

**The Greater Providence Area (GPA) Service Committee of NA – February 23, 2014**

***The next meeting will be held on March 23, 2014***

**Area Meeting Times:**

Administration	12:30 to 2:00pm
Literature Sales	1:45 to 2:45pm
H&I Panel Leaders	1:30 to 2:00pm
Subcommittees	2:00 to 3:00pm
New GSR Orientation	3:15 to 3:30pm
Area Service Meeting	3:30 to 5:30pm

**Area Service Meeting Agenda:**

1. Meeting called to order / Moment of silence / Service prayer
2. Reading of the Twelve Concepts
3. Introduction / Roll Call / GSR Report
4. Officer reports including: Chair, Vice Chair, Secretary, Treasurer
5. Regional Committee Member Report
6. Board of Directors Report
7. Subcommittee Reports including: Activities, Convention, Finance, Hospitals and Institutions, Literature, Phone Line, Policy, Public Information, Corrections, Website
8. Old Business
9. New Business
10. Motions (submitted at beginning of ASC meeting)
11. Open Forum

**Roll Call and GSR Reports:**

*Groups in Attendance 15*

*Total Area Meetings 48      \*=GSR representation*

12 Steps in the Old Chapel	New Way of Life
Basic Step Study* <i>in need of support</i>	Open Minds
Basic Text	Opt for Life*
Better Life*	Ray of Hope
Better Way	Recovery and Beyond
Breakfast Club*	Recovery in the Chapel*
Change or Die	Recovery in the Country
Choose Life	Recovery in the Lake
Clean & Crazy	Recovery is More than Abstinence
Dig Deep	Resurrection*
Faith in Recovery*	Road to Recovery
Gimme Shelter	Set-em Free
Hardcore Recovery	Sisters in Recovery
Jamestown NA	Smith Hill NA*
K.I.S.S.	Start your Nite Right
Late Nite	Starting Over
Latino NA	Step Sisters* <i>in need of support</i>
Living Clean	Stepping into Recovery
Living Free*	Straight Today
Loveline	Stepping Out Wednesday
Meeting Street Meeting	Sunday Serenity/Insanity*
NA in the Day	Surrender or Die
Never Alone Again	The Lie is Dead*
New Associations*	Why are we Here* <i>in need of support</i>

**Announcements:**

1. Straight Today Group 28<sup>th</sup> Anniversary, Weds. March 26, 7:30pm – 10pm, Holy Family Church, 414 South Main St., Woonsocket, RI. Free pot luck dinner.
2. Sisters in Recovery, 22<sup>nd</sup> Anniversary, Mar. 22, Amos House, 415 Friendship St., Providence, RI 5pm – 6:30pm.

**Administrative Reports:**

Chair: John N./774-208-2285/[jnorton@paragonnt.com](mailto:jnorton@paragonnt.com)

No report.

Vice Chair: *Open—see information at the end of minutes for qualifications.*

Secretary: Gail L./401-954-6642/[gaillandi@yahoo.com](mailto:gaillandi@yahoo.com)

Alternate Secretary: Danielle/ 401-954-0200 (NEWLY ELECTED)

No report.

Treasurer: *Open—see information at the end of minutes for qualifications.*

Alternate Treasurer: *Open—see information at the end of minutes for qualifications.*

See the attached treasurer's report.

Board of Directors: Wanda B./401-226-2698/[wsbnaiou2@aol.com](mailto:wsbnaiou2@aol.com)

No report.

Regional Committee Member (RCM): Ned L./774-254-7968/[nedlandry4@gmail.com](mailto:nedlandry4@gmail.com)

Alternate RCM: *Open—see information at the end of minutes for qualifications.*

No report.

Activities: Junior J./401-426-7059/[emanueljackson17@yahoo.com](mailto:emanueljackson17@yahoo.com)

I am sorry for taking so long to turn in a report. It was very irresponsible of me. Again I apologize. The Halloween event went well. I returned \$261.24 the remainder of \$500. Receipts as well. I welcome questions. ILS/Junior J.

Convention: Susan W. /401-438-2375/[susanw87@verizon.net](mailto:susanw87@verizon.net)

The convention went off last weekend and was a success. The attendance was roughly around 600. We definitely would have had more people had it not been for the snow storm. But overall everything came together and everyone worked together to produce another successful area convention. I will be able to have a more detailed report after the convention committee meets again and everyone gives their reports. I can tell you that we can pay all our bills and be able to replace our seed money. More to be revealed next month. Our next meeting is 3/9/14 at anchor recovery at 4pm  
Our closing balance was \$4020.29. ILS/Susan W.

