

Plains States Zonal Forum Business Meeting

September 17th, 2017
Sturgis, SD

Moment of silence, followed by Serenity Prayer, Traditions, Concepts, Service Motivator

ROLL CALL: Best Little, Iowa, Mid America, Nebraska, OK, South Dakota, Facilitator, Treasurer, Web Servant, PR Coordinator. Secretary – Absent.

Trusted Servants:

Facilitator – Nate F.
Secretary - Amber C – Absent
Treasurer – Carol P.
Web-Servant – Barry B.
PR Coordinator – Sam B.
SBTW Facilitator – Amanda M.

Regions

Best Little Region – LeaAnne H & Sam B.
Iowa – Kathy N & Michelle B.
Mid-America – Jeffrey L & Rod D.
Nebraska – Brian S.
Oklahoma – Kyle B. &
South Dakota – Steve P. & Jeff S.

Visitors: See Attendance Sheet

MINUTES: Minutes were read by Tim S.

Amendments: Iowa stood aside on the vote to have Zone at SD Region. 3 objections.

REPORTS:

Treasurer

No Report Sent yet.

PR Coordinator

Getting clarification on Report

SBTW

Dear Zone,

Thank you for your thoughtful input at our February zone. I shared your guidance with the workgroup after we met in Oklahoma, and it has propelled us to accomplish many things and research a lot further. Also thank you for helping spread the word of this project, we've had many people contact us with their interest in becoming a volunteer sponsor.

We have met a bajillion times since our last report in February, it feels like anyway. In actuality, that has meant meeting via Zoom every two to three weeks, as well as workgroup members meeting in smaller groups in between that time to work on specific tasks with each other. We average about 9-12 active and very dedicated workgroup members on each main workgroup call. We switched from using Skype to using the Zonal Zoom account and we love it and usually meet without any difficulties.

I've attended a couple NAWS Webinar Zoom calls on Inmate Step Writing with members on

other SBTW Committees and have gleaned valuable input from them on their successes, challenges, and best practices, and have incorporated many of their suggestions into our guidelines, letters, and sponsor orientation information we have developed.

Based on further research and member interest, we decided to locate our mailbox in Tulsa, OK. There are many excited members there willing to help. We secured a medium sized mailbox at a UPS Store in Tulsa on August 2, and paid for it for 2 years, through August 1, 2019. We decided to scan and email sponsee letters to sponsors. We researched scanners and scanner phone apps, and decided to use the phone app for now and purchase a scanner later if it is needed. We have a scanner picked out for \$360, if the need arises.

Starting in May, we elected workgroup positions, with the exception of two Regional Liaison positions that are still unfilled (Iowa and South Dakota). We decided this year they will have 1.5 year terms, to coordinate with the end of the two year term of the facilitator (Fall 2018), and then will be 2 year terms thereafter per our policy. The members in our workgroup positions are:

Amanda M (NE) Facilitator (already elected by Zone in 2016)

Sam B (Best Lil) Co-Facilitator

Rhonda B (OK) Secretary

Kathy N (IA) Sponsor Communications Coordinator

Angie S (OK) Postal Coordinator

Vicki L (OK) Postal Co-Coordinator

Teresa B (Best Lil) Best Little Regional Liaison

Jeff R (Mid-Am) Mid-America Regional Liaison

Paul H (NE) Nebraska Regional Liaison

Denise A (OK) OK Regional Liaison

We mailed the initial letters to 11 facilities on 9/12 throughout all 6 of the regions in our zone!! We are eager to hear back and see which will be willing to work with us and which ones we need to overcome any stumbling blocks. We have a follow-up letter ready to send out. The following facilities were contacted: Jordan/Baten Unit and Montford Unit in the Best Little Region; the Women's and Mt. Pleasant Correctional Facilities in Iowa; Ellsworth and Norton Correctional Facilities in Mid-America (Kansas); Women's and Tecumseh Correctional Institutions in Nebraska; the Mabel Bassett Women's Correctional Center in Oklahoma; and the Women's Prison and SD State Penitentiary in South Dakota.

