

7/2000-There was much discussion regarding RVRSC's convention corporation, VRCC. VRCC is not donating the convention proceeds and has not given financial accounting in several years. They have decided they are "autonomous" and do not need to take direction from their Region or NA as a whole. It is noted they have said they "have nothing to do with NA". It was decided a letter would be written to NAWS to ask for assistance. The letter will ask NAWS when they attend MARLCNA (February 9 - 11, 2001) to address this issue. This letter was circulated and was signed by interested members (MRSC's RD did not wish to sign letter). It was noted there would be four NAWS BOD members at MARLCNA to answer questions.

7/2004- It is a consensus that who ever is hosting the zonal will facilitate the zonal. At each zonal we ask for a volunteer to take notes and to send them out.

1/2005-ARCHIVISTS – Both Sherry V. and Anne H. volunteered to be the AZF Archivists. They would keep electronic records of the minutes. Hard copies of the minutes would also be kept at the GPRSO and the FSRSC. Sherry V. has prior minutes and will make them available to Anne H. Anne H. agreed to receive \$1.00 form each hosting Region to mail the minutes to the GPRSO and FSRSC. MEETING FORMAT – It was decided we will set the agendas for the upcoming AZF's at the current AZF. ZONAL WEBPAGE – Having a Zonal webpage was discussed. The webpage would include links to each Region in our Zone and would contain AZF minutes. Anne H. and Sherry V. agreed to get an AZF webpage up and running by the July 2005 AZF CAR WORKSHOP – Next CAR will come out 11/23/05. Next WSC is 04/23 – 04/29/06. Discussed a CAR workshop and inviting NAWS participation. Discussed having a workshop at 01/06 AZF vs. Zonal CAR Workshop. Some felt getting together prior to MARLCNA would better prepare RD's for MARLCNA. Rick S. stated the purpose of the AZF was to share ES&H on issues of common concern to members of our Regions. We decided not to have a Zonal CAR Workshop, but a Region could host a CAR Workshop and invite members of the AZF to attend. We decided to make the primary topic of the 01/2006 AZF be the 2006 CAR. We decided that the Regions should mail the AZF Secretary their CAR workshop flyers/schedules

1/2006- During the past two years we decided to have some points of accountability pertaining to the archiving of our minutes. In the past we relied on several persons to just have and maintain copies. We now have a secretary responsible for the minutes and the archives. We are continuing to have the delegates from the hosting region to facilitate

the meeting thus eliminating the need for officers.

1/2010- Request by GPRNA: Rather than hold our Zonal Forum at WSC, we attend other Zonal Forums to see what how they conduct business. We can meet at the beginning, and have it as an option. Intent: most of us do not have the opportunity to see what other zonals do. Decision to meet first, and then decide

7/2012- We decided not to keep the zonalforum.com/org. We need to find an administrator to maintain and update our website on the CPRNA link. It would require an hour every 6 months. Michael J., and Donna Mc offered to be the administrator for the website at CPRNA. They both qualified themselves to attest to their own accountability

7/2013- Conference call thoughts to consider o time of day/ 9:30 pm o day of the week/ Sunday o time limit/ 90 minute maximum o expense/ need someone (Kim) to track down expense and available companies o number of participants Kim/ who can participate (maximum of 14 participants if all delegate positions are filled) o need rules, facilitator/ initiating calls Central Atlantic to initiate call in August, go alphabetically every other month o need for someone to take minutes (Merle) o which months? Even months (August, October, etc.) o Trial run on Sunday August 11 at 9:30 o Kim A.: phone • we decided to no longer use the C&P website for our website • we will decide on option A, B, or C, and • discussion regarding hosting site decision o pros; Kim would take a personal responsibility for maintaining the site o cons; it muddies the water when we have a member involved • Kim was asked to qualify herself for the position of hosting our website • It was suggested that we clarify duties and responsibilities, a set of guidelines, if we choose to use Kim as a host • We decided to use Kim as a hosting site, which can be changed at any time • The body agreed that Kim could contact Michael J to remove our information from the C&P website. • We can have one of the designs, and continue to look at other options • What is the program which would suit our needs (CMS, html, Dreamweaver, Wordpress) • We all agreed to omit CMS, we will move forward with something now, and give Kim creative ability to come back in January 2015 with some new design. • Add all the links of Sherry's option, if we choose option c. • Option C takes away from us being AZF, one member objected to use links to the world website • Option A will be used, vote was 8-1 • Phone conversation will be used to discuss what we want on the website, what links we want to use. No links will be used until we make a decision as to what to put on the website. • Donna McD. will draft a letter to send to C&P (both Board and region), send it to the

