

The Greater Providence Area (GPA) Service Committee of NA
June 26, 2011

The next meeting will be held on July 24, 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
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 23
Total Area Meetings 43
* = GSR representation

Addicts “R” Us
Better Way
Breakfast Club*
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*
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*Needs support
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: Delia:

Vice Chair: Courtney B.

Secretary:

Alternate Secretary: OPEN

BOD: Kevin V
Not present

Treasurer: Peter R:

ADHOC Committee on phonline :

**DUE TO TIME REPORTS WERE HANDED IN BUT
NOT READ WILL BE READ AND IN MINUTES
NEXT MONTH**



GREATER PROVIDENCE AREA LITERATURE REPORT

Hospitals & Institutions: Steven C

RCM:BrianRCM

Phone Line: Cyndi W.

Policy: Lewis S

PI: John N

Convention Committee: Wayne G

Finance: Tom C

Finance Committee Report – May

Submitted June 26, 2011

The Finance Committee met once this month, and we have several items to report:

- 1) We are continuing to make adjustments to the Treasurer's report and the different line items contained within that report. One rather confusing area that was addressed this month is the Literature Fund. Some time has been spent clarifying how that fund will work and the Literature Chair will report everything he has been reporting plus inventory and donations to the Treasurer so those items can be accurately reflected in the Treasurer's report.

- 2) We have an update regarding the IRS penalty. This week we finally received word that the IRS has granted full abatements for the 2006 & 2008 tax years. That means we don't have to pay the penalties to the IRS and that we have a zero balance. This is great news! If these abatements were not granted, the GPA would have been required to pay the IRS \$6,718.65.
- 3) We will arrange a meeting in July with the Convention Treasurer to review the convention finances as is our responsibility and report back to the ASC next month regarding our findings.
- 4) Now, the only outstanding item that is preventing the Finance Committee from finalizing the 2011 budget is Phone Line. There is a plan to resolve that within the next few months so we plan to proceed with the budget while the Phone Line comparisons are being reviewed and groups are deciding what's best for the Area. We will submit the budget to the administrative body soon and we can consider beginning fund flow again.

I want to thank Delia, Courtney, Peter, Jim, Ned and the other members of the Finance Committee for their hard work and advice over the last 18-24 months. We have accomplished so much in terms of ending deficit spending, developing a budget and creating sound fiscal policy for the future. In service, Tom C., Finance Chair

Activities: Mara G

New Business:

Motion 052211m1 PASSED

Maker: H&I Stephen C

Motion: 133.00 to purchase literature

Intent: To purchase literature for h&i

Motion 052211m2 PASSED

Maker: Activities Mara G.

Motion: 300.00

Intent: Request monies for activity July b2 2011 speaker jam cookout for food 300.00 rent 200.00 was given last area mtg

Old Business:

ANNOUNCEMENTS

The Convention Committee has the following position open:
Chairperson for **CONVENTION INFORMATION AND ARTS AND GRAPHICS**

Elections:

Convention Committee Alt Secretary
Convention Committee Alt Treasurer

Newly elected:

Chair: Mike G

Vice Chair: Cyndi W

Treasurer: Peter S

Alt Treasurer: Jim D

Secretary: Nicole B

Alt Secretary: John C

RCM: John D

Alt RCM : Ned L

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

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

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.

Responsibilities of the FINANCE SUBCOMMITTEE:

- A. Review all financial statements—past, present, and future—to help guide the Area to financial responsibility.
- B. Assist the Area Treasurer in compiling quarterly balance sheets, profit and loss statements.
- C. In keeping with the Seventh Tradition of N.A., works with the Area Treasurer to formulate an Area budget, with expenses not to exceed the income generated by the Area.
- D. Oversee all expenses and research alternatives in order to curtail unnecessary expenses.
- E. Fulfill all other responsibilities that the GPASC deems necessary.
- F. Meet one hour prior to the GPASC meeting and as often as the Finance Subcommittee deems necessary.
- G. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the HOSPITALS AND INSTITUTIONS (H&I) SUBCOMMITTEE:

- A. In keeping with the Fifth Tradition of N.A., carry the message to the addict unable to attend regularly scheduled meetings.
- B. Coordinate and distribute specific H&I commitment to hold meetings at existing facilities and to be keenly aware that all said obligations are fulfilled.
- C. Research and develop as many new institutional meetings as possible.
- D. Provide a monthly account to the GPASC of all literature disbursed.
- E. Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibility.
- F. Elect an H&I Correctional Facilities Coordinator, accountable to the GPA H&I Subcommittee.
- G. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

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.

Responsibilities of the PHONE LINE SUBCOMMITTEE:

- A. Maintain lines of communication between N.A. and the answering, and/or any other phone service used by the GPA.
- B. Respond to all requests for information in a timely and effective manner.
- C. Insure that those requests are handled at the appropriate level of service.
- D. Maintain helpline and Twelve Step call list.
- E. Establish and maintain the integrity of guidelines for handling phone line requests.
- F. Meet one hour prior to the GPASC meeting and as often as the Phone Line Subcommittee deems necessary.
- G. Attend the GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.

Responsibilities of the POLICY SUBCOMMITTEE:

- A. Research and seek guidance in gaining a better understanding of the 12 Traditions, 12 Concepts of N.A. and WSC guidelines, bulletins, and other information as it is developed.
- B. Develop ASC policy to be considered for approval by GPA groups.
- C. Compile and maintain all approved policy.
- D. Maintain past and present motion lists organized by position and subcommittee.
- E. Review all past and present motions (and all other business) that require clarification.
- F. Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibilities.
- G. Attend the GPASC meeting, provided a verbal subcommittee report to the service body and a written report for inclusion to the Area minutes.

Responsibilities of the PUBLIC INFORMATION (PI) SUBCOMMITTEE:

- A. Uphold the integrity of the Eleventh Tradition of N.A.
- B. Maintain:
 - Distribution and sales of meeting lists to rehabilitation centers as well as the general public.
 - Review, update, and oversee the publishing of the Area meeting list as often as the Area deems necessary.
- C. Arrange all public information speaker commitments.
- D. Conduct a minimum of one public information workshop per year.
- E. Meet one hour prior to the GPASC meeting and as often as the subcommittee deems necessary to fulfill its responsibilities.
- F. Elect a Web Coordinator responsible to the PI Subcommittee.
- G. Attend GPASC meeting, provide a verbal subcommittee report to the service body and a written report for inclusion in the Area minutes.