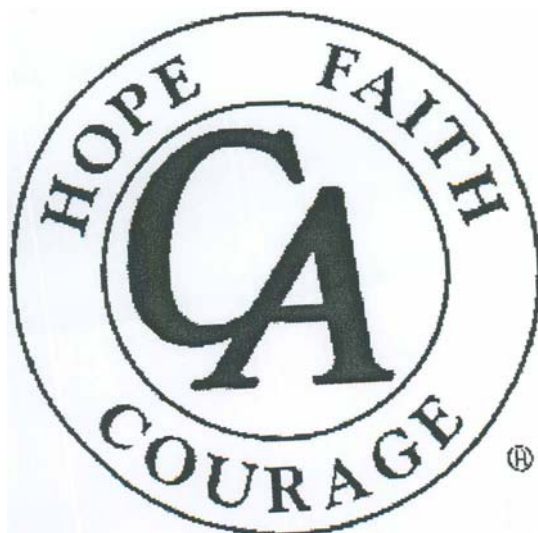


**How It Works Manual
For Orange County Cocaine Anonymous
Revised 12/7/2009**



This Manual is intended to provide additional information for specific service positions and responsibilities for Orange County Cocaine Anonymous committees. This does not replace the OCCA Bylaws or the C.A. World Service Manual.

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A. ACCREDITATION COMMITTEE

Suggested Sobriety Requirement

2 years

Length of Commitment

2 years

Purpose

- The purpose of the accreditation committee is to make sure that only Cocaine Anonymous approved literature is being read and distributed at CA meetings.

Responsibilities

- Confirm that meetings on the meeting schedule exist and then, report any discrepancies to the General Service Organization.
- What to check for in meetings:
 - CA approved literature is being displayed
 - Meeting held at time/location shown on the meeting schedule
 - Make sure CA traditions are read and followed at each meeting
 - Watch for non-CA information at meetings
- Obtain names and phone numbers from meeting General Service Representatives (GSR) and Secretaries to see how the meetings are functioning. If there is a change in the GSR or Secretary inform the Secretary (GSO) and the Webservant (GSO) of the new name and phone number
- Report violations to the GSO
- It is definitely okay to enlist the help of volunteers with a willingness to serve and to contact the prior or current chair.

Current Committee Chair

Paula E. 205.514.4443

Prior Committee Chair

Bill A. 714.403.0045

B. ACTIVITIES COMMITTEE

Suggested Sobriety Requirement

2 years

Length of Commitment

1 year

Purpose

To create and promote activities/social entertainment for OCCA. These activities may be fundraisers to generate contributions to CA.

Responsibilities

- It is this committee's responsibility to create activities and events
- Decide if the activity/event is going to be a fundraising activity or not.
- Create a list and submit for approval by the GSO of activities spanning from June of the current year through July of the next year and then submit that approved list to CALA Insurance Liaison
- Because our common welfare comes first, OCCA has decided to maintain liability insurance for each activity. The purpose of the insurance is to minimize our organizations risk so it can maintain its primary purpose. Generally, it covers liabilities arising from accidental or purposeful harm done during an OCCA sponsored activity
- Insurance costs are calculated by the amount of estimated attendance per event
- OCCA participates in a group insurance policy that has participation from multiple areas within the Pacific South Region to minimize costs.
- Currently, a copy of this policy can be obtained from the Insurance Liaison for CALA. Previously, the annual cost of the insurance was covered through an annual event called CAmvention. It is suggested that all areas participate
- Having a plan of action in place by the May 1 for the following year is crucial for insurance calculations
- Promote events through flyers and the GSR's
- Ask the Meeting GSR's, Secretaries, and Literature people to announce all events at their meetings

Annual Standing Events: OC Fair (coordinate with PI Chair), End-of-Summer Picnic,
Back-to-Basics Marathon

Previous Activities

Golf, bowling, Knott's Scary Farm, summer retreat (needs to be reserved about 7 months ahead of time), Spring Carnival, Winter Retreat (at Singing Pines Lodge near Big Bear), sporting events (Angel's game), dance, chili cook-off....

Contacts

For sporting events: the Group Sales Representative

Other: Group Coordinator, Non-profit Group Sales

Helpful Hints:

- Put out flyers asking for suggestions for events.
- Get other people to volunteer their help. (This also helps to promote unity within CA).
- Ask other committees (ex. Public Information) to get involved.

Current Activities Chairperson

Jace B. 714.403.0785

Prior Chair

Thurman H. 949.500.3998

C. AD HOC COMMITTEE

Purpose

The purpose of an Ad Hoc committee is to gather and provide information on any particular item that needs addressing for the General Service Organization (i.e. new locations for GSO Meeting, hosting an area convention)

AD HOC committees are short term in nature.

D. ARCHIVES

Suggested Sobriety Requirement

2 years

Length of Commitment

1 year

Purpose

Archive Committee is to preserve property of OCCA for future historical reference.

