



Area Service Committee Minutes for April 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 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

Sorry didn't take minutes at this part of the meeting, didn't know this was required. Be assured next month there will be comprehensive notes written

Concepts Read By

?

Apologies

John D (meetings list)

Treasurers Opening Balance

£1091.18

Last Months Minutes

Passed. Apparently positions vacant were incorrect. New literature order form not on website?

Literature Report

£685 Sales

£807.75 Stock

It is Kerry's last month in May

Positions Vacant

<u>Position</u>	<u>Servant</u>	<u>Start Date</u>
ASC Chair	Joe	Jan 07
ASC Chair Vice	Neil	April 07
ASC Treasurer	Lenny	April 07
ASC Treasurer Alternate	Gary	April 07
ASC Literature	Kerry	May 06
ASC Literature Alternate	Robbie	June 06
ASC Secretary	Nicky	April 07
ASC Secretary Alternate	Position Vacant	
ASC Brew person	Position Vacant	
Regional Committee Member	Paul M	Jan 07
R.C.M Alternate	Andy	Feb 07

European Convention Chair	Mick	
CD & Tape Library	Joanne	Sept 2006
Convention Chair 2008	Steve M	
Helpline Chair	Steve	September 2006
Hospitals & Institutions Chair	Mike B	April 07
Meetings List	John	
Outreach Chair	Position Vacant	
Parents & Carers Chair + F&E	Anthony	July 06
Post Box	Darren	April 07
Prison Sponsorship	Leanne	April 07
Public Information Chair	Sam	September 2006
Website Chair	Dave	
Ad-Hoc Committee Chair	Position Vacant	

Thanks to Steve M for his service

Introductions & Group Issues

Scott from the Friday night Smithfield meeting sought clarification on whether loose change would be accepted by the treasurer. Steve M said that bags of coins even counted money would not be accepted as it still needs to be recounted by the treasurer as he is accountable; this takes time and makes noise.

However for example if a group was to make a donation of £18 and they were to bring a £10 pong note, a £5 note and 3 £1 coins, this would be acceptable. We need to use common sense.

Petra from the Thursday night Wigan meeting asked for support at that meeting and expressed how desperate it is needed.

Some experience was shared by the Wednesday night Daren GSR. Their group created many service positions for the people just leaving treatment. They wanted to report back in the long run this did not work.

Meetings list

This is available on the website with the following changes:

Thursday night Preston meeting is now called 'Thursday Night Live'

Monday night Eccles meeting has restarted and the address is: Salvation Army, Church Street, Eccles (Opposite Aldi) starting at 7:30pm

A new step meeting has started Thursday 1pm at Holy Trinity, Travese Street, St Helens (Same venue as Saturday night) This is an Open meeting, child, family and disabled friendly. The contact number is Lee 07790 155674

CD & Tape Library Report

Joanne confirms that there are a wide variety of recovery tapes on the library, and these can be borrowed for a £1.00 deposit.

£20 has been donated back to Area, from their budget.

Post Box Report

Adam sent the post and handed in his position, thanks for your service!! Darren was voted in.

Old Business

Division of ASC

A question was raised as to how this would affect further North West Conventions?

A proposal was brought by Chris (GSR Liverpool Tue 7:45 women's group): That any further discussion/setting up of Ad Hoc Committee etc re split in Area be postponed until after the European Convention with the intent of fulfilling our primary purpose at the Convention and not diverting our energies elsewhere.

The proposal was carried. This will not be discussed again until after the ECCNA.

Hospitals & Institutions Report

H & I SUB-COMMITTEE MEETING 31st March 2007

Opening Silence

Traditions: Read by Sharon

Attendance: Mike, Jon Jon, John, Rich, Anthony, Ash, Jay, Lee, Andy, Ant.M, Mel, Sharon, Sue, Mark, Tony, Aamon

Apologies: Mike, Andy,

Positions:

Acting Chair: Mike B (07817106450)

Vice Chair: Jon Jon (07727 235 787)

Literature: Andy M (07737 131 867)

Panel Coordinators Anthony Merseyside (07769964469)

Panel Leaders: Mel (07866619501), Sue (07988663101), Mark (07792112887), Mike D, Andy T, John H, Chris H

Treasurer: Sharon (07738705257)

Secretary: Anthony (07985 664 567)

Refreshments: Tony

Positions Filled: Panel Coordinator Merseyside Anthony, Refreshments Tony and Panel Member Birchwood Richie.

