASC trusted servants.
- A complete listing of the recovery meetings in your Area; any updates forwarded to the meeting list coordinator
- Your ASC Calendar of annual events
- A list of phone line volunteers with their schedules of availability

RCM is to an ASC what a GSR is to a group. As a representative of the area, the RCMs speak for the members and groups within the Area Service Committee. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between the Area and the rest of NA, particularly with neighboring ASCs. They represent the group conscience of an ASC at a regional level, and provide the Area with the agenda for the RSC at least ten days before the RSC meets. An RCM attends all Regional Service Conference meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience. An RCM may serve on one or more of it's ASC & RSC sub/committees, but not as a chairperson. The office of RCM is immensely important, for an RCM is the next link in expressing the will of a loving God. An RCM must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSR, it is recommended that nominees to the post of RCM have:

- Service experience
- The willingness to give the time & resources necessary for the job
- A suggested minimum of three years continuous clean time.

The office of RCM also parallels that of GSR in that it is a two year commitment. The first year of service is spent as an RCM Alternate becoming familiar with the job, attending all ASC and RSC meetings, and filling in for the RCM if he or she is absent, or for any reason unable to complete the term in office. Naturally, the recommended qualifications for election of an RCM Alternate are the same as for RCM, with one exception: a suggestion of two years continuous clean time.

### **XXIV. POLICY FOR TRUSTED SERVANT REMOVAL**

- A. Relapse will indicate an immediate resignation of the position.
- B. Failure to notify RSC of absences (any two absences are considered an automatic resignation).
- C. Failure to carry out duties or requirements of their RSC position.
- D. Misappropriation of funds.

Appendix A: Working Reserves & Funds of the Regional Treasury

Description of Transaction	Amount
a) Administrative Funds	\$280.00
b) insurance	\$1,200.00
c) phone line	\$500.00
d) meeting lists	\$1,600.00
e) H&I Literature	\$600.00
f) RD/RDA Travel Expense Fund	\$3,400.00
g) secretary	\$120.00
h) CAR	\$90.00
i) Workshops/Outreach	\$500.00
<b>TOTAL</b>	\$8,290.00