Property is to consist of written material (GSO meeting minutes, reports, newsletters, articles, and such) and OCCA memorabilia. Other CA property from outside OCCA Area will be obtained when appropriate and cost effective.

Responsibilities

Collect, organize, categorize, copy, preserving and physical/electronic storage of all of OCCA's historically valued documentation and memorabilia.

Current Activities Chairperson

Bill A. 714.403.0045

Prior Chair

None

E. CHAIRPERSON (GSO)

Suggested Sobriety Requirement

2 years

Six months of active service in C.A.

Length of Commitment

2 years

Purpose

To preside over monthly GSO meeting and be the liaison for the area

Responsibilities:

- Arranges agenda
- Presides over monthly meetings
- Only votes in case of a tie
- Has knowledge of and utilizes Roberts Rules of Order for conducting Monthly Business Meeting/GSO
- Is familiar with the 12 Concepts for Service
- Is familiar with OCCA's Bylaws and how they guide our Committees
- Has knowledge of World Service Manual and Bylaws and how these function within our organization to carry out its primary purpose
- Has a working knowledge of 12 Traditions (see 12 suggestions below)
- Represents OCCA at the Pacific South Regional Caucus and participates in matters that may affect CA as a whole or our local Area
- Sends quarterly report to PSR Trustee (see Appendix E – Sample Quarterly Report from Chairperson (GSO) to PSR Trustee)
- Encourages regular contact with Board Members and Standing Committees to see if any service positions need to be filled
- Insures deposits are made by Treasurer and is a signer on the OCCA checking account

See OCCA Bylaws & 2009 World Service Manual for additional information.

Current Chairperson (GSO)

Mike S. 949.677.8550

Prior Chairperson (GSO)

David F. 714.932.1201

F. CHIP COMMITTEE

Suggested Sobriety Requirement

2 years

Length of Commitment

1 year

Purpose

To purchase and supply chips to the OCCA meetings at the GSO meeting monthly

Responsibilities:

- Order chips for OCCA from the World Service Office
- If ordering chips, make a motion for what you need. (Include the cost of the chips *plus* tax and shipping.) The treasurer cuts the check if the motion is passed.
- Make sure you have containers, a calculator, and order forms
- Insure accuracy of order forms submitted by GSR's
- Submit the money made from the sale of chips to the treasurer
- If this committee chair is going to be absent from the GSO meeting, they must get someone to cover this commitment

Current Chip Committee Chair

John S. 949.230.8604

Prior Chair

Susan T. 949.933.1554

G. HOSPITALS AND INSTITUTIONS COMMITTEE

Suggested Sobriety Requirement

2 years

Length of Commitment

1 year

Purpose

Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions.

Responsibilities

- Coordinate and attend the H&I meeting held before the GSO meeting.
- It is also necessary to provide a sign-up form for GSR's to pass around at their meetings.
- Ensure that panel leaders carry the message and follow H&I guidelines; that CA traditions are followed.
- Ensure panels are filled and attended at all scheduled times.
- One year of sobriety is required to chair a panel, 6 months to lead and 90 days of sobriety is required to speak on a panel.
- To coordinate and set up panels at hospitals and institutions (including recovery homes, detox centers, jail...etc).
- Provide, as necessary, literature for panel leaders.
- Provide new panel leaders a copy of the "do's and don'ts" for H&I, as well as H&I meeting attendance requirements
- Notify absent panel leaders with attendance requirements prior to the next business meeting

Current Committee Chair

Andrew F. 949.257.9730

Prior Committee Chair

Mike R. 949.310.3491
David F. 714.932.1201

H. HOTLINE COMMITTEE

Suggested Sobriety Requirement

2 years

Length of Commitment

1 year

Purpose

To provide access to information and assistance to persons in recovery and to those in need 24 hours a day, everyday, via the telephone

Responsibilities

- To make sure that all of the Hotline slots are filled and monitor that the calls are being answered
- Make sure the volunteers have the most current meeting information
- If there are open slots the calls will go to the voicemail and you need to call them back

About the Hotline Service – OCCA local hotline number forwards to a call center where meeting information can be obtained and callers can be connected to members.

Vendor: AnsaFone, 2417 NW Pine Avenue, Ocala, FL 34475

Tel. (352) 368-0898 / Fax (352) 401-6623

Contact: Laural Kurzhals, lkurzhals@answer2.com

Current Committee Chair

Barbra J. 714.957.1396

Previous Committee Chair

David F. 714.932.1201

I. LITERATURE COMMITTEE

Suggested Sobriety Requirement

2 Years

Length of Commitment

1 year

Purpose

Purchase CA approved literature for OCCA and fill orders at the GSO meeting monthly.

