



Area Service Committee Minutes for May 2006

These are the full minutes as recorded at the ASC by the secretary. They are collated from the event, and the reports that are emailed into the secretary for inclusion. The reports appear as sent by the sub committee, hence the differing formatting and appearance. Please email webservant@nwna.info with any errors, omissions, errors, or further information. Please check our website notice board regularly for updates on information, latest meeting times and service committee information. <http://www.nwna.info/noticeboard>

ASC Steering Committee Report

Helen confirmed that she would hand in her position after having chaired for 14 sessions.

Concepts Read By

Chris

Positions Vacant

<u>Position</u>	<u>Servant</u>	<u>Start Date</u>
ASC Chair	Joe	Dec 06
ASC Chair Vice	VACANT – PLEASE ANNOUNCE AT MEETINGS	
ASC Treasurer	Steve M	
ASC Treasurer Alternate	Lenny	Nov 06
ASC Literature	Kerry	May 06
ASC Literature Alternate	Robbie	June 06
ASC Secretary	Bill	March 06
ASC Secretary Alternate	Cheryl	June 06
ASC Brew person	Derek	June 06
Regional Committee Member	Darren	Jan 06
R.C.M Alternate	Paul M	
European Convention Chair	Mick	
CD & Tape Library	Joanne	Sept 2006
Convention Chair 2008	Steve M	
Fundraising & Entertainment Chair	VACANT – PLEASE ANNOUNCE AT MEETINGS	
Helpline Chair	Steve	September 2006
Helpline Alt	James	August 06
Hospitals & Institutions Chair	VACANT – PLEASE ANNOUNCE AT MEETINGS	
Hospitals & Institutions Alt		
Meetings List	John	May 06
Outreach Chair	VACANT – PLEASE ANNOUNCE AT MEETINGS	
Parents & Carers Chair	Anthony	July 06
Post Box	Adam	
Prison Sponsorship	John	June 06
Public Information Chair	Sam	September 2006

Public Information Alt
Website Committee Chair
Ad-Hoc Training
Carlisle Event

Dave Mc
Paul M.
Keith

Dec 06
August 06
Oct 06

The outgoing trusted servants, Helen who has chaired the ASC and Sharon who chaired the H&I were warmly thanked and applauded for their service.

Introductions & Group Issues

Tuesday Chorlton fully support the ASC moving to find a way to split. Also requested £30.00 from P&C for the crèche and materials to be used.

Old Business

The process to split area was discussed after the vote was carried.

Paul is not here, can we wait till he is.

Tony: Does it have to take a year?

Dave: support the process

Joanne: What would the areas be?

Helen: Decisions should be led from the bottom up

Anthony: Will want all GSR's to be involved

Helen: lots of information available in the guide to local services.

Helen: Suggested a ad hoc committee be formed next month to start the process. Discussion ranged around some of the issues, but was kept to the proposal with is to now move forward with ways of doing this split.

European Convention Report

The European convention committee welcome enquiries for fundraising events. Please contact Shirley on 0781 300 5392 or Guy on 0798 452 4722 Next event is the New Years Eve party. Call Chris on 0773 757 0878

It was suggested that a report be presented in person and a copy sent for inclusion in the minutes.

CD & Tape Library Report

Joanne confirmed that tapes and cd's are available from her at the ASC.

Regional Committee Member Report

Not present. It was noted that no RCM report was provided as promised again. The minutes from the Regional Committee Meeting was forwarded. This is to be discussed at the next ASC. What is our area supposed to do with these minutes from Region.

Website Report

A new chair was voted in.

I would like to arrange a committee meeting and to possibly alternate between St Annes, Blackburn, Manchester and where ever ekse may be applicable or alternatively we could locate a place that is central to most members who would like to get involved. Robbie from Blackburn has expressed an interest in vice

chair, John from Manchester has expressed an interest in the web committee so it would be great to get together and make a plan of action and see what resources we have at our disposal in doing so.

Helpline Report

Two new volunteers started on the phone line this month. Guide lines, log sheets and were to finds were posted out. The main difficulties we seem to be facing are volunteers forgetting to log on to the phone line which can result in calls not getting answered or enquires not getting dealt with. There are no expenses for this last month and we still have the £35.00 budget given at the October ASC

CAN ALL PHONELINE VOLUNTEERS PLEASE MAKE SURE THEY LOG ON AT THE CORRECT TIME AND IF UNABLE TO COVER THE SHIFT CAN YOU PLEASE GIVE ME SOME NOTICE TO ARRANGE A REPLACEMENT.

