

June 22, 2008

The next meeting is July 27, 2008

Area Meeting Times:

Administration	12:30–2:00pm
Literature Sales	1:30–3:00 pm
Subcommittees	2:00–3:00 pm
New GSR Orientation	3:15–3:30 pm
Area Service Meeting	3:30–5:30 pm

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. Secretary Report
5. Treasurer Report
6. Vice-Chair Report
7. RCM Report
8. BOD Report
9. Subcommittee Reports including:
Activities, Finance, H&I, Literature, Phone Line, Policy, PI, Convention, Ad-Hoc
10. Old Business
11. New Business
12. Motions (submit at beginning of ASC meeting)
13. Open Forum

Roll Call and GSR Reports:

Groups in Attendance (19)

Total Area Meetings (42*)

Groups that made a donation at the previous ASC meeting are marked with \$

*****Donation information was not provided *******

Groups that attended this ASC meeting are marked with @

Breakfast Club.....@
Choose Life.....@... needs members that are willing to be active
DigDeep.....
Faith in Recovery.....@.. need of active members
Gimme Shelter.....@...new positions open
Hardcore Recovery.....@..
IP time
Jamestown NA.....
Keep it Simple Saturday.....@ needs support and active group members
Lie is Dead
Living Free.....@
Loveline.....@...
Meeting Street Meeting.....@
Narragansett Recovery Systems..
Never Alone Again.....
New Way of Life.....
New Assication.....
Opt For Life.....@... needs active group members
Ray of Hope.....
Recovery and Beyond.....

Recovery in the Chapel @.
 Recovery in the Country @..
 Recovery in the Lake.....
 Recovery is More Than Abstinence@ new time 7:00 to 8:15 no smoking on Butler Hospital Campus
 Regardless of
 Road to Recovery.....
 Sister in Recovery.....
 Smith Hill NA@
 Starting Over.....
 Step Sisters.....
 Straight Today.....@ needs active group members
 Steppin Out Wednesday.....
 Sunday/ Serenity..... @..
 Surrender or Die.....@..
 We Do Recover.....@
 Why are we here.....@

Reports:

Activities: Cyndi W

Good afternoon family,
 At this time there is not an event planned. This committee is struggling for support as far as planning an event and also addicts showing up to support events. Activities is to celebrate recovery, to celebrate unity. We have been asking for help from this area for at least 2 months. I'm at a standstill at this time and need suggestions and support.
 In loving service, Cyndi W

Board of Directors: Kevin V.

BOD met on May30th2008. Three attendees were present. Kev V , Daryl F, Susan W. Final Balance and bank statement for convention was audited along with check book, all were in order the checkbook balance is \$19574.75 the bank balance is \$19574.75.
 The BOD is prepared to write a check to area minus seed money. BOD also went over new insurance policy for the GPA.
 BOD also met June 18th 2008. 4 members were in attendance Kev V , Daryl F, Susan W, Shelia M. the meeting was based on matters at hand regarding bylaws to update and to put them in affect for GPANA and GPA. Also the annual report for this area was viewed and mailed out with \$20.00 check
 Today 6/22/08 we are giving a check for \$14574.75 to the GPA from the Convention account the Convention Account is retaining \$5000.00 see money.
 ILS, Kevin V

Finance: Open Position

The accountant called and stated at this time our taxes are not complete, however should be soon along with our application for 5013c.
 ILS, Susan W Area Chair

H&I: John D

No report at this time

Phone Line: Lewis

No report at this time

Policy: Kim L

I will be getting together both written and electronic versions of the area policy together in order to turn over to the new Policy Chair after elections next month. Also a mistake was identified in the Qualifications & Responsibilities for the RCM. The document will now contain the 2 year term length for the RCM position.

