

RIVERFRONT AREA SERVICE  
PO BOX 51041  
PHILADELPHIA, PA 19115

Sunday 21 February 1999

Meeting opened with Serenity Prayer at 7:10 PM. Readings: 12 traditions, tradition 9, tradition 12, 12 concepts, concept 2.

### Attendance and Open Commitments

JENKINTOWN GROUP			
	GSR	Jefery B	Present
NEED NEVER DIE			
	GSR	Donna M	Present 215 742 3485
LEARNING TO LIVE			
	GSR	Mike F	215 624 4196
	Alternate GSR	Tom A	Present 215 338 0485
FOR ADDICTS ONLY			
	GSR	Diane L	Present 215 624 7337
WAKE UP & RECOVER			
	GSR	Bill M	Present 215 289 9910
	Alternate GSR	John C	215 331 7932
STARTIN OVER			
	GSR	Michael S	
	Alternate GSR	Joe D	
FAITH IN NA			
	GSR	Mike K	Present 215 281 3871
	Alternate GSR	Vince P	Present 215 357 4633
WE DO RECOVER			
	GSR	Kim R	Present 215 335 0385
LIVING THE PROGRAM			
	GSR	Demetrious W	Present 215 735 5354
	Alternate GSR	Sheila B	
SPIRITUAL SOLUTIONS			
	GSR	Ron D	Present 215 878 2149
ONE STEP CLOSER			
	GSR	Jim B	Present 215 335 0385
	Alternate GSR	Tom W	Present 215 673 4304
HOPE FOR TODAY			
	GSR	Tom R	Present 215 634 1989
	Alternate GSR	Joe M	215 332 1490
HOSPITALS AND INSTITUTIONS SUBCOMMITTEE			
	Chair	Diane L	Present 215 624 7337
MEETING LIST SUBCOMMITTEE			
	Chair	Paula D	Present 215 745 6945
POLICY SUBCOMMITTEE			
	Chair	Shelly B	Present 215 244 9344
CONVENTION SUBCOMMITTEE			
	Chair	T C	Present 215 217 8318
UNITY SUBCOMMITTEE			
	Chair	Jim B	Present 215 335 0385
PUBLIC INFORMATION SUBCOMMITTEE			
	Chair	OPEN	
LITERATURE SUBCOMMITTEE			
	Chair	Tom M	Present 215 441 5698

## Attendance and Open Commitments

### RIVERFRONT ASC

Chair	Carol-Ann M	215 856-9051
Co-Chair	Shelly B	Present 215 244 9344
RCM	Vince P	Present 215 357 4633
Alternate RCM	OPEN	
Secretary	Tom S	Present 215 676 7905
Co-Secretary	OPEN	
Treasurer	Lisa W	Present
Co-Treasurer	OPEN	
Alternate Regional Service	OPEN	
Convention Rep	T C	Present 215 217 8318
Alternate Convention Rep	OPEN	
RSO Board Rep	OPEN	

10 of 11 groups represented at area - Quorum reached at 7:28 PM.

M/S/P to accept last months minutes.

## Group and Subcommittee Reports

### Need Never Die

Recovery Meeting  
Monday 7:30 PM

Business Meeting  
Second Monday 9:00 PM.

Location  
Tyson & Sacket

Group Conscience  
First Monday 9:00 PM.

Tradition Workshop

#### Format

1st - speaker. 2nd - sponsorship pamphlet. 3rd - step. 4th - Trad. 5th - Anniversary.

#### Report

Group is doing well and has more support. More members have joined the home group. New people are coming in each week. We are carrying a strong message of recovery.

### Learning to Live

Recovery Meeting  
Monday 8:00 PM

Business Meeting  
Second Tuesday 7:30

Location  
Academy & Linden

Group Conscience  
Second Tuesday 7:30

Tradition Workshop  
Second Tuesday 7:30

#### Format

1st - 1st step. 2nd - Sponsorship Homegroup. 3rd - Chairpersons Choice. 4th - Trad. 5. 5th - Step 2.

#### Report

We are having a learning day on May 1 1999 starting at 1:00 PM going on until 6:00 PM. Look for flyer coming soon. Group is doing well.