In fellowship Steve G Phone line Chairperson Any enquires phone 07966235025

Questions were raised about calls to the helpline and members answer phones could kick in and carry a very different message, especially for members whose personal phone is also a business phone. It was agreed that this must be avoided.

Post Box Report

Adam continues to look after the post box. Apologised for having left the letters behind, but will ensure they get to the right people promptly.

Parents & Carers Report

Keith read the concepts

INTRODUCTIONS : Tom (brews), Howard (merchandise), Ruth (secretary), Robbie (vice chair), Keith, Anthony(chair), Kerry.

Robbie passed the minutes .

POSITIONS VACANT : Treasurer, Area co-ordinators, Newsletter Editor.

TREASURERS REPORT: £460.00

OLD BUSINESS

Newsletter and flyer approved by committee.

Goals achieved are the workshop at the convention in Blackpool and held a successful quiz night to raise awareness of p and c and to raise funds.

GROUP ISSUES

Anthony will discuss at area the various names of meetings such as Parents in Recovery, Children Welcome , Creche Available . It was felt clarification was needed. On our areas meeting list there are 72 meetings of these only 6 are listed as children welcome.

The next meeting is 8/12/06.

Prison Sponsorship Report

Prison Sponsorship subcommittee meeting

Opening silence

Concepts (read by Leanne)

Attendees: John, Leanne, Stuart, Paul

Apologies: Laurie

22 – 10 – 2006

Positions: Chair (2yr c.t.r.) – John (07971 409 703)
Vice Chair (1yr c.t.r.) – Leanne (07908 723 744)
Correspondence coordinator (2yr c.t.r.) – Stuart (07886 582 291)
Service coordinator (1yr c.t.r.) – Laurie
Brews (willingness to serve) – Paul

Positions vacant: Treasurer (2yr c.t.r.), Secretary (1yr c..t.r)
Leanne is kindly fulfilling the treasury and Stuart the secretary position.

Treasurer's report:

Opening balance		£32.50
Travel ASC	-	£7.50
Pot	+	£2.08
Sum total	=	£27.08

Literature report: 1000 double sided business cards cost for distribution in prisons cost £55.

PO Box: the PO Box is now running is visited twice weekly – Monday and Friday. Chair and vice chair to be in attendance this week to be familiarised with the process in case Stuart is unable to do it.

NARCOTICS ANONYMOUS
PRISON SPONSORSHIP
PO BOX 225
ST ANNES
LANCASHIRE
FY8 9BQ

Old business: Committee agreed to pilot the prison sponsorship process in HMP Manchester. A meeting has been arranged with CARAT team manager later this month to finalise the process. Our address has also been passed onto addicts in HMP Preston and HMP Walton who expressed an interest, we await a response.

Sponsor Recruitment: Three new sponsors have been voted in. We now have 8 sponsors.

New business: Request received from NA members in East Lancs area for flyers. These have been sent out.

As a lot of interest in becoming a sponsor has come from outside the North West Area, the committee has decided to tap into this willingness and open up the opportunity for NA members outside the North West area to contribute to this process.

A similar Prison Sponsorship sub-committee is in the process of being set up in the London area, a set of our guidelines was requested and sent out.

The committee decided to send out an NA white booklet with each welcome pack rather than 6 individual IP's, this was also found to be cost effective.

As the chair is half way through his commitment, as from next month the vice-chair will now be in attendance with chair at ASC to gain experience before handover.

