

The Greater Providence Area (GPA) Service Committee of NA:

March 26th, 2017

The next meeting will be held on April 23rd, 17

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 Reports
- Officers 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: **13 groups represented**

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	Smith Hill NA
HOPE	Start your Night Right
IP Time	Starting Over
K.I.S.S.	Step Sisters
Late Night	Straight Forward
Lie is Dead	Straight Today
Living Clean	Stepping Out Wednesday
Living Free	Sunday Serenity/Insanity
Love Line	Surrender or Die
Meeting Street Meeting	Who is an Addict
NA in the Day	Why R We Here
Never Alone Again	
New Life	

Announcements:

- New Associations as of July 1st 2016, is officially closed. ☹

- “MEN WITH A VISION” 12 STEP – 12 TRADITIONS new Mens meeting.
- GPACNA IX - 2018 Early Bird Registration \$10.00 by May 15th, 2017 (To be included in the raffle drawn on May 19th, 2017).
 - Raffle prices:
 - ✓ 1st Prize: Full Registration Package which includes Saturday Banquet, Sunday Buffet, and all Entertainment.
 - ✓ 2nd Prize: Full Convention Entertainment which includes all paid Entertainment.
 - ✓ 3rd Prize: Convention Sweat Shirt.
 - Registration Chair: Lilly B. (401) 516-1763
 - Vice Chair: Pam F. (401) 559-7401
 - Email; gpacnaIX@gmail.com (Please use a separate registration form for each person, and make checks payable to GPACNA IX
 - Mail registrations forms to: P. O. Box 29493 Providence, RI 029009
- Living Free: Is celebrating its 37th Anniversary on Tuesday, April 18th, 2017 beginning 7:30PM.
 - 91 Cottage St. Pawtucket RI use Lyons St. entrance
 - ALL ARE WELCOME!

ADMINISTRATIVE REPORTS:

Chair (James M)

Vice Chair (Cyndi W.)



Secretary (Ines G.)

- Administrative bodies make all reports available to your GPA Secretary within 15 calendar days for timely distribution of minutes. Also, I am only required to send said minutes to absent Executive Bodies not to GSRS this is to encourage group representation at the GPANA.
- **GPACNA IX-GREATER PROVIDENCE AREA CONVENTION NA COMMITTEE/Subcommittees:**
Needs you; looking for help, meet monthly every third Sunday of the month 4:00 PM on 249 Main St. Pawtucket RI (Anchor Recovery Center of Pawtucket).
 - **For more information on how to get involved contact:**
 - Chair:- Rosalind M 401-524-3282
 - Vice Chair: Rico W. 401-996-0567
- GSRS please make sure you write on the sign in sheet the group that you are representing.
- The Hope Group is celebrating its 4th anniversary on April 19th at the Amos House.
 - 460 Pins Street, Providence, RI
 - 7:00 PM till 10:00 PM
 - Food, Fun, fellowship
 - Contact Michael P. 401-390-7623 for more information.

Greater Providence Area Treasurer's Report

Feb-17

Description	Income	Expenses	Balance	Check #
Beginning Operating Balance		(Less Prudent Reserves)	\$6,070.15	
Income	Group Donations	\$881.37		
	Misc	\$0.00		
	Convention Committee Lit Order	\$0.00		
	Literature sales	\$1,445.63		
Total Income			\$2,327.00	
Non-Discretionary Expenses	Rent Expense		\$25.00	2678
	Area Web Site		\$0.00	
	IRS		\$10.00	2685
	Regional Phoneline		\$38.03	2679
	Secretary		\$0.00	
	Activities Expenses		\$0.00	
	RCM Expenses		\$5.32	2680
	Literature Expense		\$2,186.90	2682
	Meeting lists		\$74.00	2681
	Administrative Expense		\$132.00	2677
	Total Fixed Expenses		\$2,471.24	
Discretionary Expenses	H&I Subcommittee		\$0.00	
	H & I Corrections		\$0.00	
	PI Subcommittee		\$350.00	2684
	Activities Subcommittee		\$0.00	
	Literature Subcommittee		\$0.00	
	Policy Subcommittee		\$0.00	
	Profession Expenses		\$0.00	
	Regional Donation		\$1,500.00	2687
	WSO Donation		\$1,500.00	2686
	Convention Committee Lit Order		\$0.00	
Total Discretionary Expenses		\$3,350.00		
Total Expenses			\$5,821.24	

Operating Balance

\$2,575.91

Set aside for Convention **2,000.00**

Plus Prudent Reserves

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

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

Total Prudent Reserve
Ending Account Balance

\$4,984.00
\$7,559.91

		Income	Expenses	Balance	Check #
*Literature Stock Value					
Beginning Balance				\$ 1,090.39	
Sales	Feb	\$1,445.63			
Restock	World Service		\$2,186.90		2682
	Meeting Lists		\$74.00		2681
	Reg. Meeting Lists				
Ending Balance				<u>\$275.12</u>	

Group Donations Feb-17

Why R We Here	ANON
Na in the Day	Hope
Surrender or Die	The Lie is Dead
Better way	Straight Forward
Dig Deep	Smith Hill NA
Sunday Serenity\Insanity	New Life
Ray of Hope	Breakfast Club
Recovery and Beyond	Recovery in the Lake
Step Sisters	Stepping out Wednesday

Literature Report: (John C.)

- Please see treasurers report for \$ numbers.

RCM Report: (Melissa G.)

New England Region RCM Orientation

Welcome to the New England Region of Narcotics Anonymous. This region is comprised of fourteen-member area's:

Western Massachusetts
South Shore
South East Massachusetts
Pioneer Valley
North East Massachusetts
Nantucket
Metro West
Martha's Vineyard
Greater Providence
Free Spirit Central Massachusetts
Cape Cod
Boston
Greater Worcester

An RCM (Regional Committee Member) is responsible for relaying information from their member area to the Region, and from the Region back to their member area; also for participating in the decision making process at the RSC (Regional Service Committee). Please bring information on how your area is running, and concerns you may have, or ways Region may be able to help you. Also please announce any upcoming events that your area is hosting. During the RSC meeting, new RCM's are encouraged to sit next to a more experienced member.

When you become an RCM, you also become a voting member of the New England Region Convention Corporation (NERCCo.). There are NO legal responsibilities or ramifications to you as a voting member. This New England Regional Corporation exists for the legal protections needed for holding our regional convention. The members of the corporation are the RCM's from the 14 areas that comprise the New England Region as well as the duly elected Board of Directors and Officers. It is vitally important that you bring this information back to your areas, this added responsibility that our Regional Committee Members have: you are a voting member of a corporation.

If your area has sent you with a donation, or you have with you; payment for insurance or the phone line; please turn these in to the treasurer as soon as possible; this will allow them to balance the books in a timely fashion.

