



3rd APRIL 2010

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 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>

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Abbreviations: GSR's – Group Service Representatives TS's – Trusted Servants SC's – Sub-Committees

1. ASC Steering Committee Report

Mick, ASC Chair, welcomed everyone to steering committee meeting. Explained why New Business had been moved up the agenda and confirmed that he would be raising the following:

- Prudent Reserve, does it need increasing or policy of 2 months expenses changing?
- Start Packs for new groups, look at current policy, does it need amending?
- Situation regarding request for refund of travel expenses for Regional Rep to attend convention.
- GSR's will be reminded of the importance of staying for the entire meeting and not leaving early.

He also mentioned that the UKSO had contacted him about a meeting in Chorley, saying that there was some confusion about the address, if it had changed then it needed to be confirmed. Rob, Meeting List, was not aware of any change, nobody had contacted him yet. Glen and Ruth said that members of the group were aware that they needed to contact Rob to update meeting list and should know to contact UKSO to update the UK Where to Find. They will remind them.

Other members who requested additional time, or wished to raise any new issues, during ASC:

- Martin, CD Library, said that he had brought an NA member along who wanted to put themselves forward for the Chair of the new CD Library and Share Review Service but was concerned that she had less than the 2 years suggested clean time. ASC Chair said we would follow normal procedures and allow the GSR's to vote. Also need to clarify situation regarding 'suggested' rather than 'required' clean time for positions.

- Matthew, PSSC Co-ordinator, sent apologies on behalf of Chair. Does not have report yet but should arrive during ASC. Reminded that we need reports to present to GSR's at every ASC, need to be accountable.
- Joe, H&I Vice Chair, said H&I may require additional time to discuss some issues during ASC. Extra time allocated.
- Ruth, ASC Treasurer, wanted to know what, if any, procedures in place if new ASC requests support from our PR, H&I, PSSC, Phone Line sub-committees etc? Should the new ASC's cover the travel expenses of the sub-committees or do they continue to claim from our area? Various comments made:
 - ASC Chair said that we fund our own sub-committees, if requests for support are made then we can provide information, advice and possibly some assistance, however, the new ASC's should be setting up their own sub-committees and be contacting UK PR, H&I, Phone Line etc for support.
 - If our sub-committees are asked to attend presentations by new ASC's or the new ASC meeting itself then it would be fair to expect them to pay the sub-committees travel expenses.
 - Groups that have left our area to join a new ASC should have their meetings removed from our meeting list, new ASC's should have their own meeting lists.
 - It was also suggested that members from these groups who do phone line service be removed and thanked for their service, however, it might be best to keep them on the 12 step list. The new ASC's should use UK Phone Line unless they set up their own.
 - H&I Vice Chair said that they had received a request from an institution in the East Lancs area for a presentation with intention of setting up a regular meeting. He wanted to know if they should proceed or pass this on to the new East Lancs ASC? If our H&I do it who should pay for it?
 - ASC Chair said that we should respond to request from this institution and proceed with arranging a presentation but suggested we contact East Lancs ASC to find out what the possibility of them taking over afterwards is, do they have members who can take responsibility for an H&I meeting? They should take responsibility for this in long term.
 - Suggestion made that East Lancs ASC could offer to pay the travel expenses etc for our H&I members to attend this institution for the initial presentation and any future meetings. ASC Chair said we can't make decisions for East Lancs, we should reply to request from institution to arrange an initial meeting for now and we will fund this.
- Mick, as Convention Vice Chair, said that a final report including information from treasurer would be available for the next ASC. He believes that the convention was a success overall, that all expenses have been covered and that funds would be available to help with the next area convention. We may receive a bid for the next convention during this ASC.
- Shirley, ASC Secretary, mentioned problem's she had been experiencing with emails. Now that ASC Email Contact List so big, nearly 180 addresses in total, it was causing problems. May need to look at purchasing software to send emails or the alternative is to only make the minutes available on the website and then GSR's and other NA members have to download it from there. All agreed that downloading minutes from website best idea. However, as sub-committee reports are still being sent by email need to look into this a bit more before making changes.

Steering Committee ended and ASC Started at 1pm.