Finance: *Open—see information at the end of minutes for qualifications.*

Hospitals and Institutions: Brenda B./ 401-654-7658/[brenda.lee102@yahoo.com](mailto:brenda.lee102@yahoo.com)

Vice Chair: Sully D./401-261-1482/[sullyna1999@yahoo.com](mailto:sullyna1999@yahoo.com)

No report.

Literature: [Freddy T./508-212-2832/freddyfx@rocketmail.com](mailto:Freddy.T./508-212-2832/freddyfx@rocketmail.com)

Sales for January \$1621.51

Literature Rack \$29.55

Total Sales \$1651.06

Expenses

Restock from world \$1480.75

Meeting list restock \$77.85

Total Expenses \$1558.60

ILS/Freddy T.

Phone Line: *Open—see information at the end of minutes for qualifications.*

Policy: [John D./401-744-1260/john.delicio03@gmail.com](mailto:John.D./401-744-1260/john.delicio03@gmail.com)

Hello family. Received a bin from our storage unit. Looked through it didn't find anything that was current pertaining to policy. Met with Mike H. regarding the easiest way to update motions and minutes on the website. Currently the way the website is set up there is no easy way. As of right now the motions and minutes that are missing from the website I don't have and neither does the secretary. So I am going to update on a month to month basis. I'm going to put a motion in today that has to do with reconsidering a motion. There was a lot of confusion last month regarding the motion that failed and then was asked to reconsider. ( forming a Metro committee). Hopefully this motion will give more clarity in the future. I.LS John D.

Public Information: [Dawne G./401-383-7275/griffind@my.uri.edu](mailto:Dawne.G./401-383-7275/griffind@my.uri.edu)

No report.

H&I Corrections Facilities: Open

No report.

Website: [Mike H./401-439-5528/holtz.mike@gmail.com](mailto:Mike.H./401-439-5528/holtz.mike@gmail.com)

- Uploaded area meeting minutes for January
- Added event for "New Associations" 15 year anniversary
- Met with John the Policy chair. Discussed current processes for making updates to the website. Discussed ways to improve this.
- Began migrating content to 'Drupal' platform
- In the process of customizing out-of-the-box Drupal for GPANA website
- Spoke with Andrew, the website coordinator for Region. Compared notes on how Region keeps Region website up to date regarding meetings, events, uploads, etc.

**Old Business:**

Motion 1-26-2014-1 Maker: Step Sisters Seconded: Steve S. tabled last month is ruled out of order.

Administrative Positions:

- Vice Chair – open
- Alt. Secretary – Danielle
- Treasurer – open
- Alt. Treasurer – open
- Alt. RCM – open

Subcommittee Positions:

- Finance - open
- Corrections Coordinator – open
- Phonenumber – Johnny Wheels
- Public Information – Dawne G.

**New Business:**

Motion 02-23-2014-1 Maker: Policy Subcommittee **Back to Groups Policy Revision**

Motion: To change wording in GPA rules of order pg 13 under Procedures used when the area service is meeting (under reconsider) 2<sup>nd</sup> sentence that reads: "However, a member who voted must then move it on the prevailing side (the member who seconded may have voted on either side) and it must be moved either on the next day of the original vote. Change the wording to read: "However, any member who voted against the motion can put a motion to reconsider only if there is new information pertaining to the motion. (The member who seconded may have voted on either side) and it must be moved either on the same day or the next month of the original vote.

Intent: To clarify and have more understanding of current policy.

Intent: To carry the message.

# Greater Providence Area Treasurer's Report

Jan-14

Description	Income	Expenses	Balance	Check #
<b>Beginning Operating Balance</b>		(Less Prudent Reserves)	<b>\$1,529.50</b>	
<b>Income</b>	Group Donations	\$774.99		
	Free Spirit Reimbursement	\$0.00		
	Convention Committee	\$554.40		
	Misc	\$0.00		
<b>Total Income</b>			<b>\$1,329.39</b>	
<b>Non-Discretionary Expenses</b>	Rent Expense		\$25.00	2456
	Administration/Sec. of State		\$0.00	
	H&I		\$0.00	
	Regional Phoneline		\$0.00	
	Secretary		\$0.00	
	Administration		\$0.00	
	RCM Expenses		\$0.00	
	Literature Expense		\$0.00	
	Tres. Expense		\$18.44	2460
	Web Page		\$0.00	
<b>Total Fixed Expenses</b>			<b>\$43.44</b>	
<b>Discretionary Expenses</b>	H&I Subcommittee		\$0.00	
	H&I Corrections		\$0.00	
	PI Subcommittee		\$0.00	
	Activities Subcommittee		\$0.00	
	Literature Subcommittee		\$0.00	
	Policy Subcommittee		\$0.00	
	Professional Fees		\$0.00	
	Regional Donation		\$0.00	
	WSO Donation		\$0.00	
	Convention Committee Lit. Order		\$554.40	2456
<b>Total Discretionary Expenses</b>			<b>\$554.40</b>	
<b>Total Expenses</b>			<b>\$597.84</b>	
<b>Operating Balance</b>			<b>\$2,261.05</b>	
<b>Plus Prudent Reserves</b>				
Area Prudent Reserve		\$1,700.00		
Insurance Reserve Balance		\$1,284.00		
<b>Total Prudent Reserve</b>			<b>\$2,984.00</b>	
<b>Ending Account Balance</b>			<b>\$5,245.05</b>	