### For Addicts Only

Recovery Meeting  
Tuesday 8:00 PM

Business Meeting  
Tuesday after group conscience

Location  
Cottman & Erdrick

Group Conscience  
Second Monday 7:30 PM

Tradition Workshop  
During Group Conscience

#### Format

1st - Pamphlet & Speaker. 2nd - Homegroup & Sponsorship. 3rd - Alt Steps 1,2,3. 4th - Who is an Addict?. 5th - The importance of traditions.

#### Report

Group is doing well. We need support at meetings.

## Group and Subcommittee Reports

---

### Wake Up & Recover

Recovery Meeting  
Wednesday 9:00 AM

Business Meeting  
Third Wednesday 10:30 AM

Location  
Longshore & Hegerman

Group Conscience  
Third Wednesday 11:30 AM

Tradition Workshop

#### Format

1st - Speaker Disc. 2nd - Step 1,2,3. . 3rd - Just for Today. 4th - Beginners. 5th - Grab Bag.

#### Report

The Wake Up and Recover group is a growing meeting coming up on its second anniversary. We now have a total of six home group members. Last week a group conscience meeting we took a vote on moving out of Riverfront Area to another area that we feel we will be better served. Our meeting receives no support from the Riverfront Area members. Most people who come to our meeting are from the Philadelphia Area.

---

### Startin Over

Recovery Meeting  
Wednesday 7:00 PM

Business Meeting  
Second Wednesday 8:40 PM.

Location  
4416 Elizabeth Street

Group Conscience  
Third Wednesday 8:35 PM.

Tradition Workshop

#### Format

1st - Speaker Disc. 2nd - Speaker steps 1,2,3. 3rd - Home Group & Sponsorship. 4th - Chairperson's Choice. 5th - Topic-Grab Bag

#### Report

### Faith in NA

Recovery Meeting  
Wednesday 8:00 PM

Business Meeting  
Second Wednesday 9:30 PM

Location  
Bustelton & Trevoise

Group Conscience  
Second Thursday 8:30 PM

Tradition Workshop  
Second Thursday 8:00 PM

#### Format

1st - Staying Clean. 2nd - Step One. 3rd - Home Grp & Sponsrshp. 4th - Speaker Discussionr. 5th - Pamphlet & Speaker.

#### Report

Faith in NA is carrying a strong message of recovery. Our meetings are well attended and we always have a lot of newcomers.

---

### We Do Recover

Recovery Meeting  
Thursday 8:00 PM

Business Meeting  
Third Thursday

Location  
Longshore & Hegerman

Group Conscience  
First Monday 8:00 PM

Tradition Workshop  
First Monday 7:30 PM

#### Format

1st - Staying Clean. 2nd - Self Accptnce. 3rd - Pamphlet. 4th - Step One. 5th - Trad One.

#### Report

Group is doing fine. Thank you for your support.

---

## Group and Subcommittee Reports

---

### Living the Program

Recovery Meeting  
Thursday 8:00 PM

Business Meeting  
Last Thursday after meeting.

Location  
1319 Locust St

Group Conscience  
First Wednesday 7:00 PM

Tradition Workshop

#### Format

1st - Step. 2nd - Speaker Discussion. 3rd - Tradition. 4th - Cliche. 5th - Pamphlet.  
Back Room - Rotating Steps.

#### Report

Living the Program is doing well and carrying a clear message of NA. We still could use homegroup members. Our policy is currently being reviewed. We will be celebrating our 12th year anniversary Thursday March 18, 1999 from 7:00 PM to 9:00 PM. All are welcome.

---

### Spiritual Solutions

Recovery Meeting  
Friday 8:00 PM

Business Meeting  
Second Friday 9:30 PM.

Location  
Academy & Linden

Group Conscience  
Second Wednesday 8:00 PM

Tradition Workshop  
Second Wednesday 7:30 PM

#### Format

1st-Staying Clean. 2nd-Tools of Recovery. 3rd-Step of Month. 4th-Open. 5th-1,3,12  
Tradition.

#### Report

Meeting doing well. Still could use support.

