**NANB Area Minutes for January 23, 2022**

**Area Agenda**

1. Role call of GSR’s
2. Reading of service paragraph from the Basic Text
3. Reading of 12 Concepts and 12 Traditions
4. Service Prayer
5. Adoption of Minutes – July 10, 2021
6. Group Reports
7. RCM Report
8. Vice Chair report on H&I and PR Efforts
9. Treasurer Report
10. Literature Report
11. Old Business
12. Open Forum (Group Concerns)
13. New Business
14. Announcements
15. Adjourn Meeting

**ASC Opened (9:01am)**

Role Call of GSRs

* Clean and Serene absent

Service Paragraph (Basic Text), 12 Concepts, Reading of the 12 Traditions, Service Prayer

**Attendance**

Steve C, ASC Chair

Andrea P, ASC Vice-Chair

Tim M, ASC Treasurer

Jesse M, GSR Nature of Recover (Rothesay), Literature Rep

Penny A, ASC Secretary

Jess P, GSR Living In The Miracle (Fredericton) & ARCM

Danielle M, AGSR Living In The Miracle (Fredericton)

Niki C, GSR Recovery Is Freedom (Moncton)

Daniel M, GSR Free Spirit (Fredericton)

Debbie K, Interested Member, Unity Is The Key (Moncton)

Cody P, Interested Member, Free Spirit (Fredericton)

**Adoption of Minutes**

Previous minutes adopted by consensus.

**Group Reports**

**Clean and Serene Group**

*Absent – \*Report submitted post-meeting*

Hello everyone.

We have not been open for any regular meetings since the lockdown was announced. Before that, we were trying to keep one a week open but that was proving difficult as well. We look forward to some opening up in the near future so that we can return to regular meetings. I expect we will have a donation at the next ASC.

In service,

Carl K., GSR

**Unity Is Key**

Hi Family

We have not been meeting in person due to covid and we as a group can't afford to pay for Zoom.

Our group won't be meeting in persona until the lockdown is over and the numbers go down.  When we do start up we will be requiring mask be worn and requesting if vaccinated for the protection of all persons in attendance.

In Service

Debbie K. Member

**Recovery Is Freedom**

The Recovery is Freedom Group is doing ok. We have between 5-8 addicts attending, are meeting have been disrupted due covid. Our bank balance is $278.50, we have a literature of $24.40, and rent $60.00 for 3 months. Withe a donation to the Area of $100.00 and ending balance of $94.10 for our prudent reserve. We have a celebration in February for Ian 8 yrs, more will be revealed on the date.

Yours in loving Service

Niki G/ GSR

**Free Spirit Group**

Greetings fellow addicts,

 The Free Spirit group is doing well, we have continued to meet twice weekly with an average attendance of 10 addicts on Mondays and 16 addicts on Wednesdays. Our group has brought in a total of $634.90 between 7th contributions and literature sales based on a running book balance. This amount however still needs to be verified by our group treasurer.

Unfortunately, the group did not have time to hold a business meeting prior to this ASC and as such, we cannot report on actual rent nor literature status. The group will however plan to hold a business meeting in advance of the next scheduled ASC and should we be able to meet in person for the next ASC, we will then be able to report actual financials and gladly provide a physical donation to the Area Treasurer.

The group's meeting location has been temporarily relocated from the Fireside room to the gymnasium at Wilmot Church for a little over a month now, as rising COVID cases in the province and local Fredericton area continue to concern everyone. This temporary change in venue allows the group to practice more effective social distancing as per Public Health guidelines and at the bequest of the rental space administration.

Since moving into level 3 circuit breaker conditions in early January, the Wilmot Church administration has deemed the Fredericton Free Spirit Group of Narcotics Anonymous services to be of an “essential” nature, thus permitting the group to continue to host in person live meetings at our location. This is a significant accomplishment and we are ecstatic at the news. This gives more choices to the recovering and still suffering addicts in our area to hear the message of recovery.

