

The Greater Providence Area (GPA) Service Committee of NA

March, 20th 2016

The next meeting will be held on April 24th, 2016

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:

- Meeting called to order / Moment of silence / Service prayer
- Reading of the Twelve Concepts
- Introduction / Roll Call / GSR Report
- Officer reports including: Chair, Vice Chair, Secretary, Treasurer
- Regional Committee Member Report
- Board of Directors Report
- Subcommittee Reports including: Activities, Convention, Finance, Hospitals and Institutions, Literature, Phone Line, Policy, Public Information
- Old Business
- New Business
- Motions (submitted at beginning of ASC meeting)
- Open Forum

Roll Call and GSR Reports:

- Groups in Attendance: How many groups attended? **14** groups attended this meeting

12 Steps in the Old Chapel	Open Minds
Basic Step Study	Opt 4 Life
Basic Text	Positive Steps
Better Life	Ray of Hope
Better Way	Recovery and Beyond
Breakfast Club	Recovery in the Chapel
Change or Die	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
HOPE	Smith Hill NA
IP Time	Start your Night Right
K.I.S.S	Starting Over
Late Night	Step Sisters
Lie is Dead	Straight Forward
Living Clean	Straight Today
Living Free	Stepping Out Wednesday
Love Line	Sunday Serenity/Insanity
Meeting Street Meeting	Surrender or Die
NA in the Day	Who is an Addict
Never Alone Again	Why R We Here
New Associations	
New Life	
12 Steps in the Old Chapel	

Announcements:

- No announcements

Groups in Need of Support:

- New Associations

ADMINISTRATIVE REPORTS:**Chair (James M)**

- I will like to thank everyone for helping last month when I got sick. I would like to say Great Job! on car workshop to Jim RCM and Melissa Alt RCM.

Vice Chair (open)

- Open

Secretary (Ines G.)

- None

Treasures Report: (John D)**Greater Providence Area Treasurer's Report****Feb-16**

Description		Income	Expenses	Balance	Check #
Beginning Operating Balance			(Less Prudent Reserves)	\$2,025.11	
Income	Group Donations	\$611.30			
	Misc	\$0.00			
	Convention Committee Lit Order	\$537.04			
	Literature sales	\$1,178.70			
Total Income				\$2,327.04	
Non-Discretionary Expenses	Rent Expense		\$25.00		2615
	Area Web Site		\$0.00		
	H & I		\$0.00		
	Regional Phoneline		\$78.53		2617
	Secretary		\$0.00		
	Activites Exspences		\$0.00		
	RCM Expenses		\$117.97		2619
	Literature Expense		\$1,639.14		2621
	Meeting lists		\$74.00		2618
	Adminstrative Expense		\$130.00		2612
Total Fixed Expenses			\$2,064.64		
Discretionary Expenses	H&I Subcommittee		\$206.00		2620
	H & I Corrections		\$0.00		
	PI Subcommittee		\$0.00		

	Activities Subcommittee		\$500.00		2622
	Literature Subcommittee		\$0.00		
	Policy Subcommittee		\$0.00		
	Profession Expences		\$0.00		
	Regional Donation		\$500.00		2624
	WSO Donation		\$500.00		2623
	Convention Committee Lit Order		\$0.00		
	Total Discretionary Expenses		\$1,706.00		
Total Expenses				\$3,770.64	

Operating Balance

\$581.51

Plus Prudent Reserves

Area Prudent Reserve **\$1,700.00**

Insurance Reserve Balance **\$1,284.00**

Total Prudent Reserve

\$2,984.00

Ending Account Balance

\$3,565.51



		Income	Expenses	Balance	Check #
*Literature	Stock Value				
Beginning Balance				\$ 1,999.79	
Sales	Feb	\$1,178.70			
Restock	World Service		\$1,639.14		2621
	Meeting Lists		\$74.00		2618
	Reg. Meeting Lists				
Ending Balance				<u>\$1,465.35</u>	

Group Donations Feb 2016

Why R We Here	ANON
Na in the Day	Hope
Surrender or Die	The Lie is Dead
Better way	Straight Today
Loveline	Smth Hill NA
Sunday Serenity\Insanity	Recovery at the Chapel
Faith in Recovery	Never Alone Again

RCM Report: (Jim D)

RCM Report 3/20/16

Yesterday we held a workshop on the CAR which was attended by 3 addicts. It's important that groups fill out the tally sheets, on pages 53 and 54 of the CAR and submit them to our delegate team by April 22nd. The tally sheets can be scanned and emailed to rda@newenglandna.org. The delegate team would appreciate any comments you could briefly add with regard to any particular motion in order to better assist them if amendments should arise during the conference. If you need assistance getting your tally sheets to the delegate team feels free to contact me at (401) 261-5473 or jimd12102008@aol.com and I'll be happy to assist. It's very important that the voices of as many addicts in our area are heard at the world conference so please take the necessary time at your home groups to vote on the 14 motions contained in the CAR. The CAR is viewable and downloadable at na.org/conference. I have 4 copies of the motions/tally sheets left over from yesterday if any GSRs are interested. The literature survey, to be filled out by individuals should be completed by March 26th. This survey can be submitted directly on line through a link at na.org/conference.

