

US Collaboration of Zones

DRAFT - MEETING MINUTES 10/12/2025

VISION AND MISSION STATEMENT

The US Collaboration of Zones will provide a single point of contact for Narcotics Anonymous in the United States, thereby providing a standing national presence. A national presence enables numerous Public Relations opportunities:

- *Working with national and federal agencies that are currently closed to NA in the US*
- *Providing a national website and other tools that can easily connect addicts and the public to local NA meetings, phone lines, and websites.*
- *Making available national PSA's that can help increase awareness of NA in the US*
- *Improving the quality and accuracy of meeting information across the US locally, and on NA.org*

Through communication and coordination, this collaboration will provide NA communities with support in public relations, fellowship development, training and mentoring, technology, and other needs that may arise. It will be a vehicle to fill service gaps and needs. The US Collaboration of Zones will complement, not replace, the existing service structure

AGENDA

- Welcome – Third Step Prayer, Reading of *A Vision for NA Service*
- Introductions / Roll Call
- Zonal Reporting / Information (Updates on new projects or upcoming events)
- Communication Workgroup Updates - Dawn P
- IT Workgroup Updates - Sherry V
- Public Relations Workgroup - Jessie B
- Mentorship Project Updates – Ruben P
- Marginalized / Rural Project Updates – Mandy H
- Budget Updates - Craig R
- Training and Mentoring / Updates as needed or upon request
- Open Forum
- New Proposals
- Elections (if applicable) / Nominations and voting procedures
- Upcoming US Collaboration Meeting Schedule: January 11th, 2026, 6:00 p.m. EST

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ROLL CALL – 7 / 7 ZONES PRESENT

Attendee	Name		Email Address	Phone Number
Facilitator	Craig R	P	Craigrobertson87@yahoo.com	919.618.7771
Secretary	Rob U	A	FlyersScore@gmail.com	484.880.2368
Communications Workgroup	Dawn P	P		
IT Workgroup	Sherry V	P		
Public Relations Workgroup	Jessie B	P		
Project Mentorship	Ruben / Chuck	P		
Marginalized / Rural Support Project	Mandy	P		
Northeast Zonal Forum (NEZF)	Allyse	P		
Midwest Zonal Forum (MZF)	Jim B / Patti K	P		
Plain States Zonal Forum (PSZF)	Beth N / Michelle	P		
Rocky Mountain Zonal Forum (RMZF)	Dawn / Chuck	P		
Southeastern Zonal Forum (SEZF)	Jessie / Mat	P		
Southern Zonal Forum (SZF)	Ruben	P		
Western States Zonal Forum (WSZF)	Mandy H	P		

Other attendees: Scott W (RD ID), Alicia (RD-AR), Scott M, Tom (WSZF), Craig (CMA), Mahdi (SFLA), John B (RD-SF), Jacob S (NC), Greg (RD Volunteer), Jeff, Dennis M, Randie B, Kara, Toni, Jim D, Barbara M (AZ), James G (NEZF)

ZONAL REPORTING / INFORMATION

Southeastern Zone Update – Mat

1. We are having a CAR workshop on November 8th in Atlanta.
 - <https://sezf.org/event/southeastern-zonal-forum-meeting-the-westin-atlanta-airport/>
 - <https://us02web.zoom.us/j/83494956063>
 - Board motions.
 - WCNA every 5 years. Revenue neutral. No set rotation. The Board decides location based on political and environmental factors.
 - Strategic planning is being solidified as a part of the conference.
 - The Loner I.P. revision.
 - Regional motions.
 - South Florida to discontinue use of human language interpretation and utilize AI instead at both face to face and virtual meetings. Rationale: We would like to provide further clarification regarding the intent of this initiative. Our objective is to empower RDs and ADs whose primary language is not English, enabling them to articulate their perspectives more effectively in their native language during direct discussions. This will reduce the reliance on interpreters. Additionally, this approach aligns with our second concept: the service structure will seek guidance and resources from the groups, including spiritual guidance, which we regard as a matter of conscience in this context.
 - Arizona: To create a project plan to find a way for full book length literature on the inmate tablets.