The next meeting: Sunday 17th December 2pm – 330pm – Pensioners Hall,
St Albans Road,
Lytham St Annes
(same venue as Sunday afternoon meeting)

Hospitals & Institutions Report

Opening Silence

Traditions Read By Sharon

Attendance: Sharon, Ant, Steve, Mike, Mike.B Jon Jon, Andy, John H, Tony, Chris

Apologies: Alex, Sue, Andy.T

Positions

Chair: Sharon (07738 705 257)

Literature: Andy M (07737 131 867)

Panel Coordinator Liverpool: Jon Jon (07727 235 787)

Panel Leaders: Alex, Sue Mike B, Mike D, Andy T, Jason S, John H, Chris H
Secretary: Anthony (07985 664 567)
Refreshments: Steve (07842 607 729)

Positions Vacant

Chair 2years clean-time (from next month)
Panel Coordinator (Lancashire Area): 1 year clean time
Panel Coordinator (Manchester Area): 1 year clean time
Panel Leader Kirkham: 1 year clean time
Vice Chair: 1 year clean time
Treasurer: 2 years clean time
Panel Leader Preswhich 1 year clean time (from January)
Panel Member (Summergrove)
Panel Member (Kevin White)
Panel Member (Pierpoint)
Panel Member (Birchwood)

Positions Filled: Andy Panel Member Kevin White

Literature: Waiting on a £50 delivery from the Service Office which was ordered slightly late. The Service Office owe £18 worth of literature due to a 10% discount on a previous order. Committee agreed that this should be spent on more literature.

Treasurer Report:

Balance brought forward	£145.70	
Committee owed Mike for literature (Strangeways)	£ 5.00	
Brews	£ 4.08	
Travel to ASC November	£ 20.00	
Travel to ASC December	£ 10.00	
Literature	£ 50.00	
Stationery	£ 4.00	
Travel to H&I	£ 15.00	
Balance	£ 37.62	Requesting £112.38

Facilities:

Liverpool Area Reports Panel Leader Jon Jon

Kevin White: Once weekly meetings going well. People have been seen at a meeting that attended H&I meeting in that facility.

Summer grove: Fortnightly meetings going ok. Relationship with staff is good. Average attendance is around 4 clients.

Birchwood: Meetings going well. The staff are N.A friendly, meeting are currently weekly

Manchester Area:

Prestwich: A meeting had to be cancelled due to panel leader having personal problems so there was only one meeting this month, which went well.

Strangeways: Been going well over last 8 week. Staff has invited N.A to a multi drug agency meeting. There are currently 3 H&I meetings every Tuesday and a carat worker is going to attend an open N.A meeting. It was suggested to the Panel Leader that the Reaching Out and On the Inside is to be taken into the jail due to prisoners always asking if service members have been in prison. This idea is to let the prisoner read experience from other people who have spent time in jail that are now in recovery.

Pierpoint: Going well and running smoothly every Wednesday. Panel Leader given some phone numbers of people who may share in this facility

Female Focus: Panel Member needed as last person has handed in position, sub-committee also agreed that people sharing should not sit in lounge of facility before or after meeting. Panel Leader has had problems with being let down by people who have agreed to share either canceling at the last minute or being late. Sub-committee also agreed with panel leader that people sharing should not bring along friends or sponsees to the H&I meeting.

Lancaster castle: There has been no contact from the panel leader who agreed at the last committee meeting to take more responsibility in reporting to the acting panel coordinator.

New Business: The presentation arranged at Preston Prison on the 30/11/06 was cancelled again. Also a N.A member had been asking for addict to share at Altcourse prison without going through the subcommittee, this person is to be contacted by somebody on the committee. Due to expense it was agreed that for the arranged information blitz it would be more practical and less expensive if the NA contact stamp was used instead of using business cards. After some discussion this was agreed by the committee. Mike to look into a suitable venue for the committee to be held in Manchester in January.

Old Business: An email address has been acquired for a contact in Styal prison and an email has been sent. Received a reply and details have been passed to The Governor to arrange a Presentation. Still trying to liaise with Buckley Hall. Still waiting on clearance for entry into Kirkham.

Venue, date and time for next H&I sub-committee meeting:

30th Dec 2006 3pm until 5pm at Walter Robinson Court, Laycock Gate, Blackpool, Lancashire.

The committee would like to thank all those that have been involved in service this month and we welcome the new members of the committee.

ALSO CAN ALL G.S.R's INFORM THEIR GROUPS OF ALL THE SERVICE THAT THERE IS AVAILABLE ON THE H&I SUB-COMMITTEE!!!!!!!!!!!!!!

CAN GSR'S ALSO ANNOUNCE NAMES ARE NEEDED FOR ALL INSTITUTIONS.