The New England Region meets the second full weekend of Feb, April, June, Aug. Oct. and Dec. Sub-committee meetings take place on Saturdays, as well as any workshop being conducted. The hosting region is encouraged to request a workshop that is best applicable to them; this workshop will be conducted by a regional body (see attached sheet of topic ideas). The RSC takes place on that Sunday. The New England Region has a website where upcoming regional information can be found.

The web address is: www.nerna.org

Motion forms can be found by the regional secretary, as it is this positions responsibility to have ready and bring these forms to each regional meeting. If you have been asked to request an insurance binder on behalf of a group or event happening in your area, you can do so by visiting our website and e-mailing the insurance chair at insurance@newenglandna.org . You will need to have the name of the even/group, time, address, and the name of facility contact and e-mail. Please make sure the secretary has your e-mail address so you will receive the minutes from each regional meeting.

Each region is hosted by a different member area; the schedule is as follows: Odd years: Feb - Free Spirit, April – Martha's Vineyard/Nantucket (Alternating), June – Southeast Mass, Aug– Central Mass/Greater Worcester, Oct – Cape Cod, Dec – Greater Providence. Even years: Feb (1 week later) – Western Mass, April – South Shore, June – Boston, Aug – Pioneer Valley, Oct – Northeast Mass, Dec – Metro West. The CAR (conference agenda report) comes out every 2 years. During this time, workshops for RCM's and any interested members will be held at December, February, and April regional Saturdays after sub-committee meetings.

Regional Minutes February 2017

April Regional weekend will be hosted by Martha's Vineyard Area
The Tisbury Council on Aging
34 Pine Tree Road Vineyard Haven, MA 02568
Subcommittees meet Saturday April 9 at 12pm
RSC meets Sunday April 10 at 11 am
June Regional weekend will be hosted by SEMA

RCMs: Please let groups know that they need a Rider Binder for special events coverage!!!

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REPORTS

CHAIR- No report.

VICE CHAIR- No report.

SECRETARY-

Please email reports and any other attachments to secretary@newenglandna.org. Thanks a million, Tiffany K.

TREASURER/FINANCE- The meeting started at 12:15 pm. Thank you Free Spirit Area for hosting.
Present were:

- Michelle M. – Treasurer
- Jay P. – Assistant Treasurer
- Dave P. – Finance Chair
- James P. – Finance Member at Large

The starting balance is \$600.00. (Money held aside from December RSC)

Reconciliation of the bank account was done. We received 2 service charges totaling \$6 for the months of December and January.

Group and Area donations totaling \$1,512.93 were received. RMD Sales were received totaling \$629.25. Miscellaneous Deposits were received totaling \$ 91.72 (returned funds for hosting from Free Spirit). Total Deposits = \$2,233.90.

Set Aside transfers were processed (\$761.00 to Insurance Set Aside and \$792.50 to RD/RDA Set Aside). A Customary Expense in the amount of \$14.70 for RMD postage was paid. A check for \$600 was cut to the Martha Vineyard Area to host Region in April. \$10 was paid to the State of Rhode Island for the annual sales tax permit fee. A check for \$786.10 was cut to FAE for storage fees for Q4 2016 (381.60) and Q1 2017 (404.50). We received a letter in the mail from FAE stating that starting in January 2017 there will be a 6% increase in storage rates due to rising costs from their utility providers across the board. Our previous year quarterly rate was \$381.60 and as of 2017 we will be paying \$404.50 per quarter. This cost is something we will be discussing as we plan to look for a new storage unit that may decrease our quarterly/yearly costs.

After reviewing the RD/RDA budget with the RD we concluded that the RD/RDA Budget included \$1925 for WSLD in October of 2016. This event was not attended due to scheduling conflict, therefore \$1925 was returned to the

General Fund. Prudent Reserve is full at \$3,152.35. Our opening balance is \$1,788.60.

****Please note that \$600 of these funds was held aside from December RSC**** ILS,

Michelle M., Jay P., Dave P., and James P.

Sunday, February 12th, 2017

Starting Balance: \$1,788.60 Money Motions:

Money Motion #1: Bridget V (PR)

- To purchase 300 RMD's at \$31.88 to have in stock for Harvard Health Fair
- Intent: To be prepared for the Harvard Health Fair which we have been attending for over 10 years. This event resulted in relationships with treatment professionals around the world and landed H+I commitments in jails across the state. We'd like to maintain consistency in these relationships – **PASSED**

Money Motion # 2: Bridget V (PR)

- To update the graphics on the two regional PR displays at the cost of \$645
- Intent: To provide accurate demographics and geographies to all communities we are involved with – **PASSED**

Money Motion # 3: Bridget V (PR)

- To place a literature order in the amount of \$229.32 as outlined in the PR budget to obtain literature for the upcoming Harvard Health Fair including the new MAT IP
- Intent: To prepare the subcommittee for Harvard Health Fair which we have been attending for over 10 years. Treatment professionals from around the world attend this event and as a result of attending this event H+I is now in prisons across the state. We would like to maintain consistency in these relationships. – **PASSED**

Money Motion # 4: RD/RDA

- To make check payable in the amount of \$1157.60 (hotel \$453.60, airport \$70, ground \$49, pier diem \$200, airfare \$385) from the RD/RDA Set-Aside
- Intent: To fund RD to FRSSNA (Florida Regional Service Symposium of NA) – **PASSED**
- Money Motion # 5: RD/RDA ○ To make check payable in the amount of \$635 (airfare \$385, ground \$50, per diem \$200). ○ Intent: To fund the RDA to FRSSNA – **PASSED**

TOTAL MOTIONS PASSED = \$ 3,298.80

TOTAL PASSED FROM GENERAL FUND = \$1,506.20

TOTAL PASSED FROM RD/RDA SET ASIDE = 1,792.60

FINAL:

Prudent Reserve is **FULL** at \$3,152.35

A Donation to World will be made in the amount of \$282.40

Ending Balance: \$0

ILS,

Michelle M., Jay P. & the Finance Committee

ACTIVITIES- Committee vacant.

CONVENTION- Good Afternoon and thank you Free Spirit Area for hosting.

We have had 6 meetings since the last regional meeting as we are meeting weekly as of January 1. The next week's meeting will be held at the hotel at noon and the last meeting prior to the convention will be 2/25 at River to Recovery at 140 Ace Street in Fall River MA. This meeting will begin at 1:30 PM

The Hotel is sold out on Saturday night and as of yesterday there was 3 rooms left on Friday night. Other hotels available in the area are Super 8 which is in the same parking lot as the host hotel. The rate for this hotel for a std. room is \$84/night and there is also the Hampton Inn which is further away but a short drive. The rate at this hotel is \$104 - 145/ night. We have 171 preregistrations so far. All workshops and main meetings have chair people and speakers confirmed. Merchandise and registration packet items are in. The banner is complete. The closing working balance at the close of yesterday's meeting is \$1,768.45.