The official regional minutes have not been distributed yet so I am attaching the reports from the Regional Delegate, Website Chair, PI Chair and the Convention Chair.

The next Regional weekend will be hosted by the South Shore Area and will be held on the weekend of April 9-10 at:

First Congregational Church/639 High Street/Hanson, MA

Subcommittees meet on Saturday at 12 noon, all GPA subcommittee chairs are strongly encouraged to attend. The main regional meeting will be on Sunday at 11:00 AM.

In grateful service,

Jim D and Melissa G – RCM team

RD Report

February 14, 2016

Greetings and thank you to the Western Mass area for hosting. Since our last meeting the delegate team attended the Mid-Atlantic Regional Learning Conference of Narcotics Anonymous (MARLCNA) in Lancaster, PA. At this event there were World Board members available to answer questions about the recently released Conference Approval Track (CAT). Some notes from that event are found below.

I have received copies of the CAT ordered for each region and have them with me today. Please remember that there is one hard copy per region. The CAR (Conference Agenda Report) and the CAT can be downloaded at na.org/conference.

The delegate team is requesting that home group responses to the literature survey be submitted to the RD by our next session in April. The CAR tally sheets can be submitted up to the time that we depart for California. I am also finishing and submitting the regional report today (I am still waiting for the number of commitments from H&I).

The NEZF (North East Zonal Forum) will have a virtual meeting on February 21, 2016 at 2pm. Our next meeting will be at the World Service Conference in April.

Yesterday, I reviewed the CAT with members of the Fellowship Development subcommittee and the delegate team hosted a car workshop with 12 addicts in attendance.

ILS,

Noel D.

- IP #29: An Introduction too NA
- Approval draft of Traditions work book
- Work groups
- IDT's: Group Support, Planning, Welcoming all Members, The Role of Zones
- SSP is still ongoing
- PR events have been revived after four (2-4) years
- Fellowship support and development and copyright protection (a worldwide issue)
- Step ten app
- Fellowship Development - one third of resources are devoted to FD
- PR efforts continue -there is a PR pamphlet up for 90day review
- Webinars (seven are available at na.org)

WCNA 36 Brazil: \$384k loss (NAWS is attributing a lot of changes to the convention but that is speculation)

NA Meeting Growth: there are new meeting and the numbers will be available after WSC 2016

Book distribution

2014 Basic text in different languages

Hungarian and another already out with Icelandic heading to print

NA speaks 80 languages and is translated into 47 and Ethiopia has an IP in Emeric(sp?)

2014 Net Income and Contributions: 91% from literature sales and 9% from membership contributions (1 million dollars last year and \$600,000 so far this year)

Fellowship Support Cost/Meeting (US/Canada): Actual is \$23.26 / need is \$164.56 (\$13.72 per month)

Planning Basics are available at www.na.org

E-Subscribe: several things available

WWW.na.org & apps: including new "Recovery Companion" also, new NA material is available as well

February 15, 2016: Regional Reports are due

Q&A

Planning Our Future Session
Small Group Discussion

Discussion of the World Service Conference has been ongoing for 30 years.

- 116 seated regions and 16 board members (18 per GTWS)
- 2014 cost was \$465,000 - NAWS paid \$300,000 with \$165,000 paid by Regions
- 2008 -2012 seating moratorium which ended in 2014 and a seating work group was formed. State/national/province boundaries are still being pushed by the World Board
- If all unseated regions were seated 217 delegates, 217 alternates, 18 WB members

Questions:

- How would Zones be defined?
- Do we need a WSC?
- Weighting of votes (number of meeting as the weighting factor)

Surveys (Fellowship survey on literature) - Top two in each category

Motion 1: To approve Traditions Book (all contributors must be members of the fellowship). There was a 15 person work group.

Motion 2: Reduce the size of the board from 18 to 15 and to eliminate the shortened random staggered terms. And clearly limit board members to a total of two terms period. Discuss each of the three points in case they get split at the conference. Would a reduction create a reduction in diversity?

Regional Motions

Motion 3: To create an IP that addresses mental illness

The board felt it should be added to the literature survey so that the fellowship could make the decision. Would this require that a medical professional give an opinion that could place his/her license in jeopardy? Would it even be appropriate to solicit the opinion in the first place? (Specific to addressing mind and mood altering substances).

Motion 4: All Board minutes be posted on na.org

Minutes are only in English. There could potentially be litigation issues related to the minutes. The minutes on line would be redacted to meet the legal minimum.

Motion 5: That all financial reporting for the World Convention be provided in a detailed line item format.

The board's response is that they are unclear what additional information is requested. Suggested that people look at the detailed audited report in the annual report. You can also email worldboard@na.org to ask more specific questions.

Motion 6: All face to face world board meetings are open to any interested member as space allows (unless it needs to be closed for legal reasons).

