

The Greater Providence Area (GPA) Service Committee of NA
June 28th, 2009
The next meeting is July 26th, 2009

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 (18)
Total Area Meetings (43*)
Groups that made a donation are marked with \$
Groups that attended ASC meeting marked with @

Addicts “R” Us
Breakfast Club@
Blackstone NA
Choose Life...
Clean & Crazy.....@
Dig Deep..
Faith in Recovery.....@.. \$
Gimme Shelter.....@.. \$
Hardcore Recovery.....@
IP Time..
Jamestown NA
K.I.S.S.....@
Late Nite..... \$
Living Free..
Loveline.....@.. \$
Lie is Dead \$
Meeting Street Meeting.....@.. \$
Narragansett Recovery System
Never alone again..... \$
New Associations.....@
New Way of Life
Opt for Life..
Ray of Hope

Recovering with the Vets
 Recovery and Beyond...
 Recovery in the Chapel...
 Recovery in the Country.....@.. \$
 Recovery in the Lake.....@
 Recovery is More then Abstinence.....@
 Resurrection.....@
 Road to Recovery@.. \$
 Sisters in Recovery.....@
 Smith Hill NA..
 Start your Nite Right
 Starting Over.....@.. \$
 Step Sisters...
 Stepping into Recovery
 Straight Today..
 Stepping Out Wednesday
 Sunday/Insanity.....@
 Surrender or Die..... \$
 We do Recover.....@.. \$
 Why are we here..

Subcommittee Reports:

H&I: John D

Present-No Report Given

Vice Chair: Delia F

Final report:

Hello Family,

I would like to thank the GPA for the opportunity to serve NA. It has been an honor and a privilege to serve this area. In the past year the GPA has come far and has proven that with the guidance of a loving God and vigilance we can come together and accomplish anything. All of the Subcommittee chair positions have been filled for the entire year. H&I, PI and Phone line were able to combine with the FSA this year put on a Learning Day, although I was unable to attend I was informed that it was successful. Although we have had 2 positions open all year Treasurer and Alt Secretary we were able to meet all of our responsibilities. We were also able to complete an Outreach ADHOC which proved to be very successful. We were also able to begin the processes of an Area Inventory which should be completed by the end of summer.

During the year it was brought to our attention that H&I was and is still in need of addicts willing to serve as Panel Leaders and group participation in fulfilling the commitments we have. H&I worked diligently on their policy which will be handed to the Policy subcommittee once completed for review.

PI reported several times that they were also in need of addicts willing to serve on the committee and addicts willing to do PI presentations. Although the committee was small PI was able to keep our "Meeting List" updated and the Regional Meeting Directory also updated.

Phone Line reported on several occasions that all was well and phone calls were being handled. Phone Line also reported that the List of addicts willing to serve as contacts was updated. Phone line also requested that they be given copies of the monthly phone bills including the Regional's. Phone Line also reported that they meet with our Phone Service to review our needs, foster open communication, and provide them with updated meeting list.

Literature reported that all was well and no significant issues. The Literature sub-committee was comprised of several addicts will to serve this year.

Policy subcommittee was also very busy this year. We were able to assemble a committee so that the review of the BOD by laws could be completed.

Finance subcommittee was also able to complete the required changes on the 501 (3) (c) application with the assistance

of the BOD.

The finance committee with the help of the Treasurer still needs to complete the necessary documents needed so that we can file our taxes for 2008.

Convention subcommittee was able to assemble and is meeting regularly to revise, update, and create their policy.

Activities subcommittee was able to put on several events this year that were both fun and well attended.

This Area has made great strides this year and as you can see there is still room for growth. There was a lot of energy put forth this year in creating and maintaining an atmosphere of recovery in our meeting and creating an atmosphere where everyone would feel welcome and encouraged to take part and ask questions if necessary.

Although we have come far we are still functioning without an Area Budget which can bring on several issues that have the potential to be destructive.

I highly recommend that as an Area we focus on creating an Area Budget, revising the need for all subcommittee's to hand in a yearly budget with their end of the year report and that we resume proper fund flow.

ILS to NA, Delia

BOD: Kevin V

Not Present-No Report

Phone Line: Lewis S

Present-No Report Given

Policy: James M

Not Present- No Report.

PI: Robin D

Present-No Report Given

Activities: Lyz M

Present- No Report Given

Convention Committee: Wayne G (subcommittee chairperson)

There are two meetings which will be held July 12th from 1pm to 4pm at Nickerson House on Delaney St Prov. The 2nd meeting will be held at our next service meeting on July 26th from 2pm to 3:15pm. The Convention Committee is continuing to make great strides with the support of members to gather and proceed on constructing our convention policy and guidelines.