---

### One Step Closer

Recovery Meeting  
Friday 8:00 PM

Business Meeting  
Second Friday after recovery  
meeting

Location  
Somerton Methodist  
Church - Bustelton &  
Trevose

Group Conscience  
Third Sunday 7:45 PM

Tradition Workshop  
Third Sunday 6:45 PM

#### Format

1st - Step 1, 2, 3. 2nd - Tradition 1, 2, 3. 3rd - Alt Self Acceptance / Just for Today.  
4th - Opn Spkr & disc. 5th - Just for Today with Discussion.

#### Report

Group is doing well. We changed our 3rd week format to alternate between self acceptance & just for today. New home group members always welcome.

---

### Hope for Today

Recovery Meeting  
Saturday 7:30 PM

Business Meeting  
Third Saturday following  
recovery meeting

Location  
Longshore & Hegerman

Group Conscience  
First Monday 7:30 PM

Tradition Workshop  
First Monday 7:00 PM

#### Format

1st - What is NA. 2nd - Speaker on JFT Pamphlet. 3rd - Pamphlet. 4th - Rotating Steps  
1,2,3. 5th - Speaker 1st Tradition.

#### Report

Our group is growing. We have a few new home group members. The NA message being carried is a clear message of recovery.

---

## Group and Subcommittee Reports

---

Hostpitals and  
Institutions  
Subcommittee

Recovery Meeting  
Third Sunday 5:30 PM

Business Meeting

Location  
Longshore & Hegerman

Group Conscience

Tradition Workshop

Format

Report

Sub committee is doing very well. All commitments are filled. WE filled the 3 prison meetings and all facilities are filled. We have a H&I co chair Steve O. we have prison coordinator 1 for female, 1 for male facilities. We came up with our policies for the H&I sub committee M/S/P. There was a very good turn out at the H&I meeting.

In Loving Service, Diana L.

---

Policy Subcommittee

Recovery Meeting  
Third Sunday 5:30 PM

Business Meeting

Location  
Longshore & Hegerman

Group Conscience

Tradition Workshop

Format

Report

Convention  
Subcommittee

Recovery Meeting  
Third Sunday at 5:30 pm

Business Meeting

Location  
Longshore & Hegerman

Group Conscience

Tradition Workshop

Format

Convention Committee and Program Committee Business

Report

We are starting a committee to assist our area in carrying the message of recovery. This committee will be responsible for input with various topic to be shared on at the GPRCNA XIV May 7-9, 1999 convention. We are asking that each group in the Riverfront Area send a rep for this committee so that each group will have input in our convention. Because the group is the most powerful vehicle for carrying the mssage of recovery to the addict who still suffers which can be each & every one of us.

If you have any further questions, feel free to contact me at 215 217 8318.

The convention will be held at the convention center at 12th & Arch ST in center city. There will be three hotels available for lodging. The Doubletree at Broad & Locust, the Warwick at 1701 Locust and the Clarion Suites at 1010 Race. At this point things are running fairly smooth, but in order for this function to be successful, we need individuals to pre-register at our weekly fundraiser dances which are held every Saturday night at 22nd & Chestnut. The dances are \$5.00 per person and last from 9:00 PM to 1:00 AM. The program committee is requesting each area in our region to send a unity rep to share at a unity meeting at the convention which will be May 7th to May 9th 1999. The unity rep must attend our program committee meeting which meets every 1st & third Saturday at 22nd & Chestnut streets, directly following the 4:00 PM convention committee meeting. Intent is to promote unity within our region. I'm passing out registration forms to all the GSRs.

In loving service, T.C.

---

## Group and Subcommittee Reports

---

### Literature Subcommittee

Recovery Meeting  
Third Sunday ASC 7:00 PM

Business Meeting

Location  
Longshore & Hegerman

Group Conscience

Tradition Workshop

Format

Report

All is well. I purchased \$435 in literature from the RSO last month and sold \$398.00 this month. Today we sold \$668 plus \$59 for H&I and \$23 for new meeting. I will be purchasing \$607.25 for next month.

In Loving Service, Tom M.

