

Secretary's Annual Report 2022 EPGSA Area 59 Panel 71

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 Area Roster; maintains the Area Calendar of activities on the Area 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/La Viña 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, DCMs state their name, position, homegroup, and any guest present. Any Summaries – which are any announcements, etc. in a Districts – get emailed 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 the Districts, that DCMs would like the experiences of other DCMs or Officers in the assembly may be addressed in the Quarterly Meeting.

Area 59 Roster: This is confidential contact informational report for service individuals and intergroups. At Area meetings an Area 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 Area Roster.

Calendar of Events: If there is an event to be listed on the Area Website Calendar; an electronic request form is available on our Area 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 flyers; therefore, we do not list full names or personal email contact information anywhere on the flyer. 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 AA member.

PA State Convention: The Area Secretary is also liaison to the PA State Convention; which was cancelled this past year.

IN 2022, I have attended Quarterly Area Meetings, Pre-Area Officers Meetings, Subcommittee meetings for Grapevine/La Viña & Literature, Pre-Conference Sharing Session, Mini Assemblies, Area/Sepia Share-A-Day, NERAASA, DCM Sharing Session, PA Hispanic Convention, and many workshops within Area 59, as well as other Areas and Events to name a few. I also written an article for the "WE" newsletter. I have truly enjoyed learning more about Alcoholics Anonymous as a whole this year.

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