Literature: Requested Book and cards for HMP Manchester and Kevin White respectively have been provided. The Subcommittee currently stocked. Literature for the agreed blitz is waiting to be sent off once supporting letter has been compiled and suitable facilities have been picked.

Treasury Report:

Balance	£150.00
Literature for committe	-£ 63.08
H+I Guidelines	-£ 7.50

Literature for Edenfield	-£ 12.00
Travel to Edenfield from St. Annes	-£ 20.00
Travel to female focus from L'pool	-£ 13.00
Travel to Female focus for month (Mel)	-£ 39.60
Travel to Committee (Sharon)	-£ 20.00
Travel from L'pool to Edenfield (Jon)	-£ 13.00
Total	£188.18

Due to more people being involved in service and a presentation taking place at Edenfield this months budget has gone over by £38.00. This mean that cuts will have to be made where possible.

Facilities

Merseyside Area

Birchwood: Going well clients have been seen at NA meetings

Summergrove: Low numbers at presentations. The decision has been made to stop doing presentation at this facility as there has been very low interest shown by clients.

Kevin White: Weekly meetings going very well, good relationship with both staff and clients. Clients have been seen at NA meetings.

Manchester Area

HMP Manchester: Good response from inmates and an average of 10 attend. Due to problems with clearance only four NA addicts can attend currently. The subcommittee had a discussion about the clearance process in which quite an in-depth application form needs to be completed.

Prestwich: Fortnightly meetings going well at present, facility has shown interest in H+I attending weekly in the future.

Lancashire Area

Lancaster Castle: At present weekly meeting are running ok, the person standing in has a lot of experience with that service position and H+I as a whole. He is attempting to get to the subcommittee to be voted in.

Female Focus: Positive shares have taken place over the last month, still need panel member.

New business: Presentation to both staff and Clients at Edenfield went really well. Staff are eager for H+I to go in ASAP.

Other business:

Guide Lines: A Discussion took place on the importance of the guidelines and only after a discussion and agreement from the subcommittee will the guide lines not be adhered to.

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

28th April 2007 3pm until 5pm at At Saint Margarets Parish Centre (next to St Mags Church) West Derby Road L6 4AD (corner of Belmont Road)

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.

Prison Sponsorship Report

Prison Sponsorship sub-committee

25th March 2007

Moments Silence

Concepts read by Jonny

Introductions John(chair) Stu(post box) Jonny(secretary)

Positions vacant John handed in his service, thank you John for your service, Leanne to put herself forward at A.S.C for chair position, therefore vice chair is vacant, brews

Treasury report £411.65
£39.00- (literature for H.M.P Manchester)
£372.65 in pot

P.O Box nothing in

Literature sent to Strangeways as requested

Sponsors still 9

New business Propose a workshop by World service at Euro convention, Leanne to take to A.S.C, John to Euro convention meeting, we also discussed the question from area regarding a cut off point for this sub-committee..

Response to A.S.C's questions about the length of time it's taken to get off the ground: As a new and emerging sub committee endeavouring to fulfil the fellowships primary purpose, to carry the message to the addict who still suffers, we find ourselves facing unforeseen obstacles beyond our control i.e. time constraints working with outside agencies. We, however, aim to increase regular contact in the hope of speeding up this process. We feel as a sub committee we could have spent more time doing this in the past. We are, however, committed to fulfilling the primary purpose and would like to ask for your support in this exciting new avenue of service. To that ends we request that the A.S.C Asks world service to attend the European convention to present a workshop regarding Prison Sponsorship. In addition, the Prison Sponsorship sub committee feels the questions we ask potential sponsors are entirely appropriate and at this present time wont be adjusting them. Date and time of next meeting 29th April 2007-04-16Public Information Report

