

**4th Qtr. Meeting Area 59 Panel 71
Secretary's Report – September 11, 2022**

Area Secretary: records the minutes at the area meetings and functions; prepares the minutes and distributes them to the area committee and past delegates; maintains current records and updates DCM and ADCM listings on the roster; maintains the area calendar of activities on the website; and is custodian of the area's video library. Liaison to the PA State Convention; in addition, named by the delegate to serve as an advisor to two area subcommittees.

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, please state your name, your position, your homegroup, any guest present, and was your quarterly DCM District's quarterly report submitted online or not. Any Summaries – which are any announcements, etc. in your Districts – please email to Area Secretary secretary@area59aa.org. Any Actions – which are any problems or issues within your Districts, that you would like the experiences of other DCMs or Officers in the assembly; please state if you have any with roll call.

Area 59 Roster: This is confidential contact informational report for service individuals and intergroups. At area meetings a roster will be circulated, for DCMs to verify or correct information so an updated accurate copy of the roster will always be available. As new information is received, updated versions of the roster will be emailed to all.

Calendar of Events: If you would like to have an event listed on the Area Website Calendar; an electronic request form is available on our website, [Events Calendar – Area 59 of Alcoholics Anonymous \(area59aa.org\)](http://area59aa.org/EventsCalendar). If there is any questionable content, the Area Secretary will contact you prior to posting. We need to maintain anonymity on event fliers; therefore, please **do not list full names** on your email contact information or anywhere on the flier. Please check for anonymity, use an email address that is not personally identifiable. Also, **phone numbers break anonymity, as you can do a reverse phone number look up and see who it is**, though if the phone number is for an intergroup office that would be fine.

Quarterly DCM Report: These required reports can be submitted online in advance of our quarterly meetings [Area 59 Business – Forms – Area 59 of Alcoholics Anonymous \(area59aa.org\)](http://area59aa.org/Area59BusinessForms) - DCM report.

Area Library Request Form: Area 59 maintains an extensive library of CD's, Thumb drives and DVD's which can be borrowed by any member with a submitted request form.

PA State Convention 2022 Liaison: No Report

Secretary Log:

District 25 Speaker - Concept 7 & Tradition 7 – Zoom – 7/5/2022
Safety Workshop - Area 13 - Washington DC – Zoom – 7/9/2022
PENNSCYPAA XXXIII - Genetti Hotel - Williamsport – 7/16/2022
Literature Subcommittee Zoom Meetings – 7/10/2022 + 7/24/2022
Literature/Treatment Accessibilities Workshop - Malvern Center – 8/6/2022
District 48 Workshop AA History Lesson – Pine Street UM Church - Williamsport – 8/27/2022
Grapevine La Viña Subcommittee Meetings - Zoom – 7/30/2022 + 8/27/2022
Pre-Area Officers Meeting – @ Martin's Williamsport – 8/28/2022
Mustard Seed Maryland Alkathon – Speaker – Zoom – 9/4/2022
Area 4th Quarterly Meeting District 35 - Chambersburg – 9/11/2022

Thanks for letting me be of Service, Susan, Secretary Area 59 Panel 71