

## **CBANA- ASC Meeting Minutes Report**

**November 16, 2014**

\*Meeting began at 2:10pm

\*Opened with Serenity Prayer, 11<sup>th</sup> Tradition of NA, 11<sup>th</sup> Concept of NA

\*Treasurer was absent. Co-Facilitator, David K, asked if there were any questions regarding how money is being spent. There were no questions.

\*Minutes were approved.

### **Groups:**

Facilitator: Vinny P. – Present

Co-Facilitator: David K. – Present

Treasurer: Russell M. – Absent

Recorder: Shelley M. – Present

RCM 1 – Open

RCM 2 – Open

H&I: Sandy R. – Present

Phone Line: Maegen G. – Present

Activities: Richard T. – Present

PI: Paul S. – Present

RBS: Dave T. / Bobby S. – Present

Outreach – Open

Policy: Melissa V. – Present

Literature: Sean C. / Troy W. – Present

Web Servant – Open

10<sup>th</sup> Street Newcomers – Present

Back to Basics – Present

Blue Book Study Group – Absent

Easy Does It – Present

Get It Together – Present

Gem City – Present

Last House On The Block – Absent

Living Clean – Present

Never Again – Present

New Beginnings – Present

Off The Wall – Present

Shot of Hope – Absent

Survivors – Present

Victoria Group – Present

Women's Unity – Present

Stepping Up - Present

NWNA- Absent

Whatever It Takes – Present

Talk With Pride – Present

Conscious Contact- Present

Just For Today – Absent

Cloud 9 – Present

**Service Prayer:** God, grant us the knowledge that we may work according to your divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness that this truly be your work, not ours: and that no addict anywhere need die from the horrors of addiction.

## ASC MEETING NOTES

NOVEMBER 16,2014

Group Reports were turned in. No complications with any group.

Nominations for positions were made. Positions for the new year, are as follows:

Facilitator – David K.

Co. Facilitator – Debbie T.

Treasurer – Russell M

Recorder – Shelley M

RCM 1 – Bill H.

RCM 2 – Herb M

H & I – Richard T.

Phone line – Maegen G

Activities – Jennifer T.

PI – Paul S.

RBS – Dave T. & Bobby S.

Outreach – Angel R

Policy – Melissa V.

Literature – Troy W.

### **Proposals were made for the following:**

Combine Webservent and PI position

There was discussion about holding workshops for building better home groups and our primary purpose. No dates were set.

Meeting ended at approximately 4:30pm

## RBS Report Nov. 2014

We had a good meeting on Monday Nov 10<sup>th</sup>. We got a lot accomplished. We have the committee picked with Carol L. doing registration and Bill H. doing merchandise. Cat H. being secretary and Herb M. doing hospitality and clean up. We also got 2 designs picked for t-shirts. One for pre-registration, Bill has already has shirts on order and hopefully we should have them before Thanksgiving

We are also still in need of old RBS t-shirts so Summer can begin to make the quilt for next year. Please let people know to get shirts to David, Bobby or Bill or any one on the committee

Our next meeting will be regularly on the Monday before ASC at RCI at 6:30 pm any one can attend

I will be cutting a check to Cup Graphics this coming week for our first order of shirts

And for our regular design pick was from Steven W. and our pre reg design was from Shelley M. Please note that the pre reg shirt will be awesome so don't miss the opportunity to get on as they will ONLY be available through pre-registration..

In loving service

David and Bobby and RBS Subcommittee

Report for phone line - 11-16-14

My name is mrogen & I am an addict. I now have 4 people to help with the phone line. I have gotten about 10 phone calls for me and I only got ahold of one other person for the phone line and she told me she got 1 call. no other calls or sales calls. I also bought a ream of copy paper for the copier. I would like to get reimbursed \$6.00 for that.

Thank you for <sup>letting me</sup> be of service,  
mrogen G.



Coastal Bend Area of Narcotics Anonymous  
 www.cbana.org  
 "...directly responsible to those they serve."