PI SUBCOMMITTEE MEETING 25TH MARCH 2007

Attending

Jill, Ash, Lee, John, Darren, Lee (ECCNA liaison), Rob, Sam, Eamon, Rob & Sharon

Apologies – Linzie, Emma

Topic
POSITIONS VACANT
Secretary - Sharon voted in

SIX MONTH REVIEW

No issues raised

LITERATURE

- 1) Request for funds/current order £100 (£40 for kitty and £60 for literature order made)
- 2) Provision of literature at presentations – DECISION – to limit free literature given and encourage professionals to buy it
- 3) ECCNA – PI liaising to find out more about literature plans at convention
 - Darren/Lee will ask ECCNA for money for literature for convention
 - There will be 2 literature stalls at convention – NWPI to show professionals what's available and UKSO to sell it to them in bulk.

PRESS GENERAL

- Warrington Guardian attended an NA meeting and did article on NA - PI will exploit this publicity angle across the region, eg to publicise struggling or new meetings

ECCNA

1) Publicity issues

PI will be focusing on both attracting professionals and also newcomers and their families because of NA's primary purpose to carry the message as widely as possible. Methods include:

- Using local press (liaising with UKPI and world level for advice & tips on handling the Press)
- Will be inviting local politicians
- Inviting Families Anonymous

2) Newcomers

PI to clarify (**at ECCNA subcommittee & not AREA**) if/what are the concerns of ECCNA sub-committee re attracting newcomers?

3) Contact Database/Mailing List/Mailshot

- Database exists & will be used again
- Last convention sent 300 letters, no emails, postage cost was deciding factor
- Last time 1 in 3 success rate so venue size needs checking this time
- Ash used help from people from Area for enveloping/addressing mailshot
- Emails and letters will be used this time (letter 6-8 wks before plus email reminders 4 wks and 1 wk before)
- Strategy – aim high and cascade down
- Mailshot will be sent to :
 - CDTs
 - DATs
 - PCTs
 - Ad Action
 - Alcohol & Drug Services
 - National Treatment Agency
 - Police, Probation, Magistrates
 - Local Press
 - MPs, Councillors, the Mayor of Llandudno
 - Welsh national Assembly
 - Hospitals (A&E and Mental Health departments)
 - Pharmacists, Psychiatrists and GPs in drug-affected areas

- Local Pharmacists, Psychiatrists and GPs in North Wales area
- Hostels – Bail, Probation, YMCA, Salvation Army etc
- Everyone who has previously requested information/presentation

Geographical area for the above needs to be finalised (**esp. what are the most drug affected areas – ask at Area for advice from Groups?**)

- **FINANCES WILL DICTATE HOW MANY SENT** (e.g. at least £80 on stamps?), **ask Area/ECCNA for more money for postage for ECCNA mailshot (and refreshments for professionals)**

6) Fundraising Event

Linzie has venue for this event.

Question - will money be used for mailshot, extra literature or housing newcomers?

DECISION – PI cannot say how the money is used, so we will have event first and then decide later how money is used. Darren will speak to ECCNA re usage of the money in favour of newcomer accommodation

7) Accommodation for newcomers

- Hostel wants deposit
- Group split on whether PI should be involved in this
- **DECISION** – raise the money and hand it to ECCNA hospitality people (Pete from North Wales?)

8) Main PI shares for convention

- Problem getting Welsh person with 5 years clean time
- Darren to double check clean time requirement
- **Sam to ask at Area for everyone to cascade this to the groups**
- SD to ask locally when in Cardiff & give South Wales info to Sam

WEEKLY MEETINGS IN INSTITUTIONS

High level of enquiries, mixed success to date and drain on PI resources.

DECISION – PI's remit is not to run weekly groups. PI will set help institution set up group, encourage local NA to support and attend once every 4-6 weeks, but group then needs to either be supported by local NA or the institution itself (given institutional guidelines), PI will NOT be running groups on weekly basis.