In loving service, Debbie L

FELLOWSHIP DEVELOPMENT-

Greetings,

Your Fellowship Development Committee met on Saturday February 11th in Coventry, Rhode Island with five active and three at-large members in attendance. We would like to start by expressing our gratitude to the local fellowship for hosting us this weekend so, thank you Free Spirit Area, we appreciate your service. We had a rather ambitious agenda for the day, and covered a number of items so without getting too detailed, here are the highlights: We talked about how we can best support of member areas, the two-way nature of that relationship and what some options were for us to be of service outside of our regularly scheduled Regional weekends. We began to discuss the upcoming fiscal year and will be working on a spending plan to submit in April.

We determined what workshops we will be presenting at NERC, during the upcoming Regional meetings on Martha's Vineyard in April and in SEMA in June, as well as what our role would be in helping to host the North East Zonal Forum, also in April.

The committee believes that the most beneficial party to send to the Florida Regional Service Symposium along with our Delegate team would be Patrick J. who is also the IMCAC from the Martha's Vineyard Area.

As always, our meeting consisted of a lively batch of discussions, and we look forward to our next one in April. We encourage any and all to join us in our endeavors.

Gratefully of service, Jaime V.

H & I-

- Meeting started at 12:05 with Serenity Prayer.
- Read definition and purpose
- Roll call/introductions
- Read and approved Dec 2016 minutes
- Trusted servant and area reports
 - H&I Chair resigned via email
- DOC coordinator
 - NA Members still going into Nashua St. Jail against the H&I committee.
 - State prisons interested in institutional meetings.
- Cape Cod Area
 - Will be holding "Service Slam" on 2/18/17 from 5 pm to 12 pm.
 - Formed ADHOC to review policy.
 - Formed ADHOC for learning day.
- Free Spirit Area
 - Looking into Learning Day
- Metro West Area
 - Open commitments at women's facilities
- SEMA
 - Setting up formats for specific facilities.
 - Dartmouth jail interested in NA commitments.
 - Having issues with facility contacts.
- Boston Area
 - 63 commitments a month.
 - Multiple commitments are held on Thursday nights, it is becoming difficult for panel leaders to fill these positions.
 - New women's facility requesting NA commitments.
 - Learning Day planned for 4/1/17 at 455 Arborway, Jamaica Plain from 2 pm to 7 pm
 - South Bay women's unit commitment has been open for a long time.
- South Shore Area
 - 52 commitments/8 open
 - Policy changed so that elections line up with region elections.
 - Created assistant secretary position
 - Formed ADHOC for Learning Day in June
 - Formed ADHOC to create an orientation for new panel leaders.

- Greater Worcester Area ○ New Chair- Welcome!
 - 13 commitments/3 open
- WSR
 - Chair position still vacant.
- States voting and motion making procedures
- Set quorum ○ 7 voting members ○ Majority vote is 4. 2/3 is 5.
- Elections
 - The vacant chair position will go out to the fellowship.
 - The body will have a nomination for the RSC to approve in April
- Open forum
 - We discussed circling up at the end of our presentations and whether or not it goes against our policy or the facilities.
 - We discussed the possibility of adding a subscription to reaching out to our budget.
- Our next meeting will be held in Martha's Vineyard. We've been told by that area that the location will be within walking distance of the ferry which will eliminate the need and cost of bringing your vehicle on the ferry. I hope to see you all there!

INSURANCE-

No report submitted.

LITERATURE- Committee vacant.

POLICY- Hi family,

I attended the RSC subcommittee meetings in Coventry RI on 2/11/17 I met with one addict in attendance.

I was approached by members of the PR subcommittee pertaining to attendance of trusted servants I advised that our policy as stated in article 7 section A which states as follows. A. Any elected trusted servant will be removed from office in the event of resignation, death, break in clean time, excessive absence, misappropriation of NERSC funds or a 2/3 majority vote of the NERSC. Two consecutive absences or three absences during the fiscal year without prior notification to the chairperson of the NERSC constitutes excessive absence. (see Section 3) RCMs, since they are elected by their Areas can only be removed from office by their respective ASCs. After any two consecutive absences of any RCM of the NERSC, the Area will be notified in writing by the NERSC chairperson.

I was approached prior to today's RSC to advise on where a motion for a change of venue for the storage of all properties held in storage. I advised that this motion should come from the RSC Chair since it is "traditionally" that position is responsible for the disposition of physical properties. However, after further consideration a and a bit more research into the issue. It is my belief that the this does not need to be a motion that the chair or their representative my act unilaterally within the guidelines as stated.

NERSC shall keep archives of all NERSC related materials which should include a copy of the minutes, corporation minutes, cancelled checks, as well as any other relative material deemed by the NERSC. A. NERSC Archives shall be stored at a secure storage facility of the region's choosing.

B. The NERSC chairperson and the president of the corporation shall each hold a key to the storage facility.

C. The rent for the storage facility shall be considered an operating expense to be paid every February. I am current researching a directive from the region to the Policy subcommittee which states:

That the NERSC instruct the Regional Policy Committee to hold an annual regional policy workshop to pass out regional policy to new RCM's and to answer any questions as to how the RSC functions. I am open to suggestions.

ILS Duncan M. Policy Subcommittee

I. Reports:

a. Phone Line Coordinator - David

In the spirit of healthy rotation of service, David is requesting that Area PR Chairs announce that the Urgent Callback volunteer positions are open with exception of GPA & CMA. Bruce R from CMA is their new volunteer, and Nick S from GPA is new. Two-year clean time requirement and training are required. David will provide the training. The phone line is now completely up to date.

b. Professional Callback - Bob R

Bob received a call from a social worker at Tufts Medical Center. They requested having an NA member meet with a patient immediately after an overdose. Bob informed them instead that the patient can call the urgent call back volunteers in their area to speak.

c. RMD Chair - Kevin

There are still RMDs for sale. The next printing will be in March.

d. Vice-Chair - Bridget

We need volunteers for the Harvard Health Fair at the Copley Fairmont Hotel March 3rd-4th. Bob can cover Friday, 3/3 from 6am-1pm but we need volunteers from 1pm-5pm. On Saturday, 3/4, we need an experienced volunteer from 7am-2pm (there will no longer be the lunchtime meetings) to work alongside Nick S, which will be his first PR booth experience.

II. Area Reports:

a. Total Area Events

Booths Hosted: 1

Presentations: 2

Events: 6

Flyer-Hanging Days: 1

Areas with Literature Rack Programs: 5 **Misc.**

Area News:

The South Shore area is looking into getting a 30" TV screen to use as a display for survey and world maps for PR presentations rather than replacing the graphics on the small and large displays every two years. Over the long run this will save hundreds of dollars to the area and region and allow PR to keep their information up to date and the technology modern.

