

Secretary Report | EPGSA Panel 73

March 12, 2023

Area Quarterly Meeting, Q2 (Oxford)



Thank you for the opportunity, privilege, and responsibility to serve as your Area Secretary for EPGSA, Panel 73.

Area Secretary Overview:

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 of DCM and ADCM listings on the roster; maintains the area events calendar on the website; is custodian of the area's video library; serves as an advisor to two Area subcommittees.

Roll Call Procedure

- When your District is called, please state:
 - Your **name**, **service position**, homegroup (if desired), **number of guests**, and if your **DCM report was submitted online**.
 - Any Actions** – these are problems or issues within your District, for which you would like the shared experience of other DCMs or Officers. Be sure to state if you have any during roll call (they will be discussed later in the meeting).
 - Please note that Summaries – which are any announcements, anniversaries etc. in your District – are not announced during the Area meeting. Please use calendar form (below) or email the Area Secretary: secretary@area59aa.org.

District Minutes

- Please email your District minutes each month to all Area Officers and the Area Archivist. Include District # and date.
- These minutes are a vital way for the Officers to keep up with what is happening in our Area. We really do read them!

Area 59 Roster

- This is our confidential service contact list for individuals and service entities throughout the Area. When the copy of the roster is circulated, please verify and correct information so we have accurate records!
- New:** roster updates are sent out *only* when relevant contact data has changed, with a choice of various frequencies.
- New:** anyone can request access to the shared Google drive (login required), available here: go.area59aa.org/roster.
- New:** the super-cool Roster Glide app packed with delights is now in preview; please contact me if you'd like early access!

Calendar of Events

- To list an event on the Area website Calendar, submit an online calendar request: go.area59aa.org/calendar.
- If there are any questions about the content, the Area Secretary will contact you prior to posting.
 - Anonymity is important on event fliers: do not use full names, personal email addresses, or personal phone numbers.
- New:** form is modernized, mobile friendly, and has new convenient fields; user gets copy of submissions and can easily edit.

Quarterly DCM Reports

- Please submit your report online, in advance of the quarterly meeting: go.area59aa.org/dcmreport.
- New:** form is mobile friendly with simplified modern design; you now receive copy of report, with a convenient way to edit.

Area Library Requests

- Area 59 has an extensive library of CDs, USB drives and DVDs, and more - which can be borrowed by any member!
- Please complete the online form to request an item: go.area59aa.org/library.
- Upcoming:** form will be updated to modern design; goal is to include a catalogue of library items with pictures.

If you have any questions, issues, or concerns, please feel free to call or send an email at any time!

Yours in Service,

Dan B.

Secretary | Area 59, Panel 73

secretary@area59aa.org

Event	Date	Event	Date
Structure Meeting	1/5/2023	Structure Meeting	2/2/2023
Subcommittee Chair Orientation	1/7/2023	A59 – SEPIA Share-a-Day	2/18/2023
Sepia SAD Planning	1/8/2023	Pre-Area Officer Meeting	2/19/2023
NERAASA 2024 Planning	1/14/2023	NERAASA 2024	2/23/2023 - 2/26/2023
D44-D56 GSR Orientation	1/21/2023	Structure Meeting	3/2/2023
PI Meeting	1/23/2023	AQ2 2023	3/12/2023
DCM Orientation	1/28/2023		



go.area59aa.org/roster



**Events
Calendar
Request**



go.area59aa.org/calendar



**DCM
Report
Form**



go.area59aa.org/dcmreport



**Library
Request
Form**



go.area59aa.org/library