- 1) **Blackpool**, has local coordinator, is running smoothly. PI to invite Coordinator to next sub-committee to report on why/how its working
- 2) **Wigan**, not enough support from local NA, discuss with institution about running itself. Darren, Steve & Lee will support until decision.
- 3) **Ashton** – Suggest institution run the 12 step group themselves & PI will attend once every 4-6 weeks. Sam to inform & give institutional guidelines
- 4) **Oldham** – low numbers, no service people & institution has spent £300 on literature. To keep within traditions, meeting will have pot for free literature & institution to be advised their £300 lit to be distributed outside the meeting.
Lee will inform group about tradition 7.

Sam to ask at Area for GSRs to promote all the above groups as widely as possible

12 STEP LIST

Sorted and ready for use by phonline.

SUCCESS TO DATE

- Freephone number usage has significantly increased as a direct result
- Number of requests for literature, including Holborn House, Llandudno and some TV Producers wanted posters for a programme
- Leaflets are very successful, 5 of 9 boxes still to be distributed, **volunteers needed, Sam to ask at AREA?**
- Sam to get Posters to Bury meeting

NEXT MEETING – Sat 21st April 3pm, Holy Trinity Church, St Helens

Parents & Carers + F&E Report

NWENW parents and carers, Fundraising and entertainment sub committee meeting.18/03/2007

Concepts read by –.

Introductions – Anthony (chair) Robbie (sectary).

Apologies – Tom (refreshments) Ruth (vice chair) Howard (merchandise).

Last months minutes passed – Anthony.

Positions vacant – News letter editor, Treasurer, All area co-ordinators.

Treasurers balance = 413.02p

Old business.

Anthony will devise a questionnaire for new and existing meetings to fill so the sub committee can gather the correct and relevant information around the abbreviations on the meetings list, Child friendly, wheel chare access ECT.

Group issues.

No group issues brought back from ASC.

New business.

The subcommittee discussed further the UK convention and about putting facilities in place for a crèche. The sub committee has had the go ahead and are putting plans in place. Further information will be available nearer the time.

Anthony will also contact the UK convention committee to find out if the sub committee can have a stall with merchandise for sale and will be contacting Lara at UK P&C to get hold of a form for parents who desire child care at the UK convention to fill out.

The sub committee received an e-mail with guidance from UK P&C about child care ECT and following this Robbie will make contact with child minders in the Llandudno area to gather more information on cost, Information, limitations ECT.

The sub committee mentioned that we could do with finding out roughly how many children would be attending ASC so we could put in place the appropriate plans. Robbie will draught some flyers with information regarding the proposed pre-booking system and will take them to the next ASC in April.

The sub committee will be doing their next news letter for ASC in May.

The Next committee meeting will be held at Green lane community centre on the 22nd of April at 4:00pm till 6:00pm.

ILF.

Website Report

There was a question raised at Area as to whether the website should just have North West related info on it. Dave is taking the answers to his questions asked in March back to his subcommittee for discussion.

Website Committee Report

1st April 2007

Held at green lane community centre Blackburn, 12pm

Positions vacant:

Secretary - 1yr clean time

Tea person - willingness to serve

Positions filled - Vice Chair, Robbie got voted in

Apologies: Bill

Proposal for £10 budget for rent of the room, refreshments and petrol

Depending on the feedback from GSR's the committee decided that we would keep the website as a Northwest and North Wales website with a link to U.K.N.A. anything else not related to N.W.&NW. website will not be put on.

For the near future of the website the chair and vice chair will be bringing the website up to scratch with the new accessibility laws

Time and date of the next meeting: 12:00pm, 29th April @ green lane community centre, Blackburn.

In Fellowship & Service

Website Committee

European Convention Report <http://www.eccna24.org>

ECCNA24 MEETING 31 March 2007

Present

Mick, Dave, Sam, Claire, Sian, Nicky, Darren, Marie, Chris, Lee, John

Apologies

Mike, Peter Hospitality, Peter V Chair, Bob , Matt

Treasury:

Opening balance £10,089.12

Registration:

Concerns were raised about PO Box. Only received one lot of post from the box. The PO person has not replied to Reg Chair's email, will try and ring him again. Reg Chair has banked £125 and getting lots of phone calls more to do with hospitality than registration.