In addition to adding to our guidelines and finalizing a logo design, we created a sponsor orientation packet, powerpoint, and facilitator format to train sponsors. We have 2 documents potential sponsors must fill out and return to us after they've gone through the sponsor orientation to become a volunteer sponsor: the "Correspondence Only Agreement" and a sponsor questionnaire.

This summer, we had Kim A from Virginia join us on a Zoom call, to have her give us a sponsor orientation, based on a draft of the sponsor orientation packet we developed. She was an instrumental and a longtime member of the Connecticut Region Workgroup equivalent, and provided a lot of practical insight, answered some of our basic questions, and got us somewhat more prepared to facilitate sponsor trainings of our own. We have also held several practice sessions with each other to better facilitate the training workshops. It was quite helpful in developing final versions of some of our documents. We are putting these all forward with the understanding that we'll see how everything works in actuality and evaluate and adjust our documents and processes down the road as things work or don't and from member input.

In addition to creating the letters to the facilities with a bilingual flyer for them to post in their prisons, several letters for communications with sponsors, we also created a series of response

letters to potential sponsees, introducing them to the specifics of the project, information to get a free Basic Text through Project Primary Purpose (P3) and a free Reaching Out Subscription through NAWS, as well as two assignments they must complete (responses to the Living The Program IP#9 and Sponsorship IP#11), as well as a sponsee questionnaire before they are assigned to a volunteer sponsor. From our research on SBTW committees in other regions and areas, this is an important component of finding sponsees that actually want to work the 12 steps of NA, as well as maintaining enough sponsors for willing sponsees.

This month we are starting to conduct Sponsor Orientation Trainings! We are doing a workshop on Saturday in Sturgis, South Dakota @ 3pm (mountain time), have two online virtual orientations planned for Wednesday 9/20 @ 7pm (central time) and Saturday 9/23 @ 11am (central time), as well as the Wichita Area has reached out and ask that we give a workshop at their campout on Saturday 9/30 @ 3pm (central time). Unity Area in Best Little will host a workshop in Midland/Odessa in November. If any group, area, or region would like to host an in-person training workshop, please reach out to us, in person or through our email: sbtw@pszfna.org, and we'll work with you to get a training workshop set up. We have done several short informational workshops in Grand Island, NE and Amarillo, TX this spring and summer. We are attaching our most recent flyer which has the online workshop information, and we will schedule more online training workshops as needed. I anticipate several more to be scheduled for this fall and winter until we get the initial batch of sponsors trained.

We have approved within our workgroup a process for literature needs. P3 has agreed to provide Basic Texts to any of our sponsees that don't already have one. We plan to ask the sponsor to pay for any other NA books they would like to use for working steps with their sponsee. If they are unable to pay for lit, they are to contact us, and we would like to have a small literature budget to fund the purchase of a Step Working Guides or an It Works: How and Why to send to a sponsee if their sponsor can not afford it (one of those two books per sponsee). If our zonal workgroup does not have the funds to purchase, NAWS has said they would be happy to send one of those two book options to an incarcerated sponsee. So sponsor (1st), SBTW Zonal Workgroup (2nd), and NAWS (3rd) would be the order in which those books would be funded. We really have no idea what this will translate to, in terms of actual dollars needed for our workgroup, so have proposed \$500 be budgeted for NA books for the next year. This is detailed in our proposed budget for the upcoming year below. I think zone should have a conversation, if they are amenable to this prioritization of paying for literature, and for inclusion of a budget for this workgroup in general: on if we should up prudent reserve/operating budget, or if the workgroup should have their own checking account or can zonal funds be earmarked for SBTW, can areas/regions host fundraiser specifically for this workgroup, and other ideas related to ongoing funding of this project. We think we'll have a slightly better idea on budget needs when we meet again in a few months, and can assess the initial response from prisons and addicts in those prisons. But it'll be a pretty big guess for the first few years of the project.