**ACTIVITIES EXPENSE REPORT**

Name/Subcommittee: Activities Phone: 361 688-0414  
 Purpose: fall Dance Date: 10-25-14

**EXPENSES**

TYPE	DESCRIPTION	AMOUNT
Beverages		\$100
Food		
Rent		\$100
DJ		\$100
Other		
Other		
	TOTAL	\$300

**INCOME**

TYPE	DESCRIPTION	AMOUNT
Donations		
Sales (food/beverage)		
Start-up Funds		
Other		
Other		
	TOTAL INCOME	\$142
	LESS EXPENSES	
	NET INCOME/LOSS	-\$158

Check# \_\_\_\_\_ Checked by: \_\_\_\_\_

**\*\*\*Please attach all receipts\*\*\***

# Sub-Committee Report For Area

Today's Date: 11-16-14

Name of Area: C96914

Representative: Sandy

Address/Phone: \_\_\_\_\_

Email: Sandy112911@yahoo.com

Current Projects/Activities: Angel is co Facilitator Sstf  
Cst is hit for H&I  
H&I is going to victory 506 Juan Lin Rd  
at 1:00 PM Dec 14th  
We have \$230 for Area

Problems/Situations: Need people to step up  
\_\_\_\_\_  
\_\_\_\_\_

Solutions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUB-COMMITTEE MEMBERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How can AREA PI/PR better serve you? Have PR shop up  
at subcommittee

Other important information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Sub-Committee Report For Area

Today's Date: November 16 2014

Name of Area: CBANA

Representative: Activities

Address/Phone: (340) 688-0414

Email: richardt@tinico7@yahoo.com

Current Projects/Activities: We would like help with the Thanks Giving Lunch / Dinner that is going to be held this year at the Anelov Club in the Bluff. The Home Group EASY Does it will be hosting and Activities will provide time and energy to coordinate the event.

Problems/Situations: We are going to put together a list of foods that are needed and would like people to sign the list and commit to bring a certain dish to the Pot Luck Event.

Solutions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUB-COMMITTEE MEMBERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How can AREA PI/PR better serve you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other important information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CBANA PI / PR Report For Area

Today's Date: 11/16/2014

Name of Area: CBAND

PI/PR Representative: Paul Showery

Address/Phone:

Email: pshowery@hotmail.com

Current Projects/Activities: Flyers for New Groups + A Conscious Contact  
Schedule updates - Get ALL FORMS Printed

Problems/Situations: NONE

Solutions:

SUB-COMMITTEE MEMBERS: Summer M.

How can AREA PI/PR better serve you? Let me know what Flyers you need.

Other important information:



# Sub-Committee Report For Area

Today's Date: 11/16/14

Name of Area: CAANA - Melissa Vos

Representative: Policy

Address/Phone: 637 626 Robinson #5 C.C., TX 78404 <sup>34-739-1831</sup>

Email: melissa-borba@hotmail.com

Current Projects/Activities: Nothing to report

Problems/Situations: Studying policy

Solutions: \_\_\_\_\_

SUB-COMMITTEE MEMBERS: \_\_\_\_\_

How can AREA PI/PR better serve you? \_\_\_\_\_

Other important information: \_\_\_\_\_



### Coastal Bend ASC GSR Report

Group Name: BACK TO BASICS Please print and return to Treasurer Date: \_\_\_\_\_

GSR: Paul S. Alt. GSR: Paul S.

Meeting Address: CBRC

Day(s) Thursdays Time(s) 8pm

Homegroup Members: 1 Avg. Attendance: 10 ASC Donation: 3<sup>00</sup>

Group Announcements, Events or Concerns:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### Meeting or Group Changes (For PI/PR or Webservant)

Group Name: \_\_\_\_\_

CHANGES/EVENTS/ADDITIONS/

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL: \_\_\_\_\_

Phone #: \_\_\_\_\_

Add to Facebook (Yes / No) Facebook ID: \_\_\_\_\_



### Coastal Bend ASC GSR Report

Group Name: Blue Back Study Group Date: 11/14/14

*Please print and return to Treasurer*

GSR: \_\_\_\_\_ Alt. GSR: \_\_\_\_\_

Meeting Address: 624 Robinson C.C., TX 78404

Day(s) Wed Time(s) 6:30pm

Homegroup Members: \_\_\_\_\_ Avg. Attendance: 10 ASC Donation: \$28.<sup>00</sup>

Group Announcements, Events or Concerns:  
Needs support and GSR/treasurer etc.