Response from the board: all meetings in one locale and only accessible to limited geographic region; Limited space; things can be taken out of context; people sending out misinformation nor posting on social media. Could we stream the meetings? Response: possibly having one of the informational meeting that is available via technology. Is there a trend of the board creating hurdles to transparency? Response: unfortunately communication is a weakness. Most of the fellowship in ill-informed and at time misinformed. Would people be required to sit in silence and would there be a confidentiality statement? Has the concept of "mistrust" been applied to any level of service other than the world board?

Motion 7: If the WSC participants' board continues, it is made accessible for any interested member to view.

Board's response: the decision was made by the conference not the board. The board can be anti-service and about 90% of the conversations are from about 10 people. The board was created closed and the straw poll in 2014 that kept it closed was done with no discussion at the end of business.

Motion 8: Direct NAWS to produce a low-cost paperback version of the 1st book of the Basic Text.

Board response: 91% of our services are funded by the sale of literature - primarily the Basic Text. Why is literature a part of the 7th tradition rather than the 5th?

Motion 9: Direct World Board to post pdf of all translations of the Basic Text on na.org.

Board response: It was available and was downloaded just under 4 million times. Our copy-right is jeopardized and it impacts literature sales which unfortunately funds most of our services. It was also taken down in anticipation of the e-book becoming available. There are two organizations that have used our literature (without) permission to create their literature.

Motion 10: Hold every other WSC outside of the US starting with the Western Russian region (maker of the motion).

Board response: the value stated in the rationale is legitimate but we can also encourage other areas to help out. The planning of this would be a "monumental task". There are 30+ delegates outside of the US and 70 in the US. Would we need to consider National restrictions if this motion were to pass?

Motion 11: To allow a delegate from any Zonal forum to be seated as a non-voting participant. The cost would be the responsibility of the the Zonal forum.

Board response: make it a one time trial in 2018 and get a better definition of "zone".

Can't a zone elect an already seated region to speak for them or bring the information back? They would be allowed to participate in the discussion.

Motion 12: Add "What is NA Service "card created by maker of the motion to the readings.

Board response: Current reading come from fellowship approved literature. Groups can innovate their format. Would it have to be presented "as is" including the grammar errors?

Motion 13: World board may make motions but they have a single vote (made by the chair) rather than having each board member hold a vote.

Board response: this isn't the first time this has come up. The board brings a global perspective. Why can't the board share their perspective without the need for a vote? Then current voting policy does not reflect the way votes are done in most regions (the executive body has no vote). If new business is meant to come to a group conscience why are alternate RD's not allowed a voice along with the world board members (question was put forth by a former world board member). How do we address the broader underlying issues such as trust and communication.

Motion 14: The board and its members not make motions or proposals at the WSC.

Boards response: We're not sure how we would function if this motion were to pass. This would prevent the board being able to even put forth motions necessary for conducting business - such as presenting the budget as a motion. Why do the WB responses not include both a pro and a con position. Why would we not want to hear from members who have been tasked with gauging the pulse of our world-wide fellowship? Why do WB motions not require a second?

CAT
Conference Approval Track
(CAT material is considered new business of the WSC)

Strategic Plan & Proposed Project Plans

- There are 10 proposal with 6 project plans
- Objective 1) Develop new recovery literature and/or revise existing literature.
- Objective 2) Service Tools: develop concise, accessible, relevant, adaptable tools in service efforts
- Objective 3) Collaboration: WB and RD's
- Objective 4) Future of the WSC
- Objective 8) Social Media -- frame a discussion about social media with the fellowship and the conference for WSC 2018
- Objective 5)
- Objective 6)
- Objective 9) Fellowship Communication
- Objective 10) Financial Contributions

Proposed Budget & Cover

- For the 2016 - 2018 cycle

Proposed Rules & Tools for WSC Decision-making

- There will be electronic voting at WSC 2016

WSC Seating Report

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Regional Ideas Submitted for WSC Consideration

Thank you Western Mass Area for hosting us today. Please note that the website committee has not submitted a full report or had a chairperson since June though Andrew did submit a brief statement about the website committee operations in October. I apologize in advance for the length of this report.

I would like to report several items to this body for review, consideration and action. First and foremost I would like to thank the NERNA/NERSC website committee for their diligent and often overlooked talent and commitment to this region. In this day and age it is often expected that everything has a website and that said website is both up-to-date and accessible of which the NERSC website committee has done excellently long before my election to the position of website chair this past December (2015).

The website committee communicates daily on line through our Google group, phone calls, emails and other electronic means. All decisions and actions are often put up for review within the committee several times to include all committee members as best as possible for consensus action. We were unable to meet on Saturday February 13, though as all ready noted we communicate on a daily basis through several electronic means so not meeting in person does not affect our ability to perform our tasks and obligations.

