

The Greater Providence Area (GPA) Service Committee of NA
December 18, 2011

The next meeting will be held on January 22, 2012

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
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 18

Total Area Meetings 43

* = GSR representation

Addicts “R” Us
Better Way
Breakfast Club
Change or die*
Choose Life*
Clean & Crazy In need of support
Dig Deep
Faith in Recovery*
Gimme Shelter
Hardcore Recovery* In need of support
Jamestown NA
K.I.S.S
Living Clean Spanish Speaking
Late Nite
Living Free* In need of support
Loveline
Lie is Dead*
Meeting Street Meeting*
Men on the Rise
NA in the day in need of support
Never alone again
New Associations*

New Way of Life
Opt for Life
Ray of Hope
Recovery and Beyond
Recovery in the Chapel*
Recovery in the Country*
Recovery in the Lake*
Recovery is More than Abstinence
Resurrection
Road to Recovery*-In need of support*
Sisters in Recovery*
Smith Hill NA
Start your Nite Right*
Starting Over*
Step Sisters needs support
Stepping into Recovery
Straight Today needs support*
Stepping Out Wednesday
Sunday/Insanity
Surrender or Die*
We do Recover*
Why are we here

Administrative reports

Chair: Mike G no report

Vice Chair: Open

Secretary: John C. contact info : phone # 401-644-6381 ; E-mail:

bigjohnciotti@yahoo.com

Alternate Secretary: mike v

BOD: Wanda B. no report

Treasurer : Peter s : report attached

Greater Providence Area Treasurer's Report

Nov-11

| Description | Income | Expenses | Balance | Check |
|-------------------------------------|-----------------------------|-------------------------|-------------------|-----------------|
| Beginning Operating Balance | | (Less Prudent Reserves) | \$4,312.10 | |
| Income | Group Donations | \$663.66 | | |
| | Free Spirit Reimbursement | \$0.00 | | |
| | State Tax Refund | \$0.00 | | |
| | Mis. Income Conv Lit | \$0.00 | | |
| Total Income | | | \$663.66 | |
| Non-Discretionary Expenses | Rent Expense | | \$25.00 | 2240 |
| | Phone Services | | \$67.78 | 2241 |
| | Answering Service | | \$113.70 | 2242 |
| | Regional Phonenumber | | \$48.66 | 2244 |
| | Secretary | | \$0.00 | |
| | Treasury | | \$0.00 | |
| | RCM Expenses | | \$12.04 | 2243 |
| | Literature Fund | | \$0.00 | |
| | Director's Insurance | | \$0.00 | |
| | WEB SIGHT ANNUAL FEE | | \$0.00 | |
| | Total Fixed Expenses | | \$267.18 | \$396.48 |
| Discretionary Expenses | H&I Subcommittee | | \$233.10 | INT |
| | Phonenumber Subcommittee | | \$0.00 | |
| | PI Subcommittee | | \$0.00 | |
| | Activities Subcommittee | | \$0.00 | |
| | Literature Subcommittee | | \$50.85 | 2245 |
| | Policy Subcommittee | | \$0.00 | |
| | Professional Fees | | \$0.00 | |
| | Regional Donation | | \$106.13 | 2248 |
| | WSO Donation | | \$0.00 | |
| | Miscellaneous | | \$6.40 | INT |
| Total Discretionary Expenses | | \$396.48 | | |
| Total Expenses | | | \$663.66 | |

Operating Balance

\$4,312.10

Plus Prudent Reserves

| | | | |
|-------------------------------|------------------------------|------------|-------------------|
| | Area Prudent Reserve | \$1,700.00 | |
| | Insurance Reserve Balance | \$1,284.00 | |
| | Total Prudent Reserve | | \$2,984.00 |
| Ending Account Balance | | | \$7,296.10 |

| | Income | Expenses | Balance | Check # |
|--------------------|--------------------|------------|----------------|---------|
| *Literature | | | | |
| Beginning Balance | | | \$ 3,341.42 | |
| Sales | Nov | \$1,501.45 | | |
| | | | -1,501.45 | |
| Restock | World Service | \$1,119.44 | | 2246 |
| | Meeting Lists | \$50.85 | | 2245 |
| | Reg'l Mtg Lists | | | |
| | | | 1,170.29 | |
| Ending Balance | | | \$ 3,010.26 | |

