

The Greater Providence Area (GPA) Service Committee of NA – May 25, 2014

The next meeting will be held on June 22, 2014

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:

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

Roll Call and GSR Reports:

Groups in Attendance 12

Total Area Meetings 51

**=GSR representation*

12 Steps in the Old Chapel	New Way of Life
Basic Step Study	Open Minds
Basic Text	Opt 4 Life
Better Life	Positive Steps
Better Way*	Ray of Hope
Breakfast Club*	Recovery and Beyond
Change or Die	Recovery in the Chapel
Choose Life	Recovery in the Country
Clean & Crazy	Recovery in the Lake
Dig Deep	Recovery is More than Abstinence
Faith in Recovery	Resurrection
Gimme Shelter	Road to Recovery
Hardcore Recovery	Set-em Free
HOPE	Sisters in Recovery
IP Time*	Smith Hill NA*
Jamestown NA	Start your Nite Right
K.I.S.S.*	Starting Over
Late Nite	Step Sisters*
Latino NA	Stepping into Recovery
Living Clean	Straight Today
Living Free*	Stepping Out Wednesday
Loveline	Sunday Serenity/Insanity*
Meeting Street Meeting	Surrender or Die*
NA in the Day	The Lie is Dead
Never Alone Again	Who Is An Addict*
New Associations*	Why R we Here*

Announcements:

- All administrative positions for the Greater Providence Area are up for election this next October meeting. Your Area needs your help. If you wish to get Active just show up at the next Area meeting.
- Smith Hill NA Group Anniversary October 25th, 7-9pm, Roger Williams Hospital Cafeteria.
- See motion 8-24-2014-2 in old business, this motion needs to be voted on at groups.

Administrative Reports:

Chair: John N./774-208-2285/jnorton@paragonnt.com

No report.

Vice Chair: *Open—see information at the end of minutes for qualifications.*

Secretary: Gail L./401-954-6642/gaillandi@yahoo.com

Alternate Secretary: Danielle/ 401-954-0200.

No Report.

Treasurer: *Open—see information at the end of minutes for qualifications.*

Alternate Treasurer: *Open—see information at the end of minutes for qualifications.*

See the attached treasurer's report.

Board of Directors: Wanda B./401-226-2698/wsbnaiou2@aol.com

No Report

Regional Committee Member (RCM): Ned L./774-254-7968/nedlandry4@gmail.com

Alternate RCM: *Open—see information at the end of minutes for qualifications.*

The next regional meeting will be held on Sunday October 12th at 11:00 hosted by NEMA located at St. Paul's Church
20 Washington street
Malden, MA 02148

Subcommittees will meet on Saturday, October 11th at 12:00 at the same location.

The Board of Directors received a response from the hotel regarding costs associated with moving the convention. Here is the letter from the BOD with the response from the hotel.

At the last regional committee meeting I was asked to contact the Hotel & Conference Center at Hyannis about the possibility of postponement in light of the recently reported theft of funds. I was to find out a) if it was a possibility, and b) to let you know what (if any) costs were associated with that. I have attached the hotel's response to this email.

I have also attached the minutes (edited but still yet unapproved) of the Board of Directors meeting where we discussed the hotel's response, and where we affirmatively voted (5-2-0): to recommend that Region move forward with convention on current dates March 6,7,8th, 2015.

If I can answer any questions or be of assistance please let me know,

In loving service,

James P.

Ned L. and Jim D.

Subject: FW: NERC XVI Postponement information Resort & Conference Center at Hyannis

From: James Patterson [mailto:jgpbos@me.com]

Sent: Thursday, September 18, 2014 2:01 PM

To: James Patterson

Subject: Fwd: NERC XVI Postponement information Resort & Conference Center at Hyannis

Sent from the iPad of James P.

This message is intended to be confidential and may be legally privileged. It is intended solely for the addressee. If you are not the intended recipient, please delete this message from your system and notify us immediately. Any disclosure, copying, distribution or action taken or omitted to be taken by an unintended recipient in reliance on this message is prohibited and may be unlawful

Please consider the environment before printing this message.