Responsibilities

- Have enough literature on hand. When pamphlets get below 100 each, and books below a case each, it is necessary to order more
- Order literature from the World Services Organizations of both Alcoholics Anonymous and Cocaine Anonymous
- To get the money for the literature, make a motion for a check payable to AA or CA World Services in the amount of the order. Or get approval to buy the literature with your own money and be reimbursed by OCCA
- Fill literature orders from the GSR's and then turn that money in to the OCCA Treasurer near the end of the GSO meeting

Current Committee Chair

Alex T. 949.244.7954

Prior Chair:

None

J. MEMBER-AT-LARGE (GSO)

Suggested Sobriety Requirement

2 Years

Length of Commitment

1 year

Purpose

Fill in during meetings for the Chair, Vice Chair, Treasurer, or other officers, as needed

Responsibilities:

- Attend GSO meetings
- Understand basics of the officer's responsibilities
- Offer assistance to the standing committees

Current Member-at-Large

Dave Fr. 949.677.7194

Prior Chair

None

K. PUBLIC INFORMATION COMMITTEE

Suggested Sobriety Requirement

2 years

Length of Commitment

1 year

Purpose

To carry the message of Cocaine Anonymous to the still suffering addict. This is achieved by making our presence known to persons, community groups, and interested parties affected by drug addiction and recovery.

Responsibilities

- Provide speakers (in both professional and educational settings) describing our organization and its program of recovery
- Provide books and other literature for both members of the professional community and their clients or patients
- Refer to other local chapters for help with the above activities
- Disseminate information to the general public, medical field, judicial field (courts/judges, law enforcement), schools and universities, Employee Assistance Programs (EAP's), health and treatment professionals, trade unions, and local and state government agencies (social service) about Cocaine Anonymous
- To reach out to the physically challenged
- To distribute information to the general public or those interested in our fellowship including radio, television/cable TV, newspapers, outside help-lines and directories, churches, and charities
- Refer to Current Public Information Fact file and 2009 World Service Manual
- OCCA has participated in the following past annual events
 - Fullerton College Health Fair (April)
 - Orange County Fair (July)

Current PI Chair

Tara G. 214.629.9481

Prior Chair

David F. 714.932.1201

L. SECRETARY

Suggested Sobriety Requirement

1 year

Length of Commitment

2 years

Purpose

To keep a record of the monthly GSO meeting and create the documents to make it run smoothly

Responsibilities:

- Prepare the meeting agenda, roll call and monthly meeting schedule for GSO meeting
- Take roll call and determine the quorum for each monthly GSO meeting
- Take notes of the monthly GSO meetings
- Maintain records of all approved monthly minutes electronically
- Maintain the attendance list or roll call and include it in the monthly minutes
- Coordinate with Accreditation and Webservant Chairs to obtain meeting information changes and updates “master” meeting schedule with names, numbers, and email addresses
- Make copies of the roll call, meeting agenda and the previous month’s meeting minutes to present to the Board members at each GSO meeting (cost of making the copies should be reimbursed by the Treasurer)

Current Secretary

Donovan B. 949.910.0901

Prior Secretary

Mike S. 949.677.8550

Marc H. 949.723.3324

M. TREASURER

Suggested Sobriety Requirement

2 years

Length of Commitment

2 years

Purpose

The Treasurer should safeguard the finances and maintain financial records of OCCA.

Responsibilities

- Keep and maintain adequate and correct accounts of OCCA's business transactions, including assets, liabilities, receipts, disbursements, gains and losses.
- Deposits all funds in OCCA's bank account and is a signer on the checking account
- Prepare financial statements upon board request and employ a CPA (Certified Public Accountant) to make periodic audits
- Report financial activities monthly (see Appendix "A" & "B" for Sample Budget and Sample Treasurer's Report
- MANDATORY timely filings with regulatory agencies (e.g. state and local taxes, nonprofit corporation forms). See below
- Supply receipts for all financial transactions
- Collect/verify meeting contributions, chip and literature sales
- Will be listed as an Agent for Service of Process with Regulatory Agencies

Regulatory Agency Contacts

Agency	What
Internal Revenue Service (Federal): 877-829-5500	Annual Filing Form # 990N
Franchise Tax Board (State): 916-845-4171	Annual Filing Form # SI100 (Statement of Information) must be filed between July and December in every odd year)

See Appendix "D" for additional Corporate and annual filing information

Current Treasurer

Susan T. 949.933.1554

Previous Treasurer

Tom P. 719.648.2482

N. UNITY / OUTREACH COMMITTEE

Suggested Sobriety Requirement

2 years

Length of Commitment

1 year

Purpose

To promote unity through communication and outreach to diverse elements of our fellowship. These elements may include: race, sexuality, ethnic or language barriers.

