



## Area Service Committee Minutes for December 2007

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](mailto: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

**Apologies:** Rob PI, Anthony Parents and Carers

Neil announced he had the bank mandates and was going to get them signed up today.

GSR Workshop – Steve said there's going to be a GSR Workshop at the NW Convention. This will be brought up in New Business as Paul wasn't present.

Tony, Chair of Phoneline said he was going to speak to the volunteers and get them to log the next person on when they have finished their shift.

Nicky, Secretary is going to raise a proposal to get reports emailed to her by the Wednesday after Area to enable the posted minutes to go out at the same time as the emailed ones.

Neil, Chair is going to ask if the GSRs would mind putting the CD/Tape Review committee on hold until the Regional committee has got back to him with whether they would review our shares.

Joe stated he would like to put himself forward for Outreach co-ordinator

The secretary was asked to reiterate the proposal carried from last month the 'no GSR should hold a position that sits on the Steering committee (this includes Vice Chairs)'

The secretary asked if sub committee reports could be emailed to her by the Wednesday after area to [nicola.rimmer@tiscali.co.uk](mailto:nicola.rimmer@tiscali.co.uk).

### Attendance

Nicky Secretary, Lenny Treasurer, Jon Jon H&I Chair, Tony Phoneline Chair, Joanne & Kim Literature, Stephen M Convention Chair, Graham Post-box, Andy O RCM, Sharon T Vice Chair, Rob PI Chair, Neil ASC Chair, John, Lee, Philip, Adam R, Paul I, Julie g, Ruth, Matthew W, Gray, Paul O, Rob W, Kevin <c, Peter M, Karen S, Stuart H, Collette, Paul H, Darren S, Owen GSRs, Joe, Karl, Chris, Mark T, Scott Addicts.

### Concepts Read By

Phil

## Apologies

Anthony (P&C Chair), Peter (meetings list) (just late)

## Last Months Minutes

Passed. However it was stated that a couple of people weren't getting the minutes posted to them? Nicky to check whether the postage stamps are enough, to see if that's the prob.

Proposal was raised:

Sub Committee Chairs to email reports to the secretary by Wednesday after Area

Intent:

To enable the posted minutes to go out at the same time as the emailed minutes

## Treasurers Opening Balance

£1968.81

## Introductions & Group Issues

- Owen Mon St Anne's is having a business meeting and wants to do a service inventory. He was advised to look at page 81 of the Guide to Local Services and the group booklet
- Karen – the library wants to put the NA meeting in their 'What's On'. The general conscience is that that it would be OK.
- Spencer – didn't get a response from an email address on the meetings list?

Monday night St Saviours Stockport meeting have not made a donation for some time as they have been supporting another local meeting.

If anyone wants to share at the Monday night Stockport meeting please see Spencer.

On the 17<sup>th</sup>, 24<sup>th</sup> and 31<sup>st</sup> December this meeting will be 'Open'

- Lee Monday night Liverpool made a £25 donation last month however this wasn't recorded in the treasurer's report. Lenny stated it was recorded against the wrong meeting and advised people in future to be very specific from which meeting their donation is from.
- Darren Warrington Wed night, Wash Lane announced this meeting now starts at 7pm, it has crèche facilities and it is an Open meeting. Matt stated that sometimes addicts like it to be announced at the beginning of the meeting if non addicts are present. Maybe they could introduce themselves as Visitors.
- Nicky Thursday night Preston stated that every 2<sup>nd</sup> Thursday this will be an Open meeting and on the 27<sup>th</sup> of December it will be held at the Salvation Army.