We have a proposed budget for the upcoming year:

\$200 Workshop materials

\$200 Mailing postage and materials

\$ 50 IP's for initial sponsee assignments (before they get a sponsor)

\$500 NA Books (Step Working Guides and It Works: How and Why)

\$360 Scanner (if it's decided we need one)

\$1310 TOTAL

We have \$156.85 left from the original \$700 given to us in August 2016. The breakdown on expenditures since then is as follows:

\$386.32 8/2/17 UPS Store (mailbox, key and setup fees—for 24 months)

\$ 6.27 9/11/17 Target (paper and envelopes)

\$ 49.00 9/12/17 US Post Office (100 US Forever stamps)

\$101.56 9/14/17 UNMC Print Services (Orientation packets & sponsor form copies)

\$543.15 TOTAL SPENT (Period of 8/28/16-9/14/17)

We've sent the following docs out to RD's/Zonal members this week, and would ask that they also be included as attachments to the zonal minutes:

-Latest SBTW flyer -Updated guidelines (new since Feb is highlighted)

-Sponsor Orientation Packet -Potential Sponsor Signup Sheet

-Sponsor Questionnaire and Correspondence Only Agreement Forms (in one doc)

We are currently working with Barry on the website. These documents are on there (and have been updated as we make additions), and are looking into using the site to store other documents, and provide a place for internal shared spreadsheets (letter writing accountability, etc), forms for interested members to fill out, and several other functions and features. So please refer to our page and refer others to it for project information. We have also added emails for each of the Regional Liaisons and the Sponsor Communications Coordinator.

As always, any input, guidance, approval, or redirection you can provide us is welcomed. We look forward to developing this project further and carrying the message to incarcerated addicts in our zone and working the 12 steps with them!

With gratitude and love in service,
Amanda M, SBTW Workgroup Facilitator
& the entire SBTW Workgroup

Web Servant

Greeting in Recovery,

Your new web site is done and has been moved over to our new server. The new server is A 2 hosting. The Initial cost was \$64.62 for the swift shared hosting plan for one year. This runs from September 9, 2017 to September 8, 2018. This is the middle of the road shared hosting plan and does include a free wild card SSL. I do not know if the free ssl will work for us. SSL is a security layer that goggle map is now requiring and is need for the Basic Meeting List Tool. IT will cost an additional 49.95 a year for a SSL Certificate. We may need to move up to the turbo package if the Basic Meeting List Tool passes due to traffic use. The Multi-Zonal Service Symposium web site is still on our old server. I will not move the old code over. They will have to decide about cleaning up their code before the web site can be moved. The site is so old it is security time bomb. I paid for the last month on the server so it has until October before the time expires.

The new site has a few new functions and designs built in and I'll be adding some as we go along. I have taken off the user log in. Unless you have a zonal position that requires restricted access you will not be required to log in. All documents are open to the public. If you would like a section for closed assess that can be provided. This should make the use of the site simple for the user to get to what they want. Most links are on the top menu. There is a new side bar that has "What is New at NAWS", and an "Up coming Events" Block. I have disable the Basic Meeting List Search and Events RSS feeds at this time. Right now, the Basic meeting list looks at the Iowa Server that has Iowa and Omaha Nebraska meetings in it. The RSS feeds only has feeds from Iowa and a couple from OK. It is also not displaying right on a mobile device. I can help your web servant set up the RSS feeds or understand what they are. I still need to work on the display for the calendar on a mobile device length wise the calendar has some issues. With the phone on the side, the calendar is good. I will work on that. I have been working with Amanda on the Sponsorship behind the walls and will be adding features for their use.

I do need some help. I need people to go through the web site on computers, phones, and tablets to ensure it works correctly. I also some help with figuring out the member region of the zonal forums. I have a partial list and stopped look at the list under the links tabs.

NEW LINKS

- The new site has a form to schedule a zoom meeting. The link: <http://pszfna.org/zoom>
- Sponsorship behind the walls link: <http://pszfna.org/sbtw>

Thank you for the allowing me to serve.

