

The next meeting will be held on September 22, 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 15

*Total Area Meetings 48 *=GSR representation*

12 Steps in the Old Chapel	Open Minds
Basic Step Study* <i>in need of support</i>	Opt for Life
Basic Text	Ray of Hope
Better Way	Recovery and Beyond
Breakfast Club*	Recovery in the Chapel
Change or Die* <i>in need of support</i>	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* <i>in need of support</i>
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	We do Recover
New Way of Life	Why are we Here*

Announcements:

1. **IMPORTANT:** Elections for all Administrative Positions for GPASC will be held in October. Please announce at your business meeting. Anyone wishing to get active at an Area level by taking a position is welcome to come to the Area Service meeting in October. Required clean times and responsibilities are listed at the end of the minutes in Addendum 1.
2. **IMPORTANT:** Motion 7-28-2013-2 which went back to groups for a vote last month did not meet quorum. This means that it must go back to groups again for another vote. You can find the motion under "OLD BUSINESS" in these minutes.
3. Keep It Simple Saturday (KISS) will be having their 26th Anniversary on Saturday, 9/14/13 from 1:00 to 3:00pm at St. Patrick's Academy, 244 Smith St., Providence, RI. Food donations will be greatly appreciated.
4. **NEW 10PM FRIDAY LATENIGHT MEETING!!!** "The Better Life Group" will begin meeting Friday Sept. 13, 2013. The meeting time is 10:00pm – 11:30pm at the Church of Christ Church, 565 Dyer Ave., Cranston, RI (next door to Riverbend Apartments). This meeting will be a Speaker Meeting for both men & women and is also handicap accessible for wheelchairs etc. & has AC or Heat depending on the weather. Please use side door directly in front of the parking lot. We do have our own parking lot and it will be well lit for safety. This meeting will be part of the Providence Area of NA. POC Moe (917)200-4718

Administrative Reports:

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

Vice Chair: John N./774-208-2285/jnorton@paragonnt.com
No report given.

Secretary: Gail L./401-954-6642/gaillandi@yahoo.com
Alternate Secretary: Tara B./401-419-2883/no email
No report given.

Treasurer: Peter S./401-255-7197/peter041486@yahoo.com
Alternate Treasurer: Jim D./401-261-5473/jimd12102008@aol.com
See the attached treasurer's report.

Board of Directors: Wanda B./401-226-2698/wsbnaiou2@aol.com
Good afternoon Family, the BOD supported the fundraising event held by F&E of the convention. Great time had. Hopefully, more addicts will support the events in the future.
ILS/Wanda B.

Regional Committee Member (RCM): John D./401-744-1260/john.delicio03@gmail.com

Alternate RCM: Ned L./774-254-7968/nedlandry4@gmail.com

No report given.

Activities: Junior/401-626-9878/emanueljackson@yahoo.com

No report given.

Convention: Susan W. /401-438-2375/susanw87@verizon.net

The committee last met on 8/11. We have 2 open positions, arts and graphics and alt. secretary. The fundraiser on 8/17 went well and we will have more details next month.

The convention registration forms are now available and are being distributed. The registration comm. received more registrations at the fundraiser and again we will have more details next month.

We will have convention merchandise to sell soon.

The closing treasurer's balance was \$4447.54.

Our next meeting is 9/8/13, 4pm at anchor recovery. ILS/Susan

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: Sully D./401-261-1482/sullyna1999@yahoo.com

Attendance panel leaders 5, group reps 10. All commitments are being filled, there are no issues. Panel leader for Saturday morning 4th floor duel diagnosis at Roger Williams resigned her position. The position will go out in area minutes.

Ad hoc committee brought back some information regarding 3 facilities that are interested in an NA committed coming in. Also ad hoc committee will be reaching out to groups to find out why groups are not participating in H&I.

Two positions were filled this month. Literature person was filled by Doug F. Alternate Secretary was filled by Roxy H.

H&I will be submitting a motion from H&I body. The motion will be to create one H&I subcommittee statewide. More will be revealed. ILS/Brenda B.