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Plains States Zonal Forum Update –Beth

1. We have a car coming up on December 6th it's going to be in Iowa City, Iowa..

Rocky Mountain Zonal Forum Update –Chuck

1. RMZF will be hosting a CAR workshop on December 13th in Cody, WY.

COMMUNICATION WORKGROUP REPORT – Q3 2025 - DAWN

1. Current Communication [Flow](#) document for your reference
2. Communication Log:
 - a. Communication Log:
 - i. communication log [here](#) for you to view.
 - ii. Communication Stats: **Q 3 2025 July 1 to Sep. 30**
 1. **35** Communication Exchanges
 2. **27** unique individuals
 - iii. Internal or External unique communications
 1. **12 External**
 2. **14 Internal**
 - iv. *In our annual report, we included categories. We will start doing that for our quarterly reports as well.*
 1. *Contact Info-1*
 2. *Events - 2*
 3. *H&I -2*
 4. *Literature - 2*
 5. *Meeting Info - 3*
 6. *Public Relations - 5*
 7. *Other - 12*
 8. *Service Questions -*
 - v. *Reminder outgoing emails come from info@usa-na.org*
 1. *We will sign fellowship requests US Collaboration of Zones Communications Task*
 2. *We will sign public outgoing emails Narcotics Anonymous USA*
 - vi. Communication Task Team meetings are held Fourth Tuesday of the month at 9 pm eastern time on Zoom
 1. Meeting ID: 818 2584 3132
 2. Passcode: usa-na
 3. Next Meeting: **Tuesday October 28, 2025, at 9:00 pm Eastern Time**
 - b. Working on email templates for most common requests
 - i. Completed templates for meeting location help, starting a new meeting, and literature requests
 - ii. Will work on PR request templates but ran into the fact that no two requests look the same. A curiosity for further discussion.
 - c. Working on FAQ sheet for when new people engage with our work
 - d. View our email best practices document [here](#)
 - e. **Note** we track zonal contacts for when we need to reach out. Please view document [here](#) and ensure we have your most recent contacts

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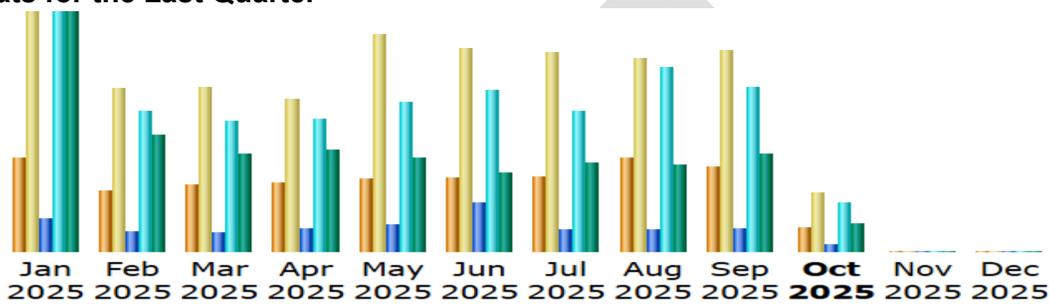
Please take a couple of minutes to review this zonal contact list that your communications workgroup uses and ensure we have the correct information:

<https://docs.google.com/spreadsheets/d/1rsD28haLlw0XEz-4aqB7NbPqVXyTA1tf/edit?usp=sharing&oid=110530053784995382307&rtpof=true&sd=true>

IT WORKGROUP REPORT – SHERRY V

Please share your zonal service meetings and zonal events with us on our calendar!!!