III. Old Business:

a. Ad Hoc for Policy and Planning Basics Recommendations

Tomi reported that the Policy Ad Hoc went well in January, but that the group will need to meet again before they can present a policy draft to the regional subcommittee. The next Policy Ad hoc meeting will be on March 18th at 1pm.

IV. New Business:

a. Open positions: Events Coordinator, Media Outreach, Training Coordinator. No volunteers

b. Motions & Literature Orders:

#1: Money motion for \$196 for pamphlets and key tags for the Harvard Health Fair on 3/3-3/4

#2: Money motion for \$31.88 for 300 meeting lists for the Harvard Health Fair on 3/3-3/4

#3: Money motion for \$660 for table display graphic updates

#4: The committee recommends that the RSC take a vote to remove Andrew as the NERSC PR chair and to then confirm Bridget as the PR chair (as agreed by consensus by the NERSC PR subcommittee). The reason is our current chair has missed the last two RSC meetings without informing the RSC chair as noted in the regional policy and has missed 3 out of the last 4 meetings. Attendance at our subcommittee meeting and relaying that information to the RSC is the primary duty of the chair.

c. Upcoming events:

March 4th NERCNA: 2:15 pm - 3:15 pm "Are We Doing Enough?"

Bob thinks we should have a panel with members discussing every type of service that PR provides.

Stephen will facilitate and the panel speakers will include: Sarah-Training Coordinator, Christopher MRMD, Chris B-Literature Racks, Bob-Phone Line, Bridget-Presentations. Our goal is to highlight what we are doing and how we can do more.

March 3rd-4th Harvard Health Fair.

Fellowship Development is requesting the PR projector to be present at all future Saturday Regional meetings as they plan on putting on presentations going forward.

RD-

No report.

RDA- Position vacant.

RMD-

See Appendix A, page 13.

WEBSITE-

No report from Website Chairperson.

Hello. I have been working with NAWS and the website committee to streamline our process to sync the 2 databases. At the regional level, it's a little more challenging to do the 570 meetings (minus the 40ish of the South Shore) then one area.

We are working towards adding the Group codes to the regional website/database. NAWS has suggested that this would be easier for years and I agree. We've tried to make this happen and now it seems close to being possible.

This would make it easier for areas new to the process too. More will be revealed.

I hope to provide Trusted servant forms to Area members asap.

This link is helpful for updating the information as well. <http://m.na.org/?ID=updates-m>

Thank you, Andrew L.

BOD-

The board met yesterday with 7 board members in attendance.

The following is the body of the letter sent on February 2 via certified mail with a return receipt requested:

It was determined in July of 2014 that you had misappropriated over \$12,000 from the New England Regional Convention Corporation's Citizens bank account. We agreed upon a schedule where you would repay the corporation \$12,030. The last payment we received was on February 25, 2016 in the amount of \$500. In the accompanying letter, you said:

"According to my records, I have repaid a total of Eleven Thousand Five Hundred Thirty Dollars (\$11,530.00) to date which includes this payment. Having calculated that the total outstanding balance was Twelve Thousand Thirty Dollars (\$12,030.00) the remaining balance after having received this current enclosed payment will be Five Hundred Dollars (\$500.00)"

As of the writing of this letter, no further payment has been received.

Please send the remaining \$500.00 owed by February 28, 2017. If payment is not received, we will turn this matter over to the US Attorney for further investigation.

We received notice from the IRS that our tax-exempt status has been reinstated retroactively. Much thanks to our treasurer, Brenda V. for all of her efforts in getting this accomplished. Brenda is also in the process of getting a transcript from the IRS in order to file a request to have our late tax fees and penalties forgiven.

We are submitting a motion today that asks the region to locate a new storage facility which would provide easier access than our current location.

The convention committee has asked board members to chair workshops at NERC XVII. This speaks for itself in terms of the vastly improved relationship between the board and the committee and I am extremely grateful to have such a committed and enthusiastic board with which to work.

Speaking of the board, the Annual Corporation meeting will be held in April on Martha's Vineyard. There will be an election

for officers, President, Treasurer and Clerk and none of the present members will be seeking reelection. At the board meeting yesterday, we had a very vibrant discussion about the future of the Corporation and Convention going forward. No current board members showed an interest in stepping up to be an officer. In August 4 of the 7 board positions will be open. This is a discussion that the board feels needs to be had at this table and then brought back to areas to get their feedback on how we should proceed. Some have suggested moving to a three-year cycle similar to what world service has done. I look forward to your input after my report if time and the chair permits.

In grateful service – Jim D. - BOD

AREA REPORTS

BOSTON-

Greetings New England Region! Thank you, Free Spirit Area, for hosting us! The BASC met twice since the last RSC meeting with an average of 18 GSR/Alternates present. Several successful large events have occurred in Boston since the last time we met here: large group anniversaries and Marathon meetings over the holidays.

The policy subcommittee produced an amended policy, which was approved in December.

The H&I subcommittee has several open Commitments and has been the case for a while now we are in need of panel leaders and in particular women.

The PR subcommittee is struggling to grow in membership.

We have formed an audit ad hoc subcommittee to review the BASC accounts for the last three years as our bank balance indicates a larger amount of held funds than had been previously been reported.

We filled the alternate RCM, however the addict who was elected to the position has not been in communication with me since the election.

In Loving Service, James P. 617-314-4048 jgpbos@me.com

CAPE COD-

No report submitted.

CENTRAL MASS-

No report submitted.

FREE SPIRIT-

No report submitted.

GREATER PROVIDENCE-

Thanks very much to the Free Spirit Area for hosting this weekend.

The Greater Providence Area has met once since our last regional meeting with 15 GSRs present. At the January meeting a policy chair and website chair were elected as well as a treasurer and assistant secretary for the convention. The area is unable to fill the Chair, Vice Chair, Treasurer and Alternate Treasurer positions. Our previous Chair and Treasurer expressed their willingness to stay in their positions until new trusted servants are elected. Open subcommittee positions are Finance, Public Relations, H&I, and Activities. The Board of Directors currently has two open positions.

The convention committee reports that the Crown Plaza Hotel has been secured for January 19-21, 2018 for GPACNA IX. They are in need of a secretary, fundraising and entertainment chair as well as an arts and graphics chair. They currently have \$6,500.32 in their account. Their next meeting will be February 19th at 4:00 PM at 249 Main Street-Pawtucket, RI. H&I reports that all commitments are being filled and there are currently 3 open panel leader positions, 2 of which are being filled by the previous panel leaders. After elections, there was discussion about a learning day but no volunteers came forward to help out.