PI: Robin D

No report at this time

Treasurer: Sully D

See attached report

Literature: Timmy C.
June 2008,

Literature Sales for the month of May

HI:	\$219.35
PI:	\$48.60
Phone line:	\$0.00
Group Sales total w/o tax:	\$1210.08
Tax Total	\$ 84.70
Group Sales total w/tax:	\$1294.78

Total RI meeting lists sold: 1000
Total New England region meeting lists sold: 108
Costs for literature restock: \$ 879.84

**RCM report: Hal B –
Not present. No report.**

**Ad-Hoc Outreach- Delia F
No report at this time**

Old Business:

Motions:

033008-04

Submitted by Delia- seconded by Tim

To have all 3 lap tops owned by Area present at the next Area meeting 4/27/2008. To be handed over to Hal B who then have the computer's appraised.

****2 LAPTOPS WERE HANDED TO HAL B****

SECRETARY AND TREASURER

Discussion was on this motion and the 2 lap tops were given back to the ASC with out a report.

052508-02

Submitted by Mike R Seconded by David C

To receive information bi-monthly from the RCM as to the amount of money Region donates to World Service and to include this info in the minutes.

Intent: Accountability fund flow.

Motion- **This motion passed*****

042708-02

Submitted by Daryl Seconded by Kev V

To have the Convention in 2010.

Intent: To continue to carry the message.

(reconsider information has been presented please see BOD report and Treasurer report)

****This motion has been tabled- requesting maker of motion be present at next ASC 7/27/08. and/or Policy bring back information on whether or not the person seconding a motion can accept an amendment*******

042707-06

Submitted by Kim Seconded by Delia

To postpone holding another area convention until the Board of Directors By –Laws are reviewed, revised, and updated by the Policy Subcommittee, members of the Area Executive Committee and the BOD directors. And until the Convention Sub-committee policy is reviewed and updated.

Intent: For the BOD to be better able to take a more active guiding role during the 2 year convention cycle when the area votes to hold a convention and a policy used by the convention to be agreed upon and put in writing and available upon request by any member of the area.

****this motion was tabled****

Motion is still tabled

New Business:

Kim L was appointed as a ADHOC Chair to check on feasibility of getting new computers she will have 3 months to provide the ASC with 3 quotes.

Motions:

062208-01

Submitted by Cyndi W Seconded by Kev V

Area to get a storage space at Storage America for a 5x10 for \$55.00 a month. To be paid one year in advance.

Intent: For area's belongings to be kept in storage instead of addicts homes. This includes all subcommittees.

******This motion needs to go back to groups *******

Elections:

Chair- Rob S (previous vice chair)

Vice Chair- Delia F (previous secretary)

Secretary- Cyndi W (previous Activities Chair)

Treasurer- Position Open

Open Forum:

Announcements:

GPA will be having elections for the following positions at the next ASC meeting

Qualifications of the ALTERNATE Area SECRETARY:

- A. The stated qualifications of general service apply to this position.
- B. Six (6) months continuous abstinence from all drugs.
- C. Adequate secretarial skills.

Responsibilities of the ALTERNATE SECRETARY:

- A. Assist the GPA Area Secretary in performance of all previously stated responsibilities.
- B. In the absence of the Area Secretary, and at the direction of the Area Chair, perform the ASC Secretary responsibilities.
- C. Is not required to relinquish concurrent GSR position (if applicable).
- D. Attend all GPASC meetings.

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 REGIONAL COMMITTEE MEMBER (RCM):

- A. The stated qualifications of general service apply to this position.
- B. Three (3) years continuous abstinence from all drugs.
- C. Prior experience as a GSR and/or completion of one or more terms in an area-level elected office.
- 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.
- F. Working knowledge of GPA Guidelines and the N.A. 12 Traditions.

Responsibilities of the REGIONAL COMMITTEE MEMBER (RCM):

- A. Attend each meeting of the Regional Service Committee (RSC) and GPASC.
- B. If unable to attend an RSC or GPASC meeting it is essential to ask the Alternate RCM to assume said responsibilities.
- C. Suggested involvement with a Regional Subcommittee to promote the RCM participations with the region.
- D. In keeping with the Seventh Tradition of N.A., deliver the Area donation to the Region.
- E. Carry Greater Providence Area Conscience on all matters affecting the GPA or N.A. as a whole.
- F. Keep the Region informed in a written report of all GPA activities, strengths, and problems.
- G. Inform the G.P.A. in a written report of all business, activities, and special needs discussed at the R.S.C. meeting.
- H. Coordinate accommodations for GPA N.A. members who are required to attend the RCS meeting for both days.
- I. Chair a special session of the ASC to vote on the World Service Committee (WSC) agenda report.
- J. Distribute informational flyers at the ASC meeting (Distribution thereafter is left to the discretion of the RCM.)