Website Stats for the Last Quarter



Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2025	7,708	19,759	64,224	478,191	150.48 GB
Feb 2025	4,964	13,432	40,947	280,580	72.78 GB
Mar 2025	5,538	13,523	39,174	261,707	61.08 GB
Apr 2025	5,625	12,613	46,723	263,086	64.17 GB
May 2025	5,966	17,954	55,605	298,511	59.12 GB
Jun 2025	6,119	16,703	97,673	322,326	50.14 GB
Jul 2025	6,151	16,414	45,074	280,854	55.25 GB
Aug 2025	7,716	15,974	44,866	368,328	55.01 GB
Sep 2025	6,955	16,604	45,366	327,479	61.20 GB
Oct 2025	2,068	4,837	13,731	95,771	17.62 GB
Nov 2025	0	0	0	0	0
Dec 2025	0	0	0	0	0
Total	58,810	147,813	493,383	2,976,833	646.86 GB

Locales		Pages	Hits	Bandwidth
United States	us	11,671	95,607	9.36 GB
Great Britain	gb	1,635	2,451	309.86 MB
Poland	pl	1,080	1,639	22.72 MB

The top three Locales above.

We are excited that our wish list has become a reality, or at the very least, a great compromise. Some of the changes will not take effect until the next Crouton update, while others are already live on our website. At this time, we will address issues as they come up.

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We have received two suggestions:

1. Create Knowledge Base tab (i.e., NA.org local resources) as a resource to members-Could contain the following:

- Putting out more detailed instructions and reminders regarding the date and time of meetings, and if they become recurring, let IT know so it can be set up on the calendar
- Instructions on the webpage for the calendar for zonal and US Collaboration events. No non-Narcotics Anonymous events.
- Develop a page that contains how to join Slack, submit events, etc. – **ongoing**

2. Post the project team's information and schedule on the calendar

- We created a new tab to provide information about our workgroups and task groups, and how to join. It's called *About Us*. <https://usa-na.org/about-us/>

We are open to discussing any changes.

As a reminder, we cannot email any file over 25mb. We can put it in a Google folder and email the link to it, where it can be downloaded.

Upcoming Expenditures:

Feb 5, 2026, \$159.90 – Zoom
Mar 23, 2026, \$19.99 – Website Domain Renewal (A2 is now hosting.com)
Apr 2, 2026, \$143.88 – Website Hosting

Total: \$323.77

One last item: Over the past several years, we have sent invitations to join our Google Group email. We have about 40 members who did not accept their invitations. Over the last few months, we have resent 39 invitations. Now we have 26 remaining since we added the Gmail ones manually. If by the next IT meeting there are no responses to the emails, we will clear out the remaining ones at that time.

Please join us monthly - The 3rd Sunday, 9:00 PM EDT -

Join Zoom Meeting - IT Workgroup - **Meeting ID: 852 6997 3189 - Passcode: usa-na**

PUBLIC RELATIONS WORKGROUP REPORT - JESSIE

Over the past several months, participation in the work group has been extremely light. I have some concerns about what this may mean for the group going forward.

We have identified contacts for each of the organizations we prioritized and will soon begin outreach. However, we will need to increase member participation in order to be successful. Because of this—and because I believe it will be valuable to the fellowship in the United States—we are compiling a list of members in the U.S. with Public Relations experience.

We've created a Google Form for members to complete, (QR code at the bottom of this report). Please announce this at your zones, regions, and areas. If you personally have PR experience, please fill out the form. If successful, this database can become a valuable resource for expanding and strengthening our Public Relations efforts.

Our work group meets on the first Monday of every month at 9 PM Eastern, and all are welcome to attend. At our next meeting, we'll learn how to do a bulk contact import into MailerLite and discuss our Phase Two PR outreach strategy, which includes making follow-up calls to organizations.

If you'd like to participate in the national Public Relations Work Group but cannot attend our monthly meetings, please contact me directly or email publicrelations@usa-na.org.

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Experienced PR Member Contact Form

RURAL, MARGINALIZED COMMUNITIES, & PROJECT MENTORSHIP REPORT – RUBEN / CHUCK

Progress Report to the Collaboration – October 2025

At the request of the US Zones, our task team was formed to explore and support efforts that increase access to Narcotics Anonymous (NA) services in rural and marginalized communities. Our goals are to:

- **Expand awareness and accessibility** of NA services in rural areas.
- **Increase awareness and accessibility** in marginalized communities, especially by identifying who may be missing from our fellowship.
- **Strengthening mentorship opportunities and tools** that improve consistency in service delivery and help identify members in need of mentorship.
- Build recognition of the **US Collaboration as a trusted resource** that members know about and reach out to for mentorship.