Begin forwarded message:

From: Cindy Kaladin <ck@capecodresortandconference.com>

Date: August 12, 2014 at 3:59:02 PM EDT

To: "James G. Patterson" <jgpbos@me.com>

Subject: NERC XVI Postponement information Resort & Conference Center at Hyannis

Good afternoon James,

Thank you for the information that you provided in regards to the group inquiring about a possible postponement of the March 5-8, 2015 convention. The Resort's position is that the group do their very best to see if at all possible under the circumstances to continue with the original dates that are already contracted for March 5-8, 2015.

The Resort has protected those dates and turned away other business and it is unlikely that we would be able to resell all of the rooms and space. However, as good business partners, if postponement was the decision, here are a few dates to consider: The Resort has limited dates for weekends due to the amount of space and sleeping rooms the group requires.

Thursday, December 17, 2015 – Sunday, December 18, 2015

Thursday, January 7, 2016 – Sunday, January 10, 2016

Thursday, January 14, 2016 – Sunday, January 17, 2016

I am not holding any of the above new dates for the group, it would be based on availability.

If the group were to select different dates there would be no penalty to do so. The only change would be to the contract cancellation option.

All other terms, room rates and conditions listed in the contract dated Revised May 23, 2104 would apply.

The one change would be the Cancellation Option on page 7 and it would read:

ENTIRE GROUP CANCELLATION OPTION

Should New England Regional Convention, Inc. choose to cancel the entire group the following liquidated damages will be assessed:

If the group were to cancel the entire conference after changing to a new date and signing a revised contract or addendum, 17 months or more prior to arrival 60% of expected guestroom revenue.

These damages are payable at the time of cancellation.

Please review the information and feel free to contact me at anytime with any questions. I will be in the office through Friday, August 22, 2014 and then

Not returning until Wed. Sept. 3. While I'm on vacation, please feel free to contact Nancy Travers at 508-862-6911.

Best Regards,

Cindy Kaladin

Senior Sales Manager

Activities: Junior J./401-426-7059/emanueljackson21764@gmail.com

No report.

Convention Chair: Rosalind B.

Vice Chair: Dave A.

Hello everybody. We had our first meeting with 16 addicts in attendance. Positions filled Arts & Graphics, Programming, Hotels & Hospitality, Registration, and Fundraising & Entertainment. Open positions are Merchandising, Convention Information which are elected at the convention meeting. Other positions are secretary, assistant secretary, and assistant treasurer which are elected at the Area Service meeting. We has a policy change to change the secretary clean time from 2 years to 1 year. Our opening balance was \$7,500, we had \$25 rent expense which leaves a closing balance of \$7475.00. Our next meeting is October 19th at 4:00 pm at Anchor Recovery. We are accepting themes and logos for the convention. ILS/Dave A.

Finance: *Open—see information at the end of minutes for qualifications.*

Hospitals and Institutions: Brenda B./ 401-654-7658/brenda.lee102@yahoo.com

No Report.

Literature: Freddy T./508-212-2832/freddyfx81@gmail.com

Literature report for September

Sales for August 780.19

Literature restock 22.77

Total sales 802.96

Expenses

Restock from world 838.59

Meeting list restock 0.00

total 838.59

The literature subcommittee has done a complete inventory and has made adjustments to the inventory level to better serve the groups in their need for recovery literature. The new IP, Introduction to NA meetings is available for sale for .26 each. This IP replaces the service manual sharing the same name.

I.L.S.

Freddy T.

Phone Line: Johnny Wheels/401-714-9765/john.fallon1@verizon.net

No report.

Policy: John D./401-744-1260/john.delicio03@gmail.com

No Report.

Public Information: Dawne G./401-383-7275/griffind@my.uri.edu

The recovery rally on Sept 13th went very well. I would like to thank everyone that participated and stayed at the booth (in my absents.) Also the rally for recovery on Sept. 26th went well. Myself and Stacy W. attended in Newport.