*Literature is authorized to maintain a stock of \$ 3,000

Group Donations - Oct 2011

| | | |
|-------------------------|----------------------|-----------------------|
| Meeting Street | Why R We Here | Start the Night Right |
| Sister in Recovery | Smith Hill | Clean & Crazy |
| Recovery in the Chapel | Gimme Shelter | New Associations |
| Faith in Recovery | Surrender or Die | Road to Recovery |
| Dig Deep NA | Recovery in the Lake | Men on the Rise |
| Recovery in the Country | Tuesday Not Bluesday | |
| Never Alone | The Lie is Dead | |
| Sunday Serenity | We Do Recover | Anon |
| Breakfast Club | Meeting St Meeting | |
| Living Free | Clean andCrazy | |

Literature: open



GREATER PROVIDENCE AREA LITERATURE REPORT

December, 2011

Literature Sales for the month of November, 2011

| | |
|--------------------|-------------|
| HI: | \$ 0.00 |
| Rent: | \$ 5.25 |
| Group Sales total: | \$ 1,501.45 |

Literature restock: \$ 1,367.24

GPANA meeting lists restock: \$ 77.40

RMD meeting lists restock: \$ 21.25

Total Costs for literature restock: \$ 1,465.89

Literature Committee Donation back to Area: \$ 35.56

This month I took one pre-order for the 2012 CAR report. The CAR report will be available to the groups or any other interested addict for \$13.00 as a pre-order item for the next three months. The 2012 CAR report can also be downloaded for free in PDF format on www.NAWS.org. ILS, Ned

Hospitals & Institutions: Steven C

Mtg opened with attendance 5pl's& 8 gr reps in attendance. Reports were given commitments are being filled. Corrections is in need of help with female pl's, learning day update. Committee is looking for a facility, more will be revealed. Vice chair position remains open. Tara B has been appointed to secretary (h&i) position. H&I is submitting a money motion for \$133.00 for literature. In Loving Service Steven C

18 of 37 commitments taken by groups. H&I could use some help from more groups.

Corrections report : regular order of business

Rcm report: John D :

Hi family, the alt. and I attended the Rsc. meeting on Dec. 11 at 900 Main Street Brockton Ma.. There were 10 area's present. The next Rsc. meeting is going to be in Feb. 18+19 at the same place. There are 3 open positions activities, public information, and finance member at large. They started the day with a opening balance of 0. Nerc. 15 has a logo for the convention and theme. The theme will be "Freedom to choose". They elected a F+E chair Mattie S.. They still have 2 open positions asst. secretary, and Reg. chair. They discussed a location for the convention R.I. or Ma.. The Bod will be looking into that. Their closing balance is 6,340. They are also having a fundraiser in Feb. (flyers are available). The Regional H+I subcommittee met and had 8 area's present. They currently have 2 open positions secretary and Doc. coordinator. They also have a adhoc committee to compile a regional panel leader list. To help area's with their commitments. Also Sema is having a H+I Learning day in Jan.. (Flyers are available). The regional Ins. committee is getting together with policy to develop a policy and guidelines. The GPA. yearly cost for the Ins. is 229.25. They are in the process of developing a email address that will be posted on the Nerna website. This email will be a link between the fellowship and the Ins. agent. The phonline subcommittee has 4 open positions, vice-chair, secretary, professional call back, and South Shore urgent call back. They submitted a motion to purchase a program to make all the updates on the phonline. Regarding the days, times, and places of meetings throughout the region. This program will help the update coordinator make changes more efficiently than the old program. Region is having a CAR workshop at the next region. (on the flyer). They ended the day with a 0 balance. Donation to NAWs for 11.52. There was a motion by the Metro West area that was amended to call it a proposal. "To reimburse the administrative body a tank of gas to attend region." This proposal should be discussed by your

groups and be brought back for review and input to the area. I.L.S. John D. + Ned L.

Phone Line: Mike C : no report

Policy: Lewis S. HI Family; Policy committee is working hard on keeping policy in order, making sure that all motions and policy changes are put in the correct order, and updating policies. We are still looking for help on the policy committee. In Loving Service, Lewis s

PI: John N This month we finally made contact with NRI Community Services in Woonsocket RI. We have been playing phone tag for a while and were finally able to connect and discuss a few things. They have offered their facility for a meeting space if members are interested who live near the area. I am relaying this information on to a few members I know have been talking about wanting to get another meeting in the area. I have grabbed them 50 meeting lists that I will be dropping off next week sometime based on when Chris is available. We are also going to be doing a presentation for the facility and its staff more info to come on this once we have the date nailed down after the holidays. I attended region this month and wanted to let this body know that we have not had a regional PI chair for 8 months and we are really in need of one. If you are interested or know someone who is please have them come to the next regional sub-committee meeting or see myself for more info. As always we are looking for members in the sub-committee I have a big mailing project coming up that could really use help on. ILS, John N

Convention Committee: no report : .