2. Attendance

Mick (ASC Chair & Convention Vice Chair), Christian (ASC Vice Chair), Shirley J (ASC Secretary), Claire (Alt. ASC Secretary), Ruth (ASC Treasurer), Lee (ASC Literature), Glen (Alt. ASC Literature), Joe (H&I Vice Chair), Rob (Meeting List), Mark H (PR Chair), Matthew (PSSC Co-ordinator), Laura (Phone Line Chair), John B (new RCM), Catherine (new CD Library & Share Review Chair), Vinnie (Alt. Sec PSSC), Nicky (GSR), Ellie (GSR), Lewis (GSR), Charlene (GSR), David (GSR), Paul (GSR), Mark (GSR), Sharon (GSR), Kerrie (GSR), Pauler (GSR), Colette (GSR), Liz (GSR), Ian (GSR), Billy (GSR), Simon (GSR), Gerry, Wendy (GSR), Steve (GSR), John (GSR), Dave (GSR), Jim (GSR), John Mc (GSR), Steve G (GSR), Chris, Peter (GSR), Vinnie, Jo, Graham, Shirley B, Mark (GSR), Shaun (GSR), Matthew, Dave, Nina, Michelle, Marie (GSR), Chris, Gary, Anthony (Alt. GSR), Martin (GSR), Stephen (GSR), Hussan, John, Adam, Chris W, Kim, Daimen (GSR), Joe

If your details have been missed from above then your details were not on the Attendance Sheet and you may not have introduced yourself at the beginning of the meeting. The attendance sheet did not include details of everyone's positions so if an error has been made our apologies, please include these details next time. Some names have been added from memory.

3. Concepts Read By

Dave

4. Apologies

Phil (H&I Chair), Lorna (PSSC Chair & ASC Brews), Jason (Website) and Adam (PO Box)

5. Last Month's Minutes

ASC Secretary pointed out an amendment to last month's minutes:

- ASC Treasurer closing balance last month stated £1299.77 – should have been £1316.27.

After the amendments identified and corrected, the minutes were seconded.

6. Treasurers Opening Balance *(full written report inc. at end of minutes)*

Treasurer's opening balance: £1316.27

Tradition 7 carried out, pot passed at ASC

Please remember, if GSR's cannot attend the ASC to pay donations then they can send them to the ASC Treasurer or pay by online banking. If you want to do this please contact - ruthhalden@hotmail.com

7. GROUP ISSUES

New meetings are listed on the Announcement Page at the end of these minutes.

Group Issues:

Sharon, GSR, felt that as a result of having a separate steering committee meeting at the last ASC, GSR's wasted half an hour of the subsequent ASC meeting asking questions and discussing issues that had already been addressed in the steering committee. A number of GSR's agreed with this feedback.

- ASC Chair said that the purpose of the Steering Committee meeting is to spend time focusing on the sub-committees and finding out if they have any particular issues that may require extra time during ASC. He said that a summary of the issues discussed in the Steering Committee would be provided before future ASC's and explained that in today's meeting we had discussed;
 - New ASC's, how we support them, our responsibilities and what we are not responsible for.
 - H&I requested additional time which will be factored into the ASC agenda schedule

John, Wirral group, said that his group had an issue about the forthcoming vote in Liverpool to decide whether they have their own ASC or not. This is planned to take place on 24 April. His group had already decided to join a new Liverpool ASC if this decision is made. What effect will this have?

- ASC Chair said we cannot tell groups what they should and should not do. If groups in Liverpool want to start their own ASC then that decision is up to them. They have our support either way. The Ad Hoc Committee set up by this area has only been asked to gather information about how we can improve the manageability of area and this is due to be presented at the next ASC in May.

Anthony, said that two members who attended the last ASC had not received the minutes and wanted to know why?

- ASC Secretary, said that there were nearly 20 new email addresses on last month's attendance sheet, 4 of these were undelivered as the email address did not exist. It is sometimes difficult to read people's hand-writing so it might be due to a misspelling. Sent nearly 180 emails in total last month and these were the only 4 that did not work. People can access the minutes from our website if they do not receive them within 2 weeks of ASC or contact the ASC Secretary by email to request a copy. Also check your junk boxes as emails from a new address might go here if not in your contact list.

8. NEW BUSINESS

1. Treasurer proposal for increasing the prudent reserve.

Ruth raised a proposal to increase prudent reserve from £1500 to £1800 as the current policy is that we have enough funds in the prudent reserve to cover expenses for 2 months. Due to the recent increases in H&I and PSSC budgets plus increase in venue costs she said we need to raise prudent reserve. She explained that the alternative was to decrease the prudent reserve? ASC Chair asked everyone present for their comments:

- Number of GSR's said that as we are already below prudent reserve therefore not really possible to increase it.
- Treasurer said that we have paid out more this month than we have received so this will increase prudent reserve deficit this month.
- As some groups have already started a new ASC in East Lancs we are not receiving donations from them and if groups in Liverpool decide to do the same we will lose more donations in future therefore suggestion made that we postpone the decision about prudent reserve until we know what the outcome will be regarding Liverpool. This suggestion was seconded.
- Number of GSR's concerned about our ASC services as not receiving enough donations to support them all long term at the current level of funding. Sub-committees need to be careful about what they are spending. We need to be financially responsible and can only do what we can afford.
- Sub-committee members said they are responsible and only claim back what they have spent and stay within the budgets allocated by the ASC.
- We all need to be aware that if groups decide to start their own ASC's we will receive less donations and therefore will have less funds available to do service in our area. This will be monitored and if cut-backs need to be made then we will deal with this as it happens.