There are 3 positions that are still available and require 2yrs clean time

- 1) Arts & Graphics
- 2) Convention Information
- 3) Merchandising

All Addicts are welcome to come and support.

ILS, Wayne

Finance: Susan W

This past month we heard from the IRS regarding our filing for 5013c (fed tax exemption). They requested us to amend article of incorporation with a couple of paragraphs that they provided the wording. We made the amendment and faxed the necessary information to the IRS this past week. We were told that we may hear from them in a few weeks after they received our completed information. I also worked on preparing the treasurer's paper work to be ready to file for taxes.

We received a letter from the IRS this past month regarding a penalty for filing 2007 late. I will be contacting the accountant for guidance with this bill. More will be revealed next month. ILS Susan

Secretary: Dawn J

Present-No Report

Treasurer Report: See attached report

Literature Report Timmy C

June, 2009

Literature Sales for the month of May, 2009

HI:	\$ 17129
PI:	\$ 30.0
Phone line:	\$ 0
Group Sales total w/o tax:	\$ 1573.15
Tax Total	\$ 110.15
Group Sales total w/tax:	\$ 1683.30

Total RI meeting lists sold: 1010

Total New England region meeting lists sold: 20

Costs for literature restock: 1249.54

I would like to thank everyone who stepped up to help last month in my absence.

RCM: Hal B

(Not Present) Alt RCM: Brian C verbal report given.

Old Business:

MOTIONS:

053109m02

Submitted by Recovery in the Chapel Seconded by Mike G

Motion: To have the ASC meet in a facility that is handicap accessible within 90 days

Intent: to make the opportunity to participate in Area Service available to all that are interested

****ADHOC committee created – Lyz is the Chair result to be presented at next ASC meeting*****

New Business:

Elections were held and Congrats to all those now holding GPA Area Administrative Positions.

Your New GPA Administrative Body is as follows...

Chair-Robert S Vice Chair-Delia F
Secretary-Dawn J Alt Secretary- Shemeeka
Treasurer-Peter R Alt Treasurer-Tim C
RCM-Brian C Alt RCM-Lyz M
BOD-Kim L, Sully DeB, Brian C

Open Forum:

Announcements:

20th Annual Southside Unity Picnic

Lincoln Woods State Park

Lincoln, Rhode Island-Fields A&B

Sunday, August 23rd, 2009

12:00 Noon until 6:00pm

Supplies will be extremely limited; donations will be gladly accepted!

For additional information contact:

Kevin V. (401) 331-2871

Pete R. (401) 331- 4282

**The New England Regional Service Committee Presents it's First Ever...
Summer Service Slam 2009**

Saturday July 25th

1:00pm to 6:00pm

Pavilion Area

Whitman VFW Post 697

Essex Street, Whitman MA

Contact Info: Kevin R (781) 718-7492

The New England Region Service Committee Meeting

Sat. August 8th and Sun. August 9th

Nickerson Community Center

133 Delaney St

Providence, RI 02907

Sat-Regional Subcommittee Meeting starts at 12:00pm

Sun-New RCM Orientation starts at 10:00am

RSC Meeting starts at 11:00am

Event: Spaghetti, Speakers, and Sponsorship

Enjoy a delicious spaghetti dinner and great music, followed by a "Sponsorship" Speaker Jam! Speaker Jam is free...

Dinner tickets are \$7.00 in advance and \$10.00 at the door!

Contact Info: Lyz M (401) 996-5136 or Delia F (401) 556-3464

Greater Providence Area

Treasurer's Report
 Month May 2009

	Income	Expenses	Check #
Literature Sales	\$1573.15		
RI State Sales Tax Received	\$110.15		
Group Donations	\$403.68		
Free Spirit Area			
Church Hall Rent (2 months)		\$50.00	1960
Verizon		\$48.76/\$67.46	1963/1964
Answering Service (NE in Touch)		\$102.86	1962
Regional Phoneline		\$61.75	1961
Secretary Expenses returned \$37.09		\$50.00	1970
Treasury Expenses			
Literary Purchase			
Meeting List Purchase		\$77.40	1965
H&I Subcommittee			
PI Subcommittee			
Activities Subcommittee	\$336.17		
Literature Subcommittee		\$10.00	1969
Policy Subcommittee			
RCM Expenses			
Sales Tax (Balance:)			
Other Tax Responsibilities		\$22.00	1968
Convention Committee			
Region or World Donation			
Corporation Fee			
Post Office Box		\$10.00	1966
	Previous Balance		9813.54
	Monthly Income		2460.24
	Monthly Expenses		500.00
	Final Balance		11773.52
	Area Prudent Reserve		3500.00
	Available Activities Fund		
	Area Insurance Reserve		173.30
	Available Funds		8100.22

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.

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 fills; 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.