RDs for their approval, and then send it to Cheryl so she can share it at her region. Number if problem connecting 860-469-5462 • Tasks: beta testing of this way to communicate, website discussion if there is enough information. We reached consensus and are in agreement that AZF should be moving on to become more than an informational body

7/2014- • we decided to no longer use the C&P website for our website • we will decide on option A, B, or C, and • discussion regarding hosting site decision o pros; Kim would take a personal responsibility for maintaining the site o cons; it muddies the water when we have a member involved • Kim was asked to qualify herself for the position of hosting our website • It was suggested that we clarify duties and responsibilities, a set of guidelines, if we choose to use Kim as a host • We decided to use Kim as a hosting site, which can be changed at any time • The body agreed that Kim could contact Michael J to remove our information from the C&P website. • We can have one of the designs, and continue to look at other options • What is the program which would suit our needs (CMS, html, Dreamweaver, Wordpress) • We all agreed to omit CMS, we will move forward with something now, and give Kim creative ability to come back in January 2015 with some new design. • Add all the links of Sherry's option, if we choose option c. • Option C takes away from us being AZF, one member objected to use links to the world website • Option A will be used, vote was 8-1 • Phone conversation will be used to discuss what we want on the website, what links we want to use. No links will be used until we make a decision as to what to Please send your report to secretary, since we will not read our reports at our meeting put on the website. • Donna McD will draft a letter to send to C&P (both Board and region), send it to the RDs for their approval, and then send it to Cheryl so she can share it at her region.

1/2015 - Please send your report to secretary, since we will not read our reports at our meeting

7/2015 - After continued discussion about our role as a Zonal Forum, it was called to a vote. The facilitator asked if there were any objections to the Mission Statement. Kim stood aside. The Mission Statement was accepted. It was stated the Mission Statement should come before the Vision Statement on the website. From our zonal inventory, the delegates prioritized the need to hold a zonal event. Some of the brainstormed ideas included PR and working with professionals, a multi zonal event supported by our Zonal Forum, a professional conference to serve people who are not familiar with NA. It was expressed the Mountaineer region would like a multi regional

event. We discussed a variety of fundraisers to fund this event, including the selling of specially designed pins, selling food, a 50/50 raffle, asking each region to share in the expense and provide funding. It was decided that the first event would be held in Philadelphia July 2016 as a two-day event. Friday afternoon would be to invite professionals for a PR presentation. Function of a zone • why do we have the zonal • and the history of the zonal. On Saturday, we could hold our regular zonal forum in the early morning, followed by a speaker jam. We discussed that through our regions, we have been charged with explaining what this level of service is about. It's becoming a viable level of service and we need to explain this and the role of the Zonals to our members. Finalize the secretary duties and who will take the baton. The group reviewed the handout "Secretary Duties and Qualifications as per Teleconference" (see attached handout). Added, "Will send the telephone conference call minutes and regular minutes after zonal approval to the world board within four weeks." Merle has been sending it to Steve Rush and he shares it with the World Board. The secretary will use an approved template to write the minutes. There was no discussion regarding a template at this meeting. There was concern regarding the non-funding of the secretary. It was suggested the secretary will update and maintain the archives by forwarding electronic copies to the Webservant as the web servant should backup files on the server regularly. The minutes should be emailed to all participating minutes. The secretary currently maintains a contact list for each zonal forum. Some changes were made in the order of listing the duties. There was consensus to accept the duties and qualification for the secretary, as adjusted during this zonal forum.

7/2016 - SECRETARY Commitment - We decided the Gatekeeper of the documents will be the Webservant. Template – Each hosting region will be responsible to put together the minutes. Decided to use the template that Cheryl submitted and we will revisit should any problems arise after we implement. Secretary Guidelines were adjusted: See below (Webservant will upload new guidelines to website) " The last bullet point will be changed from shall be elected every two years.... to "The taking of the minutes shall the responsibility of hosting region."