



Area 59

EASTERN PENNSYLVANIA
GENERAL SERVICE ASSEMBLY
area59aa.org

Secretary Annual Report EPGSA Area 59 | Panel 73 November 2023

The Secretary's main duties include: taking minutes at Area meetings and functions; keeping current records for the service roster; approving event submissions for the events calendar on the website; serving as custodian of the Area's A/V library. These can be divided into: People, Places, and Things.

Summary of Major Secretary Activities

▪ **PEOPLE** | WORKING TOGETHER IN AREA 59:

One of the first Secretary duties is to assemble the service roster, which is our contact list for DCMs, ADCMs, officers, special servants, and past delegates. It's a key tool for communication, and we strive to keep it up to date. Several improvements were made this year to simplify access: automating distribution based on changes, adding an Excel version, and even creating a secure Glide app. Another main function in the "people" category is conducting roll call at Area quarterly meetings and the EPGSA Convention, so we have the correct tally of votes for motions, elections, or other items. The Secretary also serves as advisor to two subcommittees, which this panel is Public Information and Structure.

▪ **PLACES** | EVENTS AND RECORDS TO KEEP US INFORMED:

Taking minutes at Area quarterly meetings, the convention, and other events is probably the most time-intensive responsibility, as well as the most challenging. It took a while to figure out the right level of detail, and that it's best to take extensive notes during an event rather than waiting until later. Taking accurate yet informal notes is also vital at events such as Pre-Conference Sharing, the Area Inventory, and officer Pre-Area meetings. The Secretary also "approves" event submissions to the Area calendar before they are posted, which means ensuring there are no items which break anonymity, such as personal email addresses or phone numbers. At the Pre-Area meetings, the Secretary leads a review of the calendar with the other officers, ensuring maximum coverage at functions throughout the region.

▪ **THINGS** | REPORTS, FORMS, AND MORE:

The last main category of responsibility is "things" - such as collecting and formatting the DCM Reports submitted each quarter, and reminding Districts to send their minutes to the Area officers and Archivist, so we can be better informed of how Districts are functioning throughout Eastern PA. The Secretary also maintains the Area's A/V library, which has a wide assortment of recordings and videos from various service events such as NERAASA, or material from GSO. Look for it soon at an event near you!

Finally, the actual forms used to collect information received various improvements, so they are simpler to use and mobile friendly; this includes the DCM Report, Events Calendar Request, and Library Request forms. It's always a joy to use technology to make life easier.

Thank you for the opportunity, privilege, and responsibility to serve as your EPGSA Panel 73 Secretary.
I am grateful to be of service!