To support these goals, we developed a fellowship-wide survey:

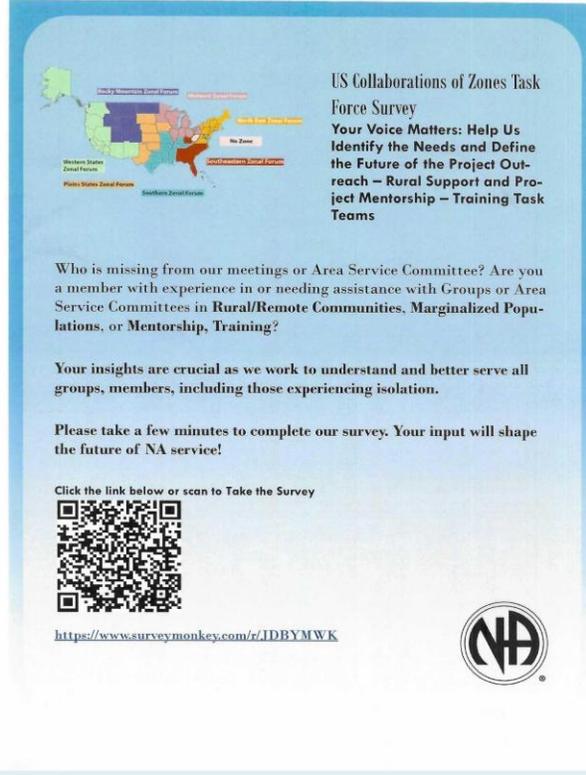
<https://www.surveymonkey.com/r/JDBYMWK>

Survey Data & Fellowship Feedback

- **Responses to Date:** 88 (mostly from WSZF).
- **Next Steps to Gather More Responses:**
 - Created a QR code and PowerPoint for zonal contacts to use at conventions, learning days, and other events.
 - Chuck is creating a flyer with the survey QR code.
 - Craig is adapting the WSLD PowerPoint to align with the Collaboration's format and making it available for ZC use.
 - Efforts are underway to place QR codes at learning days, zonal meetings, and conventions. Please help us with this.

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- **Survey Timeline:**

- Target closing date: **March 8, 2026**
- Goal: At least one regional response per region for balanced, representative data across the U.S.

Resource Page Development

We created a flyer inviting zones to share:

- Existing resources that increase access to NA in rural or marginalized communities.
- Current projects aligned with our goals of rural outreach, marginalized communities, and mentorship.
- Please help distribute this flyer within your zones.

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We're Building a New Resource Page on usa-na.org

Help us strengthen our fellowship by sharing your experience, tools, and projects!

We are collecting materials to highlight resources and current efforts that:

- Expand NA in rural areas
- Reach marginalized communities (Who's missing?)
- Provide mentorship & training for consistent service

💡 We're also looking for current projects already underway that align with our focus areas of rural communities, marginalized communities, and mentorship.

✉ Send us your materials!

Together, we can create a fellowship-wide resource hub that inspires, supports, and strengthens NA services across the U.S.

 outreach@usa-na.org

Participation & Engagement

- The task team meets on the **last Sunday of each month**.
- Joining information is available on the website calendar.
- Please encourage members from your zone to participate.

