

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

The next meeting will be held on April 27, 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 16

Total Area Meetings 51

**=GSR representation*

12 Steps in the Old Chapel	New Way of Life
Basic Step Study	Open Minds
Basic Text	Opt 4 Life
Better Life*	Positive Steps
Better Way	Ray of Hope*
Breakfast Club	Recovery and Beyond
Change or Die	Recovery in the Chapel*
Choose Life	Recovery in the Country
Clean & Crazy	Recovery in the Lake
Dig Deep	Recovery is More than Abstinence*
Faith in Recovery	Resurrection*
Gimme Shelter	Road to Recovery
Hardcore Recovery	Set-em Free
HOPE*	Sisters in Recovery*
IP Time*	Smith Hill NA*
Jamestown NA	Start your Nite Right
K.I.S.S.	Starting Over
Late Nite	Step Sisters*
Latino NA	Stepping into Recovery
Living Clean	Straight Today
Living Free*	Stepping Out Wednesday
Loveline*	Sunday Serenity/Insanity*
Meeting Street Meeting	Surrender or Die*
NA in the Day	The Lie is Dead
Never Alone Again	Why R we Here*
New Associations*	

Announcements:

- Motion 03-23-2014-2 needs to go back to your groups for a vote. (See new business)

Administrative Reports:

Chair: John N./774-208-2285/jnorton@paragonnt.com

We have open positions and we need help. ILS/John N.

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

Secretary: Gail L./401-954-6642/gaillandi@yahoo.com

Alternate Secretary: Danielle/ 401-954-0200/dannisylvestre@outlook.com

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

No report.

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

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

No report.

Activities: Junior J./401-426-7059/emanueljackson21764@gmail.com

There is no news to report at this point. But there is no help to form a committee. Please at your meetings, can you go back and let the group know that the Activities Committee could use some active members. ILS/Junior J.

Convention: Susan W. /401-438-2375/susanw87@verizon.net

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

Hospitals and Institutions: Brenda B./ 401-654-7658/brenda.lee102@yahoo.com

RI H&I Subcommittee met last Sunday at Praise Tabernacle. Meeting was well attended. Mick C. was elected Corrections Coordinator. There are still several open panel leader positions.

Roger Williams Detox Thurs. night and 4th floor Phoenix House Fridays, Starr Detox Saturday, Trihab Sundays. I have submitted a motion for a check for \$34.35 for Providence Area's half of literature. The old Ad Hoc committee for looking into policy difference was disbanded. A new ad hoc committee will be established at the next H&I subcommittee meeting which will be on April 20th at 1:30 at Praise Tabernacle in Cranston. ILS/Brenda B.

Literature: Freddy T./508-212-2832/freddyfx81@gmail.com

Literature report for the month of March 2014.

Literature sales \$1388.39

literature rack restock from February area \$ 27.56

total sales 1415.85

restock from world 1313.25

meeting list restock 73.35

total expenses 1386.60

Phone Line: Johnny Wheels/401-714-9765/john.fallon1@verizon.net

No report.

Policy: John D./401-744-1260/john.delicio03@gmail.com

No Report.

Public Information: Dawne G./401-383-7275/griffind@my.uri.edu

Not present.

H&I Corrections Facilities: Michael C.

No report.

Website: Mike H./401-439-5528/holtz.mike@gmail.com

Not present.

Old Business:

Administrative Positions:

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

Subcommittee Positions:

- Finance - open

New Business:

Motion 03-23-2014-1 Maker: H&I Subcommittee **Passed 14-0-1**

Motion: A check for \$34.35 for our area's half of literature.

Intent: To carry the message.

Motion 03-23-2014-2 Maker: Policy Subcommittee **Back to Groups**

Motion: To change wording in GPS Rules of Order pg. 13 under procedures used when the area service is meeting Reconsider: 2nd 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 same or next day of the original vote.

Change it to read: However any member who voted on the majority side can put a motion in 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 our current policy.

Greater Providence Area Treasurer's Report

Feb-14

Description	Income	Expenses	Balance	Check #
Beginning Operating Balance		(Less Prudent Reserves)	\$2,261.05	
<i>Income</i>	Group Donations	\$323.33		
	Free Spirit Reimbursement	\$0.00		
	Convention Committee	\$261.24		
	Misc	\$0.00		
Total Income		.	\$584.57	
<i>Non-Discretionary Expenses</i>	Rent Expense		\$25.00	2461
	U.S. Post Office		\$128.00	2462
	H&I		\$0.00	
	Regional Phonenumber		\$88.45	2464
	Secretary		\$0.00	
	Administration		\$0.00	
	RCM Expenses		\$0.00	
	Literature Expense		\$0.00	
	Tres. Expense		\$0.00	
	Web Page		\$0.00	
	Total Fixed Expenses		\$241.45	
<i>Discretionary Expenses</i>	H&I Subcommittee		\$0.00	
	Phonenumber Subcommittee		\$0.00	
	PI Subcommittee		\$0.00	
	Activities Subcommittee		\$0.00	
	Literature Subcommittee		\$0.00	
	Policy Subcommittee		\$0.00	
	Professional Expenses		\$0.00	
	Regional Donation		\$0.00	
	WSO Donation		\$0.00	
	Convention Committee		\$0.00	
	Total Discretionary Expenses		\$0.00	
Total Expenses			\$241.45	
Operating Balance			\$2,604.17	
Plus Prudent Reserves				
	Area Prudent Reserve	\$1,700.00		
	Insurance Reserve Balance	\$1,284.00		
Total Prudent Reserve			\$2,984.00	
Ending Account Balance			\$5,588.17	

		Income	Expenses	Balance	Check #
*Literature Stock Value					
Beginning Balance				\$ 1,412.79	
Sales	Feb	\$1,388.31			
Restock	World Service		\$1,480.75		2465
	Meeting Lists		\$77.85		2463
Ending Balance			<hr/>	<u>\$1,242.50</u>	

Group Donations - Feb 2014

Why R We Here
 Never Alone
 Surrender or Die
 Kiss
 Loveline
 Meeting Street
 ANON

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

Breakfast Club
 Opr for Life
 Better Life
 Recovery at the Lake
 Recovery in the Country
 New Associations
 RECOVERY & BEYOND

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.