Recent updates and changes made to the website that are spelled out in the NERSC website guidelines about providing updated and accurate information include the description of the areas covered by NERNA. The old version stated that New England region was the Boston, Eastern Mass areas and Rhode Island. This was changed to include most of Massachusetts, Martha's Vineyard, Nantucket, and Rhode Island (See attached screen captures for reference). The updated CAR, CAT, literature survey, and NA Way have been placed into the literature committee page. Several other updates to meetings and NA information have been made as well, if any one notices anything that seems incorrect or needs to be updated please contact me at info@newenglandna.org and we will make the appropriate changes as soon as we can.

In keeping that the region and its areas are providing as up to date information as possible the website committee has been asked for each RCM and NERNA/NERSC to fill out a new Area Service Committee Registration/Update forms. This form is available at (http://www.na.org/admin/include/spaw2/uploads/pdf/grpform/ASC-Reg_Form2010.pdf) for areas and (http://www.na.org/admin/include/spaw2/uploads/pdf/grpform/RSC-Reg_Form2010.pdf) for the region. This is also on the nerna.org website under, "Subcommittees / Regional Information / Trusted Servants" scroll down the page to the bottom of the list and a pdf is posted there. These can be returned in a pdf, adobe or word file to info@newenglandna.org or to me by regular post mail if necessary. Please ensure that all copies are typed and legible. I can provide my mailing address upon request. We are asking that these be filled out and returned to the info account soon as possible and hopefully before the next regional service committee meeting. I can be contacted via the email info@newenglandna.org. No information about individual members will be posted to the nerna.org without the permission of that individual as a result of Registration/Update forms though this information will be used to update nerna.org and also NAWA at na.org to provide the most accurate information for addicts, professionals, and the public to reach out to areas and the region and to better serve addicts seeking recovery. We are also asking that each RCM provide the website chair/committee with the most recent and accurate copy of their areas meeting list. This can be done today in person or by sending a copy to the above listed email. All RCM are also encouraged and reminded that they or other NA members can create an account with nerna.org to add area events or issue changes to meeting places, times, and formats to be reviewed by the NERNA website committee so that the appropriate changes can be updated.

In addition to this request the website committee also asks that each trusted servant who is in current control of any account that is within the @newenglandna.org address please respond from that account to info@newenglandna.org with who you are, your current NERSC trusted service position, and a contact phone number. An email was sent to each account in the @newenglandna.org system between January 17th & 18th from the info account (a total of 20 accounts, 17 accounts that are not connected to plug-ins or modules). As of the time of the writing of this report 15 of those accounts have been confirmed (15 out of 17). Thank you to all those who already have responded. The remaining 2 accounts have been forwarded to the info account until those NERSC members that those accounts are meant for are able to either have those forwarded or access those accounts. All accounts need to be checked on a weekly basis as NERSC website committee guidelines. These accounts are to be managed by the chair-people or committee they are meant to go to, with the ability to answer or forward questions, requests, and information to the proper chair people within the NERSC as well as to better serve the region and its areas. If a trusted servant does not have access to an account that is associated with their position please contact me so that we can resolve this. Also if any trusted servant has a @newenglandna.org email account that does not have access to the internet or know how to use the account please also contact me, my phone number should be available in the updated NERSC contact list as well as from me personally.

The most critical point that has come up is that our current hosting provider would appreciate if we moved on to another provider hosting service. Sainly Solutions has been an above and beyond provider often not being properly compensated for all the services they have provided and very patiently waiting financial compensation for their services that other providers

would not be so understanding and willing to continue to provide under such circumstances. Understanding business transactions in the real world and also keeping to our seventh and eighth traditions the website committee understands this request and hopes that the region understands and respects this request and moves on as timely as possible. This being said we are currently on a month to month plan in order to keep the nerna.org website live and operating. Attached is the receipt for December ([invoice # 0001051 for \\$17.50](#)) and January ([invoice # 0001088 for \\$27.50](#)) bills that has been paid by NERSC. We currently have a \$57.50 credit on our account for February and hopefully March payments ([attached account statement as of 2/7/16](#)).

It should also be noted that no other website hosting provider known to this committee would have accepted a delayed payment or payment by check. It is often a current practice of most hosing providers to receive payment by credit card, Google wallet, or Pay Pal in advance; very few business establishments of this type receive payment by check in this day and age ([also noted in the June 2015 website committee report as well as in a statement from the website committee in October 2015](#)). No service providers will allow us to function and operate as we have with Sainly Solutions. Almost all hosting providers expect payment in advance. In many cases if this is not done websites are disconnected from their host servers and information can be lost costing extra money, time, and other resources. This problem can be eliminated by conducting business with web host providers like any other business entity and buying blocks of service in one, two, or three year increments to be renewed and paid before the previous agreement expires. As an individual who has previously owned a website I do not understand how or why we were ever able to get such an arrangements with Sainly Solutions other than as a personal favor to recovering addicts ([see original contracts with Sainly Solutions from 11/2012 attached](#)).