The discussions regarding budgets and funding sparked new issue about what the policy is regarding claiming budgets.

- Phone Line Chair not received past 3 months budgets and wanted to collect all of it at this ASC. Some confusion over whether or not she was entitled to this i.e. budget should be collected monthly and if not then are they not entitled to it. However, her understanding was that the money set aside each month and it could be claimed whenever it was needed. The Phone Line expenses are not the same each month so they produced an annual budget for inventory day last October, this was for £300 per year, £25 per month, and this was agreed by GSR's.
- GSR said at the last ASC, H&I sub-committee told that they could only claim back what they had spent each month up to the maximum £260 per month budget allocated. If they only spent £200 could only claim this amount, not the full £260. They do not have a rolling budget.
- Matt, PSSC, said that they had worked out annual budget and required £91 per month whether they spent that amount each month or not, the costs were spread across the year.
- ASC Chair said that the Steering Committee will get together before the next ASC to look at all the policies. If changes are suggested we need to have 2/3 majority in favour.
- Rob, Meeting List, said that if sub-committees presented an annual budget at inventory day then they are entitled to full amount each month whether spent in full or not, however, those who did not present an annual budget are only allowed to claim back what is spent each month.
- Claire, Alt. Secretary, said that sub-committees need to adhere to their annual budgets, if they require additional funds then they can be requested at ASC's and GSR's will vote on this.
- Joe, H&I Vice Chair, said his experience shown him that sub-committees always spend full budget and often ask for more. Said that we need to be prudent whilst all these changes are taking place.
- GSR agreed with being prudent at this time, suggested that sub-committees who receive requests or invitations from groups or outside organisations to do more service work turn this down unless they can do it within their current budgets. If not then explain we are unable to assist at this time. We would like to be able to do everything but we have to live within our means and that might mean saying no occasionally.
- Some members can afford to travel and do service without claiming expenses but not everyone is in this position so need to be careful about what we agree to. Look at all the options.
- Reminded of Concept 11, NA funds used to further our primary purpose and must be managed responsibly. Very important that sub-committees budget and manage their finances well.
- Comment made that there is an argument for not having any prudent reserve whatsoever.

Agreed to not make decision regarding prudent reserve at this time. Steering Committee will be looking at policies regarding NA funds and budgets before the next ASC and will bring more information then.

2. Starter Packs for New Meetings

New group in Sefton requested starter pack. First meeting next week, none of the positions filled at this time.

- ASC Secretary said we need to discuss the policy regarding starter packs as a number of requests in past few months have been turned down because the person requesting the pack did not have a position at the meeting. Last month GSR's agreed to give someone a starter pack who did not have a position at a new meeting. We need to be consistent so the policy needs looking at.
- Some discussion then GSR recommended that all new groups get a starter pack whether they have positions filled or not and whether the person requesting pack has position or not at this meeting or not, this was agreed by GSR's. The new Sefton meeting got its starter pack.

- Again, noted that we need to have documented policies for reference. Apparently past policy document were lost some time ago. The steering committee working on this and will hopefully have policies documented as soon as possible.

3. **Request that travel expenses for Regional Rep. to attend convention be refunded.**

The ASC Chair had been asked by our previous RCM to refund the travelling expenses of the Regional Delegate to attend our convention to carry out the CAR Workshop, train cost £84.00. This request was not made at an ASC prior to the convention. Chair opened up for discussion:

- Lot of GSR's said that it is not our area's responsibility, that region should pay for this. Andy, our previous RCM, told the ASC in March that he planned to hold a CAR workshop at convention but did not mention any request for funds. GSR's believed he was holding and facilitating this workshop on behalf of region to gather information from our area.
- Strong feeling that it's unfair to expect this without any request so GSR's could agree to it first.
- No mention that Regional Delegate was attending the workshop at the last ASC.

Chair put decision to vote, majority of GSR's voted that we do not pay the travelling expenses.

9. POSITIONS FILLED & VACANT

ASC POSITIONS FILLED

Following positions all filled, thank you for being of service.

Position	Servant	Start Date
Post Box	Adam	March 2009
Convention Chair	Colette	April 2009
ASC Treasurer	Ruth	April 2009
ASC Alternate Treasurer	Rob	July 2009
Phone Line / Helpline Chair	Laura	September 2009
Web Servant	Jason	September 2009
ASC Literature	Lee	November 2009
ASC Secretary	Shirley	November 2009
ASC Brew	Lorna & Kevin	November 2009
Prison Sponsorship Chair	Lorna	December 2009
Meeting List	Rob	December 2009
ASC Alternate Literature	Glen	December 2009
Public Information / Relations	Mark	January 2010
ASC Alternate Secretary	Claire	February 2010
H&I Chair	Phil	February 2010
ASC Chair	Mick	March 2010
ASC Vice Chair	Christian	March 2010
RCM	John B	May 2010
Share Review & CD Library Chair	Catherine	May 2010

John D had contacted steering committee after last ASC to say that he was unable to do the RCM commitment at this time and sent his apologies to everyone, therefore this position was available at this ASC.

