

**The Greater Providence Area (GPA) Service Committee of NA - December 16, 2012**

***The next meeting will be held on January 27, 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 18*

*Total Area Meetings 46      \*=GSR representation*

12 Steps in the Old Chapel	New Way of Life
Addicts"R"Us	Opt for Life
Basic Text	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* <i>in need of support</i>	Road to Recovery*
Gimme Shelter*	Sisters in Recovery
Hardcore Recovery	Smith Hill NA* <i>in need of support</i>
Jamestown NA	Start your Nite Right* <i>in need of support</i>
K.I.S.S* <i>in need of support</i>	Starting Over
Late Nite	Step Sisters* <i>in need of support</i>
Latino NA	Stepping into Recovery
Living Clean	Straight Today* <i>in need of support</i>
Living Free*	Stepping Out Wednesday
Loveline	Sunday Serenity/Insanity
Meeting Street Meeting	Surrender or Die*
NA in the Day* <i>in need of support</i>	The Lie is Dead
Never Alone Again* <i>in need of support</i>	We do Recover* <i>in need of support</i>
New Associations*	Why are we Here* <i>in need of support</i>

## **Announcements:**

1. NA in the Day is having their 2 year anniversary on Feb. 1, 2013 from 12:00pm to 2:00pm at Anchor Recovery Center, 249 Main St., Pawtucket R.I. Contacts: Darlene D. 401-523-0189/Denise H. 508-954-3580
2. See Motion 12-16-2012-1 under New Business which is a policy change that requires GSRs to take the vote back to their groups.

## **Administrative Reports:**

Chair: James M./401-516-3863/no email

We have a 2013 planner. I think we need to help H&I more. What can we do? I would like to say Merry Christmas and Happy New Year to all. Just remember let's be safe. And let's remember Sandy Hook family's and keep them in our prayers and hearts. We need phone line help.  
Your chair James M.

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

No report given.

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

Alternate Secretary: Tara B./401-419-2883/no email

For future reference I have digitized all area forms i.e., announcement, motion, money motion etc. and have created digital templates for minutes for future use. All secretary tools are saved on usb storage device found with the secretary's files. I will be working with website people to put everything on the website so we have a backup if anything gets lost in the future. ILS Gail L.

Treasurer: Peter S./401-255-7197/[peter041486@yahoo.com](mailto:peter041486@yahoo.com)

See the attached treasurer's report.

## Board of Directors:

The BOD met with the chair from Hotels & Hospitality Ros to continue processing bids from the Crown Plaza. As we have discussed we were not exactly pleased with the offer on the table so we met with a representative from the hotel to further discuss our needs. The treasure, Dave, Ros, and Myself were present at the meeting we left feeling ok about our conversation, but through further processing and dialogue we were able to be much more clearer and direct about what is we need. With that being said the hotel is working on trying to accommodate us. The BOD continues to be in close communication with Susan the Convention Committee Chair, as well. So we look to here from her next week as we last had communications on the 11<sup>th</sup> of December. The BOD will meet on 1/17/13 @John Hope Settlement House @5pm. ILS, Wanda B.

Regional Committee Member (RCM): John D./401-774-1260/[john.delicio03@gmail.com](mailto:john.delicio03@gmail.com)

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

Hello everyone, Ned and I attended the last Rsc meeting. It was held in Worcester Ma.. There were all 13 areas present. They opened the day with a balance of 2,775,00. They have 4 open position. Activities, asst. treasurer, Rmd, and finance member at large. The regional convention committee meets weekly due to the convention coming near, Feb.,8-10 Newport R.I. Rooms are still available but are going fast.

You can still register on line ([nercinfo@Newenglandna.org](mailto:nercinfo@Newenglandna.org)) The fellowship development committee is still developing a area scan. That will be used so areas can guide the committee. The Rsc will be sending the chair of that committee to Florida service day. The H+I committee has a donation of 98 basic text. The committee decided to give them out equally next regional sat. Feb. 16 to all area chairs that are present. The region is helping the Boston area put on a learning day. 12-15-12 8am-5pm, St. Katherine Drexel parish , 517 Bluehill ave., 02121, Dorchester, Ma.. The regional phone-line talked about having a learning day. They are trying to develop a voluteer list to do 12 step calls. We are still facing problems with

the phone-line. The P-I committee is doing well. They put a motion to restock their literature for upcoming events. The committee took a straw poll vote on whether to change the committee name to Public relations. The result was that the body was in favor. The website put a motion in for 2,100 to make updates on the website. That passed. The body also voted to send the rd-rda to Florida service symposium and the North east zonal forum. They closed the day with a balance of 0 and a donation to naws of 1,266,87. I.L.S. Ned +John

Activities: Charlene L/[401-516-5581/sassymb411@aol.com](mailto:401-516-5581/sassymb411@aol.com)

No report given.

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

No report given.

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

Hospitals and Institutions: Chair *Open—see information at the end of minutes for qualifications.*

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

Due to lack of group participation commitments are not being filled throughout the detoxes and treatment centers. ILS Sully D.

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

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

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

No report given.

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

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

No report given.

#### **Old Business:**

Brenda B. is elected H&I chairperson.

Open Subcommittee positions: Finance, Phone line, Literature, Public Information

#### **New Business:**

Motion 12-16-2012-1 Maker: Ned L. Seconded Sully D. – **Policy Change Back to Groups (Quorum 16)**

To reduce the clean time requirement for Literature Chair, Policy Chair and Phone line Chair from 2 years to 1 year.

Intent: To give the opportunity for newer NA members to serve their Area.

Motion 12-16-2012-2 Maker: Smithhill NA – No vote Sully D. appointed to Adhoc on this issue

To readdress our phone line service to meet the needs of addicts in the GPA due to not all info was present when policy was changed. No service is being handled accordingly to provide a service to addicts in this area. We need all information brought to this body to also look into other availabilities.

Intent: To assist addicts in need in a timely manner.

# Greater Providence Area Treasurer's Report

Nov-12

Description	Income	Expenses	Balance	Check #
<b>Beginning Operating Balance</b>		(Less Prudent Reserves)	<b>\$3,945.66</b>	
Income	Group Donations	\$360.20		
	Free Spirit Reimbursement	\$0.00		
	FSA (Last phone bill)	\$0.00		
	FSA H&I Learning Day	\$0.00		
<b>Total Income</b>			<b>\$360.20</b>	
Non-Discretionary Expenses	Rent Expense	\$25.00		2353
	Phone Services	\$0.00		
	Answering Service	\$0.00		
	Regional Phoneline	\$52.33		2254
	Secretary	\$64.62		2355/56
	Administration	\$0.00		
	RCM Expenses	\$12.62		2358
	Literature Expense	\$0.00		
	Tres. Expense	\$0.00		
		\$0.00		
<b>Total Fixed Expenses</b>		<b>\$154.57</b>		
Discretionary Expenses	H&I Subcommittee	\$0.00		
	Phoneline Subcommittee	\$0.00		
	PI Subcommittee	\$0.00		
	Activities Subcommittee	\$0.00		
	Literature Subcommittee	\$0.00		
	Policy Subcommittee	\$0.00		
	Professional Fees	\$0.00		
	Regional Donation	\$350.00		2359
	WSO Donation	\$350.00		2360
	Convention Committee	\$0.00		
<b>Total Discretionary Expenses</b>		<b>\$700.00</b>		
<b>Total Expenses</b>			<b>\$854.57</b>	
<b>Operating Balance</b>			<b>\$3,451.29</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>\$6,435.29</b>	

	Income	Expenses	Balance	Check #
<b>*Literature Stock Value</b>				
Beginning Balance			\$ 1,556.86	
<b>Sales</b>	Nov	\$1,523.35		
<b>Restock</b>	World Service		\$1,500.60	2357
	Meeting Lists			
	PI Expense			
	H&I Purchases			
Ending Balance			<u>\$1,579.61</u>	

### Group Donations - Oct 2012

Meeting Street  
 Never Alone Again  
 Ray of Hope  
 Lie is Dead  
 Loveline  
 Surrender or Die  
 Faith in Recovery  
 Living Free

Sunday Serenity/Insanity  
 Recovery in the Lake  
 Step Sisters  
 Starting Over  
 Smith Hill NA  
 Sisters in Recovery  
 Ressurrection

Recovery at the Chapel  
 Why R We Here  
 Clean & Crazy  
 We Do Recover  
 ANON  
 Change or Die  
 NA in the Day

**Addendum 1:**

**Greater Providence Area Service Committee**

**Administrative Positions:  
Qualifications & Responsibilities**

**Suggested Qualifications of the GROUP SERVICE REPRESENTATIVE (GSR):**

- A. The stated qualifications of general service apply to this position.
- B. One (1) year continuous abstinence from all drugs.
- C. Prior service experience serving as an Alternate GSR.
- D. Active participation in the group they are representing.
- E. Knowledge of the GPANA service structure.

**Suggested Responsibilities of the GROUP SERVICE REPRESENTATIVE (GSR):**

- A. Attend each meeting of the GPASC.
- B. If unable to attend the ASC meeting, asks the Alternate GSR, or in the Alternate's absence, another group member to assume the GSR responsibilities.
- C. Suggested participation with and Area subcommittee to promote the GSR involvement with GPA.
- D. In keeping with the Seventh Tradition, and Second Concept of N.A., bring group donation to the ASC Treasurer.
- E. Carry Group Conscience on all matters affecting their group or N.A. as a whole.
- F. Inform the GPA of all Group activities, strengths, and problems.
- G. Inform the Group of all business, activities, and special needs discussed at ASC meetings.

**Subcommittee Officers:  
Qualifications & Responsibilities**

**Greater Providence Area Service Committee (GPASC) Subcommittees:**

- Finance
- Literature
- Phone Line
- Public Information

**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.
- F. Out-going chair will work with in-coming chair for one month. To ensure a smooth transition.

**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 (1) years  
Finance: Chairperson Five (5) years  
Convention: Chairperson Five (5) years  
Vice Chairperson Four (4) years  
Treasurer Five (5) years  
Secretary Two (2) years

**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 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:**

- One (1) of each
- One (1) Group booklet
- One (1) group starter kit checklist
- Fifty (50) meeting lists

**G. to have access to a computer in order to maintain inventory.**

**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: Distribution and sales of meeting lists to rehabilitation centers as well as the general public. 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.**