ILS, Barry B.

Best Little Region (TX)

No Report sent yet.

Iowa Region

Hello Fellow Regions!

Thank you for hosting, South Dakota. We've enjoyed your warm hospitality and attending the workshops and fellowship with addicts in attendance.

Since we last met:

- Iowa Region has met three times – February, June and August.
- Michelle B. was elected as the Alternate Delegate – please give her a warm welcome.
- Elections are pending for Treasurer and Recorder. Co-Treasurer is open.
- Region web site was down twice – once due to hacking. Extra security measures have been put in place. A new website is being developed.
- RD team held three Zoom meetings with RCMs to complete the environmental scan, and surveys on the meditation book and IP on mental health/illness.
- RD team has also participated in the conference participants Zoom meetings.
- Regional H&I and Fellowship Development workshops were held at area functions.
- PR booth at Governor's Conference on Substance Abuse.
- At each Region meeting, a workshop was held – the Guiding Principles IDT in February, Michelle presented a NAWS update in June, and in August, at the local fellowship's request, a "Who's Missing" workshop – focusing on local fellowship meetings, area and regional service which generated excellent discussion and breathed new life into the Region's Awareness work group.
- Speaking of workshops, at the request of an Area, a list of available of workshops from various sources was compiled and distributed to area RCMs (thank you, Barry).
- Going forward, we are going to begin involving RCMs in workshop facilitation. Hopefully, this will help RCMs feel more comfortable (and more willing) to facilitate workshops in their areas.
- H&I workgroup has completed its facility database and Awareness workgroup is compiling a list of TV and radio station contacts for public service announcement rotations.
- Phone line received 307 phonenumber calls; 57% answered by volunteers and 32% by the admin queue.
- Iowa currently holds 270 meetings weekly.

While all of this sounds positive, and is, there are concerns. Decreased level of commitment of trusted servants, and a stagnant level of meetings. We aren't growing. As always, awareness and Fellowship Development will continue to be a necessary focus.

ILS,

Kathy N. and Michelle B.

Iowa RD Team

Mid-America

Hello PSZF,

The Mid-America Region is doing very well. I am excited to report that at our August RSC, we had all ten active Areas in attendance. Besides our new Never Again, Never Alone Area and we once again connected with the Western Region along with the other either eight Areas that typically attend. Jeff R. went to Dodge City and helped facilitate an Area meeting for the Western Area. Nine people were in attendance and we hope they are in the process of getting their Area back on its feet.

A new service position was created called Treasurer Oversight. This position is responsible for monitoring all the regional bank accounts. I will recognize Matt M. and thank him for taking on the position of Treasurer Oversight.

Our campout committee reported great success for the July Regional Campout. There were at least 240 in attendance for our Saturday evening meal. Take note that the Mid-America Regional campout in 2018 will be in Beloit, KS and the committee is already nearly complete filled with service volunteers. The committee will be working with the City of Beloit and are in the process of negotiating for use of the pool on the campgrounds. Might be a neat event that is not far from southern Nebraska.

The Mid-America Regional Convention as many of you know is in Topeka, KS. The dates are April 27th through the 29th. Unfortunately, these dates overlap with the opening weekend of the WSC but we hope to see the rest of you there. Also, we are looking for speaker and entertainment submissions/recommendations for the MARCNA 2018 convention.

The PR committee is busy. The H&I workgroup has embarked on a project to begin collecting information about the different county jails/detention centers in the state and trying to provide Basic Texts to those who would like to have them for their libraries. The Web Servant is about to rollout a new website for MARSCNA website based on Drupal technology and incorporates the Basic Meeting List Toolkit. The PR to Professionals workgroup is busy collecting contact information for relevant professionals in the Topeka, Kansas geographic location in anticipation of the April 2018 presentation prior to our Convention. The PR to Professionals workgroup plans to modify our presentation somewhat for the Topeka presentation and hope to possibly train a new presenter.

