

**The Greater Providence Area (GPA) Service Committee of NA**  
**February 27, 2011**

**The next meeting will be held on March 27, 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, Area Participation
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 29  
Total Area Meetings 43  
\* = GSR representation

Addicts "R" Us	New Way of Life
Better Way	Opt for Life*
Breakfast Club*	Ray of Hope
Choose Life* 265 oxford st.	Recovery and Beyond
Clean & Crazy <b>In need of support</b>	Recovery in the Chapel*
Dig Deep	Recovery in the Country* <b>Needs support</b>
Faith in Recovery*- <b>In need of support</b>	Recovery in the Lake*
Gimme Shelter*	Recovery is More than Abstinence*
Hardcore Recovery* <b>In need of support</b>	Resurrection*
Jamestown NA	Road to Recovery*- <b>In need of support</b>
K.I.S.S	Sisters in Recovery*
Living Clean* Spanish Speaking 370 Hartford ave.	Smith Hill NA*
Late Nite*	Start your Nite Right
Living Free* <b>In need of support</b>	Starting Over
Loveline*	Step Sisters* <b>needs support</b>
Lie is Dead*	Stepping into Recovery
Meeting Street Meeting*	Straight Today* <b>needs support</b>
Men on the Rise*	Stepping Out Wednesday
NA in the day*	Sunday/Insanity*
Never alone again	Surrender or Die*
New Associations*	We do Recover*
	Why are we here*

**Administrative reports**

**Chair:** Delia: No report

**Vice Chair:** Courtney B.

I completed categorizing all of the old motions that were in the minutes and compiled them into the standardized format. This information was provided to the policy chair today. In the next month ill be working to complete the money motion form that we will be using to facilitate funds going forward. Ill also be filling as the chair of the adhoc phone line subcommittee to wrap up the recommendations for how to proceed with the local and regional phone line will have a recommendation in conjunction with the finance and other chairs for the march meeting

**Secretary:**

**Alternate Secretary:** OPEN

**BOD:** Kevin V Not Present No Report

**Treasurer:** Peter R:January 2011

Description		Income	Expenses	Balance	Check #
<b>Beginning Operating Balance</b>		(Minus Prudent Reserves)		<b>\$2,738.25</b>	
<b>Income</b>	Group Donations	\$346.25			
	Free Spirit Area	\$0.00			
	Misc. Income	\$0.00			
<b>Total Income</b>				<b>\$346.25</b>	
<b>Fixed Expenses</b>	Rent Expense		\$25.00		2154
	Phone Services		\$71.91		2155
	Answering Service		\$156.02		2156
	Regional Phonenumber		\$48.00		2157
	Secretary Expenses		\$0.00		
	Treasury Expenses		\$19.73		2163
	Literature Fund Adjustment	\$70.61			
	Insurance Reserve Adjustment		\$169.00		
	<b>Total Fixed Expenses</b>		<b>\$419.05</b>	<b>-\$72.80</b>	
<b>Discretionary Expenses</b>	H&I Subcommittee		\$0.00		
	Phonenumber Subcommittee		\$0.00		
	PI Subcommittee		\$0.00		
	Activities Subcommittee		\$0.00		
	Literature Subcommittee		\$11.42		
	Policy Subcommittee		\$0.00		2161
	RCM Expenses		\$17.62		2162
	Professional Fees		\$10.00		2164
	Regional Donation		\$0.00		
	WSO Donation		\$0.00		
Storage Facility		\$0.00			
<b>Total Discretionary Expenses</b>		<b>\$39.04</b>			
<b>Total Expenses</b>				<b>\$458.09</b>	

<b>Operating Balance</b>		<u><u>\$2,626.41</u></u>
<b>Plus Prudent Reserves</b>		
	<b>Area Prudent Reserve</b>	<b>\$3,500</b>
	<b>Insurance Reserve (10 Months @ \$169)</b>	<b>\$1,690</b>
	<b>Total Prudent Reserve</b>	<u><u>\$5,190.00</u></u>
<b>Ending Account Balance</b>		<u><u>\$7,816.41</u></u>

