

The Greater Providence Area (GPA) Service Committee of NA – May 25, 2014

The next meeting will be held on June 22, 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 13

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	Who Is An Addict*
New Associations*	Why R we Here*

Announcements:

- New meeting “Who is an Addict” meets Sunday 7-8:15pm, 68 Falmouth St., Attleboro, MA

Administrative Reports:

Chair: John N./774-208-2285/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

Alternate Secretary: Danielle/ 401-954-0200.

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

The BOD met with the convention committee on May 18. For there closing meeting I received various committee item to put into area storage until needed by next coming committee is form. I received from the convention treasurer all record an financial document. All so the area lap top. At this time document are being going over then they will be audit by BOD. We are still waiting for former registration chair paper work to be turn over to BOD. The merchandise committee will be turn over anything they have left over to BOD at today area meeting. Anything other committee members not turn in. BOD will be meeting in June to have there annual meeting. We will be needing a check today to pay 2000 filing fee non profit corp. BOD would like to thank the convention committee member for great job overall. ILS/Rob S.

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

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

The next Regional service committee meeting will be held on June 14th and June 15th in the Boston Area. Elections will be held for all positions at the regional level. At the Saturday subcommittee meeting they will do a summary of decisions made at WSC meeting. ILS/Ned & Jim

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

No report.

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

The H&I subcommittee met last Sunday, May 18th at Praise Tabernacle Church in Cranston. The Free Spirit Area Chair person resigned last month. The Free Spirit vice chair will be stepping up and covering that position until Free Spirits elections in June.

We were able to fill 3 open panel leader positions Bridgemart Steve C., RW Detox Thursday night Tony H and Beth H. We still have 4 open panel leader positions Kent Center every other Friday, Trihab Sunday, RW 4th floor Thursday evening, Phoenix House Fridays.

The H&I subcommittee voted to postpone the date of the learning day until August due to the fact certain aspects of the committee are still not finalized and more work needs to be done to be better prepared.

Commitments are being filled and I believe that the committee is making progress although slow it is progress. The next H&I subcommittee meeting will be on Sunday, June 22nd and 1:30 at Praise Tabernacle Church on Park Ave. in Cranston. ILS/Brenda B.

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

literature report for the month of May 2014
literature sales
group sales 1366.63
literature rack 45.20
corrections 221
total sales 1632.83
expenses
meeting list restock \$ 73.35
restock from world 1577.60
total 1650.95

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

For the past 3 weeks I have mentioned at all meetings that I have attended, that there would be a PI committee meeting at D&D on Smith St. on May 16, 2014 and unfortunately no one showed up. So today I have a volunteer list to pass around for anyone that is willing to help out with different events that the PI committee will be putting together. Just to put it out there, because of lack of support I had to cancel a PI presentation for 6 at risk students at a local high school...

After the administration meeting earlier today and getting some suggestions from members, I would like to say that just today alone 8 people so far have signed the volunteer list and I would like to pass this list out to the GSRs that are present if that is agreeable to the Greater Providence Area body. To bring back to their groups for anyone interested in participating and to be brought to area next month. Seeing that we do have 8 members willing to volunteer I will be meeting with Anchor recovery staff and MAP staff to see about getting an area in the facilities to develop flyers (for flyer hanging day). I will bring this information back to area next month. ILS/Dawne G.

H&I Corrections Facilities: Michael C.

No report.

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

No report.

Old Business:

Motion 03-23-2014-2 Maker: Policy Subcommittee **PASSED**

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.

Administrative Positions:

- Vice Chair – open
- Treasurer – open
- Alt. Treasurer – open

Subcommittee Positions:

- Finance – open

Convention Subcommittee:

- Chair – Roz H.
- Vice Chair – open
- Secretary – open
- Treasurer – open

New Business:

Motion 05-25-2014-1 Maker: Activities Subcommittee **Passed 16-1-3**

Motion: \$400 for Speaker Jam. \$350 for hall for 6 hrs - \$50 for beverages to be sold. This is for the activities committee to put on event on June 14th, 2014 from 12-6.

Motion 05-25-2014-2 Maker: Activites Subcommittee **Passed 19-0-0**

Motion: To be reimbursed for speaker jam flyers made at staples in the amount of \$31.88.

Greater Providence Area Treasurer's Report

Apr-14

Description	Income	Expenses	Balance	Check #
Beginning Operating Balance		(Less Prudent Reserves)	\$2,986.21	
Income	Group Donations	\$487.44		
	Free Spirit Reimbursement	\$0.00		
	Misc	\$0.00		
	Misc	\$0.00		
Total Income		.	\$487.44	
Non-Discretionary Expenses	Rent Expense		\$25.00	2475
	Admin		\$744.00	2474
	H&I		\$0.00	
	Regional Phoneline		\$96.95	2472
	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		\$865.95	
Discretionary Expenses	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 Expenses		\$0.00	
	Regional Donation		\$0.00	
	WSO Donation		\$0.00	
	Convention Committee Lit Order		\$0.00	
	Total Discretionary Expenses		\$0.00	
Total Expenses			\$865.95	
Operating Balance			\$2,607.70	
Plus Prudent Reserves				
	Area Prudent Reserve	\$1,700.00		
	Insurance Reserve Balance	\$1,284.00		
Total Prudent Reserve			\$2,984.00	
Ending Account Balance			\$5,591.70	