Our new phone line chair reported on the small number of calls he received and has been attending the regional PI/Phone line subcommittee meetings in both December and February...the first-time GPA has been represented at two consecutive meetings in quite some time. Thank you, Nick!

After all expenses were paid the greater Providence Area was operating at \$7,055.20 above prudent reserve. A motion

was passed to hold aside \$2,000.00 to further protect the convention.
Our next area meeting will be held on Sunday, February 26, 2017 at 3:30 PM at
249 Main Street Pawtucket, RI
In grateful service, Jim
D. GPA RCM

GREATER WORCESTER-

No report submitted.

MARTHA'S VINEYARD-

Martha's Vineyard Area has met twice since last Regional Meeting.

All group attendance has been fantastic. We are happy to be hosting the next regional service committee meeting, flyer also available at mvana.org under news. We also will be having our 28th celebration of recovery "the trip is inward" May 5,6,7 more info for that and registration flyer can also be found at mvana.org under convention. Ad-hoc committee for area phone line is finished and decided grasshopper would be best option. PR will have a booth at MV hospital health fair on April 8th from 8am-12pm.

In Loving Service,
Patrick J MVANA

METRO WEST-

Hello everyone, my name is Brandon and I am the new RCM for Metro West Area. MWASC last met on January 29th, 2017. We had 12 GSR's in attendance. Our GSR attendance has been low and we had discussions at our ASC about what can be done to increase attendance.

H&I subcommittee currently has a couple open commitments. They are both in women facilities and we hope to have them filled by our next ASC meeting. We did have a few people show up to be orientated as panel leaders.

PR subcommittee has been meeting regularly once a month and seems to be doing well. They are currently looking for an events coordinator and are hoping to plan a flyer hanging day in the near future.

We currently do not have an activities chair or subcommittee.

George M. resigned from his RCM position and I was voted in from alternate to RCM. I am currently looking for an alternate since we do not have one at this time.

Thank you for letting me be of service,
Brandon W. (MWA RCM)
508-728-8314

NANTUCKET-

No report submitted.

NEMA-

We have met twice since the last R.S.C. Meeting, both times opened in customary fashion. Our January A.S.C. Was fantastic, we had 34 G.S.R.'s present, all service positions are filled. We did an inventory of our area, and sent that inventory back to the groups for further input. In December I sent out 5 questions to the groups regarding the R.S.C , I received 2 e mails back from approximately 17 gsr's who were present. Two Gsr's spoke with me about their experience with them, one group was a beginners meeting, I am waiting on the notes from that group. The three G.S.R. I spoke with said their group has full understanding and faith of what the R.S.C's role is and how we perform. Hopefully with group support NEMA may be about to take on a trail run of Public Relations Literature racks, much like the project the south shore and I believe metro west are doing, so thank you for sharing your input on such a program. Some of the hope we have in this is to bring more unity of service among the area as a whole. All in all, things are going well, Thank you for the ability to serve our message, Joe H.

PIONEER VALLEY

The Pioneer Valley area has met twice since region last met with the last meeting being January 9th.

Our subcommittees are in need of support! PR has been taking on a speaking commitment at the local recovery high school but is having a hard time finding volunteers to chair and speak due to scheduling. The Pioneer Valley PR subcommittee in conjunction with Western MA area PR has also been looking into some nonprofit advertising via radio, TV, busses, and billboards. PR is staying consistent with holding regular flyer hanging days. The next one is April, 22. As always H&I is in dire need of support. The former absentee chairperson recently officially stepped down leaving the position vacant. We are still having to drop commitments due to lack of support and the commitments we do hold are being filled by the few consistent members we have. The H&I meeting location and day have been changed in an attempt to draw more support.

Open Positions: Alternate RCM, Policy Chair, Fellowship Outreach/Development, H&I Chair

In service,

Jake J

SEMA-

Good Morning,

SEMA Area has met two times since last region. Our average attendance is 25 and currently working above prudent reserve. We currently voted in a new chair and vice chair. Treasurer continues to hold Finance Committee Meeting all is well. H&I has made connection with Dartmouth House of Correction. Facilities asking for more commitment but we do not have enough panel leaders and need help. Public Relations will hold flyer hanging day in Taunton Feb. 18th. Has a social media page that is doing well. Outreach continuing to hold flyer conference calls & conducting presentations. Outreach welcomes all areas to join there calls first Monday of every month. ([712-775-7035](tel:712-775-7035) access code 208121) Policy continues to work on updating our area policy next month they will utilize GSU to workshop changes being recommended. Convention committee reported verbal hostility at previous meeting and an issue toward DOR taking funds due to member on the account both issues were amended and chair and vice chair stated they will be attending conventions next me meeting to assist chair any ways they can. Pre-Registration at \$15 dollars is extended to March 31st. You can book your rooms with Mansfield Holiday Inn with SEMACNA 6 code. Campout held first event January 14th and will continue to meet monthly. SIS will be holding a bowling fundraiser Feb. 18th @ Westport Holiday Lanes 6-8. The sponsorship breakfast will be held April 9th tickets and flyers should be available soon. Finally, we have a new meeting in N. Attleboro on Thursday nights 7pm 20 Hoppin Hill Ave. Thank you ILS Dyan B.

SOUTH SHORE-

Hi everyone! I am an addict and my name is Becky, I am the Alt RCM for South Shore Area. I unfortunately had something come up which delayed my travel to region and when I arrived at 1pm everyone was leaving. So, I will have the regional donation spoken of here at the next region.

The SSA currently has 47 meetings in 18 different towns. Our ASC has met twice since our last RSC meeting. I have not received the area minutes or subcommittee reports for our February ASC so most info will be in relation to January. We had 19 GSRs present with a quorum of 11. Group donations totaled \$579. The SSA has a donation to region for \$205.66. We have 2 open positions; Assistant Secretary and Activities Chair. **Area Events-** We had an H&I/PR learning day on December 17th which was followed by the SSA's 31st anniversary in Hanson, MA. Throughout the day there were about 20 addicts who attended. PR did a power point presentation, and talked about current events, the literature rack project, webpage contact position, NERSC PR Training #1, and the recent success with presentations at Learn 2 Cope. The H&I portion consisted of 2 speakers on different H&I related topics as well as a Holiday Oven Mitt game with H&I questions and answers. We usually have varying types of games at our learning days as it is a fun way to internalize important information about NA, H&I, guidelines, policies etc. The SSA 31st Anniversary was unfortunately very poorly attended.

