



Area 59

EASTERN PENNSYLVANIA
GENERAL SERVICE ASSEMBLY

www.area59aa.org

Secretary's Report
E. P. G. S. A. Panel 65
December 14, 2014

Area Secretary Folder:

1. Roll Call Procedure. This label can be used as a tool to help you during roll call to remember the order of roll call procedure. It also provides a brief explanation of Summaries and Actions.
2. Quarterly DCM Report. Please fill out the Quarterly DCM report to inform the area of (a) your district highlights from the past quarter as well as (b) any upcoming district events. Please note that you need to fill out this form in order to have your district's quarterly summary included in the minutes; a summary will not be made from submitted district minutes.
3. Area 59 Library Request Form. Please note that Area 59 has a library that contains many titles in CD and DVD format. Please utilize the Library Request Form to request to borrow items from the library. Most items in CD and DVD format are available in our Mobile Library at Area Meetings and select other events that your Area Secretary attends. Take this opportunity to check out a selection from our library and increase your knowledge of AA History, AA Traditions, and AA Service.

Area Secretary folder includes:

1. Area 59 Roster: This is a roster containing contact information for all members of Panel 63. Please review your information on the secretary's copy that is being passed around on the clipboard and note any changes. An updated roster will be emailed/mailed to you with the minutes of this meeting. The roster is **confidential** as it contains full names and contact information. It is intended only for service work. Please, do not distribute further.
2. Area 59 Minutes: Copies of Area Committee Meeting Minutes will be included in the future.
3. Calendar of Events: If you would like an event added to the Area 59 Calendar, please contact me by email or by US Mail using the Area Calendar Request Form which is available from the Service Resources link of our website, www.area59aa.org. Please DO NOT contact our area web servant directly.

District Minutes: Please send your district minutes to all of the Area Officers monthly either by email or US Postal Service. Please make sure the district's number, month, and year are somewhere on the minutes so that we can identify where they came from.

Area Library Update: The Area 59 Lending Library was expanded during Panel 63 to include the following titles:

1. AA for the Alcoholic with Special Needs (CDs in English and Spanish)
2. Twelve Steps and Twelve Traditions (CDs in English <with Braille Labels> and Spanish)
3. Twelve Steps and Twelve Traditions (DVDs in American Sign Language)
4. Alcoholics Anonymous (DVD in American Sign Language)
5. Alcoholics Anonymous Comes of Age (CDs in English)
6. AA in Correctional Facilities (DVD in English/Spanish/French)
7. PSA Compilation Video 2014 (DVD in English/Spanish/French)

You are encouraged to use these items for your workshops or other Fellowship events!

Thank you for the opportunity to be in service. Please let me know if there is any way I can be of assistance to you, your groups, or your district.

Secretary Contact Information:

Area 59 Secretary
c/o Ken D.
821 William Thomas Dr.
Kennett Square, PA 19348
610-368-8266

In Fellowship & Service,

Ken D.
Area 59 Panel 65 Secretary