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

Literature Sales for the month of July 2013	
Literature Rack:	\$21.72
H&I:	\$21.46
Group Sales total:	\$1385.25
Corrections:	\$165.10
Total Sales:	\$1,593.53

Literature Expenses

Restock from World	\$1428.13
GPA meeting lists	\$71.10
Regional meeting lists	\$30.00
Total for month	\$1529.23

The literature subcommittee has start to carry more stock of the living clean book, after clearing out some over stock. Also, there will be a few copies of the Living Clean book available in soft cover. Also please note, that if any member would like to order a specialty item, i.e. basic text cds, special edition literature and journals, the can be prepaid at literature sales and the items will be distributed the following month. ILS/Freddy T.

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

Policy: Lewis S./401-952-8109/lminor02@yahoo.com

No report given.

Public Information: Dawne G./401-383-7275/griffind@my.uri.edu

- 1). I will be sitting in on a Public Information presentation, on October 13,2013 for the Free Spirit Area at the Praise Tabernacle Church 330 Park Ave. Cranston, R.I
- 2). I am in thye process of putting together a Public Information Committee (I have been announcing that I need help at all the meetings that I attend.
- 3). I am also working on and getting info. for Power Point presentations to present to different facilities- once that is in place myself and the committee will be reaching out to different facilities on behalf of N.A (if no committee is formed at that time I will be asking members with Public Information to assist me.
- 4). I really need all groups to keep me updated if the groups have moved or changed times so that I can keep our meeting lists current. At present time the meeting lists are being printed up monthly instead of seasonally, so it is imperative that we all stay on the same page so that no addict seeking recovery misses the life saving Narcotics Annonymous message. ILS/Dawne G.

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

No Report Given.

Metro Ad Hoc: Steve S./401-338-1937/srstorti@aol.com

Ad hoc is awaiting a working prototype for presentation to the area. I anticipate it for presentation at the Sept ASC. ILS/Steve S.

Old Business:

No nominations for Finance Chair still open.

No nominations for Phone Line Chair still open.

Motion 7-28-2013-2 Maker: Why are We Here Seconded: Opt 4 Life **Back to Groups**

Motion: Area chair to develop a yearly calendar for the ASC meetings rather than the general 4th Sunday of the month and to publish that calendar on the GPA website for all to access.

Intent: Some months the 4th Sunday falls on a holiday or holiday weekend when members cannot attend. This will allow area to effectively provide service to the groups.

***This motion did not pass quorum therefore it will be sent back to groups for re-vote.**

New Business:

Motion 8-25-2013-1 Maker: Public Information Subcommittee **Passed 21-0-1**

Motion: To purchase \$75.25 in literature for the Rally for Recovery event.

Intent: To further our primary purpose

Motion 8-25-2013-2 Maker: H&I Subcommittee **Back to Groups**

Motion: We addicts as trusted servants, are joining together to propose that we have one statewide H&I subcommittee meeting. The subcommittee will meet once a month at a regularly designated location and time. Each Area H&I chair will present the statewide H&I report to their respective areas.

Intent: To renew our commitment to fulfilling all statewide commitments and panel leader positions in order to carry the message to the addict who still suffers.

Motion 8-25-2013-3 Maker: Peter S. Seconded: Susan W. **Passed 20-0-0**

Motion: To donate all old convention merchandise to the convention committee to sell and help support convention.

Intent: So old merchandise does not just sit in storage and get eaten by rats.

Greater Providence Area Treasurer's Report

Jul-13

Description	Income	Expenses	Balance	Check #
Beginning Operating Balance		(Less Prudent Reserves)	\$2,394.69	
Income	Group Donations	\$822.87		
	Free Spirit Reimbursement	\$0.00		
	Convention Committee	\$0.00		
	Misc	\$0.00		
Total Income		.	\$822.87	
Non-Discretionary Expenses	Rent Expense		\$25.00	2412
	Administration/Sec. of State		\$0.00	
	H&I		\$0.00	
	Regional Phonenumber		\$46.99	2415
	Secretary		\$21.98	2416
	Administration-PO BOX		\$62.00	2417
	RCM Expenses		\$0.00	
	Literature Expense		\$0.00	
	Tres. Expense		\$0.00	
	Misc		\$0.00	
	Total Fixed Expenses			\$177.95
Discretionary Expenses	H&I Subcommittee		\$21.46	
	H&I Corrections		\$165.10	
	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			\$186.56
Total Expenses			\$364.51	
Operating Balance			\$2,853.05	
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			\$5,837.05	

