

**October 26, 2008**

**The next meeting is November 23, 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 (21)***

***Total Area Meetings (42\*)***

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

***Groups that attended this ASC meeting are marked with @***

Choose Life ..... @.. \$  
Faith in Recovery ..... @.. \$.. need of active members  
Gimme Shelter ..... @  
Hardcore Recovery ..... @.. \$  
Keep it Simple Saturday ..... @  
Living Free ..... @  
Loveline ..... @.. \$  
Meeting Street Meeting ..... \$  
Never Alone Again ..... @  
New Associations ..... \$  
Opt For Life ..... @  
Recovering with the Vets ..... @  
Recovery in the Chapel ..... @  
Recovery in the Country ..... @  
Recovery is More Than Abstinence ..... @  
Resurrection ..... @  
Road to Recovery ..... @.. \$  
Sister in Recovery ..... @.. \$  
Smith Hill NA ..... \$  
Straight Today ..... @  
Sunday/ Serenity ..... \$  
Surrender or Die ..... @.. \$  
We Do Recover ..... @  
Why are we here ..... @.. \$

## ***Subcommittee Reports:***

### **H&I: John D**

Hi Family, Not a lot to report this month. H+I was supposed to have a AHOC meeting regarding the issue's H+I had last month. That didn't happen. The ADHOC chair will be notified. Other than that H+I still struggles with positions within the subcommittee + getting groups to take commitments. I.L.S John D.

### **BOD: Kevin V.**

No written report given

### **Phone Line: Lewis**

Hi Family, Phoneline service is doing well in with getting calls answered. The only issue we are having is that will be addressed tomorrow is that the voicemail. Voicemail is being checked twice a week but not receiving voicemails when people are calling. I will be going to in touch to find out what happening with that. Also dropping off meet list to be mailed out.  
Love & Service Lewis S.

### **Policy: James M.**

No report given

### **PI: Robin D**

Hi Family, Public Information received two contacts this month.

1. Arbor Fuller Hospital they are looking for a commitment to come in to there facility.
2. Providence Center Womens Day they are also looking for a commitment this facility will not be getting a commitment this facility does not meet our requirements they do have access to regular schedule meetings.

Meeting List are in and updated. I.L.S Robin, Amy, Paula

### **Web Site Coordinator: Kim L.**

Web site renewal: I received the debit card information from the treasurer on the 24<sup>th</sup> of October and renewed the GPANA web hosting account for another 2 years—to expire on October 24<sup>th</sup>, 2010. The total amount for the 2 years is \$190.80 [\$7.95 per month]. At the same time I renewed the domain name registration for another year, which is free service provided to Hostmonster customers. The domain name registration will need to be renewed again next year by October 24, 2009, and must be done each year. Both invoices have been submitted to the treasurer for accounting, and the PI Chair has received a printout of the GPANA billing history and GPANA account information with Hostmonster for PI subcommittee records. Kim L.

### **Activities: Liz M**

We'd like to thank everyone for the support of the Boogie! The event was a great success. We had great support from within GPA & outside the area. Total expenses for the Boogie (receipts attached) - \$492.83

Total income-ticket sales	\$481.00
food & beverage	\$237.00
raffle & basket	\$73.00
photographer	\$55.00
Total income:	<b>\$846.00</b>

We are really excited w/the success of our first event. We have several events planned. The next will be the Thanksgiving Narcathon. GSR's please bring to your groups that time slots are at a minimum and if you would like your group to share please contact activities to book a slot! Hope to see you all there! In Loving Service, Lyz M.

### **Finance: Susan W**

### **Secretary: Cyndi W**

Verbal Report given,

### **Treasurer: Sully D**

See attached report

**Literature: Tim C**

October 2008

Literature Sales for the month of August

HI:	\$175.70
PI:	\$47.10
Phone line:	\$0.00
Group Sales total w/o tax:	\$1236.53
Tax Total	\$86.61
Group Sales total w/tax:	\$1323.41

Total RI meeting lists sold: 875

Total New England region meeting lists sold: 175

Costs for literature restock: \$ 1813.92

The Sixth Edition Basic Text was ordered and received. Sixty hard cover and ten soft cover were ordered for a total cost of \$770.00. This was prepared for last month by not ordering any new fifth edition basic texts and deducting slightly from the rest of the literature ordered. They will be available to be purchased starting today for \$12.10 per book. That's a 10% mark-up from what the area pays at NAWS. Timmy C.

**RCM report: Hal B**

Verbal report given

**Ad-Hoc Outreach- Delia F**

Verbal report given

## ***Old Business:***

### **Motions:**

***\*\*\*This motion was tabled\*\*\****

***Motion-072708-04***

***Maker Steve S seconded by Cathy W***

To make convention committee a standing committee in the GPA, until which time that the GPA decides to have a convention.  
Intent: So that regardless of the dates the business of constant improvement, guideline review and policy adaptation occurs. This ensures continuity.

***\*\*\*This Motion was out of order\*\*\****

***Motion-082408-04***

***Maker Hal B seconded by James M***

To have RCM budget that would allow 1. Area flyers 2. mileage 3. Hotel and boat fare to and from if needed. Pre Approved cost north-east zonal forum.

Intent: To allow the RCM to attend Regional weekends.