Responsibilities:

- Sponsor annual workshops and other forums to promote C.A. unity
- Attend all meetings in Orange County and talk to the secretaries and GSR's
- Determine issues arising in the fellowship due to our diverse elements and to propose solutions, such as: Spanish speaking meetings, traditions meetings, etc.
- Work with Activities, Public Information, and other committee chairs
- To reduce or eliminate dissension between meetings
- To breach the language barrier
- To take CA information to other areas to promote unity. Example: if San Diego CA wanted to have a dance with OCCA, you would meet with their Unity Outreach person to plan it
- To help with the Public Information Committee – work together

Current Committee Chair

David B. 949.768.3791

Prior Committee Chair

None

O. VICE-CHAIR (GSO)

Suggested Sobriety Requirement

2 years

Length of Commitment

2 years

Purpose

In the absence of the Chairperson, performs those duties of the Chairperson

Responsibilities

- Give reports when necessary.
- Insure that the deposits are made by the treasurer.
- Is a signer on the OCCA checking account

Current Vice- Chair

Marc H. 949.723.3324

Prior Vice Chair

Alonzo M. 714.715.0405

P. WEBSERVANT COMMITTEE

Suggested Sobriety Requirement

2 years

Length of Commitment

1 year

Purpose

To maintain and update the OCCA website

Responsibilities:

- Coordinates with Activities chair to include upcoming activities & events on website
- Coordinates with the Secretary and Accreditation Chair to obtain current website information and changes
- Edit the website with current monthly information [e.g., events, announcements, meeting schedule changes, new GSRs & meeting Secretary contact information]
- Insure that the Guidelines from C.A. World Services Internet Committee are adhered to
- Maintain communication with Web Designer and website hosting company to keep site functioning and live
- Coordinate with Treasurer to process domain name renewal every two years for organization's website (www.occa.info). See Appendix C "Organization Timeline" for details.

Current Webservant Chair

Tommy C. 949.680.7376

Prior Webservant

Marc H. 949.723.3324

Current Web Designer

Ray J. 714.612.7446

Current Web Server:

Web Precision Internet Services

Contact: Dan V. 949.481.7378

Q. WORKSHOP COMMITTEE

Suggested Sobriety Requirement

2 years

Length of Commitment

1 year

Purpose

To provide the opportunity to complete Step 4 in a timely and effective manner

Responsibilities:

- Coordinate a date, place and time for workshop to be held
- Provide advanced notification to area fellowship to attract attendees
- Verify that attendees have completed the first three steps
- Provide necessary materials
- Facilitate environment conducive to completing this spiritual exercise
- Provide any necessary refreshments in order that attendees may stay focused

Current Chair

David B. 949.768.3791

R. WORLD SERVICE DELEGATE

Suggested Sobriety Requirement

2 years

Length of Commitment

4 years

Purpose:

To serve the local fellowship as a representative to the World Service Organization and to the Pacific South Region

Responsibilities:

- Act as a conduit between the World Service Conference, the Pacific South Region Caucuses and our General Service Organization meetings
- Communicate issues, concerns, or suggestions from the local GSR's and meetings the World Service Conference and to the Pacific South Region caucuses
- Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
- Serve on one sub-committee during the World Service Conference and throughout the year
- Represent OCCA at the 5-day annual World Service Conference every August (over the Labor Day Holiday weekend)
- Act as a voting member at the World Service Conference
- Communicate any new information from the conference back to OCCA in an annual report
- Represent OCCA at the quarterly Pacific South Region caucuses and, report any new information back to OCCA at the GSO meeting

Current Delegates

David B. 949.768.3791

Donovan B. 949.910.0901

Marc H. 949.723.3324

Prior Delegates

Mike S. 949.677.8550

Alonzo M. 714.715.0405

S. ALTERNATE WORLD SERVICE DELEGATE

Sobriety Requirement

2 Years.

Length of Commitment

2 Years

Purpose

To assist the delegates and to assume the responsibilities of the delegates when necessary

Responsibilities

- Attend the Pacific South Region caucuses (quarterly)
- Attend (if possible) the World Service Conference and vote on the floor (if possible)
- Report to the GSO any information obtained from the World Service Conference and the Pacific South Region caucuses

Current Alternate Delegate

Bob W.	714.331.7200
Alex T.	949.244.7954
Susan T.	949.888.1554

Prior Alternate Delegate

David Fl.	714.932.1201
David B.	949.768.3791

II. **SUMMARY OF MOTIONS** (Adapted from Based on *Robert's Rules of Order Newly Revised (10th Edition)*)

Motions in order of precedence:

MOTION TO ADJOURN (RECESS)

The Motion to Adjourn is debatable only when there are no other motions before the GSO. It is in order only when the time for the next meeting has been determined. To adjourn for a short period (recess), the Motion to Recess may be made. The duration of the recess is required in the motion. It is advisable that the reason for the recess be stated.

Example: "I move we recess until 1pm for lunch."

"I move we recess for 15 minutes to get coffee."