John B put himself forward and was voted in as new RCM.

Catherine was voted in as the Chair of the new combined Share Review and CD Library Sub-Committee.

Whilst discussing the Share Review & CD Library Chair position a number of issues raised about the 'suggested clean time', why was it not a 'clean time requirement' like the other positions at ASC? This was put forward as part of the proposal presented by Martin at the last ASC and this proposal was agreed by GSR's. The ASC Chair agreed we need consistency and will look at this issue when we address policies at the next meeting.

John B and Claire will start their positions with effect from next month. Thank you for coming forward and being of service.

Martin was thanked for fulfilling his commitment as the CD Library Chair.

ASC POSITIONS VACANT *Please announce these positions in your meetings*

The following descriptions of Positions Vacant include the clean time requirement for each position, the term of the commitment and a brief description. If you want more information or wish to put yourself forward please attend the next ASC.

RCM Alternate Clean Time Required: 3 years Position Vacant Since: ??	The Alternate RCM will shadow and support the RCM. They are expected to attend 3 out of 6 of the bi-monthly meetings per year, area will pay expenses for these 3 trips per year only. Commitment for 1 year.
Share Review Chair Clean Time Required: 5 years Position Vacant Since: Dec 09	This position requires the trusted servant to review all share CD's, look into copyright laws on the shares we are putting in the CD Library and also the shares that are for sale in the literature at ASC. Commitment for 1 year (<i>need to attend new Share Review & CD Library Sub-Committee to be voted in</i>).

ASC POSITIONS VACANT Continued

These positions will not be announced at future ASC's but please come to the next meeting if you are interested in putting yourself forward and inform the Chair or Secretary.

Outreach Chair Clean Time Required: 2 years Position Vacant Since: ??	No Outreach Sub-Committee in place. The general aim is to support new meetings and try to increase the attendance at meetings that are struggling across our area.
Parent & Carers Chair & F&E Clean Time Required: 2 years Position Vacant Since: ??	No Parents & Carers Sub-Committee in place. General aim to help set up crèche facilities in meetings or give guidance to meetings on how they can be more child-friendly. This committee should link up with UK Parents & Carers and represent our area. It requires its own Fundraising and Entertainments committee to generate funds to help meetings pay for crèche workers / facilities etc.

10. VERBAL REPORTS FROM TRUSTED SERVANTS & SUB-COMMITTEES

Please send reports to ASC Secretary just prior to or immediately after the ASC so they can be included with the minutes. Thank you. Shirley J shirleyj777@live.co.uk and ascsec@nwna.info (please use both emails for the time being as having an email problem that I'm still trying to sort out)

Regional Committee Member Report

Nothing to report at this ASC. John B just voted in and will provide report at the next ASC. We need an Alternate RCM so please come to the next ASC if you are interested in this position. Good time to be sponsored into this service position.

Website Report - Jason, Web Servant email webservant@nwna.info

Jason sent his apologies as not able to attend ASC.

ASC Chair said he had received a lot of compliments about our area's website from visitors at the convention.

Meetings List Report - Rob 07900 577 209 nwnwmeetings@hotmail.co.uk

Rob updated the meeting list and copies were provided at the ASC – we now have 105 meetings in our area. He will provide 6 copies to each GSR at future ASC's to make sure everyone has some, had complaints that some GSR's don't get any. He will have some spare copies.

Rob looked at the UK Where to Find as promised at last ASC, and removed old/closed meetings from the list, he will look at it again and remove any listed under North West area that are not on our meeting list. **He will only remove old/closed meetings – he will not add groups to the UK Where to Find or make amendments therefore important that groups and GSR's check they are listed and if not add their meeting details. Instructions below:**

UK WHERE TO FIND

Groups need to remember that they are responsible for updating the national UK **Where to Find**, it is not the responsibility of our area to do this. All you have to do is go online, www.ukna.org/meetings and submit the relevant information, there are separate options to 'Add a Meeting' and 'Update a Meeting'. **GSR's please check your meeting is listed in the UK Where to Find and that your details are correct.**

Meeting List Amendments

Please see the Announcements Page at end of these minutes for new meetings and amendments.

Groups should continue to notify the Meeting List servant of any amendments or new meetings using the email above. They should also send the details to the web servant by emailing webservant@nwna.info

TEMPORARY MEETING CLOSURES

Please remember to notify our Help Line, Meetings List and Web Servant of any temporary closures or amendments to meetings due to public/bank holidays.