H&I- meets prior to our ASC meeting at 12:30pm and we currently have 28 commitments in 16 facilities with 6 open commitments, 2 in treatment facilities and 4 in correctional facilities. If anyone is interested in the men's correctional commitments they are in Bridgewater and Walpole, you can attend our H&I meeting if you would like to take one on. There were 10 voting members and 12 attendees. We created an Assistant Secretary position that was filled. 2 ad-hoc's have been created for an H&I orientation for new panel leaders and those interested in H&I, as well as for a policy review.

PR- We have a new PR chair and the small committee has been very busy. There are still only 3-5 members and they are meeting twice monthly. Once at 1pm prior to our ASC and again prior to a regularly schedule Quincy meeting, the 3rd

Friday of every month. We have 25 display racks all over the SSA. The committee has been working at building relationships within the community at varying different events including regularly scheduled monthly community events. The current agenda consists of flyer hanging days, having a local PR contact for each town and individuals to help with mailings.

Activities- Position and committee is open. No events scheduled.

Outreach- Josh the new outreach chair has a list of various groups in the SS that have not been to area in the last year or have said to be in need of support and visiting them to offer support.

Group Concerns/Open Forum – There has been discussion over the last few months about the lack of general attendance among groups as well as trusted servant support that seems to exceed the normal rates of fluctuation. Groups that had regular attendance of 60 or so people now only have 4-10 addicts in attendance. Conversation as to why this is happening and what we can do about to change it as well as prevent it has been ongoing. In conjunction, discussion about- in the Quincy community in particular - that AA is and has been for years culturally engrained as the program to go to. Our PR efforts and overall newcomer interactions have been a disheartening display of misinformation about the NA program on multiple levels. From the length of NA's existence, to derogatory comments and false accusations about NA meetings and what happens there. As we know addicts are now more than ever being instructed and advised to take prescription medications for addiction, which we have also had dialogue about. Referencing the importance of welcoming each and every addict regardless of... And keeping our 3rd tradition up front. As PR was contacted by a clinician in the community about that issue quite a few months back. The lack of attendance, atmosphere of recovery and potentially not meeting the needs of newcomers prompted various bits of talk about the amount of meetings we have, if there is a need for certain/all these meetings, grazing the idea and possible implementation of GSU's to work towards greater unity within our neighborhoods and the south shore area as well as to be in better alignment with our traditions and concepts.

If any area or anyone has any solution based experiences with any of the above I would love to bring it back to the area.

Regional Motion Coming Back To The Table:

Is Christopher or Kevin here to explain when the RMDs get ordered and thrown away? Intent is to throw all RMDs out after the close of Sunday's region and place and order that day. For instance, December's printing would be thrown out by the end of the day today, February's region. The order for April would be put in today and then available at the next region. December's RMDs would NOT be floating around in April.

Motion #3: Motion Presented by Treasurer (Tom M) To direct our RCM/Alt RCM to bring a motion to the December NERSC that states: To dispose of Regional Meeting Directories (RMDs) that are greater than two (2) months old.

Intent: So, areas, local groups and the public have access to the most current information Passed: 11-0-0
In Loving and Grateful Service, Becky C.

WESTERN MASS-

Western Mass Area

Thank you, Free Spirit Area, for hosting this weekend.

The Western Mass Area has met twice since our last regional meeting with 17/41 and 18/41 GSR's present, respectively. Our area is currently operating below prudent reserve.

- Our ADHOC committees were pleased to report that, although there was low attendance between 3am – 7am in the Greenfield area, the New Year's marathon meetings went without incident and were successful.
- Our H & I chairperson reported that there were two H & I facility commitments that still remain completely open due to lack of support, and four other commitments were partially filled.
- We have a newly elected activities chairperson, Cedric D, who is currently working on having our first activities event in April 2017. Details will be added to the website once the date has been confirmed.
- Outreach coordinator has expressed that due to lack of a committee, currently one member, he has been unable to reach out to groups in our area that have not been to our area in quite some time. It was discussed at our last

area meeting that there needs to be some type of structure for the committee when approaching groups. If there are other areas that have a policy or structure for approaching groups that have been absent for quite some time, it would be greatly appreciated if your area could give us some feedback.

Our area is now accepting nominations for the following positions, which will be voted on in April.

Area: Chairperson, Vice Chair, Secretary, Treasurer, Alt. Treasurer, RCM, Alt. RCM, H&I Chair, PI and Outreach, ASO and Alt. ASO Current Open Positions:

2018 Convention Treasurer-Individual was nominated (groups to vote on for March area meeting)

2018 Convention Secretary 2018 Convention Registration 2018 Convention Subcommittees:

Hotels & Hospitalities

Programming

Arts& Graphics

In Loving Service:

Susan RCM-A

OLD BUSINESS

DECEMBER 2016 MINUTES- Acceptance unknown.

- Tabled discussion about the phone line project until the ad-hawk chair can come and talk with the body.
- Tabled motion from SSA regarding destroying the meeting lists.

NEW BUSINESS

Set Quorum: *Voting RCMs:* 8 *Simple Majority:* 5 *2/3:* 6

Motions unavailable for addition to minutes.

ELECTIONS

ASSISTANT SECRETARY **POSITION VACANT, BRING BACK TO GROUPS!**

ACTIVITIES CHAIRPERSON **POSITION VACANT, BRING BACK TO GROUPS!**

FELLOWSHIP DEVELOPMENT CHAIRPERSON **POSITION VACANT, BRING BACK TO GROUPS!**

HOSPITALS & INSTITUTIONS CHAIRPERSON **POSITION VACANT, BRING BACK TO GROUPS!**

LITERATURE CHAIRPERSON **POSITION VACANT, BRING BACK TO GROUPS!**

PUBLIC RELATIONS CHAIRPERSON **POSITION VACANT, BRING BACK TO GROUPS!**

RDA James P. elected!

Regional Meeting Directories Report

Beginning inventory	\$8550.00	
Plus printing	\$0.00	
Total available for sales	\$8550.00	<u>ASSETS</u>
Old RMDs Donated to H & I	-\$550.00	
Sold to areas, groups & individuals	-\$5,700.00	\$570.00
Sold to Regional Committees	\$0.00	\$0.00
Sold to outside vendors	\$200.00	\$20.00
Total Distributed and sold this period	\$6,450.00	\$590.00
Remaining Inventory	\$2,100.00	
Inventory for Sale Today	\$2,100.00	
Plus sales tax collected		\$24.55
Plus Shipping & Handling		\$14.70
Assets Total (Deposit)		\$629.25
Seed Money for Printing		\$0.00
Total Assets - Deposit		\$629.25

		<u>Expenses</u>	
Printing 8000 RMDs (none)		\$0.00	
Sales Tax		\$24.55	
Postage		\$14.70	
Supplies		\$0.00	
Less Total Expenses			
	\$39.25	\$39.25	
Gross Profit or (Loss)			\$590.00
Less Seed Money			\$0.00
Net Profit or (Loss) this period			\$590.00

We have the remaining December 2016 printing available for sales today.