## Positions Vacant

Position	Servant	Start Date
<b>ASC Chair</b>	Neil	Sept 07
ASC Chair Vice	Sharon	Nov 07
<b>ASC Treasurer</b>	Lenny	April 07
ASC Treasurer Alternate	<b>Position Vacant</b>	
<b>ASC Literature</b>	Joanne	May 07
ASC Literature Alternate	Kim	May 07
<b>ASC Secretary</b>	Nicky	April 07
ASC Secretary Alternate	<b>Position Vacant</b>	
ASC Brew person	Ruth	May 07
<b>Regional Committee Member</b>	Andy O	Dec 07
R.C.M Alternate	<b>Position Vacant</b>	
<b>European Convention Chair</b>	Mick	
CD & Tape Library	Eammon	Aug 07
<b>Convention Chair 2008</b>	Steve M	
<b>Helpline Chair</b>	Tony	Oct 07
<b>Hospitals &amp; Institutions Chair</b>	John	May 07
Meetings List	Peter	Aug 07
Outreach Chair	Joe	Dec 07
Parents & Carers Chair + F&E	Anthony	Aug 07
Post Box	Graham	Dec 07
Prison Sponsorship	Leanne	April 07
<b>Public Information Chair</b>	Rob	Sept 07
Website Chair	<b>Position Vacant</b>	

Thanks to Dave for his service as Webservant

.

Andy put himself forward for RCM, Joe put himself forward for Outreach Coordinator and Graham for PO Box person, these were seconded and the votes were carried.

Literature assistant – Diane put herself forward for this position, it was seconded and the vote was carried.

## Literature Report

Sales: £720.97

Stock: £1404.55

12 CDs are not selling; Joanne asked whether she could donate these to the CD Library. It was agreed that Joanne should decide as a trusted servant what to do with these after ideas such as donate to H&I for the prisoners and Steve suggested we save them to sell at the next convention

Steve stated he thought it would be helpful to stamp the leaflets with our local freephone helpline number. Andy said there is a copyright on the leaflets and would be worth asking UKSO if this is OK to do

Jon Jon requested some more Persian literature. Jo agreed to order this.

## Meetings list

Meetings list brought. If there are any changes please contact Peter no later than a week before Area.

## CD and Tape Library

Eamonn not in attendance

## Post Box Report

Lenny collected and distributed the mail including the NA Way magazines.

## Old Business

CD & Tape Review – Neil waiting for response from committee already set up to see if they can review our shares.

GSR Workshop – can GSRs take back to groups that more volunteers are needed.

## Regional Committee Member Report

3 of the 6 2008 Regions will hopefully be held in the North West. Maybe the one in March could be held at the convention venue. Steve to liaise with Andy before Januarys RSC.

### MINI RCM REPORT TO ASC

Neither the RCM nor the Alt RCM was able to attend region this month so the report is short.

- The new pamphlets that were brought to area a few months ago have now been approved and are available at our literature stand for sale.

There is only one that is not available and has been withdrawn due to a lack of clarity around the terminology of medication.

- The question about whether the RSC minutes could be posted on the North West web site needs to be voted on at the RSC. The RCM will pursue this at the next RSC meeting in January but does not think there will be a problem.

LIF. Andy O.

## North West Convention 2008

### Convention Committee 2008

Chair Person:	Stephen M	-	Manchester	-	077 01 01 06 09
Vice Chair:	Lou	-	Manchester		
Treasurer:	Collette	-	St Anne's		
Secretary	Diana	-	St Anne's		
F&E	Emma	-	St Anne's		
	John C	-	St Anne's		
Programming	Tony H	-	Manchester		
Brew	Cess	-	Manchester		
	George	-	Manchester		

The convention committee is presently working on getting together 2 events for Christmas and New Years Eve.

19th December from 10am till late we have a unity day to include Farther Christmas, main speakers and some partying on the dance floor, the usual NA fun fun fun !!! (And in response to a question asked at area Father Christmas has had a CRB done and the committee are happy to have chosen so wisely) this will be held at The Church of the Nazarene Crossroads Centre, Longsight Manchester. (Just off Plymouth Grove) M13 OLG, 10.00am until really late. ☺

31st December we will be having our usual yearly New Years Eve Party and this year it will be held @ Pensioners Hall (Next door to YMCA): St.Albans Road: St.Annes on Sea: FY8 1XD, the usual venue for our area monthly meeting. The event starts at 7.30pm with a main share; an open mike (so bring on ya talents) followed by disco and late night shares.

As you can see the F&E committee have been working hard but we will still be needing to raise funds towards hosting the convention in March 2008 if you have any ideas you think we could finance (please remember that they are fundraising events) then contact us as we are looking for innovative ideas.