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.

Qualifications of the BOARD OF DIRECTORS (BOD) MEMBER:

- A. The stated qualifications of general service apply to this position.
- B. Five (5) years continuous abstinence from all drugs. [Motion 5-25-97-3]
- C. Bookkeeping and/or accounting skills.
- D. Ability to organize and keep financial records.
- E. A Board Member may not hold another area-level financial position.

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

- A. Make sure that the GPA tax returns are filed.
- B. Take care of legal problems/fund misappropriation.
- C. File yearly RI state sales tax.
- D. Receive the monthly report from the Finance Subcommittee Chair (or Area Treasurer if there is no Finance Chair).
- E. Attend an annual BOD meeting.
- F. Coordinate storage and maintenance of legal documents.

General Announcements:

New Meeting Jamestown NA Thursday 7:30-8:30 St Matthews Episcopal Church 87 Narragansett Ave Jamestown RI 02835

July 26th Fashion Show and Basketball Game

Game @ 1:00pm Fashion Show @ 4:00pm and Dance to Follow. Call Kev V with any questions: 331-2871

The Sisters in Recovery Group of NA is hosting "Sistah to Sistah 5" a women's retreat June 12-14, 2009 @ Camp Canonicus.

The retreat Committee has several positions open.

Vice Chair of Retreat Committee- 3years

Vice Treasurer- 3years

Art & Graphics Chair- 2 years

Merchandising Chair- 5 years

Women are also encouraged to join a committee and get active in service.

Contact: Mary G 401 219-2621 or Pam v 401 829-8105

19th annual SouthSide NA Unity Picnic- Sunday August 10, 2008 from 12:00noon to 6:00pm

Lincoln Woods State Park-Field E For more info contact Kevin V 401 331-2871 or Peter

R -331-4282

8th annual Free Spirit Area Golf Tournament- Saturday July 12, 2008 1:00pm

Swansea Country Club-Swansea Ma- Cost \$110.00 per player

For more information contact: Don B 401 741-2224, Tom B 401 826-2501, Peter S 401 255-7197*****The Following meetings have asked for support *****

"IP Time "-Thursday 6:30-8:00pm Family Life Center 840 Broad Street Providence

"Sunday Serenity/Insanity"- Sunday 10:30am- 12:00pm 6th ward 957 Atwells Ave Providence

Greater Providence Area

Treasurer's
Report

Month May 2008

	Income	Expenses	Check #
Literature Sales	\$1,210.08	\$1,605.85	
RI State Sales Tax Received	\$84.70		
Group Donations	\$802.29		
Free Spirit Area			
Church Hall Rent (2 months)		\$50.00	1831
Verizon		\$51.18/\$151.24	1832/1833
Answering Service (NE in Touch)		\$137.78	1834
Regional Phonenumber		\$78.26	1835
Secretary Expenses			
Secretary Returned			
Treasury Expenses			
Literary Purchase			
Meeting List Purchase		\$77.40	1836
H&I Subcommittee			
PI Subcommittee			
Activities Subcommittee			
Literature Subcommittee			
Policy Subcommittee			
RCM Expenses			
Sales Tax (Balance:)			
Other Tax Responsibilities			
Convention Committee			
Region or World Donation			
Corporation Fee		\$20.00	

Previous Balance	\$4,776.90
Monthly Income	\$2,097.07
Monthly Expenses	\$2,171.71
Final Balance	\$4,702.26
Area Prudent Reserve	\$3,500.00
Activities Prudent Reserve	\$500.00
Area Insurance Reserve	
Available Funds	\$1,202.26

