

NEFA Policy Report for November ASC

November 5, 2014

The Policy committee met at a local restaurant at 7pm on November 4th. In attendance were Policy Chair, Linda S, Ronald K, Mollie M, and Ellen S. The meeting closed at 8:30.

- First order of business was to fill positions as follows: Ronald Kidd was voted vice chair and Ellen Scruggs as secretary. At this time we have four (4) committed members.
- We researched policy on the website, and discussed obtaining current policy for all subcommittees.
- We discussed a new format for Area Guidelines/policy and how to effectively keep it current.
- It was noted that the Executive board should maintain current copies of area and all sub-committee policies and this should be located onsite where area meets (not in someone's home or vehicle).
- There was much discussion on current policy and we like the idea of submitting to area an updated copy of policy annually in July, prior to new positions being filled; this allows for all new sub-committee chairs and Group Service Representatives to have updated NEFA Policy information.
- Policy committee requests that all sub-committees provide a copy of current policy for their committees to Policy Chair by January 2015 ASC; this may be done electronically by email or by paper copies.
- Policy committee requests that the area secretary provide copy of minutes from February 2012 – October 2014 to Policy Chair by December ASC, so we can accurately research and update area policy; this may be done electronically by email or by paper copies.
- The committee will meet the first Tuesday of the month and we are hoping to secure a spot at Faith Community Church for our meetings.

Action items:

1. The Policy Committee will obtain and familiarize ourselves with the "Guide to Local Service" and all policies available at this time.
2. Convert pdf copy of policy into a word document for updating more readily and easily.
3. Acquire a better understanding of "Robert's Rules of Order", and parliamentary process for processing motions which NEFA ASC has adopted (per current policy).

In loving service,
Ellen S
For NEFA Policy Committee

NEFA Policy Report for December ASC

December 15, 2014

Policy committee met at Episcopal Church of the Messiah at 5801 Harford Road, Baltimore 21214 at 7pm. In attendance were Policy Chair- Linda S, Co-Chair- Ronald K and Secretary- Ellen S. The meeting closed at 8:45.

- Since November Area meeting was cancelled the committee extends the request to the sub-committees for their policy to February 2015 ASC.
- We discussed converting current policy to a word document for easier updating with and the need for password protection.
- The policy committee asks that the area provide a copy of two years of NEFA minutes, from 2012 through 2014, so we can update policy accordingly. If this is not possible, there is a home group in the area (Step into the Light) with archives, we would ask permission to use those.
- We started reviewing the current copy of "The NEFA Handbook for GSR's" which includes GSR instructions, Area Guidelines, and Policy of the North East Freedom Area, dated January 1, 2012 and began highlighting questionable data and making changes to the format.

Action items:

1. Convert current documentation to Word document with specific pages assigned to the members in attendance.
2. And from last month, obtain and familiarize ourselves with Guide to local service and all policies available and acquire a better understand of Robert's Rule of Order.

In loving service,

Ellen S
For NEFA Policy Committee