	Income	Expenses	Balance	Check #
*Literature Stock Value				
Beginning Balance			\$ 803.20	
Sales	April	\$1,167.53		
Restock	World Service	\$989.27		2473
	Meeting Lists	\$95.85		2471
Ending Balance			<u>\$885.61</u>	

Group Donations - Apr 2014

Why R We Here
 Choose Life
 Surrender or Die
 NA in the Day
 Loveline
 Meeting Street
 ANON
 Faith in Recovery

Sunday Serenity/Insanity
 Sisters in Recovery
 The Lie is Dead
 Clean & Crazy
 Smith Hill NA
 Recovery at the Chapel
 I.P. Time
 KISS
 New Associations

Breakfast Club
 Change or Die
 Resurrection
 Recovery at the Lake
 Steppin Out Wednesday
 Hope
 Never Alone Again
 12 Steps at the Chapel

All Greater Providence Area Convention Executive Committee positions will be nominated and elected at the GPASC meeting. This is to take place in July prior to the beginning of the Convention cycle.

Purpose

The Convention Subcommittee Executive committee executes the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate, periodic and special-subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees that may need extra help. The Executive Committee also makes regular reports to the Area Service Committee sponsoring the convention. The members of the Executive Committee discuss the performance of Subcommittees as well as the convention budget and other matters that affect the convention. The results of these discussions are included in reports at the convention committee meetings.

Qualifications of General Service for Convention Subcommittee Officers:

- A. Clean time requirements for Convention Subcommittee Officers:
 - Chairperson Five (5) years
 - Vice Chairperson Four (4) years
 - Treasurer Five (5) years
 - Secretary Two (2) years
 - Subcommittee Chairs Two (2) years**
- B. Working knowledge of the Twelve Steps and Twelve Traditions of N.A.**
- C. Willingness to give the time and resources necessary.**
- D. Ability to exercise patience and tolerance.**
- E. Active participation in Narcotics Anonymous.**

Qualifications of the GPA Convention

Subcommittee CHAIR:

- A. Five (5) years continuous clean time.**
- B. Demonstrated stability in the local N.A. community.**
- C. Administrative abilities.**

Responsibilities of the GPA Convention

Subcommittee CHAIR:

- A. Organize subcommittees, and delegate major tasks to specific subcommittees. Stay informed of the activities of each subcommittee, and provide help when needed.**
- B. Helps resolve personality conflicts.**
- C. Keeps activities within the principles of the Twelve Traditions of N.A. and in accord with the purpose of the convention.**
- D. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee function.**
- E. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.**
- F. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.**
- G. Prepares the agenda for Convention Committee meetings and Executive Committee meetings.**
- H. Votes only to break a tie.**
- I. Chairs the Convention Committee meeting as well as the convention.**
- J. Gives a monthly detailed report—in person to the body at the GPASC meeting and in writing for inclusion in the Area minutes—to the supporting Area Service Committee. Included in this report: all committee activities and all financial activity.**

Qualifications of the GPA Convention

Subcommittee VICE CHAIR:

- A. Four (4) years continuous clean time.
- B. In order to serve as a liaison between the subcommittees and hosting community, must demonstrate approachability and familiarity with all committee members.

Responsibilities of the GPA Convention

Subcommittee VICE CHAIR:

- A. Acts as Chair if the Convention Chair is unavailable.
- B. Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job.
- C. Works closely with the Chair to help delegate responsibilities to subcommittee Chairs.
- D. Makes a report to the hosting service committee on the progress of convention planning.

Qualifications of the GPA Convention

Subcommittee SECRETARY:

- A. Two (2) years continuous clean time.
- B. Accurate typing ability.
- C. Demonstrated responsibility that indicates ability to ensure that accurate minutes are distributed to the Convention Committee Members.

Responsibilities of the GPA Convention

Subcommittee SECRETARY:

- A. Keeps minutes of each Convention Committee meeting and all subcommittee reports.
- B. Mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting may be attached to the minutes if it will help the committee function.
- C. Maintains a list of names, addresses, and phone numbers of committee members for committee use.
- D. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
- E. Communicates to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.
- F. Mails a copy of the minutes to the Greater Providence Area Service Committee.

Qualifications of the GPA Convention

Subcommittee TREASURER:

- A. Five (5) years continuous clean time.
- B. Demonstrated stability in the local N.A. community.

C. Accounting skills.

D. Service experience with conventions or other large scale Fellowship activities.

E. Accessibility to other committee members, especially the Registration Subcommittee.

Responsibilities of the GPA Convention

Subcommittee TREASURER:

- A. Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of the four signatories (Convention Subcommittee Chair, Vice Chair, Secretary, and Treasurer. The cards and account information are filled out at the committee meeting.)
- B. Works with the Chair and Vice Chair to prepare a budget for the convention that is used for planning fund-raising activities. The budget is based on the subcommittee's recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.
- C. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
- D. Responsible for all monies—including revenues from registration and banquet tickets: pays all bills; and advises the Chair on cash supply, income flow, and rate of expenditures.
- E. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
- F. Each check should require two signatures. Additionally, a complete Treasurer's report within three months after the convention should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.
- G. A periodic review of all financial records should be made by the sponsoring service area. The records should be reviewed at the time of the actual fund distribution in accordance with the Treasurer's financial statement requirements.