---

### Riverfront ASC

Recovery Meeting

Business Meeting

Location

Group Conscience

Tradition Workshop

Format

Report

Treasury Report:

Beginning Ballance: \$154.49

Incomming:

From groups: \$284.70  
Paymet from treasure for bounced checks: \$140  
Literature: \$398.00

Outgoing:

Rent: \$25.00  
Phone Line: \$50.00  
Literature: \$634.98

Ending Ballance: \$461.21

The treasure is resigning due to non-compliance of duties of treasure commitment. The treasure was late with deposing monies from area into the bank account. The treasure has since deposited all monies and has added \$140 due to bounced checks resulting from the late deposit. The treasure has expressed her appologies for situation.

Please note: ALL MONIES ARE ACCOUNTED FOR.

RCM Report:

RCM attended 2/7/99 Regional Committee Meeting. Events were discussed at Riverfront Area Service meeting.

RCM will provide written report for next regional meeting.

---

### **Old Business**

The issue of the rent for use of the facilities at Academy and Linden for the H&I learning day is not resolved.

---

### **New Business**

M/S/P to accept the Jenkintown Group into the area.  
The group is issued a beginners package of literature.

The regional ad hoc committee on misappropriation of funds has provided a document to

---

## New Business

Riverfront area for our discussion. Groups should be prepared to vote on the plans at the next Riverfront area service meeting. The document is attached to the minutes.

---

## Open Forum

A NOTE FROM THE AREA SECRETARY TO THE AREA:

It is not possible to mail out all of the flyers left for distribution at Riverfront Area Service. I've tried to accommodate the flyers in the past, but this month I've gotten too many to mail out.

Anyone that wants to pass information to the area in the form of a flyer must bring enough copies of the flyer to Riverfront Area service to reach all of the people they intend to distribute the information to. The GSRs are responsible for bringing the flyers to their respective groups.

---

Meeting closed with serentiy prayer at 8:30 PM.

GITLER AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS  
MILL CREEK OFFICE BUILDING  
1021 MILL CREEK DRIVE - SUITE 5  
FEASTERVILLE, PENNSYLVANIA 19053

215-357-3790  
FAX: 215-357-5457

SAMUEL GITLER CPA\*  
STANLEY H. GITLER CPA\*

\*MEMBERS AMERICAN  
AND PENNA. INSTITUTES OF  
CERTIFIED PUBLIC ACCOUNTANTS

November 17, 1998

Mr. Maurice Morton  
Greater Philadelphia Regional Service Office, Inc.  
6212 Ridge Avenue, Rear  
Philadelphia, PA 19128

Dear Maurice:

As we have discussed many times in the past, I want to again advise G.P.R.S.O., Inc. and its officers that all bank account information should be maintained at the main corporate office. All checks must be safeguarded and should be written using the Checkbook Solution software that you have installed, and all bank statements should be mailed from the bank directly to the office and opened only by authorized organization officers. Approved invoices should be submitted by the appropriate authorized individuals to the Treasurer for payment.

Responsibility for check signing should rest with the organization officers. No checks should be issued without complete documentation in the file. We discussed that two signatures must be required for all disbursements. Please be certain that the Bank has on file the current records of individuals authorized to sign checks.

Monthly reports generated from the bookkeeping system should be distributed at the monthly meetings, so that all officers as well as members will have the opportunity to review the data.

Please call me if you have any questions.

Very truly yours,



Stanley H. Gitler CPA

file: gpr1198

10



## AD HOC MEETING

Oct. 21, 1998

### Attendance:

Mark R. RSC Treasurer  
Bob R. RCM Greater Camden  
April S.  
Charles S.  
Maurice M. RSO Treasurer  
Alonzo B. RSC Policy

**Mission Statement:** To set forth procedures for GPRSC treasury and to investigate the misappropriation of funds.

### AGENDA

1. What actually happened
2. How it happened
3. Bonding insurance
4. Directors and officers insurance
5. Certified letter
6. Treasury policy

### WHAT and HOW

In keeping with the principles of the 9<sup>th</sup> traditions, we felt it was important that the correct information be given to the fellowship at whole. In June 1997 elections were held and a new treasurer was elected. At the next RSC meeting that treasurer stepped down, and no replacement was elected through November 1998. During this 16-month period, the position of treasurer was continually held open, but because of lack of support, it was never filled. The duties of the treasurer were first given to the RSC co-chair. Because of the many duties of the co-chair; the treasurer's commitment (along with the checkbook) was informally passed to the duties of the RSC chair. During this period of time, RSC business continued in a "normal" fashion, in regards to area donations given to the acting treasurer (RSC chair), and checks written by the acting treasurer (RSC chair) and co-signed by the RSC co-chair.