The first public information committee meeting will be held Oct. 5th, Sunday, at 4pm for the Greater Providence Area Flyer Hanging Day.

I just received a contact number today for Paroll & Probation and I will be contacting them Monday in hopes of putting meeting lists and pamphlets in there office. Also I will be in contact with Rhode Island Public Transit Authority about putting a poster on busses. ILS/Dawne G.

H&I Corrections Facilities: Michael C.

No report.

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

No report.

Old Business:

Motion 08-24-2014-2 Maker: Policy Subcommittee Back to Groups – Policy change

Motion: To remove line J under responsibilities of area treasurer that reads “collect mail from the GPASC P.O. Box prior to the monthly ASC” and add it to the responsibilities of the area chair & vice chair or secretary.

Intent: To safeguard the area from any misappropriation of funds.

Administrative Positions: All

Subcommittee Positions:

- Finance – open

Convention Subcommittee:

- Secretary – open
- Treasurer – open
- Alt treasurer

Greater Providence Area Treasurer's Report

Aug-14

	Description	Income	Expenses	Balance	Check #
Beginning Operating Balance		(Less Prudent Reserves)		\$3,506.27	
Income	Group Donations	\$322.70			
	Misc	\$0.00			
	BOD for Convention	\$0.00			
	Misc	\$0.00			
Total Income				\$322.70	
Non-Discretionary Expenses	Rent Expense		\$25.00		2501
	Administration-- Insurance		\$303.36		2505
	H&I		\$0.00		
	Regional Phoneline		\$43.24		2504
	Secretary		\$0.00		
	Activities Expenses		\$0.00		
	RCM Expenses		\$96.30		2506
	Literature Expense		\$0.00		
	Tres. Expense		\$0.00		
	Web Page		\$0.00		
	Total Fixed Expenses		\$467.90		
Discretionary Expenses	H&I Subcommittee		\$0.00		
	H & I Corrections		\$0.00		
	PI Subcommittee		\$0.00		
	Activities Subcommittee		\$0.00		
	Literature Subcommittee		\$500.00		Internal
	Policy Subcommittee		\$0.00		
	Professional Expenses		\$0.00		
	Regional Donation		\$0.00		
	WSO Donation		\$0.00		
	Convention Committee Lit Order		\$0.00		
	Total Discretionary Expenses		\$500.00		
Total Expenses				\$967.90	
Operating Balance				\$2,861.07	
Plus Prudent Reserves					
	Area Prudent Reserve		\$1,700.00		
	Insurance Reserve Balance		\$1,284.00		
	Total Prudent Reserve			\$2,984.00	
Ending Account Balance				\$5,845.07	



	Income	Expenses	Balance	Check #
*Literature Stock Value				
Beginning Balance			\$ 660.05	
Sales Aug	\$780.19			
Internal Transfer	\$500.00			
Restock World Service		\$1,307.19		2503
Meeting Lists		\$81.50		2502
Reg. Meeting Lists		33.20		2507
Ending Balance			<u>\$518.38</u>	

Group Donations - Dec 2013

Why R We Here
 Clean & Crazy
 Surrender or Die
 I P Time
 Loveline
 Meeting Street
 Faith in Recovery

Sunday Serenity/Insanity
 Streppin out Wensday
 The Lie is Dead
 Straight Today
 Smith Hill NA
 Recovery at the Chapel

Breakfast Club
 New Associations
 Ladies We Do Recover
 Hardcore Recovery
 Never Alone Again
 ANON
 Keep It Simple Sat

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.

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 Group Service Representative (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:**

- A. The stated qualifications of general service apply to this position.
- B. Six (6) months 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.

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 TREASURER:**

- 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:

- A. Attend each meeting of the RSC and the GPASC.
- B. Suggested participation with a Regional Subcommittee to promote the Alternate RCM involvement with the Region.
- C. Vice Chair a special session of the GPASC to vote on the WSC Agenda Report.
- D. In the absence of the RCM, assume the responsibilities of the RCM stated above.

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):

- 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.