### Meeting or Group Changes (For PI/PR or Webservant)

Group Name: \_\_\_\_\_

#### CHANGES/EVENTS/ADDITIONS/

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\_\_\_\_\_  
\_\_\_\_\_

EMAIL: \_\_\_\_\_

Phone #: \_\_\_\_\_

Add to Facebook (Yes / No) Facebook ID: \_\_\_\_\_



# Coastal Bend ASC GSR Report

Group Name: Cloud 9 Please print and return to Treasurer Date: 11-16-14

GSR: Jason Petrus Alt. GSR: \_\_\_\_\_

Kickin' Ass Vape shop  
Meeting Address: 505 S. Water St. Unit #519 CC TX 78401

Day(s) Tuesday S Time(s) 8:00 pm

Homegroup Members: 2 Avg. Attendance: 28 ASC Donation: \_\_\_\_\_

Group Announcements, Events or Concerns: Open Group

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Meeting or Group Changes (For PI/PR or Webservant)

Group Name: Cloud 9

### CHANGES/EVENTS/ADDITIONS/

New group Requesting a start up kit  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL: PetrusJason1974@gmail.com

Phone #: 361-319-5652

Add to Facebook  Yes / No Facebook ID: \_\_\_\_\_



### Coastal Bend ASC GSR Report

Group Name: Conscious Contact Please print and return to Treasurer Date: 11-16-14

GSR: Lanette Parker Alt. GSR: Melissa Hodge

Meeting Address: 3307 Ayers CCTx 78415

Day(s) Tuesday + Sunday Time(s) 8pm + 10am

Homegroup Members: 3 Avg. Attendance: 12 ASC Donation: \$14.00

#### Group Announcements, Events or Concerns:

New Alternate GSR: Melissa Hodge  
Donation Event <sup>\$3.00-5.00 plates</sup> Dec. 7th Breakfast to Raise  
Money for Living Clean Books for group discussion

#### Meeting or Group Changes (For PI/PR or Webservant)

Group Name: Conscious Contact

#### CHANGES/EVENTS/ADDITIONS/

New Alternate GSR: Melissa Hodge

Donation Event for Living Clean books  
plates \$3-5 dollars

EMAIL: lanetteparker@gmail.com

Phone #: 361-290-3850

Add to Facebook (Yes / No) Facebook ID: yes



### Coastal Bend ASC GSR Report

Group Name: EASU does it Please print and return to Treasurer Date: 11-16-14  
 GSR: Tiffany Bartley Alt. GSR: Josh Max  
 Meeting Address: 320 Anchor St.  
 Day(s) Tuesday/Thursday Time(s) 8:00 pm  
 Homegroup Members: 10 Avg. Attendance: 25 ASC Donation:

**Group Announcements, Events or Concerns:**

thanks giving potluck / ~~at~~ candle  
meeting after 12

### Meeting or Group Changes (For PI/PR or Webservant)

Group Name: \_\_\_\_\_

**CHANGES/EVENTS/ADDITIONS/**

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EMAIL: \_\_\_\_\_

Phone #: \_\_\_\_\_

Add to Facebook (Yes / No) Facebook ID: \_\_\_\_\_



### Coastal Bend ASC GSR Report

Group Name: 10<sup>th</sup> Street New Comers Please print and return to Treasurer Date: 11-16-14

GSR: Val V Alt. GSR: Open

Meeting Address: 10<sup>th</sup> & Craik @ The Wenholz house

Day(s) Tuesday & Friday Time(s) 8PM

Homegroup Members: 10 Avg. Attendance: 8 ASC Donation:

**Group Announcements, Events or Concerns:**

Open Meetings - Need participation  
\_\_\_\_\_  
\_\_\_\_\_

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### Meeting or Group Changes (For PI/PR or Webservant)

Group Name: \_\_\_\_\_

CHANGES/EVENTS/ADDITIONS/

~~NA~~  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL: \_\_\_\_\_

Phone #: \_\_\_\_\_

Add to Facebook (Yes / No) Facebook ID: \_\_\_\_\_



Coastal Bend ASC GSR Report

Group Name: Gem City Please print and return to Treasurer Date: 11-16-14.

GSR: Sherry Alt. GSR: Jennie

Meeting Address: 822 Denver St.

Day(s) Sunday Time(s) 8:00

Homegroup Members: 2 Avg. Attendance: 10 ASC Donation: 23<sup>12</sup>/<sub>xx</sub>

Group Announcements, Events or Concerns:

Have had consistent attendance will  
continue to open the doors.

Meeting or Group Changes (For PI/PR or Webservant)

Group Name: Gem City

CHANGES/EVENTS/ADDITIONS/

Will continue to open the  
meeting

EMAIL: Serenity1xf@yahoo.com

Phone #: 361 215-1947

Add to Facebook (Yes / No) Facebook ID: \_\_\_\_\_





Coastal Bend ASC GSR Report

Group Name: Get it together Please print and return to Treasurer Date: 11-16-14

GSR: Deb T. Alt. GSR: \_\_\_\_\_

Meeting Address: 5501 IH 37, C.C. TX 78408

Day(s) Tue, Thur, Sun Time(s) 8pm

Homegroup Members: 15 Avg. Attendance: 150 ASC Donation: \$200

Group Announcements, Events or Concerns:

doing fine  
Donating case of paper for schedule.

Meeting or Group Changes (For PI/PR or Webservant)

Group Name: \_\_\_\_\_

CHANGES/EVENTS/ADDITIONS/

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EMAIL: \_\_\_\_\_

Phone #: \_\_\_\_\_

Add to Facebook (Yes / No) Facebook ID: \_\_\_\_\_



# Coastal Bend ASC GSR Report

Please print and return to Treasurer

Group Name: living clean Date: 11/16/14

GSR: Nick Sahadi Alt. GSR: \_\_\_\_\_

Meeting Address: 622 Airline

Day(s) Wed thurs friday Time(s) 8pm 8pm 10pm

Homegroup Members: 4 Avg. Attendance: 12 ASC Donation: 106

### Group Announcements, Events or Concerns:

Our homegroup members are not working together to ~~keep the Friday night~~ to decide who opens what day. No one was there to open this past friday

### Meeting or Group Changes (For PI/PR or Webservant)

Group Name: living clean

#### CHANGES/EVENTS/ADDITIONS/

donating a turkey  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL: \_\_\_\_\_

Phone #: 361 220 3460

Add to Facebook (Yes / No) Facebook ID: \_\_\_\_\_



### Coastal Bend ASC GSR Report

*Please print and return to Treasurer*  
Group Name: New Beginnings Grp. Date: 11-16-14

GSR: SHARON Petrie Alt. GSR: Robert R.

Meeting Address: 5633 S. Staples 78411

Day(s) Tue & Thur Time(s) Noon

Homegroup Members: 3 Avg. Attendance: 4 ASC Donation: 0-

**Group Announcements, Events or Concerns:**

None at this time.  
No donations.