We still have a few “Northern Recovery” T-shirts left in various sizes available for £10 each; we are changing the design of the t-shirts so once they’ve gone THEY’RE GONE!!

The convention committee meets every 2 weeks at Central Hall Methodist Church, Oldham St, Manchester, M1 1JQ at 7.30pm and the next meetings are Thursday 6th December & Thursday 20th December, everyone welcome.

In loving Service

Wishing everyone a safe & Happy Christmas

The Convention Committee

## Prison Sponsorship Report

Narcotics Anonymous Prison Sponsorship Sub Committee Meeting

02/12/07

Attended: Stuart PO box Co-ordinator, Gary Treasurer, Collette, Dale

Minute’s silence

Concepts read by Collette

Positions vacant	Vice Chair	2 years clean time
	Secretary	1 year clean time
	Service Co-ordinator	1year clean time
	Brew Person	willingness to serve

Treasurer’s opening balance Treasury Account £33.08  
Floating Account £30.00

Positions Vacant Dale put himself forward for the brew person and was voted into the position.

Old Business        Leanne has designed a flyer that needs forwarding to the H+I panel leader and CARATS team for HMP Manchester. Stuart and Leanne have agreed to take the flyers to HMP Manchester

Leanne, Stuart and Gary contacted prospective sponsors that they needed to attend two sub committee meetings a year.

New Business        A letter has arrived from a prospective sponsee in HMP Stocken Hall. There is a member who has volunteered to sponsor him, if it can be arranged through the PO Box and prison service. Stuart has agreed to phone the prison and see if this is possible. Stuart has agreed to create a log sheet for incoming and outgoing mail.

Date of Next Meeting    12 O Clock    Sunday 6th January 2008  
                                 Pensioners' Hall  
                                 St. Alban's Road  
                                 St. Annes

## **PI Report**

### **PUBLIC INFORMATION REPORT**

PI MINUTES: Date – 24 / 11 / 07

Venue: Holy Trinity Church, Traverse Street, Parr Mount, Fingerpost, St. Helens.

Contact: Chair - Rob 07900577209    Vice Chair – Lisa 07886573342.

#### **POSITION FILLED:**

Chair            Vice Chair                      Brews person                      Literature  
Co – coordinators in most areas, of NWE & NW.

#### **POSITION VACANT:**

Secretary                                      Treasurer  
Co – coordinators for - Manchester & North Wales

#### **ATTENDANCE SUB – COMMITTEE:**

Rob- Chair    Lisa- vice    Paul – addict    Lee – Brews    Eamonn – Cheshire Co-ordinator  
                 Steve – Liverpool Co-ordinator    Kate – Addict    Laura – Addict    Sally – addict  
                 John – Literature    John – addict    Tony – Programming convention

#### **CONCEPTS:**

Concepts read by Eamonn.

#### **APOLOGIES:**

Rob – Lancashire Co-ordinator

#### **LAST MONTHS MINUTES:**

Looking at carrying the message to the Public:        Free print in press for Convention:  
Revue the convention PI Presentation:

#### **TREASURER OPENING & CLOSING BALANCE:**

Opening Balance: - £200.00

Closing Balance: - £3.40

UKPI Workshop Venue: - £32.89    Petrol PI Committee: - £20.00    Petrol Area: - £15.00

Literature:-£102.90 Printing:-£10.81 Stamps & Envelope: - £15.00  
Money asking back: £196.60

#### INTRODUCTIONS & SUB-COMMITTEE ISSUES:

Hello to New Members to PI Sub-committee and all new people attending sub-committee. Sub-committee issues to talk about UKPI work shop. Two year plan of action for the PI sub-committee; “back to basic” or a good simple starting block and foundation. DVD training tool to train for presentation, “what is a presentation” “How to use power point presentations” “Different types of presentation”( Professionals – Public – Mental Health – Students – PI & H&I) “ Q&A Work shop Sessions” What language we use in NA & how to project that in a presentation. 12 Myths & Misrepresentation of NA. Do’s & Don’t of poster blitz. What personal message we carry as an NA member. How to present PI to make it understandable and attractive for service.