	Income	Expenses	Balance	Check #
<b>*Literature</b>				
Beginning Balance			\$ <b>3,810.32</b>	
<b>Sales</b>	January 2011	\$831.30		
			-831.30	
<b>Restock</b>	World Service	\$701.74		2158
	Copy World	\$58.95		2160
			<u>760.69</u>	
Ending Balance			\$ <u><u>3,739.71</u></u>	
*Literature is authorized to maintain a stock of \$ 3,000 (Self-sustaining fund)				

**ADHOC Committee on phonline** : No report

**Literature:**

GREATER PROVIDENCE AREA LITERATURE REPORT

February, 2011

Literature Sales for the month of January, 2011	
HI:	\$ 76.85
PI:	\$ 17.05
Rent (50 mtg lists):	\$ 7.50
Group Sales total:	\$ 831.30
Total Sales:	\$ 932.70

Literature restock: \$741.01

GPANA meeting lists restock: \$ 69.00

Total Costs for literature restock: \$ 810.01

Literature Committee Donation back to Area: \$122.69

Total Literature in stock Value at start of February 2011 ASC: \$ 3708.15

I was able to attend the finance committee meeting this month. A lot of progress was made. I am now implementing some changes to the way the Literature report gets reported. This is to help keep more accurate records for the GPANA's treasurer's real

time accounting. I am now reporting a total sales figure, which can be deducted from the cost of the total literature restock figure. This will show us any surplus funds which can then be donated back to the ASC. I am also including a total in stock literature value every month. This is the total value of all literature the GPANA owns at the start of every ASC. ILS, Ned

### **Hospitals & Institutions: Steven C**

Meeting opened with attendance there were 8 panel leaders 2 pl were absent 13 H&I groups reps up 2 from last month reports given corrections reports people who have been cleared on paper are not following thru by going to have there picture taken commitments were given out 21 of the 36 were taken by groups participation by groups is improving the next adhoc mtg is on march 20 at 12 noon at john d house deb w was elected to literature person (h&i) corrections report mtg closed hi family all commitments went well this month no major problems in that area of service the problem that we are having is that when addicts receive their clears they are not going up to finishes the process of getting their picture taking repeated calls are being made by the correctional coordinator and no responds in return to the coordinator correctional coordinator is asking all gsr to mention to their group if anyone that has fill out and application and received a call stating that they were cleared that if possible that they finishes the process of going to intake and get their picture taken its very important to follow through with this commitment of caring the message to the addict that still suffers also the facilitygoes through a processes of trying to clear all kinds of applications other than our area so its important that we follow through with are commitment there we 12 more addicts cleared this month and only two followed through in getting there picture taken the correctional body is working hard to get application processed much quicker we are not giving up on our commitment to service money spent H&I 24.86 Corr 30.49 Total 55.35 In loving service Stephen C (corrections Lewis S)

### **RCM:Brian**

Good afternoon family,

On February 12<sup>th</sup> and 13<sup>th</sup> the Free Spirit Area hosted our New England Regional Weekend at the Catholic Center on the URI Campus in Kingston. I attended both days of this event.

On Saturday I met with members of the Phone Line, Regional Meeting Directory, and Insurance Ad Hoc Committees. I picked up our Regional Phone Line bill for delivery to our Area's Treasurer. As of this reading that bill has already been delivered.

I made a telephone call to our Area's Literature Chair to inquire if additional Regional Meeting Directories were needed. I was told that we were well stocked and none were needed.

In speaking with our Insurance Ad Hoc Chair, I was told that the work that we've put in has finally paid dividends – (excuse the pun).

This is **Very Good** news. Thanks to the work that we've done, the General Liability portion of our GPA insurance can be reduced from \$1283.64 a year, to a figure less than \$340. This can give us a savings of approximately 75% off of what we're currently paying for our General Liability Insurance. Thanks Chip K., Bill H. and all of the others that worked along with us in this effort.

