



EPGSA Area 59 Panel 71 Secretary's Annual Report 2021

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; Grapevine/LaVina and Literature.

Meeting Minutes: The Area Secretary prepares the minutes for our Quarterly Area Meetings; where the business of Area 59 is conducted. Also, we ask the Districts to send their 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: The Area Secretary also conducts the Roll Call for the Area Quarterly Meetings. When a 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 placed into the basket (which usually sits on the front table at in-person Quarterly Meetings). Any Summaries – which are any announcements, etc. in a Districts – please email to Area Secretary secretary@area59aa.org and we post the District event announcements on the Area 59 website. 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 to address; please state if you have any Actions with roll call; and we will address those issue later in the Quarterly Meeting.

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 members on the Roster.

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, <https://area59aa.org/calendar-requests/>. 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 at area59aa.org in advance of our quarterly meetings <https://area59aa.org/service-resources/> - DCM report.

Area Library Request Form: Area 59 maintains an extensive library of CD's, DVD's and thumb drives of previous events such as NERAASA and other conventions or Area events which can be borrowed by any member; please contact Area Secretary.

PA State Convention: The Area Secretary is also liaison to the PA State Convention which was held virtually; August 6th and 7th 2021. The Convention Theme – “Any Length Necessary”. There was a full lineup of awesome speakers. Next year's PA Sate Convention will be held on August 5th-August 6th 2022.

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