

**The Greater Providence Area (GPA) Service Committee of NA – November 24, 2013**

*The next meeting will be held on December 22, 2013*

**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 14*

*Total Area Meetings 48      \*=GSR representation*

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

**Announcements:**

1. Dec. 24, 2013 the Living Free Group which normally meets, 7:30 to 9:00 on Cottage St. (use Lyons St. entrance) will meet from 7:00 to 8:00. This is for one night only! We appreciate your attention to this matter and hope that everyone has a happy and clean holiday season!
2. We wish everyone a Happy and Safe holiday!

**Administrative Reports:**

Chair: John N./774-208-2285/[jnorton@paragonnt.com](mailto:jnorton@paragonnt.com)

Thank you for the opportunity to serve this area your faith in me is overwhelming. We are in need of support with many positions and hope to see you all the following month. Please bear with me as this position is new to me as well. ILS, John N

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

Secretary: Gail L./401-954-6642/[gaillandi@yahoo.com](mailto:gaillandi@yahoo.com)

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

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](mailto:wsbnaiou2@aol.com)

The BOD met with the entire convention committee on 11/17/13 at the hotel to go over space. Complete recommendations for entertainment.

BOD will meet on Dec. 7<sup>th</sup> prior to our convention committee meeting to bring new BOD members up to speed. ILS/Wanda B.

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

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

No report.

Activities: Junior J./401-626-9878/[emanueljackson17@yahoo.com](mailto:emanueljackson17@yahoo.com)

Family, today this committee has received request from group. All slots but one. We are still looking for 4 single speakers. Also we are asking for donations, (food donation).

We are asking that all food be put hotel size foil pans.

\$461.00 is left, have to pay rent – burners, warmers etc. We need help throughout the day 3:00 group slot open ILS/Junior

Convention: Susan W. /401-438-2375/[susanw87@verizon.net](mailto:susanw87@verizon.net)

The committee last met on 11/17/13 at the Crowne Plaza Hotel with 15 members in attendance. We have 2 open positions, arts and graphics and alt. secretary. If anyone is interested in either of these positions please come to our next meeting or call me if you have any questions regarding these positions. Both positions require 2 years clean time.

Fundraising and entertainment comm. Is planning a New Year 's Eve speaker jam event with the help from the programming comm. There have been 107 registrations sold. Merchandise sales are going well; there are long and short sleeve shirts and hoodies now being sold.

Everything in the convention committee is going well and on task at this time. We will be meeting weekly starting in January. The next conv. Comm. Meeting is 12/8, 4 pm at Anchor Recovery.

Our closing balance was \$4020.29. ILS/Susan W.

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

Hospitals and Institutions: Brenda B./ 401-654-7658/[brenda.lee102@yahoo.com](mailto:brenda.lee102@yahoo.com)

Vice Chair: Sully D./401-261-1482/[sullyna1999@yahoo.com](mailto:sullyna1999@yahoo.com)

The first joint H&I committee meeting met last week, Sunday Nov 17 at Praise Tabernacle Church in Cranston. All things considered the process went fairly well. There were 6 group H&I reps present and 3 panel leaders. All together both areas have 15 commitments. All commitments were filled for the most part.

There are a lot of issues that still need to be worked out. The next meeting we will ask to form an ad hoc committee to do more work on these things.

This area has lost another facility which is Wilson House 1<sup>st</sup> and 3<sup>rd</sup> Sunday of the month. Clients are currently going out to meetings and they do not need us to come in any longer. At this time we have only the one facility, Roger Williams. We still have Thursday night detox and 4<sup>th</sup> floor and Saturday morning detox and 4<sup>th</sup> floor. I have put a motion in for \$64 for Literature this month. I am also putting a motion in for \$30 to do some printing of copies for H&I meeting. Information about the progress of the joint committee will be ongoing.

We are also asking that as many people as possible try to announce the joint meeting time at their home groups and at meetings. This next time is the 3<sup>rd</sup> Sunday of the month at 1:30 at Praise Tabernacle Church, Park Ave, Cranston. ILS/Brenda B.

Literature: Freddy T./508-212-2832/[freddyfx@rocketmail.com](mailto:freddyfx@rocketmail.com)

No report.

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

Policy: Lewis S./401-952-8109/[lminor02@yahoo.com](mailto:lminor02@yahoo.com)

No report.

Public Information: Dawne G./401-383-7275/[griffind@my.uri.edu](mailto:griffind@my.uri.edu)

No report.

H&I Corrections Facilities: Johnny Wheels/401-714-9765/[john.fallon1@verizon.net](mailto:john.fallon1@verizon.net)

No report.

