

The Greater Providence Area (GPA) Service Committee of NA – December 22, 2013

The next meeting will be held on January 26, 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 9

*Total Area Meetings 48 *=GSR representation*

12 Steps in the Old Chapel	New Way of Life
Basic Step Study	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*
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*

Announcements:

1. Sisters in Recovery meeting time changed to 5:00-6:30pm
2. Jamestown NA is closed, Thursday nights.
3. NA Free Spirit bowling league starts Jan 4th, 6:00 pm, Cranston Bowl, Big Balls on Elmwood Ave., Cranston
4. See Old business, Motion 11-24-2013-3, this needs to go back to your groups for a vote.

Administrative Reports:

Chair: John N./774-208-2285/jnorton@paragonnt.com

This is your fellowship, this is NA. If you need help please bring it to your area so we can better serve you. ILS, John N

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

Secretary: Gail L./401-954-6642/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

The BOD met on 12/14 to review contract recommendation of registration proposals, BOD considered registration request and was in agreement to contract. BOD also signed contract for New Year's Eve speaker jam and dance to be held Dec. 31st at the Epworth Methodist Church, 915 Newport Ave. ILS/Sully D.

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

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

Hi Family, I was able to attend the last R.S.C. on Dec. 15th 2013 at 900 Main St. in Brockton, MA. 8 out of the 13 areas were represented. The next Regional weekend will be hosted Feb. 15-16th 2014 in Western MA. The location has yet to be announced.

There are 3 open positions available at region right now which include Finance, RMD, & Policy. Activities sub-committee chair was filled by Ali P. Part of her responsibilities include maintaining a regional events calendar. She would like to get in contact with each area's activities chair. All subcommittees are doing well without any major concerns. The new NERNA.org website is slated to go live on Jan. 1st 2014.

There were 6 money motions that were put on the table. All money motions passed except one which was tabled for more information. The money motions totaled \$2,070.14. We closed the day with a donation of \$490.13 to NAWS.

In other news the Greater Providence Area is slated to host regional weekend on April 12-13th 2014. There will be a CARR report workshop held on Saturday April 12th, immediately

following subcommittee meetings. This will be facilitated by our region's RD and RDA, Jaime V. & Noel D. It will be open to any addict wishing to attend.

Flyers for GPA hosting April's RSC & the CARR workshop will be available at next month's ASC. Also, we will be looking for help from GPA members to help get & serve food to the trusted servants on that weekend.

Lastly I forgot to mention that the region will be sending the RD/RDA, website chair, and Public Relations chairs to the 30th annual Mid Atlantic Regional Learning Conference. Flyers for this event have been passed out to the groups. ILS, Ned L.

Activities: Junior J./401-626-9878/emanueljackson17@yahoo.com
Not present, no report given.

Convention: Susan W. /401-438-2375/susanw87@verizon.net
Not present, no report given.

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

Hospitals and Institutions: Brenda B./ 401-654-7658/brenda.lee102@yahoo.com
Vice Chair: Roxanne H./401-403-4804/roxiahatch@gmail.com

Held elections for panel leader positions. Still positions available. Administrative elections held, Roxanne H. – Vice Chair, Barbara – Secretary, Doug – Literature
Adhoc committee for H&I policy for panel leaders on down
Adhoc committee formed for H&I learning day
Corrections is open ILS/Roxianne H.

Literature: Freddy T./508-212-2832/freddyfx@rocketmail.com

SALES FOR NOVEMBER

GROUP SALES: 1308.60
LITERATURE RACK 25.80
H&I 64.00
TOTAL 1395.88

EXPENSES

RESTOCK FROM WORLD 1172.77
MEETING LIST RESTOCK 58.95
RMD RESTOCK 20.00
TOTAL 1251.72

Phone Line: Linda W.
Not present, no report.

Policy: John D./401-774-1260/john.delicio03@gmail.com
No report.

Public Information: Dawne G./401-383-7275/griffind@my.uri.edu
Not present, no report.

Website: Mike H./401-439-5528/holtz.mike@gmail.com
No report.

H&I Corrections Facilities: Johnny Wheels/401-714-9765/john.fallon1@verizon.net
Good morning!

1. In 3 months I will be stepping down from the position of Corrections Coordinator. I have held this position for more than two years and it's time to move on. I will be available to guide anyone that takes the position. I would like to suggest that a Corrections Coordinator position for Woman's and one for the Men's be created in place of one for both.
2. We will be starting a meeting back at the Woman's minimum security building. It will be held on Mondays at 9:00am to 10:00am. I am just waiting for a start date. Another mandatory orientation has been imposed by the DOC for the woman's facilities, It is called Trauma Informed Training and last for 2 hours. This is mandatory for anyone going the any of the woman's facilities. Cilia .W has taken the orientation and has offered to be the panel leader for this meeting. They would like another meeting at the Medium facility as well. During the day works best because there are no other programs going on that may cause little to no attendances.
3. We are still looking to get another panel leader for Maximum and Minimum men's facilities.

That's all for now! *More will be revealed* – In loving service John F. (Wheels)

Old Business:

Motion 11-24-2013-3 Maker: Opt for Life **Back to Groups**

Motion: The GPA form a Metro Committee to provide accountability/administration for all shared services (starting with the phonenumber, 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.

Open Administrative Positions:

- Finance
- Alt. Secretary
- Treasurer
- Alt. Treasurer
- Alt. RCM

New Business:

Motion 12-22-2013-1 Maker: H&I Subcommittee **Passed 10-0-0**

Motion: \$67.67 for literature for the last 2 months to give back to Free Spirit.

Intent: To further the primary purpose

Greater Providence Area Treasurer's Report

Nov-13

Description	Income	Expenses	Balance	Check #
Beginning Operating Balance		(Less Prudent Reserves)	\$741.30	
<i>Income</i>	Group Donations	\$564.40		
	Free Spirit Reimbursement	\$0.00		
	Convention Committee	\$0.00		
	Misc	\$0.00		
Total Income		.	\$564.40	
<i>Non-Discretionary Expenses</i>	Rent Expense		\$25.00	2441
	Administration/Sec. of State		\$0.00	
	H&I		\$30.00	2448
	Regional Phoneline		\$44.22	2442
	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		\$99.22	
<i>Discretionary Expenses</i>	H&I Subcommittee		\$64.00	Int
	Phoneline Subcommittee		\$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		\$0.00	
	Total Discretionary Expenses		\$64.00	
Total Expenses			\$163.22	
Operating Balance			\$1,142.48	
Plus Prudent Reserves				
	Area Prudent Reserve	\$1,700.00		
	Insurance Reserve Balance	\$1,284.00		
			<hr/>	
Total Prudent Reserve			\$2,984.00	
Ending Account Balance			\$4,126.48	



		Income	Expenses	Balance	Check #
*Literature Stock Value					
Beginning Balance				\$ 1,111.00	
Sales	Nov	\$1,308.60			
Restock	World Service		\$1,190.17		2443
	Meeting Lists		\$58.95		2446
Ending Balance			<hr style="width: 100px; margin: 0 auto;"/>	<u>\$1,170.48</u>	

Group Donations - Nov 2013

Meeting Street
Choose Life
Step Sisters
Road to Recovery
Loveline
Recovery at the Chapel

Sunday Serenity/Insanity
Better Life
The Lie is Dead
Faith in Recovery
Smith Hill NA
New Associations

Breakfast Club
Opr for Life
Steppin Out
Recovery at the Lake
Surrender or Die
Resurrection

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 other.
- 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.