



5th December 2009

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@wna.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

No issues or new business was raised during the Steering Committee meeting.

Area Inventory

Chair explained that we are currently working on the inventory carried out in October using the 7 steps suggested in the Area Planning Tool, ie 1) Gathering Information, 2) Listening to Issues, 3) Developing Goals, 4) Prioritise Goals, 5) Create Approaches to Reach Goals, 6) Prioritise Approaches and 7) Develop an Action Plan. Steps 1 and 2 have already been carried out. Focus during this meeting to Develop Goals and Prioritise Goals. Three Goals identified:

- a) Streamline Service Positions so as to increase time in ASC. Keep positions that have not been filled for some time on the Positions Vacant list but don't bring up during ASC unless someone specifically requests to discuss this or puts themselves forward for position – this applies to Outreach, Parents & Carers and the P&C Fundraising & Entertainments positions only at this time.
- b) Hold a Service Workshop. The Steering Committee will plan and facilitate this workshop which they intend to hold at the next area convention in March 2010.
- c) Sponsor people into Service. The Service Workshop agenda will include a focus on sponsoring members of NA into service at all levels. They also encourage new members to attend the ASC to find out more about service at area level and will offer support to people who are thinking about getting involved.

There was overall support for the above goals. The Steering Committee will report their progress at next meeting.

Other issues:

Ruth, Treasurer asked the Chair to request that GSR's get donations in early so she has time before ASC ends to prepare closing balance. Lee, Literature requested that we have an unofficial closing time for buying literature at approx. 3.30pm so he has time to prepare his final report before the ASC ends. Chair agreed to both requests and will remind GSR's at the beginning of future ASC's to hand in donations and buy literature as early as possible.

Ruth, Treasurer wanted to know if it was ok to get the new Alt. Treasurer, Rob, to become authorised to sign cheques on behalf of our area? Only Ruth and John (Chair) can do this at the moment. Discussion took place and Ruth will bring relevant forms to next ASC so that Steering Committee members can complete documents to become authorised signatories on the account. All cheques must be signed by two authorised NA members.

The owner of the current ASC venue requested that we give him a minimum of 5 weeks notice if we no longer require his premises in future, everyone agreed to do this. ASC has been held at this venue for more than 12 months so if we received a proposal for a change of venue by another area this would need to be considered and voted upon. No proposal has been put forward at this time.

2. Attendance

John (ASC Chair), Shirley (ASC Secretary), Colette (Convention Chair), Phil M (GSR, Manchester), Linzie (GSR, Manchester), Lorna (Prison Sponsorship & ASC Brew), Wendy (GSR, Manchester), Laura (Phone Line), Stuart H (GSR, Manchester), Graham (Manchester), Colette (GSR, Manchester), Liz, Stacey (Alt. GSR, Manchester), Sven, Steve, Jeanette, Lucy, Mike, Ian (GSR, Manchester), Ruth (ASC Treasurer), Robert (ASC Alt. Treasurer), Lee (ASC Literature), Sam (Ad-Hoc Committee Chair), Tammi, Andy (RCM), Robbie (GSR, Blackburn), Simon (GSR, Blackpool), Gail (GSR, Llandudno), Paul, Mark (GSR, Preston), Adam (GSR, Blackpool), Tony (GSR, Blackpool), John (GSR, Blackpool), Sarah (Alt. GSR, Carlisle), Louise (GSR, Darwin), Ian F (GSR, Stockport), Peter (GSR, Warrington), Jenny (Lit, Warrington), Martin (CD Library & Addaction, Blackpool), Glen (new ASC Alt. Literature), Adam, Kevin (ASC Brew), Rachel (GSR, Darwen), Danny, Paul, David, John Mc (GSR, Garston), Jason (Web Servant), Shona (Lit., Altrincham), Rob (new Meeting List Servant)

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

Robbie

4. Apologies

Adam (Post Box), Nicki (GSR, Preston), Jimmy F (H&I Chair)