To make updates, remove a meeting or add a meeting to the directory: Go to the website (NERNA.org) and register at the {Getting Started} icon on the Home Screen. Check all meeting info on the website by clicking on the meeting day, then make your changes. Changes should appear on the web site within a few days and will appear in the next printing. We have a Customary Expense of \$14.70 for postage.

We sell meeting directories in quantities of 50; check table below for quantities costs.

RMD's	COST	TAX	TOTAL		RMD's	COST	TAX	TOTAL
50	\$5.00	\$0.32	\$5.32		550	\$55.00	\$3.44	\$58.44
100	\$10.00	\$0.63	\$10.63		600	\$60.00	\$3.75	\$63.75
150	\$15.00	\$0.94	\$15.94		650	\$65.00	\$4.07	\$69.07
200	\$20.00	\$1.25	\$21.25		700	\$70.00	\$4.38	\$74.38
250	\$25.00	\$1.57	\$26.57		750	\$75.00	\$4.69	\$79.69
300	\$30.00	\$1.88	\$31.88		800	\$80.00	\$5.00	\$85.00
350	\$35.00	\$2.19	\$37.19		850	\$85.00	\$5.32	\$90.32
400	\$40.00	\$2.50	\$42.50		900	\$90.00	\$5.63	\$95.63
450	\$45.00	\$2.82	\$47.82		950	\$95.00	\$5.94	\$100.94

Committee Members

<u>Chairperson</u>	Kevin	(508) 323-1456	
<u>Meeting Update Coordinator</u>	Dianne M		info@nera.org
<u>Printing Coordinator</u>	David L.	(617) 484-8198	dalgraphics@rcn.net
<u>Sales/Treasurer</u>	Christopher M	(617) 620-2887	Leadhead84@aol.com
<u>Outside sales to professionals</u>	Dianne M	1(866) 624-3578	Literature Menu

BOD REPORT ()

**Board of Director’s Report
March 26, 2017**

A member of the BOD met with the Area Treasurer to review the records for the calendar year 2016. Some suggestions were provided to the Treasurer to better maintain the records in accordance with standard bookkeeping practices. The review resulted in a minor adjustment being required to the register’s December 31, 2016 ending balance.

It was also realized that the stationery being used by the Treasurer to maintain the register is not adequate. Steps will need to be taken to obtain the actual custom stationery used for the bank register vs. the one obtained from Staples.

A question was raised about the filing of the quarterly State Sales & Use Tax Returns which has been in the possession of the Treasurer. It appears we have not been filing quarterly returns on a timely basis. Through a review of the responsibilities of the BOD, we are taking back the responsibility for the quarterly filing. There may be an ability to file the returns electronically, this is currently under investigation by the BOD.

Finally, plans were made for the filing of the 2016 tax return. As the total annual revenues for 2016 do not exceed \$50,000, the Area is still able to self-file electronically. As an update: the 2016 Income Tax Return has been filed.

ILS,
BOD

Activities Report

-

Convention report (Rosalind)

Greater Providence Area Convention NA IX

Monthly Meeting Report

March 19, 2017 @ 4PM

Meeting opened at 4:08pm w/

A moment of silence, the 12 Concepts and 12 Traditions as well as the Service Prayer

Ex. Comm. Reports:

Chair Report: Rosalind M.

The Ex. Comm. met w/ BOD at 3pm to discuss online and credit card purchases. Ex. Treasure Steven W. will submit to the BOD our recommendation from the three proposals. Square Reader, Pay Pal & Pay Here and Clover Go from Bank of America. In attendance at this meeting; Wanda B, Rob S, Rico W, Charlene L, and Steve W. Ex. Secretary & Alt Secretary: still open back out to groups.

V. Chair Rico W: Verbal Report

Ex. Treasures Report: Steven W.

Opening Balance: 6507.51

Subcommittee Reports: Rico W

H&H: Susan W.

We discussed w/hotels and hospitality about possibly having our GPACNA IX meeting in May at the Crowne Plaza. Verbal

F&E: Carla J.

The Fundraising & Entertainment committee discussed plans of a possible sponsor/sponsee breakfast in June. We'll have more logistic on that at the next convention meeting. Report Attached

A & G: Thomas G.

The Art & Graphics committee submitted a logo design will vote on the logo at our next meeting.

Registration: Lily B.

Registration Committee has sold a total of 59 registrations. They also attend several NA events promoting awareness of our upcoming GPACNA convention and our early registrations of 10.00 in the Providence community and NE Region. Events attended The Gimme Shelter Anniversary 2/29/2017, Flyers made and distributed at the NE Regional convention 3/4/2017, and attended both on the same day Boston You Too Can Speak Speaker Jam and the Fall River Speaker Jam.

Report Attached

Merchandising: Daryl F.

Merchandising committee submitted three possible vendors to the committee as well as to the BOD for review. Verbal Report

Programming: Rob S.

Programming committee met 2/23/17 looking a creating a flyer for soliciting speakers for the convention. Have already starting exchanging tapes for the Friday Main Speaker, Saturday Main Speaker and The Sunday Brunch Speaker. Committee also talked about taking proposals from taping companies. Report Attached

C & 1: Robin L.

Convention Information committee two people added to the committee, attending a lot of meetings getting the word out of our upcoming convention and pre-registration for 10.00, all by word of mouth. 18 addicts in attendance at the meeting, we had 13 voting members

Roll Call and Quorum Set: 13 voting addicts

Old Business:

A & G submitted artwork/logo designs to the committee for review. Committee suggested some modification to the designs and for A & G to email the correction to the committee for approval. Also to get 3 quotes on the costs of creating the screen and the cost for colors used to print the shirts.

Subcommittees please continue announcing the early bird registrations \$10.00 making the convention affordable to our newer and seasoned NA members.

New Business:

Ex. Committee has asked the BOD to take the cash register out of the storage for the convention committee to start using them at our upcoming events, reason to have the committees that will be using the registers get used to working with them.

Motions: See attached motions

1. 3/19/2017-01 - Pay rent to the Providence Ctr.
2. 3/19/2017-02 - Reimbursement of funds 14.20 for the early bird registration flyers to Rosalind M.

Closing Balance: 6708.31

Next Meeting: Sunday April 23, 2017 @ 4pm; 249 Main Street, Pawtucket, RI 02860

3-19-17

Fund raising and entertainment met March 12. We still have an open position for vice Chairman

Event ideas was a May breakfast, Child talent show, cook-out speaker jam, dances, and comedy show

Venue we looking into the Amos House, Silver Lake, platforms, Our ~~at~~ assembly of God. Look at other area's having something and the dates were April 1st and 8th.