Public Information Report

No Report provided

Literature Report

Dec ASC Stock figure	£655.05
Sales figure	£890.58

Kerry reported that the volume of work, taking money from people, distributing the orders within the time scale was difficult. Mel was voted in as a 3rd Literature service person to assist.

GSR's are reminded that handing orders that have been wrongly calculated causes a lot of problems.

There is a place on the website www.nwna.info that can do this for you. Literature is not available before 2.00pm and after 5.00 pm.

New business

Discuss RCM reports and responsibilities.

Treasurers Report

There was much discussion about our funding. Literature proposed that all accrued funds over a prudent limit should be passed over to the ASC treasurer.

Treasurer proposed cutting some budgets due to poor cashflow. It was voted on for those sub committees present. All budgets remain the same.

Cost Description	Budget	Amount Given	Payment Method	Re
H n l	150.00	£112.38		
PI	150.00	£150.00	£150 for last months exp	
MEETINGS LIST	20.00	£19.40		
PHONE LINE (direct Debt)		£53.58		
PHONE LINE Expenses	35.00			
RENT	20.00	£15.00		
SECRETARY	60.00	£15.00		
STARTER PACKS		£20.00		
RSC DONATION		£207.58		
RCM Expenses (Bi Monthly)	140.00			
Brew Supplies		£3.20		
Prison Sponsorship				
Vice Chair				
Treasurer				
ASC Alt Chair		£10.00		
Adhoc Committee				

**This Months Total
Outgoing
Expenses**

=

£606.14

**This Months Total
Income**

=

£560.95

**This Months
Opening Balance**

=

1,045.19

**NW&NW Area Closing Balance
is**

=

1,000.00

Area	Meeting	Day	Time	Venue	Amount
Cheshire	Chester	Monday		Grovesnor Street	

		Thursday	7.30 pm	Grovesnor Street	20.00
	Stockport	Monday	8.00 pm	St. Saviours	
		Friday	7.30 pm	Salvation Army	
	Warrington	Wednesday	7.30 pm	Arch	10.00
		Friday	8.00 pm	Salvation Army	10.00
Cumbria	Carlisle	Wednesday	7.00 pm	Waterton Hall	
Derbyshire	Buxton	Wednesday	8.00 pm	St. Annes Catholic Church	
Greater Manchester	Altringham	Saturday	2.00 pm	The Priory	
	Bolton	Monday	7.30 pm	Bank Street Unitarian Chapel	35.00
	Bury	Tuesday	7.30 pm	CVS Building	
		Saturday	11.30 am	Mosses Com Centre	
	MANCHESTER	Monday	12.30 pm	Hulme Library	
		Monday	7.00 pm	Womens	
		Monday	7.30 pm	Oldham Street	25.00
		Tuesday	7.30 pm	Chorlton	
		Tuesday	7.30 pm	Cathedral	34.00
		Wednesday	13.30 pm	Hulme Library	
		Wednesday	7.30 pm	Salvation Army	30.00
		Thursday	7.30 pm	Cathedral	40.00
		Friday	12.30 pm	Hulme Library	
		Friday	7.00 pm	Smithfield	7.30
		Saturday	12.00 pm	Town Hall	
		Saturday	7.30 pm	St. Lukes	
	Saturday	9.30 pm	Lesbian & Gay Centre	50.00	
	Sunday	12.30 pm	Brow House		
	Sunday	7.30 pm	St. Lukes		
		Oldham	Tuesday	7.30 pm	The Hollies
	Wigan	Sunday	7.30 pm	Queens Hall	
		Thursday	7.30 pm	Queens Hall	
Yorkshire	Eccles	Monday	7.00 pm	The Basement	
	Keighley	Tuesday	8.00 pm	Airdale Hospital	
Merseyside	Liverpool	Monday	7.30 pm	The Crypt	10.00
		Tuesday	7.30 pm	Womens Meet	5.00
		Tuesday	7.30 pm	Stoneycroft	
		Wednesday	7.30 pm	Oakfield	20.00
		Friday	1.00 pm	The Basement	10.00
		Friday	7.30 pm	St. Nicholas	36.00
		Saturday	11.00	St. Anthony's	10.00