## ***New Business:***

### **Elections:**

Alternate Secretary: Dawn J

THE FOLLOWING POSITIONS ARE STILL OPEN:

Treasurer, Alt Treasurer, and Alt RCM  
Convention Vice Chair, Treasurer, Secretary,

### **Motions:**

**\*\*\*Motion passed\*\*\***

#### ***Motion-102608-01***

***Maker Tim C. seconded by Robin D.***

To donate the remaining inventory of 5<sup>th</sup> Edition Basic Text to H&I. (8 books total)

Intent: To deplete the inventory of 5<sup>th</sup> Edition Basic Texts. These books can no longer be sold.

**\*\*\*Motion Goes Back to Groups\*\*\***

#### ***Motion: 092708-02***

***Maker Steve S, seconded by LA Mike***

As our current level of cooperation w/ other area's falls outside of the current suggested formation of service (temp guide to service) we either

1. Completely separate the areas becoming self sufficient,
2. Merge the areas to form the RI Area of NA or
3. Form a Metro Committee to oversee all shared services.

Intent: Our current level of involvement falls outside the suggested structure from WSO, it allows for no single point of accountability (concept 5) and it provides a breeding ground for potential conflict, misinterpretation and the waste of NA funds/ resources.

## ***Open Forum:***

### **H&I Open Positions--John D.**

Open Positions

1. H&I secretary-1yr clean time & secretarial skills.
2. H&I literature person-1yr clean time.
3. H&I Panel leaders-1yr clean time.
  - Sun nite-Butler Detox 7:00-8:00 open
  - Sun nite-(Bi-weekly/Men only) Wilson House 7:30-8:00 +  
Alt panel leader
  - Mon nite-Urban League (women only) 7:00-8:00 +  
Alt panel leader
  - Tues nite-Boys training school 7:00-8:00 +  
Alt panel leader
  - Weds nite- Butler Kent unit 7:15-8:15 +  
Alt panel leader
  
  - Thurs nite-Girls training school (Bi-weekly/women only) 7:00-8:00  
Panel leader

--Sat. Morning-R.W. psych unit 10:30-11:30 +  
Alt panel leader  
--R.W. Detox Sat morning 10:30-11:30  
Panel leader

H&I is always looking for commitment speakers with 90 days or more.

## **Upcoming events:**

### **Thanksgiving Narc-a-thon Meeting**

This event will be held at the Advent House on 126 Linwood Ave Providence, RI  
The Narcathon begins at 7:00pm on Wednesday, November 26<sup>th</sup> 'til Thursday, November, 27<sup>th</sup> at 7:00pm  
Meeting will start every hour on the hour. Any Narcotics Anonymous group that would like to share their experience, strength and hope should contact Guy S (774) 526-6390 or Paul A. (401)533 -9714  
In order to book a time slot. Please book before November 19<sup>th</sup> as there is limited availability!

Food donations will be greatly appreciated! This is a free event!  
For more information please contact Lyz M. 996-5136 or Tavis C. 359-4528

### **Greater Providence Area 7th anniversary "Recovery in the country"**

St Thomas Church RT 44 Greenville, RI Cafeteria  
Tuesday, December 2, 2008  
Meeting 8:00 pm -9:15 pm  
Food Donations Welcome!!!  
Come Join Us!!!!

### **\*\*\*The Following meetings have asked for support \*\*\*\*\***

#### **Faith in recovery**

Pitman Street  
Providence RI  
Sunday 5:45 until 6:15

#### **"Recovering with our vets"**

Providence VA Medical Center  
830 Chalkstone ave  
Prov. RI 02908  
Classroom 1 (5<sup>th</sup> floor)  
Old Time: Tuesday 6:15 until 7:45  
**\*\*New Time: Tuesday 6:30 until 7:45**

#### **Sisters in Recovery**

Is in need of active group members And Support of addicts with knowledge of the 12&12.

Greater Providence Area

Treasurer's  
Report

Month Sept 2008

	Income	Expenses	Check #
Literature Sales	\$1236.35		
RI State Sales Tax Received	\$86.67		
Group Donations	\$442.69		
Free Spirit Area			
Church Hall Rent (2 months)		\$50.00	1871
Verizon		\$132.15	1876
Answering Service (NE in Touch)		\$74.65	1875
Regional Phonenumber		\$52.67	1873
Secretary Expenses		50.00	1879
Secretary Returned			
Treasury Expenses			
Literary Purchase		1,179.72	1872
Meeting List Purchase		\$77.40	1874
H&I Subcommittee			
PI Subcommittee			
Activities Subcommittee			
Literature Subcommittee			
Policy Subcommittee			
RCM Expenses		187.00	1880
Sales Tax (Balance:)			
Other Tax Responsibilities	Quarterly sale's tax	310.56	1877
Convention Committee			
Region or World Donation			
Corporation Fee			

Previous Balance	\$14817.08
Monthly Income	\$1,765.
Monthly Expenses	\$2,114.15
Final Balance	14,468.64
Area Prudent Reserve	3500.00
Available Activity Fund	\$500.00
Area Insurance Reserve	\$2017.64
<b>Available Funds</b>	<b>\$8,451.00</b>

**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.

**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 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

*Continued next column*

- 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.