Yours in loving service,

Daniel M, GSR, Free Spirit group

**Question:** It is unclear how an individual church can deem groups essential since this is a government decision. Has the group given consideration to what damage could be done to NA’s reputation as a whole in event the group is identified as a source of outbreak? These questions are asked in keeping with Tradition 4.

**Response:** The church informed the group representative we were permitted to continue to meeting in person. The group had some discussion and, as a group determined it is essentially up to the group members and individuals whether or not they wish to attend. The group felt it is better to have doors open in the event someone shows up in need of a meeting as not everyone has access to zoom meetings. The group will have further discussion if case counts continue to go up and start to see attendance lower, and/or see any rising concern about holding the in-person meeting. The gymnasium offers appropriate space to meet all covid guidelines. We understand the church does not have the authority to determine essential services. It was noted the church has a covid committee and indicted they have been working with Public Health and been provided information to inform their decision to allow the group to continue to have meetings.

**Discussion:** It was noted that regardless of the fact they gymnasium allows for compliance to covid guidelines (spacing etc), the present Level 3 enforced by government does not allow for any gatherings, only single-household bubbles. It was suggested the group request the church for the information they have been provided in writing that they have proof from Public Health regarding NA as being deemed an essential service. This is in keeping with Tradition 4 given this affects all groups and NA as a whole.

**Action:** FSG will follow up with church covid committee to see if they can obtain anything in writing regarding Public Health’s position that NA is an essential service. **Result: FSG contacted church covid board. Board confirmed they made the decision regarding essential services themselves and there was no consultation with Public Health.**

**Living In The Miracle Group**

Dear fellow addicts,

Since our last Area meeting the Living in the Miracle Group has been doing well. We have had an average of 17-18 addicts per meeting.

Since Jan. 14/22 we have decided to do on-line meetings for the time of Level 3 in New Brunswick. Our location at 168 Church Street has been closed to us.

Our on-line meeting is on Zoom Friday nights at 7pm. We read from the Basic Text. The Zoom number is 868 4137 6420 password 896758. We will re-evaluate this meeting and what to do next after Level 3 is lifted or if Level 3 continues.

Due to the church not allowing us access to our group box, we were unable to figure out a  literature order for today. Once we are able to see our literature we will then have a literature order and a donation amount. No financial report today.

So far everything seems to be going well. We rarely had to turn anyone away due to vaccination rules. When we did meet in person, newcomers and members were cooperative and kind.

Yours in service,

Jess P. GSR Living in the Miracle Group

**Nature of Recovery**

Greetings Fellow addicts,

This report covers from July 3rd to November 13, 2021.

Our on-line Thursday evening meeting has had an income of $10.00.

Our in person meetings have had an average of seven people. With an average of $25.82 per meeting in Seventh Tradition donations.

All our expenses are paid including rent for Sept thru Dec $80.00, a literature order of $63.37 and insurance $90.00. We have a contribution to the Area of $249.23.

Our Saturday Meeting has commenced meeting on-line for the time being, information can be found at the usual websites.

YILS

Jesse M

GSR

Nature of Recovery Group

**RCM Report**

RCM not present. Alternate RCM was not provided with a report.

*\*Report below submitted post-meeting therefore no discussion*

NANB

Saint John

Hello everyone.

The regular meeting of the RSC was held via zoom on Nov 14. Should anyone be interested in receiving a copy of the minutes of that or any other RSC meeting, please just ask.

The most relevant item for the member groups of NANB is the upcoming Regional Assembly to be held February 12. For all you need to know, go to CARNA.CA and follow the events link. It is all being done via zoom so we are probably all familiar with the format. Below is an agenda for the day

February 12, 2022

9:00 AM-9:15 AM Meet, Greet and Introductions

9:15 AM-10:15 AM Interim CAR/ CAT Intro and Overview: 5 Motions

10:15 AM-10:45 AM 7th Tradition virtually and in-person using debit/credit

cards

10:45 AM-11:00 AM Break

11:00 AM-12:00 PM Best Practices for Virtual NA Meetings: Draft for Preview

12:00 PM- 1:00 PM Lunch

1:00 PM- 2:30 PM PR Presentation

2:30 PM-2:45 PM Break

2:45 PM-4:15 PM Workshop: Welcoming All Members

4:30 PM-5:30 PM Meeting- Principles Before Personalities

I am available to anyone wishing to know more about the RSC. Feel free to contact me or to attend the next RSC meeting which will be held Feb 13 beginning at 10 am.