			am			
		Saturday	7.30 pm	Mildmay House		
		Saturday	7.30 pm	YMCA Birkenhead		
		Sunday	1.00 pm	Mildmay House		
		Sunday	7.30 pm	St Annes		
					352.30	Column Total
Area	Meeting	Day	Time	Venue	Amount	
Lancashire	Blackburn	Monday	10.00 am	Greenlane		
		Tuesday	8.00 pm	Green Lane		
		Friday	7.30 pm	Fusebox	6.57	
		Sunday	6.00 pm	Green Lane	10.00	
	Darwen	Wednesday	7.30 pm	Earcroft	15.00	
		Thursday	7.30 pm	Earcroft		
		Saturday	7.00 pm	Earcroft		
	Blackpool	Monday	7.30 pm	Salvation Army		
		Tuesday	7.30 pm	Mens Meeting		
		Tuesday	7.30 pm	Ibbison Centre		
		Wednesday	8.00 pm	Ibbison Centre	20.00	
		Thursday	8.00 pm	Grange Park		
		Friday	3.00 pm	Ad Action		
		Friday	8.00 pm	Grange Park		
		Saturday	6.00 pm	Walter Robbinson		
		Sunday	8.00 pm	Ibbison Centre	10.00	
	Chorley					
	Burnley	Thursday	7.30 pm	Stoops & Hargher		
	Lancaster	Tuesday	8.00 pm	Friends meeting House		
		Saturday	7.00 pm	Friends meeting House		
	St. Annes	Monday	7.30 pm	U Reform Church		
		Tuesday	8.00 pm	Womens Meeting		
		Wednesday	5.15 pm	Catholic Club		
		Sunday	2.00 pm	Methodist Church		
		Sunday	8.00	Avanham Flats		

			pm			
	Preston	Monday	7.30 pm	Preston Life Center		
		Thursday	7.45 pm	Preston Life Center	24.65	
	Northwich					
North Wales	Aberystwyth	Wednesday	7.30 pm	Contact Ceredigan		
		Saturday	1.00 pm	Contact Ceredigan		
	Bangor	Tuesday	7.30 pm	The NA Way Meet		
	Llandudno	Friday	7.30 pm	I Cant We Can		
European Convention Loan Repayment						
Litriture Committee Donation					94.43	
Direct Debt Passed cup					28.00	
					208.65	Column Total

Date & Time of Next Meeting

Sat 7th January

ASC

The Following pages are the instructions/suggestions from the NA Guide To Local Services for dividing up an area. There is much more. You can download the full document from www.na.org/pdf/GLS_2005.pdf

DIVIDING AREA SERVICE COMMITTEES

Locally, most area service committees serve dual functions, offering both group support and direct service administration. A small area committee, while providing a forum in which groups can share their experience with one another, often has difficulty administering direct NA services. An especially large committee, on the other hand, may have plenty of money and manpower for direct service administration but be too large to accommodate the kind of sharing that its groups need to support one another.

Areas grow and change. As time passes, some area committees find themselves with so many GSRs attending that it's almost impossible to conduct orderly monthly meetings. Others start to ask whether an area committee that serves many towns might not be more effective if broken up into a number of committees separately serving those towns. Still others experience internal conflicts and wonder whether it wouldn't be easier just to separate the camps into their own area service committees. Regardless of where the question comes from, it's important that the answer follow only on careful consideration of the group conscience of the entire area. There's much to examine and many questions to answer in dividing an area.

Many areas begin considering a division when they reach a certain size. But how big is a "big" area, and how small is "small"? Areas range in size from five to fifty or more groups. Yet size often has less to do with how well an area works than effective leadership, commitment to principles, and the consistent involvement of area groups. There is no magic number that should trigger an area division; the only appropriate trigger is function, not form.

If your area is discussing the possibility of a division, we suggest you conduct an area inventory and review the criteria described in coming sections of this chapter to carefully examine your area's services. If you discover problems in your ASC such as those described under the inventory heading in the previous chapter, see if you can solve them by some means other than the division of your area. If, after all this, you still believe the interests of the NA community and the community-at-large can best be served by dividing your area, you can proceed with confidence.

Before getting into the mechanics of division, there's one more thing we must emphasize: Your groups aren't getting a divorce! It's the service apparatus you're dividing, not the fellowship. Even as you plan to divide your area, we encourage you to also take steps to maintain the unity of the NA Fellowship in your community. By scheduling regular joint speaker meetings, social events, and workshops for all the groups formerly served by the original ASC, you can substantially ease the trauma of an area division.