On Sunday there were 9 Area's represented at our Regional Service Committee Meeting...Boston, Cape Cod, Central MA, Free Spirit, GPA, Metro West, NEMA, South Shore and Southeast MA were all in attendance.

Our NE Regional Convention is drawing near. It will be held April 15 – 17 in Sturbridge, MA. More flyers will be handed out to GSR's in attendance today. Your "early

registration” to this event will be greatly appreciated.

Deb B. (of Free Spirit Area) was unanimously elected to the Convention Treasurer position. There are other positions that are still open. Although I have been told by the Convention Chair that the Convention Committee is getting the job done, and its “useless to announce” these open positions, I’m announcing that if you have time and are willing to help out – Please Volunteer.

There will be a Service Structure Workshop held here in RI in early May. The exact date and location have not been disclosed to me as yet. More will be revealed.

There will also be a Zone wide Workshop held in Sturbridge, MA on July 22 –24. I believe it will be held at the Sturbridge Host Hotel -- same location as the Regional Convention.

There will be an H&I Learning Day held at the 1<sup>st</sup> Evangelical Lutheran Church, 900 Main St. Brockton, MA on June 18<sup>th</sup> from noon till 6pm. All NA Members interested in learning about how to participate in H&I (Hospitals & Institutions) are encouraged to attend.

At the end of business, when all expenses were met, our Region 0’d out its “books” by making a \$45.05 donation to NAWs.

Our next Regional Weekend will be hosted by the Martha’s Vineyard Area on April 9<sup>th</sup> and 10<sup>th</sup>. All are welcomed and encouraged to attend. In Loving Service, Brian C.

### **Phone Line: Cyndi W.**

Good Afternoon, phone line continues to answer calls mainly addicts looking for mtgs who get out of treatment. A lot of hang ups I still have not been in touch with in touch waiting to get a time were I can go introduce myself and go from there. I have not heard if free spirit has a phone line chair yet so this chair and vice chair continue to answer phone line. In Loving Service Cyndi W

### **Policy: Lewis S**

Hi family, the new policy chair is working on getting comfortable in reading and knowing the policys of the area. I’ve been reaching out for help and guidance. The policy chair attended the regional meeting of all subcommittees in Kingston ri to gain more knowledge about policys and how it works. There are still up dates that have to be entered in our area policy. Im working on finding the update that need to be entered in the area policy. And also the policy is looking for any addict to help out on the policy committee. No experience needed we can learn together more will be revealed. Love & Service Lewis S

### **PI: John N**

This I attended region and we had discussed the upcoming flyer hanging day in our area and there are a few members from the North Shore area that are willing to help out as well as a few I have already gotten on board this is being planned for March 19th 2011 which is a Saturday I also am going to be attending a few of the upcoming PI presentation put on by region to gain more experience in dealing with professionals/public. We have had a few changes to the meeting list one of which is the addition of the NA In The Day group which is meeting Monday-Friday 12:00pm-1:00pm and the anchor Recovery Community Center. I was contacted by a admin at Classical high school about information for a student who they feel may benefit from Narcotics Anonymous I am putting together a package to mail out to her as well as given here the web address’s for GPANA and NERNA, as well as NA.org. I also spoke to her about getting in touch with the guidance /student help advisor there to see if they are interested in us coming in and doing a presentation in the near future. In Loving Service John N

### **Convention Committee:**

Committee held a meeting on 2/07/2011 and 9 members were in attendance. There was several discussions made about the march 19<sup>th</sup> speaker jam which will be a sponsorship topic/group speakers also the early bird registration selling of new material (hoodies and skull caps) also the hotel has been given the second deposit and so now were working on menu and activities for the convention. We are looking to have a fundraiser function

in may 2011 more will be reviewed our convention committee policy is in its final stage and shall be presented to chairperson policy so as to present to ASC. We are hoping that our diversity in na could allow us to come up with new ideas views for our convention fundraisers there are still 2 positions available from the ASC executive alt treasurer & alt secretary hope to see everyone on march 19 2011 12-10pm. In loving service Wayne G

**Finance:** Tom C Finance Committee Report – January (Submitted February 27, 2011)  
Implementation of the fixed/discretionary expense motion has begun. Here is where we stand:

- a) Last month the Treasurer provided a real time balance for the first time.
- b) This month the Treasurer will begin using a new Treasurer's report breaking out fixed and discretionary expenses as well as Literature and prudent reserves. The report will be for the prior month and will be handed out at the ASC.
- c) New forms (which will be used for all money motions) will also be available this month.
- d) In March, the motion will be fully implemented meaning that all expenses will be paid out of group donations and a vote will be required for anything that is not a fixed expense.