RISE TO A POINT OF ORDER (FOR INFORMATION)

A member who feels that the parliamentary procedure is out of order may rise saying, "Mr. Chair, I rise to a point of order" or "Point of Order!" After the Chairperson asks for the point, the member states how the motion is out of order or how a procedure has been violated. The Chair immediately rules on the validity of the point, subject only to appeals.

A member may rise saying, "Mr. Chair, I rise for information." After recognition by the Chair, the member may ask for information about a procedure, previous action relating to the current motion or ask the speaker a question.

APPEAL OF DECISION

Any decision by the Chairperson may be appealed. The appeal is debatable only if the challenged Decision refers to a debatable motion. The appeal requires a second and a majority vote reverses the decision of the Chair. All appeals must be made immediately after the decision in question.

TO SUSPEND THE RULES

This motion must be qualified by stating why the Rules should be suspended, i.e. to consider a motion out of order of the agenda or accepted procedure. This motion is

not debatable, but requires a second and a majority vote. When passed, it is in effect only until reason for the qualification is resolved.

Example: "I move we suspend the rules to elect a new Committee Chairperson before taking action on the Committee's recommendations."

WITHDRAW THE CURRENT MOTION

A person making a motion may decide after it has been seconded that he wishes to withdraw it. The Chairperson will ask for objections. If there are any, he will call for a vote on whether to allow the motion to be withdrawn. The Withdrawn Motion is not debatable and requires the majority of those voting for adoption.

OBJECTION TO CONSIDERATION

Occasionally, a ridiculous, offensive or repugnant motion is made by an unruly member to insult or to otherwise waste time. A member may rise without being recognized saying, "Mr. Chairperson, I object to consideration of this motion." The motion requires no second and is not debatable. The Chair must immediately call for a vote. If more than 1/3 vote for the Consideration of the motion, the objection is overruled.

LAY ON THE TABLE

A motion Tabled may not be taken from the table the same day. "Tabling" therefore has the effect of postponing action on the motion in question. The motion to table requires no second and is not debatable. It requires a majority vote to table a vote.

CLOSE (OR LIMIT) DEBATE

Otherwise known as "Calling the Question," the Motion to Close Debate and vote immediately on the main question requires a second, is not debatable and requires a 2/3rds majority to pass. The Motion to Limit Debate to, for example 20 minutes, applies only to the main motion being considered and requires a 2/3rds vote.

REFER TO COMMITTEE

Sometimes motions require the attention of a standing or ad hoc committee. The Motion to Refer must be seconded, is debatable and requires a majority to adopt.

AMEND

The Motion to Limit Debate, Refer to Committee, Postpone Indefinitely and Main Motions may be amended. Motions to Amend must be seconded, are debatable and require a majority vote but an amendment to an amendment may not be amended.

POSTPONE INDEFINITELY

The Motion to Postpone Indefinitely must be seconded, is debatable and requires a majority to adopt. Its primary use is for the opposition to determine the strength of the majority before a vote is taken on the actual Motion in question.

MAIN MOTION

Main Motions must be seconded, are debatable and require a majority vote for adoption. Main Motions should be simply worded. Complication or long motions may be divided by a Motion to Divide such that portions of the Main Motion may be debated and voted upon separately.

TO RECONSIDER (PASSED MOTION)

The Motion to Reconsider a previously successful motion may only be made by and seconded by members who voted with the prevailing side. It is debatable only if the motion to which it applies was debatable. It requires a majority to adopt. No motion may be twice reconsidered.

RECOGNITION

A member desiring to speak or make a Motion shall raise their hand until recognized by the Chairperson. For motions not requiring recognition, the member must interrupt the current speaker. The ONLY motions where this is in order are:

- Motion to Reconsider
- Objection to Consideration
- Appeal from Decision
- Rise to a Point of Order

Appendix II (continued)

Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for ...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	Two-Thirds
Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	Two-Thirds
Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Enforce rules	Point of Order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	Two-thirds
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	Two-thirds
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

III. APPENDICES

Appendix A – Sample Budget Report

OCCA 2006 Budget

Monthly Fixed-GSO	2006 Budget	2005 Budget		2005 Actual	
		Annual	Monthly	Annual	Monthly
Tab Answer Network	\$ 1,600.00	\$ 1,500.00	\$ 125.00	\$ 1,643.12	
Telephone Line SBC	265.00	258.00	21.50	261.38	
Yellow Page SBC	1,700.00	1,428.00	119.00	1,665.00	
Copies	675.00	900.00	75.00	670.81	
Facility rent-GSO	1,280.00	1,080.00	90.00	1,280.00	
Bank charges/Misc.	120.00	120.00	10.00	117.80	
Monthly fixed-GSO	\$ 5,640.00	\$ 5,286.00	\$ 440.50	\$ 5,638.11	