Phone Line / Help Line Report

Laura, Phone Line Chair, said the Convention workshop went well and as a result they had filled a number of Helpline Volunteer positions. Some positions still available, please announce in your meetings:

Helpline Positions Available – Clean Time Requirement 1 year:

Tuesday	10am to 5pm	
Thursday	10am to 5pm	
Friday	10am to 5pm	10pm to 10am

If you are interested in the above positions please attend the next Phone Line / Helpline meeting.

Still having a problem with the logging sheets volunteers are supposed to fill out showing how many calls taken etc. Trying to simplify system, sending reminders and providing extra training. The phone bill increased this month by £20 so this indicates an increase in the overall number of calls received.

Laura requested this months, and past 2 months budgets of £25 per month, as they had not been collected, total of £75. This money was paid as Laura provided an annual budget at inventory day last October and the costs of phone line spread out over 12 months. Request made that she, or Vice Chair, collect this money every month, agreed to do this in future.

Next Meeting:

Sunday, 25 April, 5.30pm at Ibbison Court, Central Drive, Blackpool, FY1 4AU

Convention Committee Report

Blackpool Convention March 2010

Mick (Convention Vice Chair) passed on the Convention Chairs apologies as Colette was not able to attend. No report to present at this time as still finishing the final calculations but the convention was a success overall. A full report with treasurer's breakdown will be provided at the next ASC.

Convention 2011

ASC Chair asked if there were any proposals for next year's convention?

Dave said that the Manchester fellowship wished to enter a proposal to hold convention in 2011. They had hoped to have a venue arranged at this time but it had fallen through a few days ago so looking for a new venue. There are a number of members willing to do this service. Dave requested that the ASC agree in principle to them holding the convention next year and if they have the ASC's support they will continue looking for a new venue and bring a solid proposal to the next meeting in May. He also wanted to know if there were any further requirements.

ASC Chair confirmed that the requirements were:

1. Convention Chair (5 year clean time requirement) – must come to ASC to be ratified
2. Convention Treasurer (5 year clean time requirement) – must come to ASC to be ratified
3. Venue to hold convention

H&I Vice Chair said that we need to have a deadline for submitting proposal, cannot have an open-ended agreement in principle. Suggested that if we agree to Dave's request that we only do this until next month. This was agreed.

Dave added that the members in Manchester were also considering submitting bid to hold convention in 2012. The venue they hoped to get for next year was the Town Hall in Manchester, it is not available for 2011 but could be for 2012 and they think this would be a good convention venue as its open to the public and based in the city centre, variety of hotels and B&B's available in the area. Explained that as our fellowship grows and an increasing number of members attend conventions then might be best to plan 2 years ahead, venues that hold 500+ people are often booked up a year or two in advance and this needs to be taken into consideration.

GSR asked Dave to confirm if the members in Manchester are making a bid to hold next year's convention or the next two years? Dave said this is a possibility but cannot confirm at this time. Another GSR said we should stick with planning 1 year ahead.

Dave agreed to bring proposal for 2011 convention to next ASC, this will include date, venue and price.

Post Box Report

Adam sent his apologies, no report at this time.

Ad Hoc Committee – ADDRESS MANAGEABILITY OF AREA

Sam not present at the ASC, will attend next meeting to provide full report.

Number of GSR's wanted to raise concerns;

- Feeling that the AHC railroading groups into making a decision to split area, don't feel they are impartial.
- Concerns that Liverpool making decision on 24 April, prior to AHC submitting full report
- AHC asked to gather information, not supposed to be telling groups to split away from our area, best if all groups waited for the information which is going to be presented at the ASC in May so that GSR's can look at all the issues first. Number of members feel that the AHC gone beyond their remit.
- ASC Chair stated that we cannot tell groups what to do, if they want to start their own ASC's then they can do so. Planning on holding an 'Extraordinary General Meeting' after ASC in May once all the information gathered by AHC is presented, this meeting will look specifically at the issues raised by this matter. Stressed that the AHC is not forcing any of the groups to split, they are making these decisions to split and we cannot tell them not to do this.
- Several members responded saying that Ad Hoc encouraging groups to split when they should have been looking at the manageability of area, they are not impartial.
- Member for Liverpool area said that he knew some groups that were already thinking of starting their own ASC before the AHC was formed.

ASC Chair stopped discussions as no-one present from the AHC and therefore no point in proceeding any further. We will wait for report in May.

Hospitals & Institutions Report

Joe, H&I Vice Chair, provided a verbal report and a written summary report is attached at the end of the minutes.