Has had an email from someone saying they have sent a registration but Reg Chair has not received it and is looking into this. Rota is coming on for the convention weekend but there are still spaces anyone interested please ring Nicky. Clean time 5 years.

ECCNE24 Chair is taking the concern of PO Box to ASC

Programme:

Much discussion around the speakers and times of meetings that have been laid out. Concerns raised that there seems to be a lot of Americans and not enough with local connections there was some discussion around this. Closed discussion pointing out that not all the people put forward will be coming so possibly will use other people but will be using local people in marathon meetings and reading cards

Questions Can we have steps done in Welsh to hang in the room?

Explanation of approval process which takes a long time so therefore we would not have them passed in time.

W Services been contacted re artwork for programme. Going to liaise with Graphics re printing. We will need the programme to be separate from reg badge. ECCNA24 Chair & Programme Chair are going to venue to see floor plan to insert into programme

It was suggested we get another room for specialised meetings eg: women's meeting, language meeting for the Saturday. This was agreed

The layout of the programme and contents were passed by the committee. Huge thanks to Programming for all the hard work put into the programme.

Fundraising:

Only 2 people turned up at last meeting. They are looking at doing one event to cover costs of extra equipment requested by EDM and a campout in Blackpool with low overheads some time in summer. Had requests from all over from people who wish to DJ at the event. These have been passed on to F&E Chair.

Hospitality:

Sent apologies and a written report. They have had a request from an agency wanting to bring 50 addicts and looking for a hotel apparently most of the hotels are booked up for the weekend so if you haven't booked better do it quickly.

Merchandise:

Chris has now taken this on. Stella can get fridge magnets but it hasn't worked out. T shirts have been arranged it is as cheap to have them embroidered as printed. As long as we buy a minimal amount from them they will do embroidery for approx £1.50 each We will spend £500 to get stuff to London convention.

Crèche

Informed everyone about discussion that took place at ASC. Chair is going to next ASC to follow up. There will be a crèche a room has been arranged.

PI:

Questions How many newcomers can agencies bring?

Answer it is up to agency to arrange accommodation etc: we cannot take responsibility for this

Can they come for free?

General consensus is no, the agency should be approached and asked that they make a payment for registration. PI Chair then stated they had stopped encouraging agencies to bring their clients.

PI Chair been trying to encourage people to come to convention but telling them not to worry about payment. It was pointed out that this is not to be continued and the whole idea of Newcomer's fund was explained. No-one will be turned away!

Reg Chair going away to think about newcomer's money Suggestion we have 1st come 1st served basis for newcomer's money, once that money is gone there is no more. Suggested that if someone wants to do this differently go away get a plan together and bring it back to cttee. Reg Chair felt that this could escalate and would like to see things go the way that has been suggested. It was pointed out a few people have been sorted out to deal with the questions that need to be asked on the Registration desk. This is to take pressure away from Registration committee who will solely deal with registrations not the who pays what etc: This is being agended for more discussion at the next meeting.

Do people need to be 5 years to share in presentation? No 2 years is fine

Do we want anything put into letter to professional? Suggestions, that they should take advantage of this event and will be made welcome. Suggested a draft copy of the letter be made and brought to next meeting.

Flyers:

Another 10000 have now been printed and we will now send them out . £400 to be earmarked for these flyers, payment to be made in August after convention.

Treasury:

Closing Balance £10355.12

NEXT MEETING 28th April - Chelwood Baptist church at 2pm

Closed with Serenity Prayer

Report off Bob – Next fundraising & Entertainment meeting is on Sunday 29th April at 1pm at the Pensioners Hall (same venue as ASC) Anyone wanting to get involved please come along on the day – please ring 07957 427703 for any questions or info

The topic for the Workshop that had the most votes at Area was 'Maintaining an atmosphere of recovery while fulfilling our primary purpose'

Helpline Report

Darren brought up at the ASC that he'd had a call whilst on the helpline from an outside body. Can people on the helpline make sure they have knowledge of the traditions or if you don't know the answer to a question to ask someone for guidance.

