

The Greater Providence Area (GPA) Service Committee of NA
April 17,2011

The next meeting will be held on May 22, 2011

Area Meeting Times:

Administration 12:30–2:00pm
Literature Sales 1:45 to 2:45 pm**Note time change
H & I Panel Leaders 1:30-2:00 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. Alt RCM
9. BOD Report
10. Subcommittee Reports including:
Activities, Finance, H&I, Literature, Phone Line, Policy, PI, Convention, Adhoc phonenumber, Area Participation
11. Old Business
12. New Business
13. Motions (submitted at beginning of ASC meeting)
14. Open Forum

Roll Call and GSR Reports:

Groups in Attendance 19
Total Area Meetings 43
* = GSR representation

Addicts "R" Us	New Way of Life
Better Way	Opt for Life
Breakfast Club*	Ray of Hope
Choose Life 265 oxford st.	Recovery and Beyond
Clean & Crazy* In need of support	Recovery in the Chapel*
Dig Deep	Recovery in the Country*Needs support
Faith in Recovery*- In need of support	Recovery in the Lake*
Gimme Shelter	Recovery is More then Abstinence*
Hardcore Recovery* In need of support	Resurrection
Jamestown NA	Road to Recovery*-In need of support
K.I.S.S	Sisters in Recovery
Living CleanSpanish Speaking 370 Hartford ave.	Smith Hill NA*
Late Nite	Start your Nite Right
Living Free* In need of support	Starting Over*
Loveline*	Step Sisters needs support
Lie is Dead	Stepping into Recovery
Meeting Street Meeting	Straight Today needs support
Men on the Rise*	Stepping Out Wednesday
NA in the day*	Sunday/Insanity*
Never alone again	Surrender or Die
New Associations* In need of support	We do Recover*
	Why are we here*

Administrative reports

Chair: Delia: No report

Vice Chair: Courtney B.
Not Present

Secretary:
Not Present

Alternate Secretary: OPEN

BOD: Kevin V
Not present

Treasurer: Peter R:
SEE ATTACHMENT

ADHOC Committee on phonline :



GREATER PROVIDENCE AREA LITERATURE REPORT

April, 2011

Literature Sales for the month of March, 2011	
HI:	\$101.76
Rent:	\$ 32.50
PI:	\$20.60
Group Sales total:	\$ 872.55
Total Sales:	\$ 1,027.41

Literature restock: \$ 595.98

GPANA meeting lists restock: \$ 47.81

RMD meeting lists restock: \$ 40.00

Total Costs for literature restock: \$ 683.79

Literature Committee Donation back to Area: \$ To be determined

Total Literature in stock Value at start of April 2011 ASC: \$ 3714.50

Hi Family,

Due to the short month & my busy schedule, I have yet to meet with the Area's Treasurer to determine how to best calculate the Literature Subcommittee's surplus as a donation back to the ASC. In other news the Literature restock total from NAWS is so low this month as a result of learning that we had a \$270 credit with NA World Services, which has been applied to this month's balance.

ILS,

Ned

Hospitals & Institutions: Steven C

Mtg opened with attendance there were 5 pls 10 gr reps. reports were given no concerns at this time. 32 of the 34 comm were filled in april, commitments were given out 20 out of 34 were taken by groups. 4 basic texts were given to corrections. Motion for 202.00 dollars to buy literature for month of may submitted. No corrections report
In Loving Service Stephen C.

RCM:BrianRCM

Not Present

Phone Line: Cyndi W.

Phoneline did not answer voicemail this month. Free spirit had commitment. We will have commitment from 5/1/11-5/30/11. I spoke with vice chair regarding questions that arose last month and we will be meeting with chair and vice chair to have answers to those questions at next months area. I apologize for any inconvenience.