#### POSITIONS VACANT:

Secretary voted in - Sally      Treasurer – NO      Co-ordinators – NO

#### LITERATURE REPORT:

Wallets our being made up for the next PI Presentation. Packs our being made up for next month’s presentations. We our building up stock because are IP’s our low, or we have completely run out. Committee VOTED to spend the money on a good literature order.

#### CO-ORDINATORS REPORTS:

Nothing to report this month and no plan of action was discussed for the next coming month.

#### NEW BUSINESS:

Tony – Programming for the convention 2008. Gave full information of the venue, which is flexible on the rooms for the day of the PI presentation. Main hall holds a large number people and small hall holds 200 people max. Start time for the Presentation is 1pm till 2pm. Committee VOTED on (OPEN DOOR POLICE), for MOSS SIDE COMUNITIE.

John put a proposal forward to help with the convention and to do the service round contacting all the FREE paper’s in the local area (Moss side community) This is to arrange for the convention flyer and the NA poster to go into the free advertising section; so that all members of the community can contacts the PI chair and gain more information on, “how to attend the presentation”; we hope to do a small write up as well.

The NA phone line chair is to be contacted and informed, that if any calls come in about the PI presentation; please contact Rob (PI Chair) or Lisa ( Vice chair)

Rob, Lisa, Eamonn and Sally our going to sit down and work out a two year plan for all the idea put forward by the PI Sub-committee and what has come out of the UKPI training day. This plan is then going to discussed by PI Sub-committee and then put forward to the A.S.C and to have some form of structure to hand over to the next PI Sub-committee.

Lisa to brain storm or organise a work shop on presentation and how to do them with the D.V.D camera and the Co-ordinators; in house workshops.

Looking into a display board and stand for – OPEN DAYS. We have one but it is very damaged. Also to find the wire rack for the IP’s.

Data base to be built with contact of all the – Presentation – Poster blitz.

#### PRESENTATIONS COMPLETED:

Feedback from the presentation at the Novatell Hotel, in Manchester, Detox & GP Liaison conference. Mark Gilman from the NTA, gave very positive feedback and the outcome is that there will be more presentation to come in the Wigan and Burnley area. Below is Mark Gilman comments, from his email.

“Thanks for this. We had an excellent presentation last Friday at a conference at the Novotel in Worsley. Sam, Emma & Paul were brilliant.”

#### FUTURE PRESENTATIONS:

26 / 11 / 07 Warrington CRI to Addicts – to be done by - Rob B Chair.

07 / 12 / 07 Dukinfield Town hall to - Positive Steps Oldham – Open day with stand.

12 / 12 07 Preston CDT & ADS to Staff – to be done by - Rob Lancashire Co-ordinator.

4 / 12 / 07 Warrington CRI to Staff – to be done by - Eamonn Cheshire Co-ordinator.

#### OLD BUSINESS:

No old business was discussed or handed over this month as we ran out of time.

#### NEXT MONTHS MEETING DATE & VENUE:

Date: - 29 / 12 / 07 Time: - 13.00 - 15.00

Venue: - Wash Lane School Hall, Wash Lane. Latchford Warrington WA4 1JD.

## Parents & Carers

Anthony sent his apologies – **No Report Received**

## Hospitals & Institutions Report

H & I SUB-COMMITTEE MEETING

24th November 2007

Opening Silence

Traditions: read by Sharon

Those Present:

Claire G Panel Leader-Kenyon House, Steve S Panel Leader-Lancaster Castle, Lee R Panel Coordinator Lancashire, Andy M Vice Chair, Jon Jon Chair, Sharon T Treasurer, Lee G Panel Leader-Kevin White, Kara Jane Panel Member-Female Focus, Mike B Literature, Mike D, Panel Leader Strangeways, Lee Panel Member Strangeways, Alan, Brian Brews, Peter Panel Member Edenfield, Lynda, Billy Panel Member Birchwood, John D Panel Coordinator Liverpool, Carol Panel Member Adelaide House

Apologies

Gail Panel Leader Hafynwen, Mark Panel Leader Kenyon House, Mel Panel Leader Female Focus, Jimmy Panel Leader Kevin White.

