

# Checklist for closing or moving a Boulder Area Narcotics Anonymous meeting

- At the group's business meeting, have the group discuss and vote on if the meeting should be closed or moved (this might be completed in one business meeting, or over multiple business meetings).
- Once a decision is made at the business meeting, all business meeting attendees should determine who will be responsible for each task in this check-list.
- Determine the date of the last meeting to be held at the current location.
- If the meeting is moving, determine the date of the first meeting at the new location.
- Determine how much rent will be owed to the current facility (per any agreements from when the meeting first started at that location), and who will ensure the rent will be paid.
- Determine if the remaining meeting supplies (e.g. literature, key tags, coffee machines, etc.):
  1. will be taken to the new meeting location,
  2. will be donated to another meeting,
  3. will be donated to the facility,
  4. will be donated to the Boulder region's Hospitals and Institutions committee, or
  5. will be returned to the Boulder region's literature coordinator.
- Make announcements at the remaining meetings, to provide the group with basic closing or moving information.
- Notify the facility (in writing) that the meeting is closing or moving.
- Ensure the written notification includes the following details:
  1. the meeting name
  2. the meeting day(s) / time(s)
  3. the date the last meeting will be held at the current location
  4. the dollar amount understood will be owed by the last meeting date
  5. the reason the meeting is closing or moving (e.g. the group cannot afford the rent, the meeting has grown and a bigger space is needed, the meeting attendance has changed, etc.)
- Pay the rent owed to the facility as per current agreement.

- Notify the BASC (Boulder Area Service Committee), as soon as possible, that the meeting is closing or moving (the area chairperson's email is: naboulderchair@gmail.com).
- Notify the BASC web servant that the meeting is closing or moving, so the old details will be removed from the Boulder area's website (the area web servant's email is: naboulderweb@gmail.com).
- Notify the BASC meeting list coordinator that the meeting is closing or moving, so the old details will be removed from the next meeting list flyers (the meeting list coordinator's email is currently: naboulderhelpline@gmail.com).
- Notify the BASC helpline coordinator that the meeting is closing or moving, so he/she can let the helpline volunteers know about the change, and they can give the proper information to addicts who call the helpline (the helpline coordinator's email is: naboulderhelpline@gmail.com).
- Notify any other NA regions where the meeting might be listed (such as the Mile-High region) that the meeting is closing or moving, so they can update the old details on their website and meeting lists (the Denver region's web coordinator's email is: webservant.mhasc@gmail.com).
- Notify the NA World Service Office that the meeting is closing or moving, so they can update the old details on the na.org website (send an email to: groupupdates@na.org). Be very detailed in the information you give them, so they can identify the meeting on their world meeting database and can update the details.
- After the meeting closes or moves, and everyone has been notified, check the following month's NA Boulder Region's meeting list **and** website, to ensure the meeting has been removed or updated from the list and website. Follow up with the Boulder region webmaster and meeting list coordinator, if the information has not been corrected.