Timeline & Phases of Work

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Phase	Timeframe	Focus	Key Deliverables
Phase 1	Now - July	Survey Development and Introduction	<ul style="list-style-type: none"> • survey being created • Present the idea and progress to the large group • Refine the plan for future phases
Phase 2	Aug- October	Survey Development & Approval	<ul style="list-style-type: none"> • Final draft of unified survey submitted, approved, and distributed • Refine the plan for future phases
Phase 3	Nov- January 2026	Survey Distribution & Engagement + Begin Deliverables	<ul style="list-style-type: none"> • Survey launched and fully distributed across Zones/Regions • Engagement with local service bodies to increase participation • Begin development of the toolkit and resource compilation • Begin to gather the translation resource pool • Refine the plan for future phases
Phase 4	Feb- April	Data Review & Content Curation	<ul style="list-style-type: none"> • Survey data complete and reviewed • Themes and gaps identified • Heat map of issues presented to zones for communication and collaboration • Curated library of tools, trainings, and outreach assets • Refine the plan for future phases
Phase 5	May- July	Tool & Resource Development	<ul style="list-style-type: none"> • After communication with zones, make recommendations for collaboration to review, approve, and divide tasks as requested by zones. • Draft inclusion toolkit, videos, service guides, and best practices • Develop workshop/training outlines • Refine the plan for future phases
Phase 6	August- October	Activation, Training & Refinement	<ul style="list-style-type: none"> • PSA created and campaigns launched • Toolkit finalized and shared • Refine the plan for ongoing work and make recommendations

Moving Forward

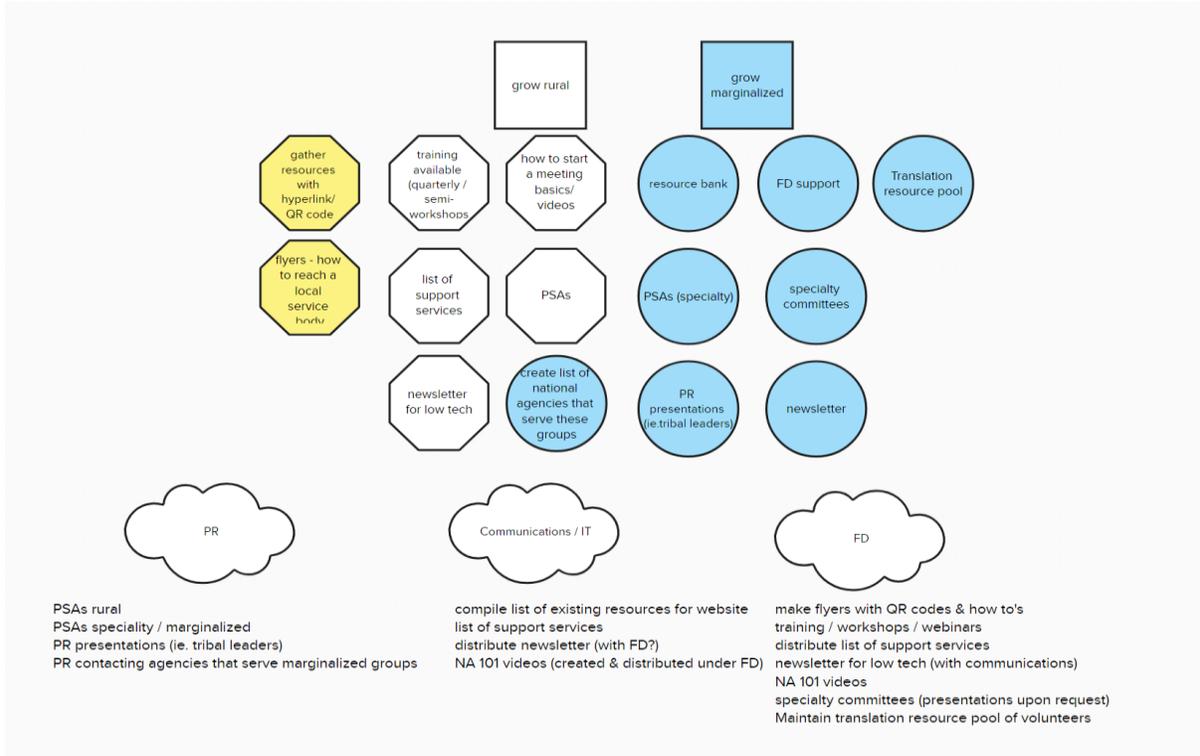
We recommend continuing this task team until we can present **concrete, data-driven recommendations** based on fellowship input.

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Reuben and I are deeply grateful to serve in this capacity. We know that our success is only possible because of the commitment, ideas, and dedication of our task team members. Without their willingness to show up and contribute, this important work simply could not happen.