Verbal report included:

- H&I reviewing policies
- Considering having 2 panel members for each meeting in future
- Need more members to come forward to do this service so they can fill panel leader positions and continue carrying the message to addicts in institutions, clean time required 1 year
- Some institutions, such as HMP Manchester, require no criminal record
- Clean time required to share at an H&I meeting is 6 months at the moment but this might be increased in the future

Comments to report:

- Member felt that he had a bad experience when he offered to do H&I service, stressed importance of being sponsored into service and receiving support. H&I Vice Chair offered to address this after the meeting and hoped that he was still interested in being involved.
- Current and previous panel leaders said they agreed that 2 panel leaders a good idea, more support and think it will make it easier to manage meetings
- Concern raised about having 2 panel leaders, the guidelines state we should have a single point of accountability, having 2 people responsible for the same thing might lead to confusion.
- H&I Vice Chair assured that they would be reviewing policies carefully and taking the guidelines into consideration, they understand importance of carrying out our primary purpose but at same time need to ensure safety of their trusted servants and support them as well as they can, in addition to this they need to abide by the institutions own regulations and requirements.

Next Meeting:

Saturday, 24 April, 1pm to 4.30pm at Lostock Community Centre, Lostock Gardens, Blackpool, FY4 3PP

Prison Sponsorship Report

Matt, PSSC Co-ordinator, sent the PSSC Chair apologies. He had not been given a report to present at the ASC, he explained they were having some problems within the sub-committee but they were trying to resolve them as quickly as possible.

Matt provided a brief verbal report:

- Prison sponsorship being carried out in a number of institutions and going well
- They have been carrying out presentations to staff in some of the institutions, they have been getting a lot of support from prison staff in particular healthcare managers
- Director of Prisons agreed to pay for stamps to post the 'Sponsor Request Cards'
- As a result of the workshop at convention now have 20 new prison sponsors
- PSSC not had a meeting since the convention, will ask for a report to be sent to the ASC Secretary as soon as possible including a treasurers report.

Comments:

- Requested that PSSC provide full report for next ASC as missed last 2 months now

- Mark, PR/PI Chair, said that he had been contacted by the Director General of Prisons who then put him in touch with all the prisons in the Lancashire area, he will be arranging a presentation to staff in the near future.

Next Meeting:

No date confirmed

Public Relations / Information Report

Mark H (PR Chair) provided verbal report at ASC, no Summary Report provided for minutes.

- Most positions full
- Bradford area contacted PR for support
- East Lancs ASC requested presentation which they will be doing shortly
- Convention presentation went really well, over 60 professionals attended
- Planning to hold a PR Learning Day for NA members in near future, this will explain how groups can do Public Relation service in their local communities
- PR Chair has been talking to PR members in other areas to share experience and learn from others

No issues raised by GSR's, happy things running smoothly

Next Meeting:

Sunday, 11 April, 2pm to 5pm at St. Saviours Church, Gladstone Street, Great Moor, Stockport, SK2 7QF

CD Library & Share Review Sub-Committee

Martin (outgoing CD Library Chair) provided verbal report:

- Suspended lending of all non-approved cd's
- Hopes the new CD Library and Share Review Committee will have a Share Reviewer in near future to approve these cd's

GSR asked what would happen with the shares from the recent convention in Blackpool.

- Mick (Convention Vice Chair) said that shares were sold over the weekend and anyone who booked a set at the convention will receive them, however, now that convention finished the shares need to be reviewed before they can become part of the cd library or sold with the area literature. Important that we get the Share Reviewer position filled as soon as possible.

Martin was thanked for being of service, Claire was voted in earlier in the ASC as the new CD Library & Share Review Sub-Committee Chair.

Next Meeting:

Sunday 25th April, at Ibbison Community Centre at 5pm. It is intended that the sub-committee roles will be established, defined and filled at this meeting

Outreach – POSITION VACANT

Currently no Outreach Sub-Committee. Please come to the next ASC if you are interested.

Literature Report

Lee provided a verbal report:

Opening Stock:	£3340.95
Stock Sold:	<u>£1315.00</u>
Closing Stock Balance:	<u>£2025.95</u>

Lee added that he had received requests for merchandise material, he doesn't carry this in the ordinary stock so if you want this you need to pre-order it.

11. TREASURER'S Closing Balance

Opening Balance	£1316.12		
Donations +	£ 463.91	Cheque to Region:	£NIL
ASC Pot +	£ 50.23		
Outgoings -	<u>£ 689.77</u>	Closing Balance:	£1140.49 (under prudent reserve £1500)
Sub-Total:	<u>£1140.49</u>		

The treasurer has provided a full breakdown in the attached report, this provides details of the money claimed by sub-committees and donations made by GSR's at this ASC.

GSR's reminded that if they cannot attend the ASC to contact Ruth if they want to make payments by another method, e.g. cheque or online banking, she will post out receipts ruthhalden@hotmail.com

12. Date & Time of Next Area Service Committee Meeting

Next ASC on Saturday 1st May 2010

Doors open 12.15pm, Steering Committee starts at 12.30pm followed by ASC at 1.00pm to 5.00pm approx.