After much investigation and searching through several website hosting providers it is currently the recommendation of the website committee to move our website hosting from Sainly Solutions to the hosting provider Site Ground (<https://www.siteground.com/web-hosting.htm>) using their "Grow Big" package at a regular cost of \$14.95 per month/ \$179.40 per year, there is also an initial startup/transfer fee of \$24.95. Securing this website host for two years actually reduces this price considerably and securing this website host for three years (the longest available agreement) brings thee service fee to less than \$300 (currently \$286.20 / [\\$298.20 w/tx](#)). This breaks down to \$8.29 per month if prepaid in a three year contract. There are some additional fees that may be incurred for site maintenance and security but the majority of those are included in the web hosting service. Due to the way the web hosting requires payment to be set up via credit card I will be requesting a total of \$510 for the initial website hosting transfer to occur. This is to secure a prepaid Visa or Master Card so that the purchase of a three year hosting and the initial transfer fee can be paid. All receipts will be brought back to region upon securing the new web host and transfer of the site.

Additionally to prevent down time and inaccessibility to everyone its is the recommendation that we continue nerna.org with Sainly Solutions until April while creating an account and transferring our website to the Site Ground service starting as soon as possible. To do this we will also need to acquire a test domain that will eventually be merged with the nerna.org domain upon completion. This will ensure that the website committee is properly moving the website, is able to run operational tests, and ensure that everything is running correctly and make changes and updates to our programming. Please be mindful that all members of the website committee do this work when they are able to and that all of us have jobs, families, sponcesees, and other responsibilities and without our website committee doing this work the cost of this endeavor would greatly increase so the duplication of websites in the short term is well worth the other expenses that could be incurred doing this transfer and site migration without duplications.

These are time sensitive requests that have previously been brought to NERSC (June and October 2015 website committee reports) with the understanding that multiple host servers would be considered for a vote. Since that initial recommendation in June three more cycles of NERNA/NERSC occurred without any forward movement on this matter due to a lack of a website chair. Continued lack of movement in this matter would leave the NERNA/NERC without a website as our time with Sainly Solutions is very limited. The NERSC website committee hopes as a body of trusted servants that NERNA/NERSC has faith in the NERSC website committee to have streamlined this process and weighed several options in the meantime. I will mention that there were several other website hosting providers that were considered such as such as:

**Blue Host (<https://www.bluehost.com/shared>) with \$23.95 per month fee and start up fees that can range from \$20-\$300 dependant on what supports are needed.*

**Dave's computer solutions(<http://daves-computer-solutions.com/>) was also suggested though hosting fees are not listed on this website and customer support/updates fee out at \$30 per hour.*

**Go Daddy (<https://www.godaddy.com>) which is comparable in price and services to Site Ground and also holds our purchase of domain name, though switchover/site builder fees range from \$300 to \$1,000.*

There were some other service providers in addition to these listed considered. Due to the range of services and fees offered we feel that Site Ground is the most cost effective with the most integrated services at this time. We hope that NERNA/NERSC agrees with our findings and we are able to move forward with this change over in a timely matter due to the importance of maintaining a web presence.

We will also explore the use of up to date content management system throughout our change and switch over. We have used Drupal, an open source (free) content management system used by many other websites. The downside of this content management system is that it involves a great level of skill, care, security measures and sub-contracted labor to maintain this content management system. Keeping in mind the New England Website Committee Guidelines (#'s 2,3,4 & 5) we will be testing and exploring other content management systems such as Word Press or Joomla. Like Drupal many of these content

management systems are low cost or free but easier to manage and maintain. These possible future changes could enhance the overall sight appearance though the current basic setup has its appeal, function, and simplicity.

There is a possibility that during the site switchover that nerna.org could be down for about 72 hour or longer. This is why incurring a switchover fee and a second domain are necessary expenses as without it the down time of the website could be much longer.

It is also important to know that from Dec 30 until Jan. 3 all websites hosted by Saintly Solutions experienced interruptions of service and denial of service attacks. This was not singled out to nerna.org but did effect some addicts ability to look up meetings and events on line during that time.

Future Projects:

Moving past the website hosting and looking towards future goals the website committee also recommends looking into phone.com to address some of our current problems occurring within our phone and call back system, and also keeping in mind that there are possibilities of linking the phone service to our website to better assist addicts and the public with information about NERNA and their local areas.

Also with the acquisition of video PSA's the website committee would consider placement of those PSA's on the website to be viewed there. This may involve the creation of a YouTube account to support and imbed the videos on the site for playback. This process will be looked into after the website server has been changed.

Additionally looking forward the website committee would like to review implementing the BMLT (basic meeting list toolkit) once changes have been made to the website hosting. Interest and feedback from areas is greatly appreciated on these and possible future changes to the website to better serve NERNA, addicts, professionals, and the public with information.

