

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

The next meeting will be held on April 17, 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 26
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* In need of support	Recovery in the Chapel*
Dig Deep	Recovery in the Country*Needs support
Faith in Recovery*- In need of support	Recovery in the Lake*
Gimme Shelter	Recovery is More then Abstinence*
Hardcore Recovery* In need of support	Resurrection
Jamestown NA	Road to Recovery*-In need of support
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* In need of support	Starting Over
Loveline*	Step Sisters* needs support
Lie is Dead*	Stepping into Recovery
Meeting Street Meeting*	Straight Today needs support
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 worked with the finance committee this month and we developed the forms and process to run money motions within the ASC were ready to begin with that this month.
Courtney B

Secretary:

Alternate Secretary: OPEN

BOD: Kevin V
Verbal Report

Treasurer: Peter R:

ADHOC Committee on phonline :

No progress this month will be working with phonline this month to have a grid and recommendation at next ASC meeting. Courtney



GREATER PROVIDENCE AREA LITERATURE REPORT

Literature Sales for the month of February, 2011	
HI:	\$ 55.35
Rent:	\$ 24.95
New meeting:	\$ 18.30
Group Sales total:	\$ 1,156.50
Total Sales:	\$ 1,255.10

Literature restock: \$ 994.00

GPANA meeting lists restock: \$ 77.40

Total Costs for literature restock: \$ 1,071.40

Literature Committee Donation back to Area: \$ 183.70

Total Literature in stock Value at start of March 2011 ASC: \$ 3,657.10

ILS, Ned

Hospitals & Institutions: Steven C

Meeting opened with attendance 8 pls 10 group reps involvement has been steady all commitments were filled last month open panel position was filled at rw hosp detox sat by frank o congrats commitments were given out 24 of 34 were taken by groups involvement by groups has increased each passing month H&I subcommittee would like to thank every addict who has stepped up to carry the NA message corrections is running smoothly at this time we had 6 addicts cleared by getting there pictures taken one of the women panel leaders is requesting to change commitment day from Tuesday to Monday that presently is in the works still receiving applications going to submit more this month literature was purchased for all facilities h&i has decided to limit the literature

we provide to hospitals and institutions to meeting list and the little white booklet we put in a motion for 202.00 to cover our literature needs for april H&I 61.75 corr 39.99. Total 101.74. In Love and Service Stephen C and Lewis S

RCM: Brian

Good afternoon Family,

Our NE Regional Convention will be held April 15 – 17 at the Sturbridge Host Hotel in Sturbridge, MA. NA newcomers and old-timers alike will be sure to have a great time fellowshiping with one another at this event. The “More the Merrier” so I suggest that you mark this date on your calendar so that you won’t forget. If you need any additional information, please feel free to contact me at the end of this meeting. I have a few flyers to give out to those who need directions, etc.

Our next Regional Weekend will be held April 9th and 10th on Martha’s Vineyard. Anyone who is interested in learning about how our Region conducts its business is welcomed to attend. There is no admission charge and Region will provide a Lunch to all visitors. Not a bad deal, please come out to the Vineyard and enjoy a great day with us learning about Regional Service. In Loving Service, Brian C.

Phone Line: Cyndi W. Phonline gave freespirit phonline chair information for phonline so next month april 1st free spirit will be answering phonline we answered calls through out the month people looking for meeting but also many hang ups. In Loving Service Cyndi W

Policy:

Hi family still work hard on update and transferring information on the website just starting to receive more update on changes and motions to be placed in policy hopefully info will be updated next month Love & Service Lewis S

PI: John N

PI Report 3/27/11

This month we did our first flyer hanging day and it was a success. We had some great interactions with the public and also gained knowledge and more ideas for our next one. We are going to be doing another one in April more will be revealed about the date and time. Anyone willing to help please contact me through email or phone: jnorton@paragonnt.com or 774-208-2285. There are two meeting changes and they are the following:

Wednesday night

Steppin out Wednesday Night 7-8:15 has moved to the John Hope Settlement house @
7 Thomas P Whitten way 2nd Floor

Website Our web coordinator has had some unforeseen issues over the past month and has not been able to make all the updates necessary. We apologize for any and all inconvenience this has had on any of you. We are already in the solution and getting a pack up in place for the website which we are looking forward to with great anticipation! All updates will be made by the next ASC. In addition anyone looking to get active please contact me. In Loving Service, John N

Convention Committee:

The committee met on March 20, 2011 while at the Crown Plaza hotel there was a tour of the hotel for those who need to have a view of the hotel meeting space and suites there was some areas of concern that were addressed and the continued efforts to finalize registration and menu the function of the March 19, 2011 speaker jam was a success but we could always use support our next meeting shall meet April 10th 2011 4pm while at the Nickerson house in Olneyville there are 2 positions that are available on the executive committee alt treasurer alt secretary we also have positions available on the sub-committee clean time requirement 2yrs. Wayne G

Finance: Tom C

Finance Committee Report - March

Submitted March 27, 2011

The Finance Committee met this month and discussed several items.