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### Meeting or Group Changes (For PI/PR or Webservant)

Group Name: \_\_\_\_\_

**CHANGES/EVENTS/ADDITIONS/**

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMAIL: petriesharon1942@yahoo.com

Phone #: 361-561-7422

Add to Facebook (Yes) / No Facebook ID: \_\_\_\_\_



### Coastal Bend ASC GSR Report

Please print and return to Treasurer

Group Name: NEVER AGAIN Date: 11-16-2014

GSR: Herb Mathisen Alt. GSR: Sandy Recall

Meeting Address: 1711 West Wheeler

Day(s) WEDNESDAY Time(s) 7:30 PM

Homegroup Members: \_\_\_\_\_ Avg. Attendance: 20 ASC Donation: <sup>15</sup>100

#### Group Announcements, Events or Concerns:

We are discontinuing the Friday Night Meeting due to lack of support. Wednesday Night Meeting to continue on regular schedule of 7:30

#### Meeting or Group Changes (For PI/PR or Webservant)

Group Name: NEVER AGAIN

#### CHANGES/EVENTS/ADDITIONS/

We are discontinuing the 7:30 Friday Night Meeting

Wednesday Night 7:30 Meeting remains as scheduled.

EMAIL: herbmathisen@yahoo.com

Phone #: 361-688-4369

Add to Facebook (Yes/No) Facebook ID: No clue



### Coastal Bend ASC GSR Report

Group Name: Off the Wall Please print and return to Treasurer Date: 11-16-14

GSR: Angel Reveller Alt. GSR: \_\_\_\_\_

Meeting Address: 50 Shores Christian Church

Day(s) M-F (NOON) Sat (8p.m.) Time(s) ←

Homegroup Members: 12 Avg. Attendance: 25 ASC Donation: -0-

**Group Announcements, Events or Concerns:**

voted @ gr. conscience to raise prudnet Reserve to  
\$500. Our next will go to \$250.00 as of  
January 1<sup>st</sup>. (Prudet Reserve = 2 mos. vert)

**Meeting or Group Changes (For PI/PR or Webservant)**

Group Name: \_\_\_\_\_

**CHANGES/EVENTS/ADDITIONS/**

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\_\_\_\_\_  
\_\_\_\_\_

EMAIL: \_\_\_\_\_

Phone #: (619) 772-6643 Angel R.

Add to Facebook (Yes / No) Facebook ID: \_\_\_\_\_



# Coastal Bend ASC GSR Report

Group Name: Survivors *Please print and return to Treasurer* Date: 1/14/14

GSR: Melissa VBS Alt. GSR: \_\_\_\_\_

Meeting Address: 624 Robinson CC TX 78404

Day(s) mon + Fri Time(s) 8pm

Homegroup Members: 4 Avg. Attendance: 30 ASC Donation:

Group Announcements, Events or Concerns:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Meeting or Group Changes (For PI/PR or Webservant)

Group Name: \_\_\_\_\_

CHANGES/EVENTS/ADDITIONS/

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\_\_\_\_\_  
\_\_\_\_\_

EMAIL: \_\_\_\_\_

Phone #: \_\_\_\_\_

Add to Facebook (Yes / No) Facebook ID: \_\_\_\_\_



# Coastal Bend ASC GSR Report

*Please print and return to Treasurer*

Group Name: ~~11-16-14~~ Talk with Pride Date: 11-16-14

GSR: Robert Alt. GSR: Jacquie

Meeting Address: 3020 S. Staples

Day(s) Tue Time(s) 8pm

Homegroup Members: 2 Avg. Attendance: 6-8 ASC Donation: 0

Group Announcements, Events or Concerns:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Meeting or Group Changes (For PI/PR or Webservant)

Group Name: \_\_\_\_\_

CHANGES/EVENTS/ADDITIONS/

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\_\_\_\_\_

EMAIL: \_\_\_\_\_

Phone #: \_\_\_\_\_

Add to Facebook (Yes / No) Facebook ID: \_\_\_\_\_

**AREA GSR REPORT FOR** ,

GROUP: *Victoria Group of NA*      *11-16-14*

ACCOMPLISHMENTS & FORTHCOMING PLANS:

*Charlie 3 years*

PROBLEMS:

*None*

UPCOMING FUNCTIONS:

AREA CONTRIBUTIONS:

*\$364.54*

MEETING ADDRESS:      PHONE:

MEETING SCHEDULE

Day	Time	<u>OPEN/CLOSED</u>	TYPE OF MEETING	AVG # ATTEND
<i>Sunday</i>	<i>7-8pm</i>		<i>D</i>	<i>14</i>
<i>Monday</i>	<i>7-8pm</i>		<i>D</i>	<i>16</i>
<i>Tuesday</i>	<i>8:15-9:45pm</i>		<i>Lit.</i>	<i>12</i>
<i>Thursday</i>	<i>8:15-9:15pm</i>		<i>Lit</i>	<i>12</i>
<i>Friday</i>	<i>7-8 pm</i>		<i>D</i>	<i>20</i>

SUB-COMMITTEE CHAIRS

Name	PHONE	NAME	PHONE
H&I:		PI:	
HELPLINE:		ACTIVITIES:	
RBS			

GSR / ALTERNATE

GSR:	<i>Henry H.</i>	ALT:	<i>Summer M.</i>
ADDRESS:		ADDRESS:	
CITY, ZIP:		CITY, ZIP:	
PHONE:	<i>361-208-3325</i>	PHONE:	
E-MAIL:		E-MAIL:	

NOTES:





# Coastal Bend ASC GSR Report

Please print and return to Treasurer

Group Name: Whatever It Takes Date: 11/10/14

GSR: Misty B Alt. GSR: Sam B

Meeting Address: 3307 Ayers

Day(s) 2 Time(s) 8-9 pm

Homegroup Members: 8 Avg. Attendance: 25-30 ASC Donation: \$20

Group Announcements, Events or Concerns:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Meeting or Group Changes (For PI/PR or Webservant)

Group Name: Whatever It Takes

### CHANGES/EVENTS/ADDITIONS/

- \* Adding a Monday night meeting at 8pm at Clubhouse - holding a book study on this night & having a speaker meeting once a month featuring both male/female 30 minutes each 2nd & 3rd Monday of every month
- \* Birthday Night last Friday of every month The book study is "It Works Flow & Why"

EMAIL: \_\_\_\_\_

Phone #: \_\_\_\_\_

Add to Facebook (Yes/No) Facebook ID: \_\_\_\_\_



Coastal Bend ASC GSR Report

Group Name: Women's Unity Group Date: 11/16/14

GSR: Anna Liza Lozano Alt. GSR: None

Meeting Address: 626 Robinson

Day(s) Thursday Time(s) 7pm - 8pm

Homegroup Members: 0 Avg. Attendance: 510 ASC Donation: 0\$

Group Announcements, Events or Concerns:  
\_\_\_\_\_  
\_\_\_\_\_  
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Meeting or Group Changes (For PI/PR or Webservant)

Group Name: \_\_\_\_\_

CHANGES/EVENTS/ADDITIONS/

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EMAIL: \_\_\_\_\_

Phone #: \_\_\_\_\_

Add to Facebook (Yes / No) Facebook ID: \_\_\_\_\_



### CBANA Proposal Form

(To be completed and then submitted for approval by Coastal Bend Area Service Committee)

Name: Debra Townzen

Request Date: 11-16-14

Area or Position: CSE - GIT

Phone Number: 361-694-0560

Proposal Title: Combining of duties

Email Address: dtownzen@cbadrc.org

Proposal or Idea (please check one by replacing  with )

Areal Guideline / Policy

Activity or Event

Audio / Visual or Internet Service Tools

Other Service Tool Development

Other (please specify): \_\_\_\_\_

Proposal Plan Information (In order to help us better prepare, please include as much information as possible):

To incorporate web servant into PI/PE position for ease & effectiveness of overall position.

Intent for Proposal: to simplify and expedite changes on the website effectively thru an existing position related to PI/PE.

Notation of Policy If affected: change of policy to place web servant under PI/PE

Financial Impact: none.

Anticipated Cost of Copies, Supplies, and other Materials needed to complete Proposal: none

Total Estimated Proposal Costs: none

Anticipated Proposal Completion Date: within next policy change.

**This Section is to be completed by the Area Chair**

Facilitator Signature: [Signature]

Proposal Approval Date: 11-16-14