

**The Greater Providence Area (GPA) Service Committee of NA
July 22, 2012**

The next meeting will be held on August 26, 2012

Area Meeting Times:

Administration	12:30–2:00pm
Literature Sales	1:45 to 2:45 pm
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,
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 21
Total Area Meetings 44
* = GSR representation
Addicts "R" Us
Basic text *
Better Way
Breakfast Club*
Change or die*
Choose Life* in need of support
Clean & Crazy
Dig Deep
Faith in Recovery*
Gimme Shelter
Hardcore Recovery
Jamestown NA
K.I.S.S.*
Living Clean Spanish Speaking
Late Nite
Living Free*
Loveline
Lie is Dead*
Meeting Street Meeting*

NA in the day
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*
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 : contact info: 401-831-8958 – mgianfrocco@msn.com

Vice Chair: James M. report

Secretary: Open

Alternate Secretary: open

BOD: Verbal report given

Treasurer : Peter s :contact info : 401-255-7197, peter041486@yahoo.com report
attached

Literature: Open

Literature Sales for the month of July, 2012

H & I \$137.00

rent \$39.40

Group Sales total \$631.65

Total sales \$808.05

RI meeting lists restock\$

Costs for literature restock: \$ 682.04

Hospitals & Institutions: Stephen C contact info 401-286-3554

Corrections report : John F contact info 401-714-9765 john.fallen1@verizon.net

First,I would like to announce that Mike C. has been appointed Alt. Correction facility coordinator and I look forward to having his willingness, dedication and experience helping me to fill this important position. This position became available last month. I would like to thank Hal B. for his years of help and experience in aiding me to serve. He has always been a valuable source of experience.

Over the last month we have been trying to get an OK from the RIDOC to begin having a NA meeting at the men's maximum facility and I am pleased to report that we have been given the go ahead to do so. The available times are Monday- Thursday 6:00pm -7:30pm or 6:00pm- 8:15pm. They also

gave us some afternoon and morning options. I am currently looking for panel leaders to fill that position. This facility requires that anyone going in must have completed an orientation and the standard BCI clearance.

I am also pleased to report that the woman's maximum facility has two new panel leaders sharing the weekly commitment, Stacy H. and Missy B.. I would like to thank Hannah R. for her years of service at this facility. We did have some communications problems last month with the RIDOC when a filling error on their part caused them to notify some of our already cleared members that they need to resubmit their application or have their photo ID retaken. This was straightened out and all were allowed to continue to enter the facilities.

We are still in need of panel leaders for the men's medium facility and one of the woman's facilities. These two commitments have been filled by the same dedicated NA members for multiple years now. Coordinating the orientation process and clearance process are still our greatest challenge and we will continue to persevere. There will be one orientation held in August and there may be two held in September and one may be an evening one held at 6:30pm-9:30pm. I'll keep you all posted on this one. We will be requesting more literature this month for all facilities since we have not done so in two months. I want to thank you all for your continued support in fulfilling our primary purpose- carrying the message to the addict that still suffers.

In loving Service, John F.

Rcm report: John D : contact info 401-744-1260 john.delicio03@gmail.com
alt RCM : Ned L : contact info nedlandry4@gmail.com

Phone Line: Mike C contact info 401-588-9869 mcantone00@gmail.com
verbal report given

Policy: Lewis S. contact info 401-952 8109 lminor02@yahoo.com
verbal report given

Public infomation: John N contact info:774-208-2285 jnorton@paragonnt.com
verbal report given

Convention Committee: Chair-Susan W., vice-Chair-Marc R., Treasurer- Dave A., Secretary- Lily B. We did not meet this month. Our next meeting will be held on Sunday August 19, 2012 at Anchor Recovery at 4:00pm . We will be holding elections for subcommittee chairpersons at this meeting. We will be announcing this at area, in the minutes and at groups. We will be putting in a motion requesting \$700.00 to purchase a laptop and Quickbooks program to help manage our funds more efficiently and to be able to access our data in a timely manor.

ILS

Susan W.

Finance: Courtney B : contact info: 401-440-2182 cb.gpana@me.com
verbal report

Activities: Charlene L. No report

Old Business:

Motion 6-24-2012-1 By Susan W. second Lewis S.