We talked about a speaker jam on April 22 but felt that is was too late to plan and talk about May breakfast

- We are look for hall space and asking about the budget of 500.00 to have to take place. Our next meeting will take place 4/2/17

ARTS AND GRAPHICS REPORT 3/19/17

Tommy G. - CHAIR

CHRIS O - VICE CHAIRS

OUR COMMITTEE DID NOT MEET THIS PAST MONTH DUE TO CONFLICTS IN SCHEDULING.

HOWEVER, WE WERE ABLE TO COME UP WITH TWO DRAFTS READY FOR THE COMMITTEE'S CRITIC AND OR APPROVAL.

BOTH ARE PRELIMINARY DRAFTS, OPEN TO ANY AND ALL SUGGESTIONS.

OUR NEXT MEETING HAS YET ~~BEEN~~ TO BE SCHEDULED, AS WE HOPE TO INCLUDE MORE ACTIVE MEMBER.

IN GRATEFUL SERVICE.

Tommy G. 401 663 4077

UNTIL WE GET FREE@GMAIL.COM

Registration's Report

\$150.⁰⁰

03-19-2017

Registration attend the "Gimme Shelter" anniversary ~~on~~ on Feb 28, 2017 we sold \$140.⁰⁰ dollars worth the Registrations. We recieved one (1) Registration ~~to~~ through the mail. We also purchased stamps for confirmation receipts through the mail. We are awaiting the conversation logs to place it on the Confirmation receipts.

Registration also attended two functions one in Roxbury & Fall River. We recieved 4 Saters in Roxbury - \$40.⁰⁰ & in Fall River.

The committee is in the process of gathering ideas as to what to place in the registration bag. ~~to~~ Registration would like to bring out the cashiers; so the committee members who will be on the register, will now how to use it before the conversation.

The treasure also collected \$30. ~~from~~

Next Meeting - T-B-D

In Loving Service

Lilly B.

p.s. - Olivia recieved & gave two(2) Registration \$20.⁰⁰

Programming meeting February 23 The "program committee met and went over have a flyer made for speakers for the convention we also exchange taped to start the process of looking four main speakers for the banquet open on speaker and Sunday morning speaker we also talked about taking proposals for taping companies. In loving service Robert S.

Robin Levasen

3/19/17

Convention Information Chair

I have 2 people on my committee Barbara and Myra. I have been letting the word out at meetings about upcoming convention and registration

(Detox) Forms also working into Recovery and sober house

Motion Forms

-o/ Date: Motion # 17

Ex-Chair R3

Maker:

ed: FREE Carle

Seconded:

Motion:

Pay Rent to Knox Cts

2500

Intent:

Key for our meeting space

Favor Against Abstentions •

Policy Change Y/N

Motion # 3 [q 17-öz

Steve W.
ed: Shulz

Motion: To reimburse Ross for \$14²⁰/_w for
copies
d

Intent: to pay Ross Back

Favor Against Abstentions.

4) Policy Change Y/N

Finance Report: (Open)

H&I: (Johnny F):

Phone Line (Nick S.)

March 2017 phone line report

Only 1 call this month. An addict looking for literature and a step book. He works for Drug court in Taunton, but lives in Franklin and is in the process of opening a sober house up in MA.

I advised him of our Literature sale days in conjunction with area and gave him our website info, as well as SEMA's, told him another place to get was NAWS website. Explained to him some groups also sell books (thinking of Monday night @ Roger Williams.

I told him if he really needed a book on the fly, he could call me and meet up somewhere...I would do my best to get my hands on one. Well he called, I put a message out on social media that a fellow addict needed a book, and got one.

Also in talking to him, I found out he was opening a new sober living community through drug court, and asked if I could pass his number along to a friend here in R.I. who runs a clean-living community here. I passed his to him, and his to him, and they connected & networked.

That was my only call this month.

In grateful service

Nick S

This is a progress report as of Mar 25,2017
on the GPANA Lit rack service project.

So far, we have placed orders for literature through NAWS, the payment has been processed, but no Lit delivered. I called on Friday Mar 24th and asked. they are tracing it, and was asked to call back on Monday

Also, have ordered and received the brochure racks, they are waiting to be filled.

In addition, we have the new flyer to get digitally to the groups, attached here
along with invoices for the racks & literature.

We are announcing at meetings if anyone wants to help there's no clean time requirement, and have gotten 1 addict on board.

and are putting together an "I'm interested" contact list...getting a contact at the meetings themselves.
& have sat with the PI chair for Free Spirit to see how we can share experience and work together.

That's as far as we have come.

More will be revealed

In Grateful service

Betsy L

& Nick S

Policy - New Elected Policy Chair - Nichole H.

Public Information Report (open)

Website Chair (John F.): www.gpana.org/wordpress

New Motions:

- **Motion (PASSED)**

Date: 03262017

Maker: P/I

Seconded by:

Motion: For literature Inventory Stock – English and Spanish price = \$266.50

Intent: To carry the message

- **Motion (PASSED)**

Date:

Maker:

Seconded by:

Motion:

Intent:

- **Motion (PASSED)**

Date:

Maker:

Seconded by:

Motion:

Intent:

Old Business:

GPANA *open* position

- Alternate Secretary
- Alternate Treasurer
- Public Information Chair
- Finance Chair
- H&I Chair
- Activities Chair

Convention *open* positions:

- Secretary
- Alt Treasurer

All subcommittees members are elected within this body.

New Business:

- Next Area Meeting will be held on March 26th, 2017

Open Forum: Bringing back to the groups to cast a vote to decide to reduce the required clean time from 2 years to 1 year for the Convention Secretary and the Convention Alternate secretary's.

Meeting Adjourned

Administrative bodies contact

- Chair: James M. (401)516.3863
- Vice Chair:
- Secretary: Ines G. (401)837-3740 writeorreadme@yahoo.com
- Website: Acting John F.
- Treasurer: John D. (401) 640.145 john.delicio03@gmail.com
- Board of Directors:
- Regional Committee Member (RCM): Jim D (401) 261.5473 jimd12102008@aol.com
- Alternate RCM Melissa G (508)840-0820 m.gagne27@yahoo.com
- Activities:
- Policy: Nichole H. (774)216.1561 nhennigan1990@gmail.com
- Convention Chair: Rosalind A. M. rosalindwallace1995@gmail.com
- Convention Vice Chair: Reco W.
- Area Finance chair: Melissa G. (508)840-0820 m.gagne27@yahoo.com
- Hospitals and Institutions: (Chair) John F. (401) 714.9765 john.fallon1@verizon.net
- Area Literature Chair: John C (401) 286.4662.
- Phone Line: Nick C. (401) 225.7692

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.

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]
Bookkeeping and/or accounting skills.
- C. Ability to organize and keep financial records.
- D. 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) year's 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 an 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, & 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.