

## March 2021 – IEFA Public Relations Sub committee Report

Kelley A. 909-213-0755 PR Chair

Email: [IEFANAKA@gmail.com](mailto:IEFANAKA@gmail.com)

### **Commitments**

Chair – Kelley A.

Vice-Chair- OPEN

Requirements:

- One year continuous clean time
- Assume the role of any absent members or of positions that need to be filled
- Responsible for storing literature of PR committee
- Works with PR ad hoc subcommittee's to organize PR activities

Secretary- OPEN

Requirements:

- One year continuous clean time
- Record minutes for PR committee meetings
- Types and distributes minutes to committee members
- Contacts PR members and confirms place and time of meetings

PACT- OPEN (Stand in as PACT chair Mike M.)

Requirements:

- Two years continuous clean time
- Give report (written and oral) at PR meetings
- Make sure booth positions are filled
- Maintains open communication with parole and probation officers involved in PACT program
- Can contact Mike M. for more details at 909-435-5342

Phone Line Coordinator- OPEN

Requirements:

- Two years continuous clean time
- Has a computer and willingness to learn freedomvoice.com program
- Assures phone lines are being answered by maintaining schedule and making sure that time slots are covered when volunteers are unavailable
- Keep and communicate passwords and emails associated with phone system with chair and vice-chair of PR
- Establish and trains phone line volunteers
- Has quarterly meeting with phone line volunteers
- Deals with chair of PR to resolve all and any phone line issues

Community Relations Coordinator- OPEN

Requirements:

- Two years continuous clean time
- Attends all local service work shops
- Give report (written and oral) at PR meetings on status of Community Relation which is the what, where, who, when, and how we can help.

- Establish and maintain outreach to our community efforts approved by subcommittee
- Maintain professional manner and appearance when dealing with the public while representing NA

### **Budget**

Money on hand: \$1658.41-\$8.45 (expenses)=\$1633.06 (New total)

### Phone Lines

There was a Regional Meeting for phone lines on March 8, 2021. We were present and discussed a new project that Clyde is heading up on making a new updated public service announcement. Which needs volunteers, with releases to use images and voices of addicts interested please contact him at 213-421-5893. Elections were held for service commitments.

Calls received: 51 Calls missed: 8

We need volunteers to put on waiting list to take calls that way when people are ready to give up commitments we have volunteers.  
6 Months clean attend training on zoom and be able to direct people to meeting.

Monthly fee is \$ 8.45

### Community Relations

There was a Regional Meeting for Public Relations this month on March 8, 2021. We were present and discussed a new project that Clyde is heading up on making a new updated public service announcement, which needs volunteers. With releases to use images and voices of addicts interested please contact him at 213-421-5893. Elections were held for service commitments. Also vote on and passed was reducing the number of Service Works to two annually January and July discussed is the Bus Bench ads that are currently put on hold. We discussed doing another webinar on PR and how to do panels and presentations.

We are continuing to reach out to various places to distribute directories.

There was a PACT meeting this month on March 19, 2021

We do need volunteers to do a Public Relations presentations please have any one interested in volunteering call me at 909-213-0755 THERE IS NO CLEAN TIME REQUIREMENT

Next meeting is on April 12, 2021 at 7:00P.M. It will be held on Zoom code is 291-502-7056 password 987654.

Public Relations is in the process of rebuilding please let all members know we could use help.

We are currently looking to design posters so all you artists out there please call me we need your help.

We appreciate everyone that has been attending and helping out you all are amazing and thank you.

Virtual Meetings

See Attached Report

Thank you for letting me be of service, and have a awesome month y'all.