5. Last Months Minutes

Seconded by Tony and Mark

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

£1500.00

Tradition 7 carried out as pot passed at ASC

7. GROUP ISSUES

- **John, GSR Blackpool, informed ASC that his group are concerned that requests by professionals for presentations / information about NA which are being received by the Phone Line and Web Servant are not being replied to as there is currently no Public Information Sub-Committee in place. A number of members at his group have PI experience and have offered to help out with some of the requests. They suggested that other groups / members with PI experience in our area do the same and give their details to Laura (Phone Line) and Jason (Web Servant) so requests can be answered and responded to. We need people to facilitate Public Information presentations.**
 - ASC Chair agreed that this was a good idea and asked people to take this back to meetings. It is very important that someone comes forward soon to Chair and set up a PI Sub-Committee. Another experienced member said that the Guide to Local Services states that if no PI Sub-Committee in place then groups can take on the responsibility of facilitating PI in their local area.
- **John, GSR Blackpool had been asked by some members of his group to tell the ASC that they were concerned that their shares from a few years ago were in the CD library and would prefer it if we request their permission first.**
 - Big discussion followed with a number of experienced members stating that in past it was verbally agreed that if a share was being taped that this was NA property and could be given out to NA members. Nowadays, members whose share's are recorded actually sign a consent / disclaimer form. If we decided now to request permission from all the people who in past had made 'verbal' agreements then this would wipe out the CD library. Also it may be unnecessary as most NA members are happy for their shares to be listened to. It was decided that the members who requested consent in Blackpool contact Martin the CD & Tape Library Chair and ask him to withdraw their shares if they do not want other members having access to them. Once these withdrawal requests received he will remove them from the library.
 - RCM said he will take this issue to region to see what feedback he gets regarding this matter.
- **Adam, GSR Blackpool said that members of his group are considering buying NA Basic Texts somewhere else as they are £3 cheaper than buying them at area! If they do this then they can make a bigger donation to ASC.**
 - General feedback was that it was best to buy literature from our own area and not from another provider because the literature sales support our fellowship. Andy, RCM explained that the Regional Representative will be discussing the issue of increased literature costs at World in 2010.
- **Ian, GSR said that the new start time for the Wythenshawe meeting had not been updated on the meeting list. It now starts at 6pm not 7pm. This information was provided at the last ASC.**
 - The new information will go on the website straight away and the meeting list for January 2010 will include the new start time.
- **During ASC the Chair was reminded that at the last ASC the GSR's were in favour of refunding the Priory NA meeting in Altrincham their last donation of £60 to buy literature because they had run out and were struggling financially.**
 - The literature person, Shona, attended this ASC and the GSR's voted in favour of buying her group £60 of literature. This outgoing money is included in the treasurers report for December.

8. POSITIONS FILLED & VACANT

ASC POSITIONS FILLED

Following positions all filled, thank you for doing service.

Position	Servant	Start Date
ASC Chair	John	January 2009 (VACANT Jan 2010)
ASC Treasurer	Ruth	July 2009

ASC Alternature Treasurer	Rob	July 2009
ASC Literature	Lee	November 2009
ASC Alternate Literature	Glen	December 2009
ASC Secretary	Shirley	November 2009
ASC Brew	Lorna & Kevin	November 2009
CD & Tape Library	Martin	July 2009
Convention Chair	Colette	April 2009
Helpline Chair	Laura	September 2009
Hospitals & Institutions Chair	Jimmy	June 2009
Post Box	Adam	March 2009
Prison Sponsorship Chair	Lorna	Dec 2009
Web Servant	Jason	September 2009
Meeting List	Rob	Dec 2009

Rob was voted in as new Meeting List Servant, Lorna was voted in as new Prison Sponsorship Committee Chair and Glen was voted in as new Alt. Literature, thank you for coming forward and being of service.

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

Andy RCM, fulfilled his commitment and was thanked by everyone at the ASC for being a faithful servant. The RCM position is now vacant. Andy will attend the next regional meeting in January and hopefully someone will put themselves forward by then so he can sponsor them into this service position. Two GSR's put themselves forward for RCM and Alt. RCM but they did not realise that they could not be GSR's at the same time so were asked to discuss this with their groups first and if still interested to attend the next ASC.