It was also during this period of time that some "unnatural" business occurred. It had been the business practices of the RSC to write checks to the business or facility that was actually being paid by the RSC. Checks written to persons holding a position were only written checks as a re-embursement, when submitted with the requisite receipts. (E.g. *how it used to be done*= Checks were

written to the hotels where RSC weekends were held. Regional sub-committee chair would get reimbursed for supplies when they came to region with receipts.) During this period with the RSC chair fulfilling the treasurer's duties, many checks were written directly to individuals, and there are no notations in regards to receipts turned in to acknowledge these payments. Many of these checks include checks written in the name of the RSC chair.

In investigating the misappropriation of RSC funds, 9 checks written between 10/7/97 and 6/10/ 98 are in question. What follows are a listing of said checks, when they were written and the dollar amounts.

Ck#1600	10/7/97	\$3000.00
CK#1592	12/8/97	\$1500.00
CK#1593	12/12/97	\$2500.00
CK#1597	2/8/98	\$1500.00
CK#1591	6/5/98	\$ 300.00
CK#1587	6/8/98	\$1600.00
CK#1588	6/9/98	\$1500.00
CK#1442	6/10/98	\$3000.00
CK#1586	7/3/98	\$1100.00

---

\$16,000.00 Total in question

We are calling these in question because we cannot determine which, if any were for legitimate dispersals at this time. (1) Check (#1597 - \$1500.00) was written to an area in the region. (3) Checks (#1586, #1587, #1588 – totaling \$4200.00) were written to one party. (5) Checks (#1591, #1442, #1592, #1593, and #1600 – totaling \$10,300) were written to a second party.

In investigation how this occurred, checks were illegitimately taken from the RSC checkbook (most were taken from the last checks in the book) and one of both signatures to the account were forged. All of the above checks were cashed at the Mellon/PSFS bank, 8800 Tincum Blvd. More importantly, is how this was let to occur? During this 16-month period where the RSC had no treasurer, the treasurer's report was not thorough, and in many cases not given at all. Bank statements were never reported in the minutes and were not made assessable at the regional meetings. The RSC chair dodged repeated attempts by the RSO to obtain bank statements, so that the RSO could process our yearly Federal and State tax statements. It was only when the RSO contacted the bank directly to get the statements themselves, and these statements were subsequently reviewed by RSO accountant, that the misappropriation of funds was brought to light. We discussed in length the ultimate responsibility also lies in the inaction of the RSC members who let this occur by allowing the treasurer's commitment to remain open and little or no report of the treasury given month after month.

## **BONDING INSURANCE**

The committee felt it was important that the fellowship know that the RSC/RSO has bonding insurance on all members of the RSO and all executive members of the RSC. This bonding insurance should cover our exposure to the losses.

## **DIRECTORS & OFFICERS INSURANCE**

At the time of these minutes the RSC/RSO is obtaining "D & O" insurance. D & O insurance would "*indemnify the director(s) against all claims, expenses and fines.*" It is for this reason that the RSC/RSO has not made a direct claim with the bonding insurance or had our lawyer contact the Philadelphia D.A. The directors (including RSC members) and NA as a whole should be protected from any possible future exposure, before going forward.

## **CERTIFIED LETTER**

There have been lengthy discussions on the regional floor concerning the former RSC chair who resigned his commitment at the June 1998 RSC meeting. It is truly unclear to this committee his point of view. In accordance with *WSB of Trustees Bulletin #30 – Theft of NA funds – " ...you need to ensure that every effort to contact the person be made. Use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps (to contact the individual) have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution."* This committee feels that our lawyer should be contacted to draft and send a certified letter to the former RSC chair. (See motion 1.)

## **TREASURY POLICY**

In discussing change to the existing RSC treasury policy, we had two plans of action.