The Finance Committee met once this month. We spent much of our meeting discussing how to separate the literature fund on the Treasurer's report as well as the policy and processes around literature. We need to get together again to finalize the new area budget for 2011 and resetting the prudent reserve based on new budget numbers. Each of these items is contingent upon successful roll out of the fixed/discretionary expenses motion and having a clearer picture of what we are spending our money on. By next month, we'll have a very clear picture of that and we may need to look at cost saving measures at that time.

The Treasurer has met with the accountant who is preparing the area tax returns for 2010. We have checked with the IRS and there has been no resolution to our outstanding tax issue for 2006 and 2008. We need to resubmit our request for an abatement.

Thank you to everyone who has been a part of this important work. Because of all the help, we've been able to accomplish so much. In service, Tom C., Finance Chair

### **Activities: Mara G**

Activities met @ 2/5/2011 to discuss next event which will be July 4 2011 time rewind which will entail a all day cook out speaker jam food fun and fellowship location and time will be shared @ a later date. In Loving Service Mara G

### **Old Business:**

### **New Business: Motion 022711m5 BACK TO GROUPS**

Maker: Brian C. Seconded Courtney B.

Motion: To ask groups for a vote of confidence for our area to participate in the ongoing discussions to form a regional umbrella insurance policy this is not binding it is only informational

Intent: To move forward in the effort to reduce our current expense for general liability insurance

**\*\*GPA current policy cost is \$2028.00- \$744.00 of which is for**

**Director and Officer Insurance. The estimated cost for the entire region is \$3000.00-\$3500.00 for general liability policy. For more information on liability insurance coverage please see <http://www.answers.com/topic/general-liability-insurance#1ERm19388>**

**Motion 022711m1**

Maker: The Lie is Dead Seconded Courtney B

Motion: To impeach are RCM

Intent: Failure to get correct information back to our group and failure to carry the area's conscious.

14 in favor 11 against - motion needed 2/3rds (17). 1 abstains :: Motion failed.

Elections:

**ANNOUNCEMENTS**

**Current Vacant Administrative Positions:**

Alt Secretary, Convention Committee Alt Secretary, Convention Committee Alt Treasurer

**New Meeting: Living Clean (Spanish Speaking) 370 Hartford Ave.  
Monday 7pm- 9pm / Thursday 7pm -9pm / Sunday 2pm- 4pm**

**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.

**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.

**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

**SUBCOMMITTEE POSITIONS:**



CHAIRPERSON

Vice Chairperson

**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

**QUALIFICATIONS OF THE ALTERNATE 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 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.

**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 Alternate Treasurer:**

A. Five (5) years clean time.

B. Demonstrated stability in the local and NA community.

C. Accounting skills.

D. Service experience with the conventions or other large scale Fellowship activities.

E. Accessibility to the other committee members, especially the Registration Subcommittee.

**Responsibilities of the GPA Convention Subcommittee Alternate Treasurer:**

A. Assist Treasurer in all duties.

B. Performs Treasurers duties in his/her absence.

**Qualifications of the GPA Convention Subcommittee Alternate Secretary:**

A. Two (2) years clean time.

B. Prior service experience.

C. Good typing skills to ensure that accurate minutes are distributed to the convention members.

**Responsibilities of the GPA Convention Subcommittee Alternate Secretary:**

A. Assists Secretary in all duties noted above under Secretary.

B. Performs Secretarial duties in the absence of the Secretary.