	Income	Expenses	Balance	Check #
*Literature Stock Value				
Beginning Balance			\$ 1,175.47	
Sales	July	\$1,385.25		
Restock	World Service	\$815.88		2414
	Meeting Lists	\$62.10		2413
	H&I Corrections	\$165.10		
	H&I	\$21.46		
Ending Balance			<u>\$1,496.18</u>	

Group Donations - July 2013

Meeting Street
Never Alone Again
Gimme Shelter
Ressurrection
Loveline
 Step Sisters
 Breakfast Club

Sunday Serenity/Insanity
Recovery in the Lake
The Lie is Dead
Faith in Recovery
Smith Hill NA
 Set Em Free
ANON

Recovery at the Chapel
Sisters in Recovery
NA in the Day
RIMTA
Surrender or Die
Road to Recovery

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.

Qualifications of the Area CHAIRPERSON:

- A. The stated qualifications of general service apply to this position.
- B. Four (4) years continuous abstinence from all drugs.
- C. Prior service experience as Area Service Committee (ASC) officer, subcommittee CHAIR, or Group Service Representative (GSR).
- D. The ability to conduct an ASC meeting with a firm yet understanding hand.
- E. Sensitivity to the needs of the Area, Region, and N.A. as a whole.
- F. Tolerance and objectivity with those who are unable to see beyond the needs of their groups.
- G. Working knowledge of the Greater Providence Area (GPS) Guidelines and the N.A. 12 Traditions.

Responsibilities of the Area CHAIRPERSON:

- A. Preside over the GPASC meetings and remain throughout.
- B. Set the ASC agenda prior to the ASC meeting.
- C. Preside over the Area Administrative Committee meeting.
- D. Maintain the integrity of the GPASC meeting with respect to the GPA Guidelines.
- E. Maintain the GPASC archives.
- F. Conduct orientation including distribution of the Greater Providence Area GSR Introduction Booklet prior to the start of the ASC meeting.
- G. Is available to the GSRs as a resource of information pertaining the ASC meeting.
- H. In the absence of an Administrative Officer (Treasurer, Vice Chair, Secretary, etc.) fulfill or delegate the responsibilities of said office.
- I. Fulfill all reasonable responsibilities that become necessary to collect and distribute information resulting from the ASC meeting.
- J. Compile reports and files from the GPA Vice Chair, Treasurer, and Secretary.
- K. Must be a signer of the GPASC bank account.
- L. Does not vote at the GPASC meeting.

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 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 ASC meeting.
- 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).
- 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 REGIONAL COMMITTEE

MEMBER (RCM):

- A. The stated qualifications of general service apply to this position.
- B. Three (3) years continuous abstinence from all drugs.
- C. Prior experience as a GSR and/or completion of one or more terms in an area-level elected office.
- 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.
- F. Working knowledge of GPA Guidelines and the N.A. 12 Traditions.

Responsibilities of the REGIONAL COMMITTEE

MEMBER (RCM):

- A. Attend each meeting of the Regional Service Committee (RSC) and GPASC.
- B. If unable to attend an RSC or GPASC meeting it is essential to ask the Alternate RCM to assume said responsibilities.
- C. Suggested involvement with a Regional Subcommittee to promote the RCM participations with the region.
- D. In keeping with the Seventh Tradition of N.A., deliver the Area donation to the Region.
- E. Carry Greater Providence Area Conscience on all matters affecting the GPA or N.A. as a whole.
- F. Keep the Region informed in a written report of all GPA activities, strengths, and problems.
- G. Inform the G.P.A. in a written report of all business, activities, all finances and special needs discussed at the R.S.C. meeting.
- H. Chair a special session of the ASC to vote on the World Service Committee (WSC) agenda report.
- I. Distribute informational flyers at the ASC meeting (Distribution thereafter is left to the discretion of the RCM.)

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.

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.

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.