**\*Literature Stock Value**

Beginning Balance			\$	619.80	
<b>Sales</b>	Jan	\$1,621.51			
<b>Restock</b>	World Service		\$769.57		2458
	Meeting Lists		\$58.95		2459
Ending Balance				<u>\$1,412.79</u>	

**Group Donations - Jan 2014**

NA in the Day  
Never Alone Again  
Step Sisters  
Anon  
Loveline  
Meeting Street  
Clean and Serene  
Dig Deep  
New Freedom

Sunday Serenity/Insanity  
Sisters in Recovery  
The Lie is Dead  
Faith in Recovery  
Smith Hill NA  
Recovery at the Chapel  
Road to Recovery  
I.P. Time

Breakfast Club  
Opt for Life  
Change or Die  
Recovery at the Lake  
Surrender or Die  
Stepping Out  
Clean and Crazy  
Recovery in the Country

## Addendum 1:

# Greater Providence Area Service Committee

## Administrative Positions: Qualifications & Responsibilities

### Greater Providence Area Service Committee (GPASC) Administrative Positions:

Qualifications of General Service: The following is a suggested list of qualifications for N.A. members who might wish to become involved in the area service structure of the Greater Providence Area.

- A. Willingness and a desire to serve.
- B. A level of recovery that reflects their ability to apply the twelve steps to their personal lives and the twelve traditions to their personal interactions with others.
- C. The ability to give the time and resources necessary to fulfill the obligations of the elected office.
- D. The suggested clean time requirement as established for the individual office.
  - Chairperson Four (4) years
  - Vice Chairperson Three (3) years
  - Secretary One (1) year
  - Alternate Secretary Six (6) months
  - Treasurer Three (3) years
  - Alternate Treasurer Two (2) years
  - RCM Three (3) years
  - Alternate RCM Two (2) years
  - BOD Five (5) years
- E. Prior service experience on a group level and working knowledge of the elected office.

### Qualifications of the Area VICE CHAIRPERSON:

- A. The stated qualifications of general service apply to this position.
- B. Three (3) years continuous abstinence from all drugs.
- C. The ability to conduct an ASC meeting with a firm yet understanding hand.
- D. Sensitivity to the needs of the Area, Region, and N.A. as a whole.
- E. Tolerance and objectivity with those who are unable to see beyond the needs of their group.
- F. Working knowledge of the GPA Guidelines and the N.A. 12 Traditions.

### Responsibilities of the Area VICE CHAIRPERSON:

- A. Is a member of the Area Executive Committee, which meets prior to the GPASC meeting.
- B. In the absence of the Area Chair; preside over the Area Executive Committee; formulate the ASC agenda prior to the ASC meeting; and preside over said meeting, remaining throughout.
- C. In the absence of the Area Chair, fulfill or delegate the responsibility of any Administrative Officer (i.e. Area Treasurer, Secretary, or Subcommittee Chair).
- D. In the absence of the Area Chair, conduct the GSR orientation including distribution of Greater Providence Area GSR Introduction Booklet, prior to the start of the ASC

meeting.

E. Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines, and fulfill all other reasonable responsibilities that the ASC Chair may deem necessary.

F. Develop personal knowledge of the inner workings of all ASSC Subcommittees. Act as a resource, and help to maintain the structure, and integrity of all ASC Subcommittees, without being a voting member of those committees.

G. In the absence of the Subcommittee Chair fulfill or delegate the responsibility of said office from within that committee. [When applicable.]

H. Maintain a line of direct communication between ASC Subcommittees and the ASC Chairperson. I. Assist the Area Chair in conducting the GPASC meeting. Conduct the review and confirmation of Area Subcommittee reports during the ASC meeting and distribute to the Area Secretary at the end of the ASC meeting.

J. In the absence of the Area Chair fulfill or delegate all reasonable responsibilities that become necessary to collect and distribute information resulting from the ASC meeting.

K. May be a signer of the GPASC bank account.

L. In the absence of the Area Treasurer, pick up and distribute all Area mail from the GPA PO box in a timely manner, prior to the GPASC meeting.