A request of \$510 will be made to NERNA to cover the expenses of:

- 1) Acquiring a prepaid visa/master card (between \$5-\$10)
- 2) 3 years of web hosting through Site Ground with a one year SSL certificate the current cost is \$298.20 (as of 2/7/16)
- 3) Site transfer fee of \$30.00 (currently waived but this may change as of 2/7/16)
- 4) Possible service/tech support fees in this process ** (currently undetermined amount)
- 5) To make possible additional payments to Saintly Solutions as month to month needs require
- 6) The fee for acquiring a second domain name possibly \$12.00

In addition to this we will request that NERNA continues to hold \$1,490 for a website budget that is still under consideration for possible additional website maintenance and troubleshooting fees in the future. Both the \$510 and the holding of the \$1,490 are part of the \$2000 that was held aside for consideration at the Dec. 2015 NERSC.

Thank you,

In Loving Service

Ray L.

NERSC Public Relations Subcommittee Chairperson's Report – February 14, 2015

Greetings New England Region! PR Subcommittee met yesterday with 12 addicts present.

Anthony C-NEMA PR Chair, Ada C-Pioneer Valley PR, Jenny G-Metro West PR, Pete C-Pioneer Valley PR Vice-Chair, Chris B-Metro West PR Chair, Tomi-NERSC PR Secretary, Andrew L-South Shore Area PR Chair, Sarah O-NERSC PR Training Coordinator, Christopher M-NERSC PR Regional Meeting Directory Coordinator, James P-NERSC PR Chair, John C-Metro West PR, Tom A-Western Mass PR Chair

We still have two open positions: Vice Chair, Events Coordinator

RMD Report: 6,900 RMD's sold \$1420.89 total deposit. New January Printing Available. To make updates, remove a meeting or add a meeting to the directory: Go to the website (NERNA.org) and register. \$680 being requested for new Printing.

Phone Line Coordinator Report:

- Urgent Calls: 4 for Boston (Robert H); 0 for Central MA (Noel D); 0 for SEMA (Jay P.); 0 for **GPA (Nicole P – welcome new urgent CB volunteer)**, 0 for CCA (Harold); 0 for Nantucket (Beth); 0 for PVA (Rob L); NR for NEMA; NR for SSA (JR); M/West -vacant
- Non-Urgent: 27 calls: - 7 from a patient at the Shattuck Hosp. rest were out of state addicts coming to mass looking for meetings
- I would like to report our successful display of the help line posters for a two week period on the MDMV Televised public information venue
- In the course of this being done the end result is a video version of our help line posters. I would suggest that we approach Neighbor Hood Network to see if they would display them They are in English and Spanish

Training Coordinator's Report: Modifications to PR Tradition 11 Statement:

Due to an increase of requests by the press for interviews, we would like to repeat our Eleventh Tradition, which says, "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films." The primary purpose of our public relations effort is to tell the story of Narcotics Anonymous and what our program offer so that we may better reach the still-suffering addict. We do not give our last names nor allow our image to appear in the media as a member of Narcotics Anonymous. Please direct all media to pr@newenglandna.org or 1-866-NA-HELP-U (1-866-624-3578).

- Planning Basics implementation project continues on odd months via Skype. 1st meeting in January was a success. Next on-line meeting in March.

Website Coordinator – Submitting Separate Report

Area Reports:

Boston-no report; **Cape Cod Area** – No Report; **Free Spirit**- no report; **Free Spirit Area** – No Report; **SEMA** – no report; **Greater Providence** - vacant **Nantucket Area** - vacant ; **Martha's Vineyard** - vacant

Metro West Area ---Chris B. has taken over as Chair after Tomi U. stepping down. Tomi served for 18 months, and with the help of other addicts, formed a strong and active membership out of a previously non-existent sub-committee. -We have received requests for Small Literature Rack donations from Metro-West groups & we will continue to collect requests for an additional month before ordering. -We will be conducting our own Presentation Training in the upcoming sub-committee meetings prior to our first NA Presentation at Umass Boston since the sub-committee was re-formed. -Metro-West H&I, PR, & Activities sub-committees are planning a NA Workshop. -Rylan V. has taken over as Secretary; John C. has stepped up as Flyer Hanging Lead. Position of Vice-Chair is vacant. Upcoming Events: Flyer Hanging Day, 02/20/16 @ 10 AM, Porter Square, Cambridge MA; NA Presentation, 05/04/16, Umass Boston

NEMA- (Tony): new vice chair Jackie, around 10-12 addicts regularly in attendance. Used money from recent fundraiser to use as a set aside. Starting to supply literature to new facilities with basic text, pamphlets etc. Doing 3 facilities a month. We have postponed our forum until June 1st in order to help best serve our contacts and make sure the word gets out. We have secured Salem State as the location for the event. We also voted on additional fundraiser sometime in April. More will be revealed at the next ASC.

Pioneer Valley Area and Western Mass Area - PR Subcommittee meeting on a monthly basis; joined the planning basics web meeting. Mark your calendars; the most epic flyer hanging day event will take place Saturday April 16th 2016. We will launch from two locations, one in Springfield we'll meet at 9:45am at The Immaculate Conception Church located at 25 Parker Street and one in Greenfield location T.B.A. as we work together with the Western Mass Area PI Subcommittee to further our primary purpose! Newcomers are encouraged to attend.