Monthly Fixed-H&I

Facility rent	\$ -	360	30	0
Literature & materials	\$ 2,000.00	\$ 3,000.00	\$ 250.00	\$ 1,637.43
Monthly fixed H&I	\$ 2,000.00	\$ 3,360.00	\$ 280.00	\$ 1,637.43

Non-reoccurring

Web Domain	\$ 130.00	129	0	100
CAWSO Tape Copy	\$ -	\$ 175.00	\$ -	\$ -
Orange County Fair	\$ 400.00	\$ 300.00	\$ -	\$ 389.00
Fourth Step Workshop	\$ -	\$ 100.00	\$ -	\$ 89.18
State filing fee/PO Box	\$ 55.00	\$ 46.00	\$ -	\$ 55.00
Insurance	\$ 400.00	\$ 400.00	\$ -	\$ 400.00
World Svc Conference	\$ 1,600.00	\$ 1,300.00	\$ -	\$ 1,544.60
Freedom festival	\$ -	\$ -	\$ -	\$ 100.00
Other	\$ -	\$ -	\$ -	\$ -
Non-reoccurring	\$ 2,585.00	\$ 2,450.00	\$ -	\$ 2,677.78

Budget Summary

Monthly fixed-GSO	\$ 5,640.00	\$ 5,286.00	\$ 440.50	\$ 5,638.11
Monthly fixed-H&I	2,000.00	3,360.00	280.00	1,637.43
Non-reoccurring	2,585.00	2,450.00	-	2,677.78
Estimated Total Outlays	\$ 10,225.00	\$ 11,096.00	\$ 720.50	\$ 9,953.32
Suggested CAWSO donation	\$ 4,385.00	\$ 4,754.00		
Actual CAWSO donation				\$ 550.00
OCCA 2005 Income Target	\$ 14,610.00	\$ 15,850.00		\$ 10,503.32

2006 Budget proforma

Meeting 7th tradition	\$ 7,000.00		\$ 5,145.30	\$ 1,854.70
GSO 7th tradition	800.00		772.29	27.71
Meeting H&I	3,000.00		2,841.38	158.62
2005 revenue	\$ 10,800.00		\$ 8,758.97	\$ 2,041.03
Special events-				
Celebrate World 2005	\$ 1,000.00		\$ 1,025.00	\$ (25.00)
Angel game	\$ 1,000.00		\$ 565.00	\$ 435.00
H&I Halloween event	\$ 1,000.00		\$ 845.00	\$ 155.00
Fourth event	\$ 1,000.00			\$ 1,000.00
2005 revenues	\$ 14,800.00	(break even)	\$ 11,193.97	\$ 2,606.03

2006 budget
over actual

Appendix B – Sample Treasurer’s Report

OCCA Treasurer's report for month of Dec. 2008

	YTD 2008			DEC.			Y-T-D		
	7th	H&I	Total	7th	H&I	Total	7th	H&I	Total
The Last Run	166.50	60.00	226.50				166.50	60.00	226.50
Not in Vein	434.50	120.19	554.69	19.07	5.00	24.07	453.57	125.19	578.76
Keep it Simple	501.00	5.00	506.00			-	501.00	5.00	506.00
Tues Nite Big Book	466.50	5.00	471.50			-	466.50	5.00	471.50
Tues Nite Discussion	275.10		275.10	21.00		21.00	296.10	-	296.10
Ladies Night Big Book Study	80.00		80.00			-	80.00	-	80.00
Men Night Out	193.83	94.00	287.83			-	193.83	94.00	287.83
The Zoo	34.14		34.14			-	34.14	-	34.14
Downstairs Discussion	190.50		190.50			-	190.50	-	190.50
Clean And Serene	451.20	141.57	592.77	6.14		6.14	457.34	141.57	598.91
Messengers	1,273.00	131.00	1,404.00	63.25	7.02	70.27	1,336.25	138.02	1,474.27
Paycheck	881.50	159.54	1,041.04	294.00		294.00	1,175.50	159.54	1,335.04
First Friday Nite	448.16	309.15	757.31	26.00		26.00	474.16	309.15	783.31
Back to Basics	990.00	130.00	1,120.00	45.00	10.00	55.00	1,035.00	140.00	1,175.00
How it Works	21.01	52.93	73.94			-	21.01	52.93	73.94
Drop the Rock	277.49	23.65	301.14	9.92		9.92	287.41	23.65	311.06
	-	-	-						
Meeting Support	\$ 6,684.43	\$ 1,232.03	\$ 7,916.46	\$ 484.38	\$ 22.02	\$ 506.40	\$ 7,168.81	\$ 1,254.05	\$ 8,422.86
GSO 7th Tradition			359.21			39.50			398.71
Chips			1,608.20			199.60			1,807.80
Literature			1,336.37			53.50			1,449.87
Region Unity T-Shirts 2008			150.00						150.00
Ca's 25th B-day Party									-
Celebrate around the world 08			3,085.00			-			3,085.00
BTB-Mini-Marathon						-			-
Getty Trip			35.00						35.00
Angel game			2,474.00						2,474.00
Campvention			200.00						200.00
Turkey Bowl			9.17			675.00			684.17
Other			251.26			-			251.26
GSO Activity	\$ -		\$ 9,568.21			\$ 967.60			\$ 10,535.81
Total Support	\$ 6,684.43	\$ 1,232.03	\$ 17,484.67			\$ 1,474.00			\$ 18,958.67
Disbursements									
Davinci			1,639.00			149.00			1,788.00
Telephone Line AT&T			209.48			20.85			230.33
Summer Picnic & Holiday Party			300.00			200.00			500.00
COPIES			705.32			65.74			771.06
Literature-AAWSO/CAWSO			1,624.89						1,624.89
H&I materials			1,300.00						1,300.00
Chips			1,259.71						1,259.71
GSO facility rent			1,200.00						1,200.00
Web Domain			100.00						100.00
CATW-2009- T-Shirts						365.00			365.00
Orange County Fair			259.85						259.85
State filing fee/PO Box			26.00			50.00			76.00
Insurance			400.00						400.00
CAWSO Donation			2,500.00						2,500.00
Celebrate around the world 09						324.00			324.00
Angel game			2,325.00						2,325.00