Thank you

In Loving Service Cyndi W

Policy:

No Report

PI: John N

We still need to sit with the web coordinator, myself, and the individual who is going to fill in when needed. We have a health fair coming up June 13th were we will be combining our resources with the Free Spirit Area more will be revealed. All updates have been made to the website and meeting list if there any changes please feel free to email me jnorton@paragonnt.com.

ILS. JOHN N

Convention Committee:

Not Present

Finance: Tom C

Finance Committee Report - April

Submitted April 17, 2011

The Finance Committee did not meet this month, however we have several items to report:

- 1) I apologize for not being at Area last month as I was out of town. I understand there were many questions raised in my absence regarding the Finance Committee motion relative to setting the prudent reserve and therefore the motion was tabled. I will attempt to answer those questions today when the motion is brought back up under old business.
- 2) There are a few outstanding items that are preventing the Finance Committee from finalizing the 2011 budget. The outstanding items are Insurance and Phoneline. We will be addressing insurance soon and plan on submitting a budget to the administrative body within the next 2 months with or without a recommendation for the Phoneline. We have to wait for a report back from the Adhoc Phoneline committee before we can discuss potential savings in this area of our budget.
- 3) We appreciate everyone's patience as we continue to finalize the treasurer's report. The Finance Committee will be working out what we believe to be the final kinks and hopefully everyone is having an easier time seeing where we as an area are spending our money.
- 4) The Finance Committee will be submitting a motion today that will go back to groups. It is a recommendation to purchase liability insurance through the New England Region. This will be a significant cost savings for our area and we urge the groups to act favorably on it. (for more information see motions in the Secretary's report) Region is also looking at purchasing group Officers and Directors insurance which could result in even more savings.
- 5) GPA received a notice from the IRS regarding a penalty for late/incomplete filing of our 2008 taxes. The penalty was \$2,511.20. This was expected as we knew the 2008 returns were completed but accidentally filed late. We will request an abatement of the 2008 penalty as we have the 2006 penalty which was \$4,207.45.

It is critical that these two tax matters be straightened out before we can begin fund flow.

We continue to work hard to ensure that the area's finances are in order and appreciate the patience and assistance of groups as we move forward.

In service,
Tom C
.Finance Chair

Activities: Mara G

Activities would like to present (Time Rewind old timers speaker jam & cookout held @ Amos House July 2, 2011 time 12 noon till 10pm food fun fellowship suggested donation \$5 Activities is asking for monies to put this activity on to provide food and any other expenses

In Loving Service Mara G

New Business:

Motion 041711m1 Back To Groups

Maker: Finance Committee

Seconded: Peter R.

Motion: To purchase liability insurance through the New England Region.

Intent: Groups recently voted to see if we could get a reduced premium if we were to go in with the New England Region on purchasing insurance. The New England Region received a quote that would cover all areas in the region and has voted to purchase that insurance covering all areas beginning in April 2011. If groups adopt this motion, the portion our area would be responsible for would cost approximately \$250 – a fraction of what we currently spend. GPA currently pays over \$1,200 for liability insurance. Therefore adopting this motion will save us as much as \$1000 annually.

Clarity: In addition to Liability Insurance, GPA also purchases Officers and Directors insurance. The cost for both policies is approximately \$2,100 annually. The policy region has purchased is only for liability at this point so we would have to renew our Offices & Directors policy this month. Region is looking at purchasing group Officers and Directors insurance and if we determine to go in on that as well, additional savings could be realized down the road.

Old Business:

Motion 032711m6 Passed

Maker: Courtney B. Seconded Robin D.

Motion: revise the regional committee member roles and responsibilities to include a formal written report to both region and area service committee report will include the following (see attached) What should an R.C.M. report include? (ASC)

- Number of Areas that attended the RSC.
- All open positions at the RSC.
- Information about RSC sub-committees.
- Time and place for the next RSC meeting.
- Regional events, i.e. Regional Assembly, Conventions, PI H&I presentations, Zonal Forums, CAR Workshop etc.
- When the Regional Elections are held.
- All motions sent back to Areas for a vote.
- Summary of all Motions
- Contents of major/discussions concerns at the RSC.
- Any other information regarded as important by the R.C.M.s conscience.
- Events happening in other Areas.
- Events happening around the world. Usually found within the Regional Delegate report.

What should an R.C.M. report include? (RSC)

- Area events, i.e. Learning days, picnics, campouts, sporting events, conventions etc.
- Their donation (if any), problems and concerns.
- The number of groups that are a part of their area.
- The number of groups who have been attending their last two ASC meetings.
- The announcements of the status of their area positions.
- Any new groups that have joined their Area.
- Any address changes to groups who may have moved.
- Any other group information that may affect NA as a whole.
- When the ASC elections are drawing near with time and place of said elections.
- The mailing address for the area.
- Where and when the ASC is held.
- Any other information that may benefit NA as a whole. Ie. a list of facility mailing address' and contacts for all H&I commitments. **See next page for intent**

Intent: as follow-up from February ASC vote its important to add more clarity to RCM

Service
Committee

responsibilities for information to share at the regional meeting with the area

Motion 032711m2 Back to groups

Maker: Finance Committee

Seconded: Peter R.

Motion: To set the Greater Providence Area prudent reserve at \$1,700 for the calendar year 2011. A new prudent reserve number will be set by December 31st of each calendar year based 3 months of expenses in the following year's budget.

Intent: The GPA prudent reserve has been set at \$3,500 for some time now. No one can remember exactly why that number is being used or what it represents. As part of the ongoing process to establish an area budget and other financial reforms, the Finance Committee looked at what the necessary monthly expenses are for the area and believes that the new proposed prudent reserve represents 3 months of non-discretionary spending by the area based on the projected numbers in the 2011 budget. This is the standard used by many areas when setting a prudent reserve.

Motion 032711m4 Tabled

Maker: Activities

Motion: To release money for activity for NA for the weekend of 4 of July

Intent: To bring activity to our area to bring unity and fun for NA

Motion 032711m5 Passed

Maker: Stephen C

Seconded: Sam Q

Motion: H&I is requesting 202.00 from GPANA to cover literature for the month of may which includes 162.00 for hospitals and institutions an 40.00 for corrections

Intent: to continue to provide reading material to addict still suffering

Elections:

ANNOUNCEMENTS

Current Vacant Administrative Positions:

Alt Secretary

Convention Committee Alt Secretary

Convention Committee Alt Treasurer

Greater Providence Area Service Committee

Administrative Positions: Qualifications & Responsibilities

GREATER PROVIDENCE AREA SERVICE COMMITTEE

(GPASC) Administrative Positions:

CHAIRPERSON

Vice Chairperson

Secretary

Alternate Secretary

Treasurer

Alternate Treasurer

Regional Committee Member (RCM)

Alternate RCM

Board of Directors

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.

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.

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

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

QUALIFICATIONS OF THE ALTERNATE AREA SECRETARY:

A. THE STATED QUALIFICATIONS OF GENERAL SERVICE APPLY to this position.

B. One (1) year 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.

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 Alternate Treasurer:

A. Five (5) years clean time.

B. Demonstrated stability in the local and NA community.

C. Accounting skills.

D. Service experience with the conventions or other large scale Fellowship activities.

E. Accessibility to the other committee members, especially the Registration Subcommittee.

Responsibilities of the GPA Convention Subcommittee Alternate Treasurer:

A. Assist Treasurer in all duties.

B. Performs Treasurers duties in his/her absence.

Qualifications of the GPA Convention Subcommittee Alternate Secretary:

A. Two (2) years clean time.

B. Prior service experience.

C. Good typing skills to ensure that accurate minutes are distributed to the convention members.

Responsibilities of the GPA Convention Subcommittee Alternate Secretary:

A. Assists Secretary in all duties noted above under Secretary.

B. Performs Secretarial duties in the absence of the Secretary.