**Old Business:**

Motion 9-22-2013-1 Maker: Steve S. Seconded: Junior J. **WITHDRAWN**

Motion: To increase the Area Prudent Reserve from \$1700 to \$2000.

Intent: The increase will allow the area to fund additional activities.

Open Administrative Positions:

- Vice Chair – still open
- Alt. Secretary – Still open
- Treasurer – Still open
- Alt. Treasurer – Still open
- Alt. RCM – Still open
- BOD one position – Wanda B. elected

**New Business:**

Subcommittee elections:

Activities: Junior J.

Finance: Open

Hospitals and Institutions/Corrections: Brenda B.

Literature: Freddy T.

Phone Line: Linda W.

Policy: John D.

Public Information/Website: Mike H.

Motion 11-24-2013-1 Maker: Brenda B. Seconded: Roxanne H. **Passed 17-0-0**

Motion: A check for \$30 for printing material for H&I.

Intent: For all members to have copies of information.

Motion 11-24-2013-2 Maker: H&I subcommittee **Passed 17-0-0**

Motion: A motion for a check for H&I literature for the amount of \$64 for handing out to panel leaders.

Intent: To carry the message.

Motion 11-24-2013-3 Maker: Opt for Life **TABLED**

Motion: The GPA form a Metro Committee to provide accountability/administration for all shared services (starting with the phone line, meeting lists and website) with the Free Spirit Area.

Intent: To avoid confusion, duplication of services and miscommunication which may/does occur in the sharing of services. To streamline, improve and economize the delivery of

services where-ever possible.

Our fifth concept describes a single point of accountability for each service assignment so as to eliminate confusion about who has the authority to do what. It also allows us to clarify accountability for our services: Whoever is given the authority for a particular task will be held accountable for the fulfillment of that task.

Currently, and historically, the confusion which comes from having two areas severely effects our ability to meet our primary purpose. Forming a Metro Committee would allow for coordination and unifying shared services. This would allow NA in RI to operate more efficiently and would also remove any sources of confusion for newcomers and also the general public.

A metro committee would not negatively impact either area and only offers efficiency and clarity.

# Greater Providence Area Treasurer's Report

Oct-13

	Description	Income	Expenses	Balance	Check #
<b>Beginning Operating Balance</b>		(Less Prudent Reserves)		<b>\$834.81</b>	
<b>Income</b>	Group Donations	\$513.04			
	Free Spirit Reimbursement	\$0.00			
	Convention Committee	\$0.00			
	Misc	\$0.00			
<b>Total Income</b>				<b>\$513.04</b>	
<b>Non-Discretionary Expenses</b>	Rent Expense		\$25.00		2434
	Administration/Sec. of State		\$0.00		
	H&I		\$0.00		
	Regional Phonenumber		\$43.90		2440
	Secretary		\$0.00		
	Administration		\$0.00		
	RCM Expenses		\$0.00		
	Literature Expense		\$0.00		
	Tres. Expense		\$17.00		2437
	Misc		\$130.00		2438
<b>Total Fixed Expenses</b>			<b>\$215.90</b>		
<b>Discretionary Expenses</b>	H&I Subcommittee		\$0.00		
	Phonenumber Subcommittee		\$190.65		Int
	PI Subcommittee		\$0.00		
	Activities Subcommittee		\$200.00		2439
	Literature Subcommittee		\$0.00		
	Policy Subcommittee		\$0.00		
	Professional Fees		\$0.00		
	Regional Donation		\$0.00		
	WSO Donation		\$0.00		
	Convention Committee		\$0.00		
<b>Total Discretionary Expenses</b>			<b>\$390.65</b>		
<b>Total Expenses</b>				<b>\$606.55</b>	
<b>Operating Balance</b>				<b>\$741.30</b>	
<b>Plus Prudent Reserves</b>					
	Area Prudent Reserve		\$1,700.00		
	Insurance Reserve Balance		\$1,284.00		
<b>Total Prudent Reserve</b>				<b>\$2,984.00</b>	
<b>Ending Account Balance</b>				<b>\$3,725.30</b>	

		Income	Expenses	Balance	Check #
<b>*Literature Stock Value</b>					
Beginning Balance				\$ 907.75	
<b>Sales</b>	Oct	\$1,136.60			
<b>Restock</b>	World Service		\$866.25		2435
	Meeting Lists		\$67.10		2436
Ending Balance				<u>\$1,111.00</u>	

### Group Donations - May 2013

Meeting Street  
Never Alone Again  
Step Sisters  
Change or Die  
Loveline

Sunday Serenity/Insanity  
Sisters in Recovery  
The Lie is Dead  
Faith in Recovery  
Smith Hill NA

Breakfast Club  
Opt for Life  
NA in the Day  
Recovery at the Lake  
Surrender or Die  
Anon

## 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 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 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.