Appendix C – Organization Timeline

Month	Description	Comment	Current Resource
January	4 th Step Workshop		
February	4 th Step Workshop		
March	<ul style="list-style-type: none"> OCCA Domain Renewal Unity Event: Celebrate Around The World – 2nd or 3rd Saturday in March (“Chili Cook-off”) 4th Step Workshop 	<ul style="list-style-type: none"> Must be renewed by credit card every 2 years. Last renewed 3/2/2009 	Web Precision Internet Service, Dan Veseley, (949) 488-9747 dvesely@webprecision.com
April			
May	<ul style="list-style-type: none"> Insurance Requirements determined IRS – 990N Annual Filing 4th Step Workshop 	<ul style="list-style-type: none"> A list of events should be forwarded to CALA Insurance Liaison for submission to insurance co. (see Appendix “F”) 	<ul style="list-style-type: none"> For IRS Filing: Kenneth A. Carroll, 949.553.0383, cpakac@aol.com
June	4 th Step Workshop		
July	4 th Step Workshop		
August	<ul style="list-style-type: none"> World Service Conference Begins Unity Event: Celebrate Around The World (Planning begins) 4th Step Workshop 		
September	4 th Step Workshop		
October	4 th Step Workshop		
November	<ul style="list-style-type: none"> Celebrate Around The World State Filing – Statement of Information (SI-100) 4th Step Workshop 	<ul style="list-style-type: none"> Planning should begin for this Unity event in March Must file every 2 years 	Where to File: State of California, Secretary of State website: https://businessfilings.sos.ca.gov/ Filing Fee: \$20.00 Last Filing: 11/21/2009 by David Fl., dflournoy@cox.net
December	<ul style="list-style-type: none"> GSO Meeting Facility – Contract Renewal 4th Step Workshop 	Confirm Dates of Availability 1845 Park Avenue Costa Mesa, CA 92627-2711	Armida S. Thomson Office Specialist II (714) 327-7526 ATHOMSON@ci.costa-mesa.ca.us

Appendix D – Corporate Information & Annual Filings

1. State of California - Articles of Incorporation:
 - a. Corporate Name: Orange County Cocaine Anonymous
 - b. Original Filing: December 29th, 1987
 - c. Corporate #: C1425729
2. Statement of Information:
 - a. Purpose: Every **domestic nonprofit corporation** shall file a Statement of Information with the Secretary of State, within 90 days after filing of its original Articles of Incorporation, and biennially thereafter during the applicable filing period. The applicable filing period for a corporation is the calendar month during which its original Articles of Incorporation were filed and the immediately preceding five calendar months. A corporation is required to file this statement even though it may not be actively engaged in business at the time this statement is due. Changes to information contained in a previously filed statement can be made by filing a new form, completed in its entirety.
 - b. When to File: Every 2 years
 - c. Where to File: State of California, Secretary of State refer to website: <http://www.sos.ca.gov/business>
 - d. Filing Fee: \$20.00
 - e. Last Filing: 11/22/2009 by David Fl., OCCA Chair 2005-2007

Appendix D – Corporate Information & Annual Filings (continued)