It has been a privilege to serve on these projects. The collaboration, dedication, and shared experience of our members have been instrumental to the progress so far. We are grateful for the opportunity to contribute and look forward to the work ahead.



BUDGET UPDATES - CRAIG

From our last collaboration meeting in July, there was discussion about how to manage financial contributions to the U.S. Collaboration Zones, including the need for a bank account and possible structures for managing funds. Financial task team met Jim D (NEZF), Sherry V (IT Workgroup Leader), Craig R (Facilitator) met and agreed upon for now:

- Keep things simple. More discussion with the larger group at such time in the near future. We want to be able to demonstrate accountability, structure, reporting and financial oversight and continuing delivery of services
- Facilitator will handle, for now, receiving any contributions, tracking, reporting and ensuring receipts are provided to whoever contributes. The funds are being kept in a separate bank account other than personal, until at such time the larger group makes a decision on having a bank account

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US Collaboration of Zones Financial Report Jan-Dec 2025					
August, September, October 2025					
Income					
Type/ Member, Group, Service Body	Cash	Check	Zelle	Total	Receipt
Almost Heaven ASC			\$ 72.45	\$ 72.45	2025-08-08_0001.pdf
Almost Heaven ASC			\$ 55.29	\$ 55.29	2025-08-11_0002.pdf
Almost Heaven ASC			\$ 81.32	\$ 81.32	2025-09-17_0003.pdf
Member			\$ 100.00	\$ 100.00	2025-09-22_0004.pdf
Almost Heaven ASC			\$ 56.61	\$ 56.61	2025-10-06_0005.pdf
Total Income				\$ 365.67	

The meeting centered on a financial update and ongoing discussion about establishing a more formal financial structure for the U.S. Collaboration body. The facilitator began by presenting the current financial status—\$365.67 on hand—with no recent expenses apart from the recurring costs of the Zoom account and website. He explained that, for simplicity, contributions are currently deposited into a separate personal account he maintains exclusively for this purpose, with full transparency through reports and receipts. Several contributions were received, mostly from an ASC and one from an individual member. The body had previously discussed creating a treasurer role and formal fund flow structure, and an ad hoc committee had been formed to explore these issues. The facilitator suggested keeping things simple for now while maintaining accountability until a more permanent system is decided.

Discussion followed around next steps. Sherry suggested moving forward with creating guidelines for a treasurer position and exploring the process of opening a dedicated bank account, noting the practical need for an address or P.O. Box and an official account to handle expenses. Others, including Jim and Jacob, supported the idea but cautioned about potential legal and logistical complexities depending on the state of incorporation. Members generally agreed the effort should proceed carefully but intentionally, recognizing the growing financial responsibilities related to public relations and ongoing expenses. Craig was nominated (and accepted) to lead the reactivated ad hoc committee to develop recommendations on creating a treasurer position, establishing a bank account, and drafting related guidelines. The facilitator confirmed that until new structures are in place, he would continue managing contributions and reporting transparently, emphasizing accountability to the zonal and regional service bodies that the collaboration serves.

OPEN FORUM

Craig closed the meeting with several important announcements and reminders. First, he explained that an annual report would be prepared between now and January, summarizing the work accomplished over the past year by the collaboration and its work groups. This report will be distributed through the

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group's Google email list so members can share it with their respective regions and service bodies, emphasizing accountability and transparency. He also reminded everyone that elections for trusted servant positions—including facilitator, secretary, and work group leaders—will be held in January. Current servants are completing their first terms and are eligible for a second term if both they and the body choose. Members interested in learning more about these service roles were encouraged to review the posted guidelines or reach out directly for information.

Additionally, he mentioned the creation of a brief PowerPoint-style overview of the U.S. Collaboration, designed to help members present information at regional meetings, conventions, or other NA gatherings. The file was shared on Slack due to its size limits on Google, and he planned to update it with a QR code for easier access. The goal is to help members publicize the collaboration's purpose and activities across zones and regions. With no further hands raised for discussion, he wrapped up the meeting on schedule, encouraging continued communication and participation ahead of the January session.

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