Address: Carey Baptist Church, Pole Street, Preston, Lancashire, PR1 1DX

REPORTS FROM SUB-COMMITTEES & TRUST SERVANTS START ON NEXT PAGE:

13. ATTACHED REPORTS FROM TRUSTED SERVANTS & SUB-COMMITTEES

1. ASC Treasurer's Report	2. Convention Committee & Treasurer Reports
3. Hospitals & Institutions Summary Report	4. Prison Sponsorship Summary Report
5. Phone Line / Help Line Summary Report	6. Ad Hoc Committee Report
7. Public Relations / Information Summary Report	

ASC Treasurer's Report

ASC TREASURER'S REPORT

APRIL 2010

INCOMINGS

Group Donations

DAY	TIME	TOWN	VENUE	AMOUNT	BALANCE
Monday	12.30pm	Manchester	Hulme Library	£ 20.00	£ 20.00
Friday	6.00pm	Liverpool	Sharpe	£ 10.00	£ 30.00
Friday	7.30pm	Liverpool	St.Nicks	£ 10.00	£ 40.00
Monday	7.00pm	Manchester	Glen Top	£ 25.00	£ 65.00
Sunday	8.00pm	Blackpool	Ibbotson Crt	£ 30.00	£ 95.00
Thursday	6.00pm	Blackpool	Ibbotson Crt	£ 5.00	£ 100.00
Saturday	6.00pm	Blackpool	Layton Flats	£ 15.00	£ 115.00
Wednesday	7.30pm	Warrington	JLH	£ 19.00	£ 134.00
Friday	7.30pm	Preston	Ingol	£ 14.00	£ 148.00
Monday	7.30pm	Wirral	Powerhouse	£ 10.00	£ 158.00
Thursday	8.00pm	Birkenhead	Salvation Army	£ 10.00	£ 168.00
Wednesday	8.00pm	Blackpool	Ibbotson Crt	£ 10.00	£ 178.00
Wednesday	7.30pm	Croxteth		£ 32.00	£ 210.00
Monday	7.30pm	Bolton		£ 20.00	£ 230.00
Thursday	7.30pm	Liverpool	Rodney Street	£ 29.00	£ 259.00
Monday	7.30pm	Garston	WDR	£ 15.00	£ 274.00
Thursday	7.45pm	Preston	Life Centre	£ 20.00	£ 294.00
Wednesday	6.30PM	Rochdale	Heywood	£ 35.00	£ 329.00
Wednesday	7.30pm	Liverpool	Oakhill	£ 15.00	£ 344.00
Sunday	7.30pm	Liverpool	Overbury	£ 10.00	£ 354.00
Monday	7.30pm	St.Annes	Baptist Church	£ 25.00	£ 379.00
Saturday	11.00am	Warrington	PTR	£ 10.00	£ 389.00
Monday	8.00pm	Stockport		£ 8.60	£ 397.60
Wednesday	12.30pm	Manchester	Hulme Library	£ 15.00	£ 412.60
Friday	8.00pm	Lancaster		£ 10.00	£ 422.60
Friday	7.30pm	Warrington	JLH	£ 14.00	£ 436.60
Monday	7.30pm	Warrington	YMCA	£ 10.00	£ 446.60
Tuesday	7.45pm	Liverpool	Womens Meeting	£ 10.00	£ 456.60
		CD Library		£ 7.31	£ 463.91
<u>Tradition 7 Pot</u>				£ 50.23	
TOTAL				£ 514.14	

OUTGOINGS & FINAL BALANCE ON NEXT PAGE

OUTGOINGS

Description	Payment	Budget	Sum Paid	Receipts
cd library		£ 10.00		
H&I	cash/cheque	£ 260.00	£ 220.17	
PI	cheque	£ 200.00	£ 200.00	
Prison Sponsorship	cash	£ 91.00	£ 91.00	
Phone / Help Line	cash	£ 25.00	£ 75.00	
rent	cheque	£ 65.00	£ 65.00	
meetings list	cash	£ 25.00	£ 24.00	
brews	cash		£ 4.60	
starter pack	cash		£ 10.00	
travel expenses				
phone d/d		tbc		
rcm		£ 200.00		
webservant		tbc		
asc agendas				
	SUB-TOTALS	£ 876.00	£ 689.77	
Extras/Additional One-Offs				
Donation to Region				
	TOTALS		£ 689.77	£ -

SUMMARY

Opening Balance		£ 1,316.12
Incomings	Tradition 7	£ 50.23
	Donations	£ 463.91
	Total	£ 514.14
Outgoings	Sum Paid	£ 689.77
	Donation to Region	
	Total	£ 689.77
Closing Balance		£ 1,140.49

Convention Committee Report

No report provided for this ASC, full final report will be available at May ASC.

Convention Treasurer's Report

No report provided for this ASC, full final report will be available at May ASC.