Positions Vacant

Secretary 1 year clean time

Panel Member Pierpoint 1 year clean time (Pierpoint rules. Have to have been out of Pierpoint for 1 year also if been client there.)

Panel Leader Kirkham

#### Positions Filled

Lynda (Panel Leader female wing-Edenfield)

Mike D (Panel Coordinator Manchester)

#### Literature Report

Mike B apologised. Literature not arrived. Will pass receipt to Jon Jon to claim expenses at ASC. Suggestion that Literature is ordered the week following H&I Committee to save same thing happening again.

#### Treasurers Report

Opening Balance	£200.00
Literature	£ 75.00
Travel to Female Focus 4 weeks	£ 40.00
Travel to H&I Committee from Blackpool	£ 10.00
Travel to H&I Committee from Liverpool	£ 15.00
Travel to H&I Committee from Liverpool	£ 20.00
Travel to ASC from Liverpool	£ 20.00
Rent for 2 months	£ 10.00
Travel to Edenfield	£ 6.00
Closing Balance	- £201.00
Requesting from ASC	£200.00

#### Hospitals and Institutions

##### Manchester Area

Prestwich; Going well. Good attendance.

HMP Strangeways; Only one presentation this month. Members cancelled at short notice. Mike handed position in. Thanked Mike for his service.

Edenfield; Still very developmental. Good relationship and two way discussion with Dr Ness and other staff. Off ward meeting area been set up for clients to self refer or request through care team to be referred. Attendance low, but welcomed by clients attending. We are needed in Edenfield and the message is being carried. Dr Ness waiting for Service Agreement.

##### Liverpool Area

Adelaide House; Meeting well attended and all clients taking part sharing, even women who haven't at first, wanted to attend the meeting. They have got so much from the meeting. Carol would like to express her thanks and gratitude for all the help and support Charlene has shown her.

Birchwood; Relations really good with the staff. Keith and Billy attending weekly with person sharing. Meeting well attended at all times. Message of hope has been received in a powerful way.

Kevin White; Going well. Good attendance. Clients going to meetings.

Lancashire Area.

Pierpoint; No report received.

Female Focus; all going well. Asked Committee regarding changing the format. The clients enjoy the shares, but also get involved when there is a reading. This would relieve the pressure of finding shares every week.

Lancaster castle; Meeting been cancelled once this month. The meeting is running well when it is on. The group has voted in a new Chairperson. They are taking responsibility for their meeting and are very grateful for H&I going in and carrying the message.

Lee has been struggling to get hold of Barbara. He was advised things going well, then advised by Steve meetings not always going ahead.

Kirkham; Lee has spoken to Gwen and posted the clearance forms that were collected. Just waiting for clearance to be able to find a Panel Leader with clearance.

North Wales

Hafan Wen - Had meeting with HW manager Shaun, Gail and Kenny and agreed to start meeting on 16th November – fortnightly on a Friday as Wednesday not now free (AA just started meeting there). Have a max of 25 clients, mainly for about a 2 week period. Meeting place is separate from unit, has good sized room, facilities and kitchen.

Meeting went ahead, only 3 attended – (10 initially were going to come) – and went well. Next meeting to be held on 30th November.

We took in copies of the NW England and N Wales Area meeting list, but as people come from all over, and are not staying long, may in future need more ‘where to find’s to give out. Thanks everyone for the help in getting things sorted before the meeting!

New Business

HMP Walton – The Chair and Coordinator went in to do presentation on 3rd November 2007 to Governor Oliver, Governor Winrow and Governor Rodgers. They discussed Security procedures and asked for a list of names for clearance. John D spoke to Governor Oliver on 21st November 2007 to advise her the clearance list has been done and will be sent to her by email.

HMP Risley – Contact made with Governor Catherine Fitzpatrick who called and asked H&I to go in to do a presentation. Date and time to be arranged.

Summergrove – Noel Davies (Manager) and Marion Hill (Project Worker) have approached H&I about starting a meeting and requested a presentation.

A Proposal was put forward to have the H&I Committee meeting in Liverpool for the following three months. We felt this would help with funds, as a large chunk of our budget has been used for travel. The address is below for next meeting.