1. Who to file with - Internal Revenue Service
 - a. Taxpayer Name: Orange County Cocaine Anonymous
 - b. Taxpayer Address: P.O. Box 1374, Costa Mesa, CA 92628-1374
 - c. Employee Identification Number (EIN): 33- 0283529
2. What to file - Form 990N
 - IRS regulations now require all non-profit organizations with an annual revenue of \$25,000 or less file Form 990-N, also known as an e-Postcard. There are no paper copies of this form; it must be filed electronically. The due date for filing Form 990-N is the 15th day of the fifth (5th) month after the close of the tax year. This means, for example, that an organization whose most recent tax year ended on Dec. 31 must file Form 990-N by May 15
3. How to file - to file the e-postcard go to: <http://epostcard.form990.org/>
4. Who should file – Treasurer can file this but it is suggested to use CPA who filed this form last. CPA of record, Kenneth A. Carroll
5. Confirm that the organization's annual gross receipts are normally \$25,000 or less
6. Filing Fee: check with CPA
7. Last Filing: October 2009
 - Note: Late Filing or Failure to File the e-Postcard - If an organization does not file the e-Postcard on time, the IRS will send a reminder notice, although a penalty will not be assessed. However, an organization that fails to file required e-Postcards (or Forms 990 or 990-EZ) for three (3) consecutive years will automatically lose its tax-exempt status. The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year
 - *To view information from the IRS about this form go to:*
<http://www.irs.gov/charities/article/0,,id=169250,00.html>
 - Tax Information for Charities & Other Non-Profits Info
<http://www.irs.gov/charities/index.html>

Person to Contact: Telephone #: 877-829-5500

Appendix E – Sample Quarterly Report from Chairperson (GSO) to PSR Trustee

_____ QUARTER AREA REPORT

Insert Date

SUMMARY BY COMMITTEE:

Meetings: Currently we have _____ Meetings.

Treasury: Due to good support of area events we have enough money to send our delegates to the WSC Conference and continue with normal operating expenses

Hospital & Institutions: At present time, OCCA serves 12 Facilities consisting of _____ Panels—of those, _____ facilities are detox Centers & Hospitals (_____ panels) and the remaining _____ facilities (_____ panels) are in residential Treatment Centers. No panels are currently being held at correctional facilities.

Hotline Committee: We have completely revamped our Hotline service and are now experiencing a greater call volume than ever. Total calls for July were _____

Public Information Committee: To increase awareness in our community about Cocaine Anonymous, OCCA will have a booth at the Orange County Fair from July 26th – August 5th.

Workshop Committee: _____ continues to be of service by facilitating our monthly 4th Step Workshop. The next 4th STEP WORKSHOP will be on _____ @ _____. For more details please contact him.

Unity & Outreach: Is OCCA unified? In the spirit of unity, OCCA is sponsoring a “Meeting of the Month”. Each month we’ll all visit a different meeting in Orange County. This is a great opportunity to fellowship with other members from different meetings, share recovery and support these meetings financially.
Next “Meeting of the Month”: _____

Web servant / Meeting Schedules: OCCA website has become a great asset and is really an excellent resource for those looking for help or members who need up to date meeting and event information. You can download meeting schedules, email requests, view Information Pamphlets from our Literature racks, view upcoming events and even calculate the number of days you’ve been sober! The address is www.occa.info

Activities Committee / Upcoming Events:

OCCA BOARD

List current GSO Board Members

Any closing Remarks,
O.C.C.A. Chairperson

Appendix F – OCCA 2009-10 Events

Date	Event Name	Location	Type of Event	Event Size	Insurance
6/13/09	Angels vs. Padres / Tailgate	Anaheim Stadium	Fundraiser	Small/40	\$0.00
7/25/09	Del Mar Race Track	Del Mar Race Track 14550 El Camino Real, Del Mar CA 92014	Unity Event	Small/40	\$50.00
7/25/09 8/09/09	Orange County Fair	88 Fair Dr, Costa Mesa, CA 92626	Public Information Booth	Small/50	\$0.00
8/8/09	Texas Hold'em Tournament Game night	TBD	Fundraiser	Small/100	\$50.00
9/26/09	End of Summer Picnic & Volleyball Tournament	Doheny Beach State Park Pacific Coast Hwy. Dana Point, CA 92629	Picnic, BBQ & Volleyball	Small/100	\$50.00
10/10/09	Spaghetti Dinner Speaker Meeting	420 W. 19th St. Costa Mesa CA 92627	Dinner Speaker Meeting	Small/100	\$50.00
October 2009	Back-to-Basic Marathon	16581 Brookhurst St, Fountain Valley, CA 92708	Fundraiser: Meeting and BBQ	Small/100	\$50.00
11/14/09	Turkey Bowl	22771 Center Drive, Lake Forest, CA 92630	Fundraiser: Bowling	Small/50	\$50.00
December 2009	Watch Newport Beach Boat Parade	Newport Beach	Unity Event	Small/50	\$50.00
February 2010	Bonfire: Find a Sponsor	Beach Somewhere	Unity Event	Small/50	\$50.00
3/13/10	Celebrate Around the World: Chili Cookoff	Location TBD	Fundraiser: Chili Cookoff	Small/75	\$50.00
April 2010	????			Small/100	\$50.00
May 2010	Campvention @ beg. Of May			Small/100	\$50.00