- 1) Based on projections for the 2011 budget, we have determined that an appropriate prudent reserve for the 2011 calendar year is \$1,700. We arrived at the number by looking at an average of 3 months of area expenses. This seems prudent and in line with what other areas are using. A motion is being submitted today to approve this number.
- 2) We continue to finalize the treasurer's report so it accurately reflects our income and expenses in an easy to read/understand format. One change we made was to replace the word fixed with non-discretionary as it relates to expenses. This word is more representative of what these expenses are. Other changes include: clarifying that inventory in the literature fund is not cash, establishing additional accrual funds and moving income line items out of the expense column.
- 3) The money motion forms have been completed and will begin to be used at the March 2011 ASC meeting for all discretionary spending.
- 4) Implementation of the non-discretionary/discretionary expense motion will be complete this month meaning that all expenses will be paid out of group donations and a vote will be required for anything that is a discretionary expense.
- 5) The area tax return for 2010 has been completed by the accountant and is being submitted to the IRS. We still have outstanding issues with the IRS and will continue to report on progress as information becomes available.
- 6) Now that we have a clearer picture of how we are spending our money, the Finance Committee will meet next month to finalize the 2011 budget and determine if we need to look at any cost saving measures. We will present that work to the Administrative Body in April and they will determine the best way to proceed.

While this work has not been easy, we have made major progress toward getting our fiscal house in order so that we can begin fund flow, stop deficit spending and once again earn the confidence of all the groups in our area to fund flow. Thanks to everyone for their help.

In service, Tom C., Finance Chair

Activities: Mara G

\Activities would like to present (Time Rewind old timers speaker jam & cookout held @ Amos House July 2, 2011 time 12 noon till 10pm food fun fellowship suggested donation \$5 Activities is asking for monies to put this activity on to provide food and any other expenses. In Loving Service, Mara G

Old Business: Motion 022711m5 PASSED

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 bending 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>

New Business: Motion 032711m2 PASSED

Maker: Courtney B. Seconded: Robin D

Motion: Move the April ASC meeting to 4/17/11 same location and time

Intent: Currently scheduled April ASC is on Easter Sunday

Motion 032711m6 BACK TO GROUPS

Maker: Courtney B. Seconded Robin D.

Motion: revise the regional committee member roles and responsibilities to include a formal written report to both region and area service committee report will include the following (see attached) **What should an R.C.M. report include? (ASC)**

- Number of Areas that attended the RSC.
- All open positions at the RSC.
- Information about RSC sub-committees.
- Time and place for the next RSC meeting.
- Regional events, i.e. Regional Assembly, Conventions, PI H&I presentations, Zonal Forums, CAR Workshop etc.
- When the Regional Elections are held.
- All motions sent back to Areas for a vote.
- Summary of all Motions
- Contents of major/discussions concerns at the RSC.
- Any other information regarded as important by the R.C.M.s conscience.
- Events happening in other Areas.
- Events happening around the world. Usually found within the Regional Delegate report.

What should an R.C.M. report include? (RSC)

- Area events, i.e. Learning days, picnics, campouts, sporting events, conventions etc.
- Their donation (if any), problems and concerns.
- The number of groups that are a part of their area.
- The number of groups who have been attending their last two ASC meetings.
- The announcements of the status of their area positions.
- Any new groups that have joined their Area.
- Any address changes to groups who may have moved.
- Any other group information that may affect NA as a whole.
- When the ASC elections are drawing near with time and place of said elections.
- The mailing address for the area.
- Where and when the ASC is held.
- Any other information that may benefit NA as a whole. Ie. a list of facility mailing address' and contacts for all H&I commitments. **See next page for intent**

Intent: as follow-up from February ASC vote its important to add more clarity to RCM responsibilities for information to share at the regional meeting with the area

Motion 032711m2 Tabled

Maker: Finance Committee
Seconded: Peter R.

Motion: To set the Greater Providence Area prudent reserve at \$1,700 for the calendar year 2011. A new prudent reserve number will be set by December 31st of each calendar year based 3 months of expenses in the following year's budget.

Intent: The GPA prudent reserve has been set at \$3,500 for some time now. No one can remember exactly why that number is being used or what it represents. As part of the ongoing process to establish an area budget and other financial reforms, the Finance Committee looked at what the necessary monthly expenses are for the area and believes that the new proposed prudent reserve represents 3 months of non-discretionary spending by the area based on the projected numbers in the 2011 budget. This is the standard used by many areas when setting a prudent reserve.

Motion 022711m2 Passed 29 In Favor

Maker: John N Seconded John D

Motion: Public Information would like to provide the anchor recovery community center with a Basic Text as well as a It Works How and Why Total cost 20.60

Intent:To further carry our primary purpose to carry the message to the addicts who still suffers

Motion 032711m4 Tabled Does Not go back to groups

Maker: Activities

Motion: To release money for activity for NA for the weekend of 4 of July

Intent: To bring activity to our area to bring unity and fun for NA

Motion 032711m5 Passed 29 In Favor

Maker: H&I Chair

Motion: H&I subcommittee including corrections are requesting \$202.00 for literature to supply the GPA hospitals and institutions

Intent: To provide a source of reading material to hospitals and institutions that will help them learn about NA and how to access its meetings

Elections:

ANNOUNCEMENTS

Current Vacant Administrative Positions:

Alt Secretary

Convention Committee Alt Secretary

Convention Committee Alt Treasurer

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.