



Area **59** EASTERN PENNSYLVANIA  
GENERAL SERVICE ASSEMBLY  
[www.area59aa.org](http://www.area59aa.org)

**Secretary's Report**  
**E. P. G. S. A. Panel 63**  
**March 9, 2014**

Please note that I am not handing out an official report or folders for the March 2014 quarterly area meeting. Please print out the following two forms and bring them with you to the meeting.

1. Roll Call Procedure. This 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.

Other items attached to the email include:

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.
2. Area 59 Minutes: The minutes of the December 2013 Area Meeting.
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](http://www.area59aa.org). Please DO NOT contact our area web servant directly.
4. 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.

*Please note that I will have some copies of the roster, minutes, calendar, DCM Report, and Area 59 Library Forms available for those that need them.*

An Additional Note: 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.

Please let me know if there is any way I can be of assistance to you, your groups, or your district.

Enjoying the Journey,  
Michelle M..  
Area 59 Panel 63 Secretary

Area Secretary Travel Log –

<u>Travel Log Date</u>	<u>Event</u>
12/13/13	Speaking Commitment in Williamsport, PA
12/21/13	Speaking Commitment in Lancaster, PA
02/19/14	Pre-Area Meeting in Glenolden, PA
03/07/14	74 <sup>th</sup> Anniversary of AA in Philadelphia, PA
03/09/14	Quarterly Area Meeting in Kinzer, PA