We have decided to change our General Service Assembly event from annually to bi-annually. We will have our GSA for 2017 will be held in Salina, KS and will be made available to anyone that wants to attend online.

After years of work, we have completed the changes to our guidelines that allow for consensus based decision making for the Saturday of our RSC weekend. Although, we still have a formal business meeting on Sunday, we were able to find common ground in the wording of the guidelines to allow the different methods of conducting business coexist.

The Mid-America Region voted "No" on the proposal for the Zonal Representative from the PSZF attend the 2018 WSC.

Nebraska Region

No Report Sent yet

OK Region

We last met on August 13th.

We elected new trusted servants. Facilitator Keith T, co-fac Chris P, sec Angie S, RD Kyle B, AD Pam T, Archives Colby B, web Greg B.

Fellowship Development is struggling some. We are planning a inventory and trying to come up with some ideas to get some more support.

One of our areas now have some PSA on bus benches in Tulsa.

We are planning a PR project at the DOC conference in Okla City.

We sent a proposal back to the groups asking how they want us to gather our car tally.

We also sent a proposal back to groups to see if they would like the OK Region to submit Cindi B as a recommendation for World Board.

Our events are doing well. Fall Spiritual Retreat will be Nov 3, 4, 5 and Camp Whalhili. Our regional GSA will be Feb 9, 10, 11 at St Grove camp and will be a CAR presentation.

Convention will be March 23, 24, 25 at Southern Hills Marriott in Tulsa.

We have a soup bowl contest a P3 fundariser and SBTW orientation planned on Oct 28 from 1 to 4 in Tulsa.

ILS,
Kyle B OKRSC RD

South Dakota Region

Hello Zonal peeps,

First off I would like to thank you all for attending the South Dakota Regional Convention. It was a huge success and you helped to make that possible. South Dakota Region is doing as good as could be expected. New meetings are starting and old ones are closing (growing pains). We are hoping that you all coming here will show the fellowship that zone is a vital part of our service structure and is well worth the cost. There have been questions about whether this is how we want to spend our funds. We have been working on new policy at the Region for about 2 years. We believe that we have something that will be passed at our Region meeting next weekend. Our Region voted no on having a Zonal rep go to the conference as we are all seated regions. The BMLT sounds like a good idea and are ok with it. The Zoom online meeting capability sounds good and is something we may want to use in the future. The PR Presentation went well and we want to thank those that attended and helped to put this on. The request by the South Florida Region for an audit has been brought up at our area meeting. I'm not really sure what the home group that brought this up wants but I would like to know how other Regions feel about this matter. Our next Region meeting is next weekend in Sioux Falls. We will be doing a workshop in the morning and having the Region meeting in the afternoon. Possibly a workshop on Sunday in Aberdeen. SOAR Area (East River) has been struggling so we will see if there is anything that we can do to help out while we are there. Next year's Convention is going to be held on the East side some place, Sioux Falls or possibly Yankton. A decision will be made at our next meeting in December. Once again I want to thank you all for a wonderful weekend.

ILS Steve p.

OPEN FORUM:

Close Encounters of the Clean Time – will be using zonal zoom acct and get a 1800 number – it is \$100.00 They would like to open the afternoon speaker to all the regions to take in to prisons, treatment centers, any facilities as a meeting. Will be taking into 800 number will have a password. Will provide that to H&I committees. Will also be streaming to anyone who is shut in. If anyone is sick, have them contact Close Encounters via the website, so they can see it from their own home. Will be video. If prisons have video capability, so if they have video capability, they can watch it also. Will be providing it to all of the regions. Contact through website or your delegate can contact one of the members of Close Encounters involved. Can also bring it to the next zone. Will have to do some foot work with the H&I facilities in your regions. Barry will put together a flyer for this.