HOW TO DIVIDE

Like any organization, an NA area committee has responsibilities, assets, and liabilities. When a portion of the groups served by an ASC unilaterally decides to pull out and form its own area committee, it may leave the parent committee impaired in its ability to serve the remaining groups. That's why, when an ASC is ready to divide, we encourage the entire area to participate in the division process. Open your lines of communication, work out the issues, recognize the problems, resolve whatever disagreements may arise, and then take an active part in implementing the program developed by your area—in other words, cooperate and surrender!

The territory, assets, and liabilities of the original area committee should be

carefully inventoried. Then, by mutual agreement, those responsibilities should be equitably divided among the new areas before the division is actually affected. Such a transition eliminates the potential for disruption of vital NA services to the groups and the community, assuring that we continue to fulfill our primary purpose.

Area boundaries

Clear area boundaries help each ASC understand its responsibilities and assure that NA services are delivered consistently. If a call for service comes from a particular location, there is no question whose job it is to answer that call. And when ASC subcommittees develop work plans for service within their territory, they can be sure they have fulfilled all their responsibilities.

The simplest, most natural divisions of service territory are based on already existing geographic, political, or other functional boundaries. A very large area, for example, might create an ASC for each county within its former domain. A city already divided into wards could develop area committees within each ward. And a heavily populated valley split by a river or major thoroughfare could initiate new area committees on either side of the water or roadway. Brainstorm the possibilities, discuss them among yourselves, and do what seems best for the members in your area.

When creating new area boundaries, we should consider the resources contained in each territory. Ideally, each new area will have about the same number of groups. So that all the areas have access to the service experience they need, none of the new areas should have a predominance of the trusted servants from the old area. Consideration should also be given to the financial base from which each new area will have to build. In some areas, most ASC contributions come from groups in one or two districts. If at all possible—and it may not be possible—try to divide those districts equitably among the new areas.

There is one very sensitive issue to examine when defining new area boundaries: segregation. In many places, geographic and political boundaries serve to segregate racial, ethnic, cultural, religious, and economic communities from one another. Creating area committee boundaries that are based on such divisions can have the effect of isolating a minority within the NA community from the resources of the majority population. These divisions can engender or aggravate antagonisms, threaten our common welfare, and fracture the unity on which our personal recovery depends. Areas deliberately created to include members from diverse backgrounds can enhance NA unity and emphasize the appeal of our message to all addicts regardless of “age, race, sexual identity, creed, religion, or lack of religion.”

On the other hand, area boundaries drawn along cultural lines can give minority groups a forum in which their cultural values are honored and their common needs are squarely addressed without dilution or compromise. If your area is considering a division plan which has the effect of segregating minorities within the NA community, we encourage you to carefully examine all the pros and cons before proceeding, paying special attention to the express wishes of minority groups in your community. If you decide to proceed with such a division, we also encourage you to plan frequent joint activities for all the NA members and groups served by the original ASC. Joint dances, speaker meetings, picnics, and similar activities remind us that, though our services may be dividing into a number of area committees, our fellowship remains one.

Functional analysis

Once boundaries have been defined for the new area committees, the next step

is a functional analysis of the old area committee's services. Has the ASC maintained a phoneline? Has a meeting list been published? What kinds of activities has the public information subcommittee coordinated, and where? How many facilities has the H&I subcommittee run panels in, and how frequently? For each subcommittee, you could list out each and every function separately, covering each of the following factors:

Service: Describe the service (maintaining a phoneline, running a particular H&I panel, participating in a specific annual PI event, publishing a group directory, etc.) as completely as possible.

Location: Where is this operation carried out? What territory does it cover?

Frequency: How often does this function need to be performed?

Time: How much time does it take to perform this duty?

Cost: What expenses are involved in fulfilling this service?

Personnel: How many people are required to complete this mission?

What particular jobs are the various participants responsible for?

After the old area's responsibilities have been analyzed, the functions can be divided up among the projected new areas. Based on these analyses, subcommittees can be designated for each new ASC, work plans and budgets can be developed, and suitable guidelines can be created before the old area dissolves and the new areas assume its responsibilities.