Tony mentioned in the UK Where to Find there was no Liverpool meetings, apparently there is now?

Can all GSRs go onto the UK Website and check their meeting is on and correct (see RCM Report)

It was stated we used to send all the changes to the North West meetings list each month to the UKSO and it was actioned from there?

Anthony was concerned he gets calls to his mobile from addicts and they say they've got his number off 'A' website?

And suggested each meetings list person should have an updated meetings list.

April 7th 2007 – Report from Steve

Not much to report from last month. All positions are currently covered on the helpline. Three new volunteers started Help line service and where each given guidelines a where to find and the twelve step list.

We still have the £35.00 budget.

Apologies for being unable to attend last months ASC.

CAN ALL HELPLINE 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 Helpline Chairperson

Any enquires phone 07966235025

Regional Committee Member Report

Paul stated when we did the inventory we said at each meeting we'd give 2 phone numbers to put on the North West Meetings List. This has never been followed up?

NWE&NW ASC RCM Report April 2007

Questions for the RSC

Q - ECCNA link needed on the UK website, why has this not been done?

WWW.eccna24.com **A - Yes it has been done from the events page**

Q- Can the RSC discuss possible ways to improve communication to avoid such misunderstandings as the P&C Crèche situation at ECCNA . **A - On-going currently there is a lot of this especially passing info from one chair to a new chair.**

Q - Regional Delegate – Why is so much money being spent by EDM sub-committees on expenses? Why are they staying for a week at a time when the EDM is only 4 days long? **A - There is one Sub-committee with 2 People who have to arrive the day before the EDM to setup and sometimes can not leave until the day after. But no-one should be staying for a week. RD is looking into a situation re the European Convention where it is reported that some delegates have asked for a week long booking at the hotel.**

ECCNA – Flyers delivered to region – A crèche room has been arranged.

Parents and Carers – NWE&NW - P&C are to contact UK P&C to arrange the ECCNA Crèche. There are events coming up please see me if you want details.

H&I – Putting together a new H&I booklet and we need stories - 500 words - please pass them to the RCM or UK H&I direct

More appeals for ASC H&I chairs to attend the UK H&I meetings in London - expenses can be paid. Please check first. NWE&NW H&I chair details passed onto UKHI

PI - Phone boxes cost 980 10 boxes - do we want more?

Several conferences coming up which UKPI will attend - 600 GP's in Birm 19/20 April

European Symposium on Addictive Disorders 17-19 May.

Power Point Presentations are available online - Showing NA history. Download NA poster, PI information Pack Work being done with the Home Office Drugs Intervention Programme.

PI learning day June 2 - See Flyers

Prison Sponsorship – Can we provide a copy of our Prison Sponsorship Guidelines for other UK areas? If so can I have a copy to send out?

WebSite – There has been a problem with the WTF Database - Can GSR's please check details of their meetings are correct . On-line meetings Mon-Wed at 7:30. Send jpegs for up and coming events to event@ukna.org. Can GSR's push the on-line meetings providing the address? www.ukna.org/meetings

Clean Times - Clean times has folded. If anyone is interested in forming a new committee come to the next RSC

Adhoc – Service Leaflet is available - What do you want to do? Have the UKSO sell it? Print out our own? GSR's let us Know.

Treasurer - New treasurer template has been provided for all RSC sub-committees to use - does the ASC want a copy for our SC's.

Opening Balance - 17897.03

Closing Balance - 13135.6

Love in Fellowship

Paul RCM

New Business

Was some discussion on how we can make informing the UK re meeting changes easier

A £10 budget was requested for the Website Committee, this is going to be carried forward to next month as we ran out of time. If the vote is carried Dave will be able to claim for 1 previous month.

Treasurers Closing Balance

£676.81 IN

£408.02 OUT

Closing balance £1359.97

Awaiting report off Lenny

Date & Time of Next Meeting

We will meet at **The Pensioners Hall. St Albans Road. St Annes. FY8** on **Sat 5th May 2007**