



## Secretary's Report-AQ 2, March 8, 2020

In an effort to minimize wasted copying and paper, I will not include in your folder the calendar of events, the minutes from the previous quarterly meeting, or the current roster unless requested. I will have limited copies of these items available at our business meetings. A draft copy of the last quarters' minutes will be emailed prior to each quarterly meeting for review. Hard copies will be mailed to anyone upon request.

**District Minutes:** Please send your district minutes each month to all Area Officers and the Area Archivist via e-mail. These minutes are a vital way for the Officers to keep up with what is happening in our Area. We really do read them! Be sure to include your district number and the date.

**Roll Call Procedure:** When your District is called provide your name, service position, Home Group, number of visitors from your District if any, if your report is submitted electronically or in the basket, and the number of summaries and or actions. This will provide for an efficient Full Committee Roll Call. A second roll call will be made to confirm or amend your information.

**EPGSA Area 59 Roster-Panel 69:** This is confidential contact information for Panel 69 service individuals and organizations. At each area meeting a printed version will be circulated for you to verify or correct so an accurate copy will always be available. As new information is received, updated versions of the roster will be e-mailed to all DCM's.

**Calendar of Events:** If you would like to have an event listed on the Calendar an electronic request form is available at our area website, [area59aa.org](http://area59aa.org). Please do not contact our area web servant directly. If there is any questionable content, I will contact you. Please maintain anonymity on fliers.

**Area Library Request Form:** Area 59 maintains an extensive library of CD's and DVD's which can be borrowed by any member with a submitted request form. When I attend area meetings and many other events, I will have the library and forms with me. Items can be mailed to you and I will include a postage paid return envelope. A list of available items is included here.

**Quarterly DCM Report:** These required reports can be submitted on-line at [area59aa.org](http://area59aa.org) in advance of our meetings which is quite convenient, or you can submit them upon arriving at each quarterly meeting.

In Fellowship and Service,

Curt C.

Secretary, Area 59 Panel 69

## Secretary travel log

12/08/2019, AQ1, 2019	Fort Washington, PA
12/11/2019: District 47 Meeting	Sellersville, PA
01/14/2020: District 63 Meeting	Lancaster, PA
01/18/2020: District 35 Workshop	York, PA
01/19/2020: DCM Sharing Session	Lancaster, PA
01/26/2020: PA State Convention Meeting	Harrisburg, PA
02/15/2020: Pre Area Officers Meeting	Glenolden, PA
02/16/2020: SEPIA/ Area SAD	Philadelphia, PA
02/21-23/2020: NERAASA	Nashua, NH