Central Mass – committee is regularly meeting each month with 8-10 addicts present. We are discussing the planning basics process and ways to increase understanding of how NA can contribute to communities and facilities. We are attending high school health fairs throughout the area through March & April. We are considering purchasing our own tabletop banner.

South Shore Area – doing great job with our Display rack Project. We currently have 21 in our local neighborhoods.

Continuing collaborative efforts with H&I for behind the walls project and also researching the T2C ad that we discussed months ago. We feel that a ¼ page ad in 3 different city mailings would be a better value than our original presentation of a full page for one month.

Useful Websites:

- 1) To update your groups information on the regional website please visit this link;
<http://www.nerna.org/user/login>
 - 2) To Update NA World Services website please visit this link;
<http://www.na.org/?ID=updateforms-gud-form>
- ❖ **PR Basics**- (12 Pages) http://www.na.org/admin/include/spaw2/uploads/pdf/PR/PR_Basics.pdf
 - ❖ **Public Relations Handbook**-(125 pages)
http://www.na.org/admin/include/spaw2/uploads/pdf/handbooks/PRHB_Final_24Oct06.pdf
 - ❖ **Naws News**: <http://www.na.org/?ID=reports-nawsnews-nawsmain>
 - ❖ **NA WAY** - <http://www.na.org/?ID=subscribe>
 - ❖ Also check out <http://na-pr.org/> for more PR related information.

Old Business:

NEMA Convention: March 11-13th, 2016. There will be a PR presentation put on by NEMA.

Boston Convention: March 18-20th, 2016.

Greater Providence Area Convention: Sarah suggested Steven C (Free Spirit PR Chair) contact Greater Providence convention in having a PR presentation

Harvard Health Fair: Friday, 7am-5pm March 4th & Saturday, 7am-3pm March 5th. Need volunteers to run just for today meeting from 12-1pm. Bob R noted that the health fair doesn't contact NA PR and that we have to reach out to them in order to get signed up for the event. Regional PR should sign up at the beginning of the year. Need 300 meeting lists for Harvard Health Fair and Introduction to NA Meetings (50-100).

New Business: Shorten reports (last Region 4 pgs.)

- A. Reaching non-participating areas **– RCM's Support is needed**
 - o Have the RCM make an announcement at areas to get PR chairs to attend.
 - o In instances where PR chair doesn't attend or exist, have RCM come to PR committee.
 - o Areas in close proximity team up (Western Mass-Pioneer valley, Metro west-Boston, etc.).
 - o Have Regional PR provide training and learning days to areas so all subcommittee chairs at area know it is customary for the chair or vice-chair to attend the regional subcommittee meetings.
- B. Money Motions and Literature Order:
 - o James still has an excess of pamphlets and asked other members to take literature for their own areas if needed. – Money motion for 300 meeting lists
- C. James and Tomi discussed making two separate reports from region. One would be for the regional service committee and one would be for regional PR and area PR members to share amongst themselves.
- D. There was a letter received by H&I from Nashua St. Jail.
 - o Billy V explained that there is an NA member that has a commitment at the Nashua Street Jail and using the position in a variety of ways that violate NA traditions and concepts. This is the second member in the last several years at this facility that has been in violation of several traditions. Billy would like to have a presentation for the Nashua Street Jail. The member has been contacted by members of the regional H&I body and has been resistant to behaving differently.
- E. James suggested PR learning day or possibly a Regional Service Slam which was discussed

Elections: Vice Chair – No Nominations; Events Coordinator– No Nominations;

We closed at 3:10 with the 3rd step prayer.

In Loving Service, James P.

NERC XVII Report 02/14/2016

Good Morning,

We met at noon yesterday with only 9 people in attendance, 7 of which were voting members.

Our starting balance was \$5420.00

Executive committed and Subcommittee Reports were given.

The F&E committee turned in the funds from the Event held on February 6 in Fall River and reported the plan of the next event to be held in North East Mass Area (Malden) on April 30th. Flyers will be available on line as we approved the flyer with edits yesterday.

The logo and theme for NERC XVII was chosen yesterday at lunch time.

We look forward to Hosting, WE, in early 2017.

Prior to the next RSC we will be determining a registration cost and begin the development of our registration flyer.

The programming committee is asking for the areas and individual members of our region to submit any ideas for workshop topics to be used at our convention. Please send these ideas to erinphillips@cox.net. The programming committee asks that you use diversity and creativity when coming up with topics. For example "9th step... keys to resolution, restoration and restitution"

We have a working balance/closing of \$5750.00.

We would like to ask all to, please make announcements in your areas that we will need an assistant Secretary, Arts and Graphics chair, Merchandising and Registration Chair. We will begin meeting monthly on the in May 2016 and the meetings will be at 5 Prober Lane in Fall River, MA on at 1:30 PM on the second Saturdays of the odd months and we will be meeting at noon in the even months on the second Saturday of the Regional meeting.

In Loving Service,
Debbie L

BOD REPORT (Pete R.)