OK Region has struggled with Fellowship Development at the Regional Level. Seeking solutions. Not able to do many services for fellowship development except events. Suggested to look at the PR Handbook on Planning Basics. They are using this. Empowering them to participate. Go talk to members to get some involvement. Get a few people interested in PR Booth, etc. Mid America is going to be doing a service assembly to have available via Zoom, maybe this is an option. Smaller based projects, doing small projects during RSC weekends. Flyer Dates, coordinate with area and groups to get flyers out. Some areas may have events that go along with this. This created more opportunities. Attendance seems to go down when there isn't much being done. If something is actual being done, people will come back. Build it and they will come.

Southern Zonal Forum – a couple of members went down to this event. It was interesting. Was like a convention weekend, the energy was spent at the weekend, but nothing really came of it going forward. Not where PSZF is at and what we are doing as a zone. There wasn't much participation from the local fellowship. Was mostly RD and RDA participating. Walked away thinking PSZF rocks 😊. Had workshops on Saturday, then went to local meeting, but then Sunday happened, they talked about financial stuff, and they were done. No Regional reports, no projects going on.

South Florida's Motion to NAWS – should familiarize yourself with this motion. Will probably be hearing from someone in your fellowship. If following the forum board, the information is there. Suggest to bring yourself up to speed on this.

Do we know of any motions from regions? Draft of CAR was sent out. Wanting input on what to send out in the survey. Deadline has already passed to get motions.

OLD SERVICE:

- ⊗ Zonal Representation Motion – 0-6 Vote. Motion Failed to send Zonal Representation to WSC. Facilitator will contact NAWS to let them know we will not be sending anyone.
- ⊗ BMLT for Zonal Website – Vote – 4-0-2 – Motion passed.
- ⊗ SBTW – Flyer that was sent to prisons, and introductory letter was asked to be hung by prisons. The letters are in English and in Spanish. If you know of bi-lingual members who want to be a sponsor, that would be great. Working to translate other documents to Spanish. Anything in written documents that needs to be talked about? Just need a check in from the regions to make sure they are going in the right direction. Question was asked if annual refresh training will be online. This is one of the duties of the regional liaison to set that up based on Human Resources. Discussion on how they will track to make sure balls aren't being dropped. Budget: \$1310 is being requested. There was discussion on how sponsors will provide literature. Proposal for \$1000.00. Would like to see a number of what will get through to February, and would like an annual budget. Suggested to set up a guidelines workgroup. Minimum needed thought Feb would be \$350, but \$1310 is what is needed for a year. If regions oppose the full amount, she can give money back in February. Suggestion to go ahead and give the full \$1310. Budget may change from year to year. Proposal will be in New Business.

NEW SERVICE:

- ⊗ SBTW – Proposal to give \$1000 to SBTW for annual budget. Amendment was made to give \$1310 and bring back what she doesn't use. – Proposal Passed. Discussion on putting together guidelines and to think about on how the money can be handled for this going forward. Too early to put together guidelines, once the project gets established, will put together a workgroup to put together policy. Take back to regions, what does your region want on input on what services the zone is doing. Proposal: Talk to regions and ask if they are okay with us creating guidelines that allows the zone to budget for ongoing projects that are approved by the regions. – No opposition to take this back to Regions.
- ⊗ Next Zone – Lubbock, TX – Feb 2-4, 2018. Will be a CAR. Facilitator has already sent in the request to NAWS for be there. It was asked if it is okay to do speaker meeting. It was discussed that a lot of the time the NAWS representation is the speaker. PR Presentation will be on Friday, but other than that there will not be any other presentations.
- ⊗ Will revisit in February about zonal representation.
- ⊗ Fall 2018 Meeting @ MZSS. Discussed having zone at Omaha after MZSS due to being such a busy year w/ the conference, WCNA and MZSS all in 2018. It would be Iowa's meeting on rotation. Iowa would be willing to swap out in rotation w/ Nebraska. Dates are November 2-4, 2018 for MZSS. Suggestion not to have Iowa or Nebraska give up their zonal slot, but it would mess up the CAR meetings in Regions. Keep in mind elections will be at this zone. It was decided to have zone at MZSS.

In loving service Amber C
PSZF Secretary

Attachments: Treasurer's Report
Updated Trusted Servants Contact List