



Area 59

EASTERN PENNSYLVANIA
GENERAL SERVICE ASSEMBLY
area59aa.org

**Secretary Annual Report
EPGSA Area 59 | Panel 75
November 2025**

The Secretary's main duties include: taking minutes at Area meetings and functions; keeping current records for the service roster; approving submissions for the events calendar on the website; and serving as custodian of the Area's A/V library.

Summary of Major Secretary Activities

- * **Roster** - Assembles and distributes 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. During this panel, the street addresses for all servants was removed from the emailed roster.
- * **Roll Call** - Conducts roll call at Area quarterly meetings and the EPGSA Convention, so we have the correct tally of votes for motions and elections.
- * **Minutes** - Taking minutes at Area quarterly meetings, the convention, and other events is both a time-intensive and challenging responsibility. Taking accurate yet informal notes is also vital at events such as Pre-Conference Sharing, the Area Inventory, and Pre-Area Officer meetings. This panel, the Secretary also started taking notes at the Area & Intergroup Share A Days. Improvements were made to have the minutes available on the Area 59 website in "Draft" form immediately after Area Officers review and approval. This provides information to the Fellowship as early as possible, so the DCMs have the most current information to provide to their Districts.
- * **Area Calendar** - Approves event submissions to the Area calendar before they are posted, ensuring there are no items which break anonymity or posting of events that are non-AA related. At the Pre-Area meetings, the Secretary leads a review of the calendar with the other officers, ensuring representation at functions.
- * **DCM Reports** - Collects and formats the DCM Reports submitted each quarter. Encourages DCMs to send their minutes to the Area officers and Archivist, so we can be better informed of how Districts are functioning throughout Eastern PA.
- * **Advisor** - Serves as advisor to two subcommittees assigned by the Delegate, which are Archives and Finance.
- * **Audio / Visual Library** - Maintains the Area's A/V library, which has a wide assortment of recordings and videos from various service events such as NERAASA, or materials from GSO. Look for it soon at an event near you or request something from the library via area59aa.org!

Thank you for the opportunity, privilege, and responsibility to serve as your EPGSA Panel 75 Secretary and for sending me to NERAASA this year. I am grateful to be of service!

Lauren B., Area Secretary