It was also voted that as we now have Coordinators for all three areas the Panel Leaders and Panel members do not have to attend the sub-committee every month. They just need to pass on their reports to their area coordinators.

Next Meeting will be held on Saturday 29th December 2007 at 3pm. The venue is Stoneycroft Church, Lister Drive, off Green Lane, Liverpool L13

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

## Website Report

No Report Received

Dave will do his position until March or until someone takes it on if this is earlier.

## Helpline Report

Tony stated he is going to speak to the volunteers and get them to log the next person on when they have finished a shift.

### Phone line Report December 2007

I have contacted or left messages with existing phone line volunteers to collate information required to determine when each volunteer's service is due to end. At the moment all positions are full except for Saturday teatime slot 5pm – 10pm.

I am looking for names of potential volunteers for phone line service when slots become available.

Requirements being

12 months of recovery

A knowledge of the 12 steps

A knowledge of the 12 traditions

Volunteers do not have to have completed the 12 steps just the knowledge and a willingness to serve. Appropriate training will be given before service commences. Please could GSR's take this back to their groups particularly Liverpool as this is the only area that is not covered by phone line expertise of the whereabouts and directions to the Liverpool meetings.

Your willing servant

Tony 07787734612

## European Convention Report

No one present. No report received.

Why is there no final report yet? Sharon is to speak to Mick and find out when it is going to be submitted.

## Outreach

Budget requested of £200.

If anyone knows of any meetings that are struggling please let Joe know.

Joe is going to liaise with Dave and get the Outreach Webpage updated.

Andy said he would ask at region if there are any outreach guidelines. Tony suggested looking on [www.NA.org](http://www.NA.org)

The discussion re whether Outreach should be a subcommittee or co-ordinated will be put into Old business.

### Outreach Report 4/12/2007

At the last ASC discussion commenced regarding the structure of outreach's function.

One aspect was whether outreach needed to be a committee or whether it could operate along similar lines to the coordination of the phonenumber's responsibilities. A pro-active coordinator in each area of the North West and North Wales would generate interests to volunteer for outreach service at the local level. Delegating responsibility in this way proves to be the most effective way of channelling resources. I would ask that whoever takes on these roles has an active part in the decision-making process regarding distribution of funds for travelling expenses. Regular contact by phone would keep the line of communication open. This would help anyone involved in this service to stay focussed on the primary purpose. It is not about specific locales, it is about our Area as a whole.

Another concern was the budget and how this would be handled. The bottom line is that a budget needs to be set.

In order for outreach to function, we need, by definition, volunteers who are prepared to travel to any meeting that is struggling and could use the support.

Along with this report is a copy of the amended outreach volunteer information list. This will be available on the North West and North Wales website sometime during the weekend of 8/9 December. This can be downloaded and emailed to the address at the bottom of the list. Alternatively, you can contact me directly by phone.

A list of names is being compiled. Interest has been shown by numerous people already. If you would like to serve through outreach then get involved.

Thank you to those willing to serve in this capacity.

Joe T. (07795 221 610)

For the addict who still suffers

## New Business

- Peter from Manchester meeting said that an addict recently made an anonymous donation but tried to specify where this money should go. He wanted some guidance. There was some discussion and suggestions on what to say and was directed to the NA Way magazine a couple of months ago that had an article about 'Where your dollar goes'

- Phil brought up a concern about the lack of GSRs at the end of Area. There were 18 at the beginning and 11 at the end. Nicky stated that by rotating the agenda this will make sure each subcommittee is heard first and that the GSR Workshop should encourage GSRs to attend for the whole event. Nicky also wondered whether the groups that the GSRs represent, who leave early, knew about this.

Steve mentioned that it wasn't just GSRs that leave early it's sometimes Sub Committee Chairs too.

Ruth said when voting in a GSR make sure they are aware that they need to make sure they can commit to staying from 1:30pm to 5pm

## **Treasurers Closing Balance**

Closing balance £1899.10

## **Date & Time of Next Meeting**

We will meet at The Pensioners Hall. St Albans Road. St Annes FY8 on Sat 5<sup>th</sup> January 2007 1:30 till 5pm. The Steering committee meeting will commence at 1:00pm