702.26

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.
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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
Vice Chairperson	Six (6) months
Secretary	Ninety (90) days
Treasurer	Two (2) years

Finance:

Chairperson	Five (5) years
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Convention:

Chairperson	Five (5) years
Vice Chairperson	Four (4) years
Treasurer	Five (5) years
Secretary	Two (2) years

Responsibilities of the ACTIVITIES SUBCOMMITTEE:

- A. In keeping with the 12 Traditions of N.A., provide celebrations of recovery in order to promote unity throughout the Fellowship.
- B. Proceeds from all activities are placed in the general ASC treasury.
- C. Provide a calendar of upcoming activity events for inclusion in the Area minutes.
- D. Inform surrounding Areas and Regions of upcoming major events planned by the GPA.
- E. Meet one hour prior to the ASC meeting and as often as the subcommittee deems necessary.
- F. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a 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.

Responsibilities of the HOSPITALS AND INSTITUTIONS (H&I) SUBCOMMITTEE:

- A. In keeping with the Fifth Tradition of N.A., carry the message to the addict unable to attend regularly scheduled meetings.
- B. Coordinate and distribute specific H&I commitment to hold meetings at existing facilities and to be keenly aware that all said obligations are fulfilled.
- C. Research and develop as many new institutional meetings as possible.
- D. Provide a monthly account to the GPASC of all literature disbursed.
- E. Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibility.
- F. Elect an H&I Correctional Facilities Coordinator, accountable to the GPA H&I Subcommittee.
- G. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the LITERATURE SUBCOMMITTEE:

- A. In keeping with the Sixth Tradition of N.A., maintain an accurate inventory of literature on hand to supply all the needs of the GPA.
- B. Coordinate the sales, and inventory count and reorder, of the literature inventory.
- C. Meet prior to the GPASC meeting to sell literature to groups and as often as the subcommittee deems necessary.
- D. Review and supply input on literature submitted by the World Service Committee Literature Committee (WSCLC).
- E. Submit literature to the WSCLC from Area groups and individual addicts.
- F. Make the starter kit:
 - a. One (1) of each IP
 - b. One (1) NA Way Magazine
 - c. One (1) Group booklet
 - d. One (1) group starter kit checklist
 - e. Fifty (50) meeting lists
- G. Maintain and care for the laptop provided for the Literature Subcommittee Chair position.
- H. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the PHONE LINE SUBCOMMITTEE:

- A. Maintain lines of communication between N.A. and the answering, and/or any other phone service used by the GPA.
- B. Respond to all requests for information in a timely and effective manner.
- C. Insure that those requests are handled at the appropriate level of service.
- D. Maintain helpline and Twelve Step call list.
- E. Establish and maintain the integrity of guidelines for handling phone line requests.
- F. Meet one hour prior to the GPASC meeting and as often as the Phone Line 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.

Responsibilities of the POLICY SUBCOMMITTEE:

- A. Research and seek guidance in gaining a better understanding of the 12 Traditions, 12 Concepts of N.A. and WSC guidelines, bulletins, and other information as it is developed.
- B. Develop ASC policy to be considered for approval by GPA groups.
- C. Compile and maintain all approved policy.
- D. Maintain past and present motion lists organized by position and subcommittee.
- E. Review all past and present motions (and all other business) that require clarification.
- F. Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibilities.
- G. Attend the GPASC meeting, provided a verbal subcommittee report to the service body and a written report for inclusion to the Area minutes.

Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:

- A. Uphold the integrity of the Eleventh Tradition of N.A.
- B. Maintain:
 - a. Distribution and sales of meeting lists to rehabilitation centers as well as the general public.
 - b. Review, update, and oversee the publishing of the Area meeting list as often as the Area deems necessary.
- C. Arrange all public information speaker commitments.
- D. Conduct a minimum of one public information workshop per year.
- E. Meet one hour prior to the GPASC meeting as often as the subcommittee deems necessary to fulfill its responsibilities.
- F. Elect a Web Coordinator responsible to the PI Subcommittee.
- G. Attend GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.