Sub-Committee: HOSPITALS & INSTITUTIONS

Contact Names: Phil (Chair) philblackpool@aol.com, Joe (Vice Chair) factory1@msn.com,
Sharon (Treasurer) sharon.trueman@yahoo.co.uk,
Emma (Secretary) emmatastic@hotmail.co.uk.

Last meeting date: 20.03.10

Report:

- H&I presentation are currently happening in: Merseyside there are 5 facilities, Manchester there are 3 facilities and we are currently working on getting into Forest Bank, Lancashire there are 3 facilities and we are still working on getting into HMP Preston and HMP Lancaster.
- We have a time slot for a workshop at the convention and plans in place for how we will proceed with this.
- We are also working very hard to get a link up with the convention and HMP Altcourse, due to staffing changes at HMP Altcourse at govern level this may not happen. Our chair is going to continue his efforts to ensure a link up until the last!

Treasury Report:

Opening Balance:		<u>£266.37</u>
Outgoings:	Literature (order sent back wrong)	£86.80
	Venue Hire	£10.00
	Travel Expenses (for all presentations, meetings with staff and travel to H&I)	£123.42
	Brews	£6.32
	TOTAL OUTGOINGS	<u>£226.54</u>
Incomings:	Money from ASC	(will be asking for £220.17)
	TOTAL INCOMINGS	<u>£00.00</u>
Closing Balance:		<u>£39.83</u>

Positions Vacant:

- Panel Leader Adelide House
- Panel Leader HMP Kirkham- Rab put himself forward. He was asked to apply for clearance for Kirkham and Preston.
- Panel Leader/member HMP Garth
- Panel Leader HMP Altcourse (VP Wing 3.30-4.30 Monday)
- Panel Leader Liverpool
- Secretary

Next H&I Sub-Committee Meeting:

24.04.10 at 1pm Lostock community centre, Lostock Gardens, Blackpool, FY4 3PP

Prison Sponsorship Sub-Committee Report

No Summary Report provided for the ASC Minutes

Phone Line / Help Line Sub-Committee Report

No Summary Report provided for the ASC Minutes

Ad Hoc Committee Report

No report due this month, full report will be made available at next ASC in May 2010

Public Information / Public Relations Sub-Committee Report

No Summary Report provided for the ASC Minutes.

IF ANYBODY WANTS TO CONTACT THIS SUB-COMMITTEE FOR ANY REASON YOU CAN DO SO BY EMAILING nwna.pi@hotmail.co.uk

NEXT MEETING TIME AND VENUE

The next P.I sub-committee will be at 2pm-5pm on the 11 April 2010 at St Saviour's church, Gladstone Street, great moor, Stockport, Manchester, SK2 7QF

14. ANNOUNCEMENTS PAGE

ASC POSITIONS VACANT

- | | | |
|--|----------------------------|---------|
| 1. Alternate Regional Committee Member | <u>Clean Time Required</u> | 3 years |
| 2. Share Review Chair | | 5 years |
| 3. Outreach Chair | | 2 years |
| 4. Parents & Carers (also P&C F&E) | | 2 years |

NEW MEETINGS & AMENDMENTS

OLDHAM

WEDNESDAY 1.30pm Eden Centre, Fircroft Rd, Fitton Hill, OL8 2QN

MANCHESTER

FRIDAY 1.30 pm Hulme Library, Stretford Rd, Hulme, M15 5FQ

LIVERPOOL

TUESDAY 2.00pm First Initiatives, Goddard Hall, Stanley Rd, Bootle, L20 5DN

GSR's Please Remember:

- **New meetings need to contact Meeting List and Website servants so that our area website and meeting list can be updated with their details.**
- **Groups need to notify Website servant and Phone / Help Line of any temporary closures due to bank holidays e.g. Easter, Xmas etc**
- **Groups are responsible for updating their details in the national UK Where To Find (instructions to do this are included in the notes section under Meeting List report).**

EVENTS

None planned

FUTURE ASC & SUB-COMMITTEE MEETINGS

1. **Next ASC on Saturday 1 May** Doors open 12.15pm, Steering Committee starts at 12.30pm, ASC starts at 1.00pm to 5.00pm at Carey Baptist Church, Pole Street, Preston, Lancashire, PR1 1DX
New email for ASC Secretary: ascsec@wna.info (please also continue to use shirleyj777@live.co.uk for now as having problems with bulk emails)
2. PI on 11 April, starts 2pm at St Saviours Church, Gladstone Street, Great Moor, Stockport
3. H&I on 24 April from 1pm at Stoneycroft Church, Lister Drive, Liverpool, L13
4. Prison Sponsorship – no meeting confirmed
5. Phone Line on Sunday, 25 April, 5.30pm at Ibbison Court, Central Drive, Blackpool, FY1 4AU
6. Share Review & CD Library on 25 April, 5pm at Ibbison Community Centre, Blackpool.
7. Ad Hoc Committee – next meeting to be confirmed **Email for AHC: adhoc@wna.info**