### Qualifications of the Area TREASURER:

- A. The stated qualifications of general service apply to this position.
- B. Three (3) years of continuous abstinence from all drugs.
- C. Bookkeeping and/or accounting skills.
- D. Ability to organize and keep financial records.

### Responsibilities of the Area TREASURER:

- A. Accept Group donations during Literature Sales prior to the GPASC meeting.
- B. Accept the money from sales during Literature Sales prior to the GPASC meeting.
- C. Report at the GPASC on donations, other revenue, and expenditures from the previous month's ASC meeting. Provide a written copy of said report for inclusion in the ASC minutes. (E.g. June ASC minutes will contain May ASC Treasury report.)
- D. Maintain and keep an accurate balance on the ASC checking account.
- E. Pay all bills as needed.
- F. Keep accurate and careful record of all Area financial transactions, including receipts of all monies paid and collected.
- G. Care for and maintain the laptop provided for the Area Treasurer position.
- H. Coordinate with the Finance Subcommittee Chair as needed. (Tax filing and payment, yearly budget, etc.)
- I. Prepare an Annual Budget for the GPASC.
- J. Collect mail from the GPASC PO box prior to the monthly ASC.

Qualifications of the ALTERNATE Area TREASURER:

- A. The stated qualifications of general service apply to this position.
- B. Two (2) years of continuous clean time from all drugs.
- C. Bookkeeping and/or accounting skills.
- D. Ability to organize and keep financial records.

Responsibilities of the ALTERNATE TREASURER:

- A. Assist the GPA Treasurer in performance of all previously stated responsibilities.
- B. In the absence of the Area Treasurer, and at the direction of the Area Chair, perform the ASC Treasurer responsibilities.
- C. Attend all GPASC meetings.

Qualifications of the ALTERNATE REGIONAL COMMITTEE MEMBER (ALT RCM):

- A. The stated qualifications of general service apply to this position.
- B. Two (2) years continuous abstinence from all drugs.
- C. Previous GPASC service experience.
- D. Communication and organizational skills and has displayed significant leadership skills.
- E. Objectivity and tolerance with those who are unable to see beyond the needs of their areas.

Responsibilities of the ALTERNATE REGIONAL COMMITTEE MEMBER:

- A. Attend each meeting of the RSC and the GPASC. B. Suggested participation with a Regional Subcommittee to promote the Alternate RCM involvement with the Region.
- C. Vice Chair a special session of the GPASC to vote on the WSC Agenda Report.
- D. In the absence of the RCM, assume the responsibilities of the RCM stated above.

## Greater Providence Area Service Committee

### Subcommittee Officers: Qualifications & Responsibilities

Greater Providence Area Service Committee (GPASC) Subcommittees:

Activities  
Finance  
Hospitals and Institutions (H&I)  
Literature  
Phone Line  
Policy  
Public Information  
Convention

Subcommittee Positions:

Chairperson  
Vice Chairperson

Secretary  
Treasurer (if necessary)  
Others as needed

Qualifications of General Service:

The following is a suggested list of qualifications for N.A. members who might wish to become involved in the area service structure of the Greater Providence Area.

- A. Willingness and a desire to serve.
- B. A level of recovery that reflects their ability to apply the twelve steps to their personal lives and the twelve traditions to their personal interactions with others.
- C. The ability to give the time and resources necessary to fulfill the obligations of the elected office.
- D. The suggested clean time requirement as established for the individual office.
- E. Prior service experience on a group level and working knowledge of the elected office.

Qualifications for GPASC Subcommittee Officers:

- A. The stated Qualifications of General Service apply to these positions.
- B. Clean time requirements for subcommittee officers: Activities, H&I, Literature, Phone Line, Policy, PI: Chairperson Two (2) years  
Finance: Chairperson Five (5) years  
Convention: Chairperson Five (5) years  
Vice Chairperson Four (4) years  
Treasurer Five (5) years  
Secretary Two (2) years  
written report for inclusion in the Area minutes.

Responsibilities of the FINANCE SUBCOMMITTEE:

- A. Review all financial statements—past, present, and future—to help guide the Area to financial responsibility.
- B. Assist the Area Treasurer in compiling quarterly balance sheets, profit and loss statements.
- C. In keeping with the Seventh Tradition of N.A., works with the Area Treasurer to formulate an Area budget, with expenses not to exceed the income generated by the Area.
- D. Oversee all expenses and research alternatives in order to curtail unnecessary expenses.
- E. Fulfill all other responsibilities that the GPASC deems necessary.
- F. Meet one hour prior to the GPASC meeting and as often as the Finance Subcommittee deems necessary.
- G. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.