### **Plan #1**

The RSC treasury be turned over to a Certified Public Accountant, per our 8<sup>th</sup> tradition. In this plan the primary signature on the account would be the accountant. The accountant would keep the checkbook and check requests would be drafted at the RSC meeting. These check requests would need 2 signatures. (RSC chair, RSC co-chair, RSO chair, RSO treasurer). The RSC treasurer would be held responsible for drafting the check requests, getting approval and signatures, and forwarding them to the accountant. The treasurer would also be responsible for taking in all area donations and making a bank deposit in an off hour drop box, the same day. The accountant would then write the appropriate checks and forward them to the appropriate places or people.

The accountant would be responsible to give a detailed treasury report including a check balance sheet, detailed balance sheet showing exact dispersal's to each RSC subcommittee, as well as, other expenses on a monthly and year to date detail. This report along with a copy of the bank statement, will be drafted for every regularly scheduled RSC meeting. It was our feeling that the RSC accountant must be different than the RSO accountant, to add another level of accountability. The RSO accountant will regularly audit the RSC account and vice-versa. The financial cost of doing Plan #1 will be under \$2500.00/year. Two accountants have been contacted to get this estimate.

(PRO/CON)

PRO- best safeguard, no member can steal

PRO- use of bonded, certified entity to entrust our money

PRO- qualifications of Treasurer's commitment are more limited in scope, allowing more people to be qualified and time for the position.

CON- cost

CON- timeliness of disbursements. We will need to be more organized

CON- Money not in hands of members

## Plan #2

This plan calls for a more conservative approach to change. In this plan, the policy will be amended and it will be the responsibility of the RSC to make sure policy is being strictly upheld. First, the treasure commitment will no longer have a signature on the account. The checkbook would remain in a locked safe or file in the RSO office. The RSO chair and the RSC Treasurer will hold the keys and only these two positions can draft checks. The signatures on the account would be RSC chair, RSC co-chair, And RSO treasurer. The RSC treasurer will not be a signer on the account. Two signatures will be needed on each check. No blank checks are to be signed by any signer. The situation allows no one person the ability to both have access to the checks and to sign the checks. The treasurer will be responsible for taking all area donations and making a bank deposit in an off hour drop box, the same day. A detailed treasure report will be given at every regularly scheduled RSC meeting, including a detailed ledger and a copy of the bank statement must be included in this report. In this plan it falls under the responsibility of the RSC to uphold policy. In the event that there is no treasurer's report all financial business should be suspended. In the event that there is no treasurer, all financial business will be suspended. In the event of long period without a treasurer, the treasury will be the responsibility of the RSO with the above check writing and check signing procedures in place.

(PRO/CON)

PRO- easier to implement

PRO- Keeps responsibility of money in the hands of members

PRO- easier disbursements

CON- Treasurer must have good accounting aptitude

CON- Still leaves chance of stole/forged checks

CON- leaves open situations like we had of no treasurer and business not getting done

GPRSC Treasurer's Report  
December 06, 1998

At the direction of the GPRSC the new bank account will be opened on Monday, December 7<sup>th</sup> at the Mellon Bank on Ridge Ave. in Roxborough. The RSO chair and myself will open the account. We will be opening an account that gives us the option to make off-hours deposits, so that all donations taken at Regional Service Meetings (Sunday) can be deposited the same day they are taken in. We will also be requesting that duplicate bank statements be sent out - 1 for the RSC, and 1 for the RSO. We will be depositing the final check from our last account, as well as any donations taken in.

FOR DEPOSIT

ITEM	DESCRIPTION	CK#	\$ AMOUNT
1.	Closing Bank Check	Bankcheck	<del>\$1261.14</del> 1263.78
2.	Phila. Area Donation	0409	\$ 100.00
3.	Phila. Area Donation	0411	\$ 100.00
4.	Phila. Area Donation	0417	\$ 100.00
5.	Group Donation (Articles through Recor-1)	MO	\$ 125.00
			<u>1786.14</u>

TOTAL DEPOSIT \$ 1786.14  
12/5/98

\* ANY DONATIONS TAKEN AT RSC MEETING 12/6/98 will  
BE ADDED TO THE ABOVE DEPOSIT. THIS CHANGE WILL  
BE REFLECTED IN YOUR MINUTES.

MARK R.  
RSC TREASURER