-

Activities Report (Tony) Given by Ross

- Met on 03/29/2016 Spaghetti Dinner to be had on 04/09/2016 at the Silver Lake Community Center
- 12 active members will be making a members list.
- Next Meeting will be held on 03/26/2016 at 4PM at McDonalds on Washington Park Providence.

Convention report (Ross)

- Convention went well.
 - Income: \$35,369.42
 - Expense: \$25,606.10
 - In bank Account: \$17,263.32
 - Set Aside: \$7,500.00
 - Amount Left: \$9,763.32
- Pre-registration will be available
- Convention Chair position is coming up (bring to meetings)
- All convention positions will be open in May 2016.
- Bring to groups that we are looking for a Theme/Logo for the next Convection.

Finance Report: (Melissa G)

March 20, 2016

Good afternoon, I will be working with John to prepare the books so that the B.O.D can file the area's 2015 taxes. I would like to remind anyone submitting motions to the area for money that you MUST submit detailed itemized receipts for services. John and I will be working on getting an online account for viewing only to make our finances more transparent and give us the ability to give more up to date reporting.

In loving service,
Melissa G.

H&I: (Johnny F)

-

Literature Report: (John C)

- Sales listed on Treasurers Report

Phone Line (Nichole)

-

Policy (Open)

- Position open.

Public Information Report (Open)

- Position Open

Website (Mike H.)

-

New Motions:

- Motion: (None)

Old Business

Open Positions

- Vice-Chair
- Alt-Secretary
- Public Information
- Policy
- H&I Vice Chair

New Business:

- Next Area Meeting will be held on April 24th, 2016.

Open Forum:

- Paul K.: What is the way we get insurance for the Areas' meetings?
 - Jim D. Insurance coverage for the meetings on the meeting lists are under the NE Region insurance policy.
- Dave M.: Activities Survey comment.
 - Explain to groups why the activities committee is visiting area meetings with surveys.
- Jim D.: Will like for negotiations to take place regarding the reservations made for the Hotels used for the purpose of the convention.

Meeting Adjourned

Administrative bodies contact

Chair: James M./401.516.3863

Vice Chair:

Secretary: Ines G. /401-837-3740 writeorreadme@yahoo.com

Website: Mike H. /401-439-5528 holtz.mike@gmail.com

Treasurer: John D./401.640.145 john.delicio03@gmail.com

Board of Directors: Peter R. peteris@cox.net

Regional Committee Member (RCM): Jim D./401.261.5473 jimd12102008@aol.com

Alternate RCM Melissa G. /(508)840-0820 m.gagne27@yahoo.com

Activities: Nicole R.

Convention Chair: Rosalind M. (Chair) /401.524.3283 rosalindwallace1995@gmail.com

Convention Vice Chair: Dave A./401.865.6536 portmoto@aol.com

Area Finance chair: Lilly

Hospitals and Institutions: (Chair) John F./401.714.9765 john.fallon1@verizon.net

Area Literature Chair: Jeremy W.

Phone Line: (Acting) John F./401.714.9765 john.fallon1@verizon.net

Addendum 1:

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 GPA

- A.** Willingness and a desire to serve.
- B.** A level of recovery that reflects their ability to apply the 12 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 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

The stated qualifications of general service apply to this position.

- A.** Six (6) months continuous abstinence from all drugs.
- B.** Adequate secretarial skills.
- C.**

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 T REASURER:

- 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:

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):

The stated qualifications of general service apply to this position.

- A.** One (1) year continuous abstinence from all drugs.
- B.** Prior service experience serving as an Alternate GSR.
- C.** Active participation in the group they are representing.
- D.** 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.
- H.** Attend each meeting of the RSC and the GPASC.
- I.** Suggested participation with a Regional Subcommittee to promote the Alternate RCM involvement with the Region
- J.** Vice Chair a special session of the GPASC to vote on the WSC Agenda Report.
- K.** In the absence of the RCM, assume the responsibilities of the RCM stated above.

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 Secretary
- Treasurer (if necessary) Others as needed

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 GPA

- 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.
- F.** Out-going chair will work with in-coming chair for one month. To ensure a smooth transition.

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
 - One (1) Group booklet
 - One (1) group starter kit checklist
 - Fifty (50) meeting lists
- G.** To have access to a computer in order to maintain inventory.
- 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 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.

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:

Clean time requirements for Convention Subcommittee Officers:

- A.** Chairperson Five (5) years
- B.** Vice Chairperson Four (4) years Treasurer Five (5) years Secretary Two (2) year
- C.** Subcommittee Chairs Two (2) years
 - Working knowledge of the Twelve Steps and Twelve Traditions of N.A.
 - Willingness to give the time and resources necessary.
 - Ability to exercise patience and tolerance.
 - 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:

Keeps minutes of each Convention Committee meeting and all subcommittee reports. 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. Maintains a list of names, addresses, and phone numbers of committee members for committee use. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set. Communicates to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence. 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. Service experience with conventions or other large scale Fellowship activities.
- D.** 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.