Finance: Courtney B : 18 December 2011

The Finance Subcommittee met this month to talk about the following

- 2012 prudent reserve
 - Required to reset the reserve in December of each year
 - Motion will be entered to maintain reserve at \$1,700 based on last 3 months of non-discretionary expenses
 - Decided not to consider delaying the motion based on potential changes that would come from the outcome of the phone line vote
- 2011 Taxes
 - The assumption is that we'll be in good shape to file taxes correctly and on time
 - Due to GPANA running under \$50k, we may not need a tax preparer and can file electronically for a minimal fee
 - There is an open question on whether we need to account for convention merchandise/registration sales made during 2011 or if they will wrap into the 2012 P&L after the convention closes its books
- 2012 budget
 - We will commit to having a draft budget for review at the January ASC meeting
- Procedures for money motions – asked by the ASC chair to supply a more clear procedure on how to transact money motions in the ASC GSR meeting. A draft has been provided to the area chair and policy subcommittee chair for review. The intent is to have something ready to be voted on for the January ASC.

Courtney B.

Activities: open

New Business:

Motion :121811-01: passed maker john d: second john n:

To host region in June

Intent : To help region facilitate their services

Motion : 121811-02 : passed : maker Finance sub-committee

The GPANA ASC prudent reserve shall be maintained at \$1,700 for the calendar year 2012.

Intent the area prudent reserve is required to be set in December of each year and should hold sufficient fund to cover three months of non-discretionary expences.

The prior three months of discretionary expenses was \$1,650 so recommendation is to maintain the current level at \$1,700.

Motion : 121811-03 : passed maker steven c. second john c.

\$133.00 to buy literature

Intent: bring lit. to hospitals & institutions

Proposal: Back to groups : to reimburse the regional administrative body a tank of gas to attend region.

Intent: to review & input this proposal

Old Business: Motion : 112711-04 : back to groups : passed : maker ad hoc phonline subcommittee, second jim d

policy change- back to groups

The Greater Providence Area shall discontinue use of the Rhode Island help line.

Service agreements or contracts shall not be renewed with either Verizon or New England in touch.

Intent : the findings of the ad hoc phonline subcommittee are that overall services available from the regional helpline are more robust and the cost are significantly less than the Rhode Island line.

See the subcommittee report for details to aid with group conversations.

ANNOUNCEMENTS:

The lie is dead group of na ; is moving **January 13th 2012** from 133 delaine st. prov. The nickerson house **To: 60 Valley st. Prov.** More will be revealed.

Straight Today moved to Holy Family Parish. 414 S.Main St. Woonsocket R.I. 7:30-9pm

Narcotics Anonymous is announcing a new group : C.O.D.? change or Die
Where : 249 main st. pawt. R.I. 02860 When : Friday nights 7-830 closed meeting.
Addicts only. contacts : lilly @ 401-516-1763 , marc @ 401-575-3049

Clean and Crazy is celebrating it's third anniversary **where** : Ray Conference Center ,
Butler Hospital. 345 Blackstone blvd. Prov, RI 02906 **When** : Friday jan 20th , 2012
730-930pm contacts mike v @401-793-0658 , Mariah R @ 401-688-1658 all are
welcome

Sisters in recovery : 20 year group Anniversery **when** : Feb 11th, 2012 . 5-7 pm
where : Amos House. More will be revealed.

Elections:

Current Vacant Administrative Positions : Vice chair, Activities, , literature.
Convention Committee vacant positions, Fundraising and Entertainment, Arts and
Graphics , and Merchandising

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.

Responsibilities of the Area

VICE CHAIR

- 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.

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 IP
 - One (1) NA Way Magazine
 - One (1) Group booklet
 - One (1) group starter kit checklist

Fifty (50) meeting lists

- G. Maintain and care for the laptop provided for the Literature Subcommittee Chair position.
- H. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

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

**Responsibilities of the ACTIVITIES
SUBCOMMITTEE:**

- A. In keeping with the 12 Traditions of N.A., provide celebrations of recovery in order to promote unity throughout the Fellowship.
- B. Proceeds from all activities are placed in the general ASC treasury.
- C. Provide a calendar of upcoming activity events for inclusion in the Area minutes.
- D. Inform surrounding Areas and Regions of upcoming major events planned by the GPA.
- E. Meet one hour prior to the ASC meeting and as often as the subcommittee deems necessary.
- F. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes