

**The Greater Providence Area (GPA) Service Committee of NA**  
**March 25 , 2012**

**The next meeting will be held on April 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,
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 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 Shelte\*  
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\* in need of support

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](mailto:mgianfrocco@msn.com)  
**Vice Chair:** James M.

**Secretary:** John C. **contact info :** phone # 401-644-6381 ; **E-mail:**  
[bigjohnciotti@yahoo.com](mailto:bigjohnciotti@yahoo.com)

**Alternate Secretary:** open

**BOD:** report : hi familt, the bod was present to help out convention weekend. We also learned that prior to that weekend that the area did not have the ari tax exemption certificate and the hotel would not except the 503-c irs award letter. So the rush was on to get the certificate before Friday so we would not have to pay taxes.we were able to get it done in time. Thanks to peter s, tm c, and sue w. the bod was able to get done what was needed in time.we also were present at the conv. Final meeting on the 18<sup>th</sup> and we will be receiving all material from the committee to put in storage we will also be meeting with the convention treasurer getting the book there then will be turned over to bod in loving service wanda b & rob

**Treasurer :** Peter s :**contact info :** 401-255-7197, [peter041486@yahoo.com](mailto:peter041486@yahoo.com)  
**report attached**

**Literature:** Paul F. **contact info:** 401-678-6839 [nofish4@cox.net](mailto:nofish4@cox.net)



## GREATER PROVIDENCE AREA LITERATURE REPORT

No report this month literature committee is in transition

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

**H & I report :mtg opened** with attendance 8 pl's & 8 grp reps attended reports were given commitments are being filled. Sully d elected to vice chair h&l position. Tara b was elected to the secretary position. Larry m elected to pl position prov center. Open pl position butler kent unitweds 7-8pm. H7i is always in need of support.18 of 41 commitments were taken by groups.only 8 group reps were in attendece please ask your groups why your groups are not attending.16 grps did not attend please help. If ur grp doesn't have a grp rep,please let h&l know in loving service Stephen c

**Corrections report : John F** contact info 401-714-9765  
[john.fallen1@verizon.net](mailto:john.fallen1@verizon.net)

**Rcm report: John D :** contact info 401-744-1260  
[john.delicio03@gmail.com](mailto:john.delicio03@gmail.com) [Message flagged](#)  
Wednesday, April 4, 2012 5:01 PM

Hello everyone. There were 12 areas present at the last Region. There are 2 open positions, assistant secretary and activities chair. The next RSC weekend will be held at the Anna Cole Community center on 10 Lamartine St. Jamaica Plains Ma. Subcommittees on Sat. April 14 2012 12-5. The RSC meeting on Sunday from 11-5 April 15 2012. They opened with a balance of 29 cents. Their prudent reserve was full at 1,552.50. The WSR (writing steps in recovery) is looking for male and female step guides to help incarcerated addicts within the NE region. Contact Andy from Central Mass area. Cape Cod area Fun in the Sun August 17-19 at Camp Lyndon Sandwich, Mass.. The NE Regional Literature committee is asking for addicts input; stories, poems, etc.. Please email [literature@newenglandna.org](mailto:literature@newenglandna.org). Martha's Vineyard area 25th Annual celebration of recovery "No matter what" May 4-6 2012. Visit [mvana.org](http://mvana.org) for more info. Free Spirit area is hosting its 12th annual golf tournament on August 18th at Fenner Hill Country club in Hope valley R.I. Nema 3 Convention " Stairway to freedom" 50 Ferncroft rd. Danvers, Mass. March 2-4 2012. Western Mass. 12th annual convention will be held August 3-5 2012. The Regional convention committee is having a fundraiser 4-21-12 Pajama Jam 2 in Brockton Mass. That committees balance is 6,597.06. All the subcommittees are doing fine but are always looking for support. The regional H-I subcommittee is looking for a secretary. 2yr clean time requirement. The phone-line committee is looking for a vice-chair and professional call back person. All updates on the phone-line are current. The P-I subcommittee has 1 event coming up Harvard Medical school Symposium. Treating the addictions Boston Mass., Park Plaza Hotel. The website subcommittee is looking to change are hosting provider to save the region money. We would be saving the region 293.46 per year. The group conscience form for the Car report must be emailed to the rd by April 29th 2012. [rd@newenglandna.org](mailto:rd@newenglandna.org). You can also give it to me by August 13 2012. Phone 401-744-1260 401-744-1260 . The Region closed the meeting with a balance of 0. 1138.48 in the prudent reserve. And no donation to NAWS.. I.L.S John D. and Ned

**Phone Line:** Mike C contact info 401-588-9869 [mcantone00@gmail.com](mailto:mcantone00@gmail.com)  
no report

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

**Public information: John N** contact info:774-208-2285  
[jnorton@paragonnt.com](mailto:jnorton@paragonnt.com)

**Convention Committee:** first I would like you to keep wayne g in your prayers. He would like to thank this area for serving and letting him finish the job.thank you everybody who supported this convention.the celebration of recovery went very welland the life saving message of NA was carried. It shows that once again a group of addicts can come togethewith differences of oppinions bump heads,come together with solutions and get the job done.the committee recommended sue w. for the next convention chair.they also recommended that \$ 7,500.00 for start up money raising it from \$5,000.00. total rooms that were sold were 249. We sold 620 registrations and gave out 200.to newcomers our total hotel bill was \$9,357.79 conventions are the biggest financial risk in NA total money that was spent for this convention was \$26,471.77 our ending balance is \$16,822.85 minus the \$ 5,000.00 start up money leaves a profit of \$11,822.85 thank you god in loving service dave a. .

**Finance: Courtney B :**

26 March 2012

The finance subcommittee met this month.

The convention committee has sent over its full report so we will use that to capture any 2011 income. We will also review any questions with the convention committee treasurer. The tax-filing deadline for 2011 is May 15. We expect that we will be able to file in April.

The GPA received a letter from the state of Rhode Island indicating that we had not paid our Q1 2011 sales taxes. Since we are non-profit, I don't believe we need to file anything of that nature. I've left a message with the taxation office for clarification. If I don't hear back this week, I will go there in person with another addict.

In today's ASC we will hand out the 2012 budget. This is informational and we will commit to providing a quarterly status update on how we are tracking toward our budget.

Due to the success of the convention, the Finance subcommittee recommends that we practice fund flow with all available funds (~\$4,000). As the convention committee closes its books, we expect to see additional fund flow.

The finance committee is always in search of people who want to be involved. Please contact me if you'd like to come to our next meeting.

Thanks

Courtney B.

401-440-2182

cb.gpana@me.com

**Activities:** Charlene L

**New Business:**

**Motion :** ...

**Intent :** to help carry the message

**Motion :032512-01 failed**

**To have a gratitude dance at a cost of \$ 750**

**Intent:**

**Motion: 032512-04 passed**

**To purchase 50 meeting list to supply the phonline at a cost of \$7.50**

**Intent :** to help carry the message

**Motion : 032512-05 referd to policy to increase seed \$ to \$7500 from \$5000**

**intent .**

**Old Business:**

**ANNOUNCEMENTS:**

Sunday serenity ? insanity has moved to 62 dyke st prov. 10;30-12pm

Late night Friday night has moved to 62 dyke st. prov. 10 pm- 11:15

New group no matter what thur. from 7-8:30pm starting april 19<sup>th</sup>

156 broadway paw tri 02860 (Austin place ) baby sitting available at the meeting

Time change why are we here tues. 7-830pm 133 delaine st prov

**Elections:**

**Current Vacant Administrative Positions :** Alt. Secretary,

**Convention committee chair, convention vice chair, convention treasurer,**

## **convention secretary**

### 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

#### **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

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 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 GPA Convention Subcommittee VICE CHAIR:**

- A. Four (4) years continuous clean time.
- B. In order to serve as a liaison between the subcommittees and hosting community, must demonstrate approachability and familiarity with all committee members.

**Responsibilities of the GPA Convention Subcommittee VICE CHAIR:**

- A. Acts as Chair if the Convention Chair is unavailable.
- B. Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job.
- C. Works closely with the Chair to help delegate responsibilities to subcommittee Chairs.
- D. Makes a report to the hosting service committee on the progress of convention planning.

**Qualifications of the GPA Convention Subcommittee SECRETARY:**

- A. Two (2) years continuous clean time.
- B. Accurate typing ability.
- C. Demonstrated responsibility that indicates ability to ensure that accurate minutes are distributed to the Convention Committee Members.

**Responsibilities of the GPA Convention Subcommittee SECRETARY:**

- A. Keeps minutes of each Convention Committee meeting and all subcommittee reports.
- B. Mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting may be attached to the minutes if it will help the committee function.
- C. Maintains a list of names, addresses, and phone numbers of committee members for committee use.
- D. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
- E. Communicates to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.
- F. Mails a copy of the minutes to the Greater Providence Area Service Committee.

**Qualifications of the GPA Convention Subcommittee TREASURER:**

- A. Five (5) years continuous clean time.
- B. Demonstrated stability in the local N.A. community.
- C. Accounting skills.
- D. Service experience with conventions or other large scale Fellowship activities.
- E. Accessibility to other committee members, especially the Registration Subcommittee.

**Responsibilities of the GPA Convention Subcommittee TREASURER:**

- A. Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of the four signatories (Convention Subcommittee Chair, Vice Chair, Secretary, and Treasurer. The cards and account information are filled out at the committee meeting.)
- B. Works with the Chair and Vice Chair to prepare a budget for the convention that is used for planning fund-raising activities. The budget is based on the subcommittee's recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.
- C. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
- D. Responsible for all monies—including revenues from registration and banquet tickets: pays all bills; and advises the Chair on cash supply, income flow, and rate of expenditures.
- E. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
- F. Each check should require two signatures. Additionally, a complete Treasurer's report within three months after the convention should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.
- G. A periodic review of all financial records should be made by the sponsoring service area. The records should be reviewed at the time of the actual fund distribution in accordance with the Treasurer's financial statement requirements.