To change policy to make a monthly vote as to what dollar amount we donate

Intent:

To have a chance to go over our area needs

Motion passed

New Business:

Motion 7-22-2012-01 By finance/policy subcommittee

Tabled until a budget is in place

Clarification on prudent reserve: the area prudent reserve can only be used to pay for non-discretionary expenses. Subcommittee or other non-discretionary expenses can only be fulfilled from the monthly available funds. Non-discretionary expenses are detailed in the treasurers report and include rent, website, phone service, secretary, administration, RCM, literature expenses, state and government fees, and any other fees where the GPA has a contractual agreement. Any motions to spend into prudent reserve for discretionary expenses shall be called out of order.

Intent: The area policy regarding when it is appropriate to spend the prudent reserve was not complete. Prudent reserve is intended to allow the Gpa to meet all non-discretionary needs for up to 3 months and should never be used for discretionary expenses

Motion : 7-22-2012-02 By Public Information Motion Passed

To set aside \$50.00 for literature for the rally for recovery in September

Motion: 7-22-2012-03 By convention committee

The convention committee is requesting \$700.00 to purchase a laptop and Quickbooks program.

In tent: To manage our funds more efficiently and to be able to access our data in a timely manor.

Tabled for 3 bids.

Elections: Literature chairperson, Secretary, alt. Secretary, BOD member convention alt. Treasurer.

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 Subcommittee CHAIR:

- A. Five (5) years continuous clean time.
- B. Demonstrated stability in the local N.A. community.
- C. Administrative abilities.

Responsibilities of the GPA Convention Subcommittee CHAIR:

- A. Organize subcommittees, and delegate major tasks to specific subcommittees. Stay informed of the activities of each subcommittee, and provide help when needed.
- B. Helps resolve personality conflicts.
- C. Keeps activities within the principles of the Twelve Traditions of N.A. and in accord with the purpose of the convention.
- D. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee function.
- E. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- F. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
- G. Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
- H. Votes only to break a tie.
- I. Chairs the Convention Committee meeting as well as the convention.
- J. Gives a monthly detailed report—in person to the body at the GPASC meeting and in writing for inclusion in the Area minutes—to the supporting Area Service Committee. Included in this report: all committee activities and all financial activity.

Qualifications of the 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 Area SECRETARY:

- A. Is a member of the Executive Committee, which meets prior to the GPASC meeting.
- B. Record attendance at the beginning of the GPASC meeting.
- C. Compile and maintain a current list of all recipients of the GPASC minutes.
- D. Provide a brief overview of the prior ASC meeting in a written secretary's report. To be read at the present
- E. Tabulate an accurate vote count for motions, to be recorded on the submitted motion form, and to be included in the minutes. Each motion is to include: month, day, year, number (01-22-06-1 is January 22, 2006, motion #1).
- F. Organize and create concise minutes of each GPASC meeting.
- G. Distribute minutes no later than ten (10) days after the GPASC meeting. Make additional copies available at the next GPASC meeting.
- H. Distribute a copy of GPASC minutes to the New England Regional Service Committee and the Free Spirit Area.
- I. Keep an accurate record of GPASC motions and policy created during their term and make copies available at the ASC meeting upon request. Turn this record over the Policy Chair at the end of each term.

J. Compile (to be included in the minutes); Groups in Attendance at ASC meeting, and Groups that Donated to the ASC. Provide a Legend of Symbols to facilitate understanding of above lists. (As provided in past minutes.)

K. Compile a current Group contact list containing; Group name; GSR name, phone number, mailing address, and email (if available).

L. Provide a current list of Administrative Officers names and phone numbers to be published in the GPASC minutes.

M. Provide a Group Announcement page to be published in the Area minutes.

N. May vote on administrative motions only.

O. Care for and maintain the laptop provided for the Area Secretary position.

P. Maintain the supply of ASC forms (subcommittee report, motion, and announcement) and makes these

available at the ASC 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).

Qualifications of the BOARD OF DIRECTORS (BOD)

MEMBER:

A. The stated qualifications of general service apply to this position.

B. Five (5) years continuous abstinence from all drugs. [Motion 5-25-97-3]

C. Bookkeeping and/or accounting skills.

D. Ability to organize and keep financial records.

E. A Board Member may not hold another area-level

financial position.

Responsibilities of the BOARD OF DIRECTORS (BOD) MEMBER:

A. Make sure that the GPA tax returns are filed.

B. Take care of legal problems/fund misappropriation.

C. File yearly RI state sales tax.

D. Receive the monthly report from the Finance Subcommittee Chair (or Area Treasurer if there is no Finance Chair).

E. Attend an annual BOD meeting.

F. Coordinate storage and maintenance of legal documents.

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

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.