In service,

Carl K., GSR

**H&I report – PR Efforts**

Andrea P. – no report due to covid

**Treasurer’s report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Opening Balance | $2,750.00 |   |   |   |
|   |   |   | *EXPENSES:* |   |
| *INCOME:* |   |   | Bank Fees(July-Dec) | $15.00 |
| **Donations:** |   |   | Freedom Voice(Aug-Jan)(CHQ093) | $88.15 |
| Unity is the Key |   |   | NAWS CSO003681(CHQ091) | $457.19 |
| Recovery is Freedom | $100.00 |   | NAWS CSO003429(CHQ091) | $506.16 |
| Free Spirit Group |   |   | NAWS CSO003447(CHQ091) | $358.63 |
| Living in the Miracles |   |   | NAWS CSO004011(CHQ095) | $13.51 |
| Nature of Recovery | $249.23 | paid | Internet and Domain Budget Item(CHQ092) | $240.00 |
| Clean and Serene |   |   | Bank Coin Fee | $1.41 |
|   |   |   | Adjustment to match account | $2.87 |
|   |   |   |   |   |
| ***TOTAL*** | **$349.23** |   |   |   |
|  |  |   |   |   |
| **Literature Sales:** |   |   |   |   |
| Gails Medallion | $44.40 | paid |   |   |
| Recovery is Freedom  | $186.45 | paid | ***TOTAL*** | $1,682.92 |
| Recovery is Freedom 2 | $24.40 |   |   |   |
| Living in the Miracles | $173.65 | paid | ***TOTAL AFTER EXPENSES*** | $2,181.68 |
| Nature of Recovery 1 | $63.37 | paid |   |   |
|   |   |   |   |   |
| Clean and Serene | $255.10 | paid | RESERVES: |   |
| Freddy Medallions | $18.00 | paid | PR | $500.00 |
|   |   |   | Prudent | $750.00 |
| ***TOTAL*** | **$765.37** |   | Literature | $1,000.00 |
|  |  |   | Moncton Unity Day | $500.00 |
| ***TOTAL INCOME*** | **$1,114.60** |   | ***TOTAL RESERVES*** | **$2,750.00** |
|  |  |   |   |   |
|  |  |   | ***AVAILABLE TO DISPENSE*** | -$568.32 |
|  |  |   |   |   |
|  |  |   | ***DONATION TO REGION****(CHQ0)* | $0.00 |
|  |  |   |  |   |
|   |   |   |   |   |
| ***AVAILABLE MONEY*** | **$3,864.60** |   | ***CLOSING BALANCE*** | $2,181.68 |

Tim M. presented report. Presently below prudent reserve.

**Question:** Was the $500 for Unity Day not given to Area by the group in Moncton?

**Response:** The money was received 3 years ago by Great Way To Freedom Area (Moncton) prior to the transition to our current Area. Since no one has been willing to take this on we have been discussing whether to keep this money set aside.

**Discussion:** If the concern is that the Area is currently operating below the Prudent Reserve, the LITM group is doing very well financially and will probably be making a substantial donation so will help the Prudent Reserve. It was noted that the fact we are currently under Prudent Reserve is not a concern given groups will be submitting donations. Because of covid and being unable to meet in person monies have not yet been received. Some groups will be sending cheques and arrangements can be made to pick up donations from groups who do not have cheques which will improve the bottom line.

**Literature Report**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Item #** | **July 2018 Price increase**  |  **Tax and Shipping 30%** | **Exchange 25%**  | **Group Order Form Sale Price(10%Markup)** | **Qty** | **Inventory Value** |
| **Books** |   |   |   |   |   |   |   |
| Guiding Principles | 1201 | $11.65 | $15.15 | $18.93 | $20.82 | 6 | $113.59 |
| Living Clean | 1150 | $10.35 | $13.46 | $16.82 | $18.50 | 6 | $100.91 |
| Basic Text 6th Ed. | 1101 | $12.15 | $15.80 | $19.74 | $21.72 | 8 | $157.95 |
| IWHW(Hard Cover) | 1140 | $9.55 | $12.42 | $15.52 | $17.07 | 10 | $155.19 |
| JFT | 1112 | $9.55 | $12.42 | $15.52 | $17.07 | 17 | $263.82 |
| Step Working Guide | 1400 | $9.00 | $11.70 | $14.63 | $16.09 | 9 | $131.63 |
| Sponsorship | 1130 | $9.75 | $12.68 | $15.84 | $17.43 | 2 | $31.69 |
| **Information Pamphlets** |   |   |   |   |   |   |   |
| #1 Who,What,How, and Why | 3101 | $0.25 | $0.33 | $0.41 | $0.45 | 47 | $19.09 |
| #2 The Group | 3102 | $0.33 | $0.43 | $0.54 | $0.59 | 10 | $5.36 |
| #5 Another Look | 3105 | $0.25 | $0.33 | $0.41 | $0.45 | 55 | $22.34 |
| #6 Recovery and Relapse | 3106 | $0.25 | $0.33 | $0.41 | $0.45 | 52 | $21.13 |
| #7 Am I an Addict | 3107 | $0.25 | $0.33 | $0.41 | $0.45 | 44 | $17.88 |
| #8 Just For Today | 3108 | $0.25 | $0.33 | $0.41 | $0.45 | 50 | $20.31 |
| #9 Living the Program | 3109 | $0.25 | $0.33 | $0.41 | $0.45 | 10 | $4.06 |
| #10 Fourth Step Guide | 3110 | $0.82 | $1.07 | $1.33 | $1.47 | 5 | $6.66 |
| #11 Sponsorship | 3111 | $0.25 | $0.33 | $0.41 | $0.45 | 42 | $17.06 |
| #12 The Triangle of Self-Obsession | 3112 | $0.25 | $0.33 | $0.41 | $0.45 | 32 | $13.00 |
| #13 By Young For Young | 3113 | $0.25 | $0.33 | $0.41 | $0.45 | 24 | $9.75 |
| #14 One Addict's Experience.... | 3114 | $0.25 | $0.33 | $0.41 | $0.45 | 18 | $7.31 |
| #15 PI and the NA Member | 3115 | $0.25 | $0.33 | $0.41 | $0.45 | 70 | $28.44 |
| #16 For the Newcomer | 3116 | $0.25 | $0.33 | $0.41 | $0.45 | 32 | $13.00 |
| #17 For those in Treatment | 3117 | $0.33 | $0.43 | $0.54 | $0.59 | 39 | $20.91 |
| #19 Self-Acceptance | 3119 | $0.25 | $0.33 | $0.41 | $0.45 | 41 | $16.66 |
| #20 H&I and the NA Member | 3120 | $0.25 | $0.33 | $0.41 | $0.45 | 57 | $23.16 |
| #21 The Loner | 3121 | $0.33 | $0.43 | $0.54 | $0.59 | 50 | $26.81 |
| #22 Welcome to NA | 3122 | $0.25 | $0.33 | $0.41 | $0.45 | 51 | $20.72 |
| #23 Staying Clean on the Outside | 3123 | $0.25 | $0.33 | $0.41 | $0.45 | 60 | $24.38 |
| #24 Money Matters | 3124 | $0.56 | $0.73 | $0.91 | $1.00 | 20 | $18.20 |
| #26 Accessibility For Those with Needs | 3126 | $0.25 | $0.33 | $0.41 | $0.45 | 10 | $4.06 |
| #27 For the Parents..of Young People | 3127 | $0.31 | $0.40 | $0.50 | $0.55 | 67 | $33.75 |
| #28 Funding NA Services | 3128 | $0.37 | $0.48 | $0.60 | $0.66 | 20 | $12.03 |
| #29 An Intro to NA Meetings | 3129 | $0.25 | $0.33 | $0.41 | $0.45 | 54 | $21.94 |
| #30 Mental Health in Recovery | 3130 | $0.33 | $0.43 | $0.54 | $0.59 | 60 | $32.18 |
| Membership Survey | 2301 | $0.32 | $0.42 | $0.52 | $0.57 | 41 | $21.32 |
| Information about NA | 2302 | $0.32 | $0.42 | $0.52 | $0.57 | 40 | $20.80 |
| NA & Persons Receiving Medication-Assisted Treatment | 2306 | $0.32 | $0.42 | $0.52 | $0.57 | 40 | $20.80 |
| **Service Pamphlets** |   |   |   |   |   |   |   |
| Group Business Meetings | 2202 | $0.25 | $0.33 | $0.41 | $0.45 | 5 | $2.03 |
| Group Trusted Servants | 2203 | $0.25 | $0.33 | $0.41 | $0.45 | 5 | $2.03 |
| Disruptive and Violent Behavior | 2204 | $0.25 | $0.33 | $0.41 | $0.45 | 6 | $2.44 |
| NA Groups and Medication | 2205 | $0.33 | $0.43 | $0.54 | $0.59 | 5 | $2.68 |
| Principles and Leadership in NA Service | 2206 | $0.33 | $0.43 | $0.54 | $0.59 | 5 | $2.68 |
| Social Media | 2207 | $0.33 | $0.43 | $0.54 | $0.59 | 15 | $8.04 |
| **Booklets** |   |   |   |   |   |   |   |
| An Introductory Guide to NA | 1200 | $2.15 | $2.80 | $3.49 | $3.84 | 5 | $17.47 |
| Twelve Concepts of Na | 1164 | $2.20 | $2.86 | $3.58 | $3.93 | 0 | $0.00 |
| NA White Booklet(LG Print, H&I avail) | 1500 | $0.80 | $1.04 | $1.30 | $1.43 | 85 | $110.50 |
| In Times of Illness | 1603 | $3.40 | $4.42 | $5.53 | $6.08 | 7 | $38.68 |
| The Group Booklet | 1600 | $1.00 | $1.30 | $1.63 | $1.79 | 19 | $30.88 |
| Behind the Walls(H&I version avail) | 1601 | $1.00 | $1.30 | $1.63 | $1.79 | 6 | $9.75 |
| PR Foldout | 2307 | $1.10 | $1.43 | $1.79 | $1.97 | 7 | $12.51 |
| **Key tags** |   |   |   |   |   |   |   |
| White | 4100 | $0.55 | $0.72 | $0.89 | $0.98 | 96 | $85.80 |
| Orange | 4101 | $0.55 | $0.72 | $0.89 | $0.98 | 114 | $101.89 |
| Green | 4102 | $0.55 | $0.72 | $0.89 | $0.98 | 72 | $64.35 |
| Red | 4103 | $0.55 | $0.72 | $0.89 | $0.98 | 73 | $65.24 |
| Blue | 4104 | $0.55 | $0.72 | $0.89 | $0.98 | 19 | $16.98 |
| Yellow | 4105 | $0.55 | $0.72 | $0.89 | $0.98 | 13 | $11.62 |
| Moon glow | 4106 | $0.55 | $0.72 | $0.89 | $0.98 | 12 | $10.73 |
| Grey | 4107 | $0.55 | $0.72 | $0.89 | $0.98 | 25 | $22.34 |
| Black | 4108 | $0.55 | $0.72 | $0.89 | $0.98 | 12 | $10.73 |
| **Medallions** |   |   |   |   |   |   |   |
| 18 MONTHS | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 3 | $16.58 |
| ONE | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 3 | $16.58 |
| TWO | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 2 | $11.05 |
| THREE | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 3 | $16.58 |
| FOUR | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 3 | $16.58 |
| FIVE | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 3 | $16.58 |
| SIX | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 3 | $16.58 |
| SEVEN | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 3 | $16.58 |
| EIGHT | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 2 | $11.05 |
| NINE | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 3 | $16.58 |
| TEN | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 3 | $16.58 |
| TWELVE | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 1 | $5.53 |
| THIRTEEN | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 1 | $5.53 |
| FOURTEEN | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 0 | $0.00 |
| FIFTEEN | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 2 | $11.05 |
| SIXTEEN | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 0 | $0.00 |
| SEVENTEEN | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 0 | $0.00 |
| EIGHTEEN | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 1 | $5.53 |
| INFINITY | 43 | $3.40 | $4.42 | $5.53 | $6.08 | 1 | $5.53 |
| **Other** |   |   |   |   |   |   |   |
| Convention Guidelines | 2108 | $5.10 | $6.63 | $8.29 | $9.12 | 1 | $9.12 |
| A Guide to Local Services | 2111 | $7.50 | $9.75 | $12.19 | $13.41 | 1 | $12.19 |
| A Guide to World Service | 2104 | $4.55 | $5.92 | $7.39 | $8.13 | 1 | $7.39 |
| Handbook for NA Newsletter | 2106 | $2.25 | $2.93 | $3.66 | $4.02 | 1 | $3.66 |
| A Guide for Phone line Service | 2107 | $3.80 | $4.94 | $6.18 | $6.79 | 1 | $6.18 |
| Treasurer's Handbook | 2109 | $2.25 | $2.93 | $3.66 | $4.02 | 1 | $3.66 |
|   |   |   |   |   |   |   |   |
| **Total CDN** |   |   |   |   |   |   | $2,240.26 |
| **Reserve** |   |   |   |   |   |   | $1,000.00 |

Jesse M - Only 8 basic texts in stores. Should probably order more.

Question – Steve C – are costs base cost or with mark up. Jesse - Base cost, tax and shipping, exchange rate, and 10% mark-up.

**Old Business**

1. Action: Carl K. – In next report to Region will make a specific and formal request that RD come to our next ASC to provide a half hour workshop/presentation on best practices for PR in NA October 16th
2. Action: Carl K. will request RD attend January 8th ASC in Moncton to present on Building Strong Home Groups for January ASC
3. Action: Carl K. will request RD attend April 9th ASC in Fredericton the roles on what Area and Region does
4. Action: Kevin B. – to anonymously reach out to PR consultants for prices to be brought back to next ASC.

***\*\*Neither member is present at this meeting so no update could be provided.***

**Open Forum (Group Concerns)**

PR

Jesse M advised that in regards to PR he is the Regional PR rep and there will be a Regional Assembly meeting on February 12th. He will be putting on a PR workshop. Hope to see everybody there and get some good participation. Slide shows and mock panel presentation. The information for the meeting can be found on CARNA website (carna.ca).

Alternate RCM

Jess P advised that she is struggling in her role as Alternate RCM as it is difficult to understand what goes on at the meetings. She has reached out to the RCM a couple times to discuss but has not had a response. Seeking group’s input as to whether she should resign. Niki offered to provide assistance as she was the previous RCM. Tim suggested given current climate it is difficult to train. Suggests waiting until climate changes and we can get back to in-person meetings. The ARCM agreed to have further discussion with past RCM and wait to make a decision.

Moncton Unity Day Reserve

Niki C indicated no further discussion has occurred with the groups in Moncton regarding the Moncton Unity Day Reserve ($500). Action – Niki will initiate discussion with the Moncton groups and report at next area.

**New Business**

No new business.

**Announcements**

Ian M – 8 years tbd (Moncton)

Michelle D – 9 years January 23rd, celebration planned for Feb 4th in Moncton

Steve C – 16 years on Feb 22nd, celebration undetermined – more to be revealed

**Meeting Adjourned (10:02)**

**Upcoming ASC dates**

2120 – 04 – 09 @ 11am

250 Paul Street

Fredericton, NB

To be determined whether in-person or via zoom due to covid

**Action Items**

1. Action: Daniel M. – FSG will follow up with church covid committee to see if they can obtain anything in writing regarding Public Health’s position that NA is an essential service and report back to ASC.
2. Action: Niki C. – Initiate discussion with Moncton groups to determine their position regarding the $500 Unity Day Reserve and report back to ASC.