A vote of no confidence was proposed and seconded against the Share Review Chair as they have not attended area for 5 months and not responded to calls by other trusted servants. GSR's voted in favour of this proposal. This position is now vacant.

ASC Chair position becomes vacant in January 2010 but John willing to continue until someone comes forward and he will sponsor them into this service position.

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.

ASC Chair Clean Time: 3 years Position Vacant Since: Jan 10	This position requires the Chair person to facilitate the ASC including the Steering Committee meetings. Liaise with and support Steering Committee members. ASC Chair is responsible for opening up and closing meeting venue. Position for 1 year.
ASC Vice Chair Clean Time: 2 years Position Vacant Since: Oct 09	This position requires the Vice Chair to attend area including the steering committee meetings, to shadow and support the ASC Chair, support the sub-committees and ensure they submit their reports on time. Position for 1 year but hopefully Vice Chair will take on ASC Chair at end of this period but it is not a requirement.
ASC Alternate Secretary Clean Time Required: 6 months Position Vacant Since: ??	The Alternate Secretary will shadow and support the ASC Secretary. Position for 1 year and hopefully this servant will take on the ASC Secretary position when they stand down but it is not a requirement.

Regional Committee Member Clean Time Required: 4 years Position Vacant On: Dec 09	The RCM represents our ASC at Regional Meetings which are held bi-monthly. The RCM takes any issues or votes from our area to region and vice-versa. This is a 1 year commitment. <i>You cannot be a GSR at the same time as RCM so if you are considering this position but have a GSR commitment discuss this with your group before putting yourself forward for RCM or Alt. RCM.</i>
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. The position is for a period of 1 year. Hopefully the Alt. RCM will take on the RCM position when it becomes vacant.
Public Information Chair Clean Time Required: 2 years Position Vacant Since: Oct 09	No Public Information Sub-Committee in place at this time. The new Chair would be required to set up a PI Sub-Committee. PI are responsible for responding to requests from agencies, services and health professionals for information about NA. They would also carry out work to raise public awareness of NA, e.g. poster campaigns, and educate members of the public and professionals about the support we offer, e.g. presentations. This commitment is for a period of 1 year. We really need someone to come forward asap – please!
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. Position for 1 year.

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

It was agreed at this ASC by vote that the following positions vacant would not be announced at future ASC's to save time. GSR's who attended the Area Inventory felt that they should be shelved as they had been vacant for a long time. Details of these positions will remain in the minutes and if anyone is interested in coming forward please come to a future ASC and inform the Chair or Secretary so we can include a slot for discussion and normal voting procedure.

Outreach Chair Clean Time Required: 2 years Position Vacant Since: ??	No Outreach Sub-Committee in place. The general aim is to support meetings that are struggling.
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 require it's own Fundraising and Entertainments committee to generate funds to help meetings pay for crèche workers / facilities etc.

9. VERBAL REPORTS FROM TRUSTED SERVANTS & SUB-COMMITTEES

Please send written reports to ASC Secretary just prior to or immediately after the ASC so they can be included with the minutes. **Remember to include full details of future meetings i.e. date, time and address of venue for announcement page.** Thank you. Shirley shirleyj777@live.co.uk

Regional Committee Member Report

Andy, RCM has completed a written report which is at the end of these minutes. The following issues were raised and discussed:

- Region asked if our area can make future donations by internet banking? The treasurer explained this would not be possible. We currently require two authorised NA members to sign cheque payments, it would not be possible to set this up on-line. Following a discussion it was decided that our area does not want to change this policy as it is the safest method of making payments.
- Region also asked if we currently compile Helpline statistics ie numbers of calls, men, women, age, area etc? Laura, Phone Line Chair, said that should be able to provide some statistics starting from next month.
- At the last ASC we asked the RCM to request a service workshop to be facilitated by the Service Conference Committee in our area. He explained they are not in a position to arrange any workshops at this time. They are holding a pilot workshop in the Hampshire area early in the new year and based on the outcomes of this pilot the UK region will decide if they are going to fund any future workshops. However, the SCC should be holding a service workshop at the UK convention next year.
- Andy told the ASC that region would be contacting areas in the new year for feedback in relation to the Conference Agenda Report. We should have more details after January and we normally get 3 to 6 months to send them our feedback. The RCM will be responsible for organising workshops or asking relevant questions at the ASC then taking our feedback to region. He emphasised that every addict in our area is entitled to come along to voice their views and opinions. The CAR report is then taken to the World Service Conference.
- A concern was raised about the money which Region is spending. Our current RCM report only includes an opening and closing balance, it does not include details of where the money has gone. Andy responded by saying that a full treasurers report of incomings and outgoings should be available after the next region meeting in January. He will forward it to relevant Steering Committee members and we can include this in future minutes. The regional minutes for the January 2010 meeting should also include this information and our web servant will be asked to upload a copy to our website.

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

Jason gave verbal report. 721 unique visitors. Last month the ASC requested information about increasing the broadband width in order to provide shares on-line. Jason confirmed that no increase is required and if in the future this did become necessary it wouldn't cost a lot more. If shares do go on-line the web servant needs to liaise with the CD Library servant about this.

The Hotels for convention in March are now on-line and the New Years Eve Party flyer is too.

Jason asked the ASC if he had permission to create new pages on the website without making a proposal at the ASC first. A previous web servant said that a decision was made some time ago to give the web servant the autonomy to manage the website as they see fit and if he felt it would be useful to create new pages he could do so without making proposal at ASC. In addition to this, Jason said that when people send him information for the website can they tell him what it's for and which page they want it on.

Ad Hoc Committee – ADDRESS MANAGEABILITY OF AREA

The Ad Hoc Committee (AHC) has been set up to look at and address the issues regarding the size of our current area and whether or not our members feel it would be a good idea to have smaller, more locally based ASC's and if so how do we go about it.

Through group discussions the AHC will help people look at the positives and negatives of having a smaller more locally focused ASC. If it was decided to go ahead and create smaller ASC's, look at what goals we need to set and how to reach those goals. Identify priorities and are they low, medium or high.

Two AHC meetings have been held since last ASC. The first in Stockport and the second in Colne. Sam read out quite a long detailed report (no copy for the ASC minutes at this time). In summary they have identified 3 major issues:

1. Geographical Boundaries – how should we define the boundaries for different areas?
2. Essential Service Positions at each ASC – ie do different areas have members who are willing to come forward to be Chair, Vice Chair, Secretary, Treasurer? Also, would the new ASC's be self-supporting or would they require financial assistance from current ASC to begin with?
3. Service Committees – do we share service committees or would each area have their own?

Other issues that have been discussed include; what happens if your meeting doesn't want to change the service structure of our current area but others do, who would you want to be affiliated with if smaller more local ASC's were formed? For instance, members in the Colne and surrounding East Lancashire area have already decided that they want their own ASC and are considering starting this in January 2010.

After Sam's report a number of concerns were raised and questions asked:

- Concerns raised that the AHC was not following its purpose to gather information and report back to area. It was not asked to make decisions. The report sounds as if they are going ahead with changes without bringing back the information to area for the GSR's to discuss and then make decisions using a democratic process.
- Sam responded by stating that the current ASC is not representative of our entire area as many members do not attend due to the distance, roughly 20% of GSR's from our area attend regularly.
- She confirmed that her purpose is to gather information but some members want to get the process started as this issue has been discussed for several years now.
- Furthermore, some members in Colne said they did not want GSR's who attend the current ASC to make decisions which affect their local area, these members said they have not been able to attend the ASC for some time now due to the distance.
- Other members stated that in NA it is often the few who represent the many and some people just don't want to get involved. However, if NA members feel strongly about this issue and want to have a say in what happens then they need to take responsibility and get to an AHC meeting or a future ASC.
- Concern raised about the financial viability of splitting into smaller ASC's.
- Some members said that when a questionnaire was done a few years ago most members were in favour of splitting into smaller area's, however, some people at this ASC felt that we should not rely on out of date information and that efforts should be made to get a general consensus now.
- Several GSR's said that they knew a lot of people who were against the idea of splitting area but that they had not been able to attend any of the AHC meetings yet.
- Chair closed discussion by stating that the AHC should keep in mind that their task is to gather information and bring forward proposals in 6 months time at which point GSR's could discuss and then vote upon the proposals presented by the AHC. They are not being asked to make decisions.

