

Secretary Report | EPGSA Panel 73

June 9, 2024

Area Quarterly Meeting, Q3 (Williamsport)



EASTERN PENNSYLVANIA
GENERAL SERVICE ASSEMBLY
area59aa.org

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**.
 - **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 part of 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!
- ★ The super-cool Roster Glide app packed with delights is now available at app.roster.area59aa.org ! You will need to log in with your email address on the roster to see any information.

Volunteer Signup - 2024 EPGSA Convention and Election Assembly

- It’s not too early to volunteer for our upcoming convention, and it’s vital to fill all time slots, especially registration!
- ★ There is an online form for signup: go.area59aa.org/epgsavol ! The form allows choice of volunteer type and time, so please share with the GSRs in your District.

Calendar of Events

- To list an event on the Area website Calendar, submit an online calendar request: go.area59aa.org/calendar. Anonymity is important on event fliers: do not use full names, personal email addresses, or personal phone numbers.

Quarterly DCM Reports

- Please submit your report online, in advance of the quarterly meeting: go.area59aa.org/dcmreport.

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.

If you have any questions, issues, or concerns, please feel free to call or send an email at any time. I am also available to come to your District to speak on Area service or any other topic!

Yours in Service,
Dan B.

Secretary | Area 59, Panel 73
secretary@area59aa.org

Event	Date	Event	Date
NERAASA Post-Planning	3/16/24	DCR 1	5/11/24
Structure Meeting	4/4/24	PI Meeting	5/16/24
PCCS 2024	4/6/24	AQ3 Pre-Area	5/25/24
D31-D32 Workshop	4/14/24	D30 Meeting	6/4/24
PI Meeting	4/18/24	Officer Meeting	6/5/24
Structure Meeting	5/2/24	DCR 2	6/8/24
D51 Workshop	5/4/24	AQ3 2024	6/9/24



EPGSA Convention Volunteer

secretary@area59aa.org
treasurer@area59aa.org



go.area59aa.org/epgsavol



Roster App



app.roster.area59aa.org



Events Calendar Request



go.area59aa.org/calendar



DCM Report Form



go.area59aa.org/dcmreport