The next AHC meeting is on Sunday, 13th December at 5pm, Ibbison Court, Blackpool. Everyone is welcome. The AHC want as many people from across the entire area as possible to get involved.

Members from Merseyside are going to arrange a venue for a AHC meeting to be held in their area shortly. Other areas are invited to contact the Ad Hoc Committee to request a meeting.

Meetings list Report - Rob

This position was vacant but Rob put himself forward for service and was voted in, thank you.

Groups should continue to notify the web servant of any changes by emailing webservant@nwna.info
The on-line meetings list will be updated immediately and Jason will pass the information to Rob so he can update the printed meetings lists and bring copies to the ASC for GSR's to take to groups.

Phone Line / Help Line Report

Laura, Phone Line chair provided verbal report. Said the training day on 22nd November had been a great success, 20 people turned up to receive training. All the phone line positions are now filled.

Statistics for the phone line will be brought next month. Our RCM can pass these on to region who requested this information.

12 Step Volunteers forms were handed out at ASC and Laura requested GSR's take these to their groups and ask members to put themselves forward to do 12 Step calls. 12 Step Volunteers will then be contacted when the Phone Line gets calls for help from someone who lives locally and who they can take to a meeting. Laura suggested that each group have a 12 Step Co-ordinator to manage the 12 Step Volunteers List for each meeting, keep list up-dated and inform Phone Line of any changes.

The Phone Line has received further requests for Public Information presentations from agencies / professionals. They don't know how to deal with these as we do not have a Public Information Sub-Committee at present. Suggested that they forward details to ASC Chair and he will try to co-ordinate presentations with members who have some PI experience. **WE REALLY NEED PEOPLE TO COME FORWARD TO DO PI SERVICE AS SOON AS POSSIBLE.**

The Phone Line budget of £25 had been exceeded by £20 this month, the ASC agreed to cover this extra expense seeing as it was partly due to the training day and some setting up expenses.

The Phone Line Committee hope to hold a workshop at the next area convention in March, details will be provided at future ASC's.

Convention Committee Report

Convention Chair, Colette, provided a verbal report and a written report is attached along with a convention treasurer's report. Everything running smoothly and on schedule.

Fundraising: The Unity Day in Stockport raised £448.90. The next convention fundraising event will be the New Year party on 31st December at Pensioners Hall, St Albans Road, St Annes-on-Sea, FY8 1UZ. Starts 12noon to 12am. Price £5 waged and £3 unwaged, newcomers under 90 days donation only required. Flyers were handed out at the ASC.

The next convention committee meeting will be held on Wednesday, 9th December at Pensioners Hall (same as New Year venue).

The following questions were raised and responded to:

- **What is the money from the fundraising events used for?**
 - This money pays for entertainments and goes towards the newcomers fund.

- **How does the convention committee choose people to share and can people put themselves forward to do this?**
 - The programming committee is responsible for managing this and they asked some time ago for people to come forward to share or with ideas/themes for meetings. All the share's are now booked but if someone interested in sharing at the convention they should attend a future convention committee meeting to put themselves forward, at this time they would be held on the share reserve list as no vacancies at this time. Reminded that for people to share at convention they must be 5 years clean or more.
- **Do non-addicts have to pay to attend the convention?**
 - No, non-addicts can attend the convention for free. This was discussed at Region some time ago and it was decided that as we are self-supporting we cannot ask non-addicts to pay. They would be restricted from attending closed meetings.

Post Box Report

Adam sent his apologies, no report.

Hospitals & Institutions Report

H&I Chair sent apologies. The most recent H&I report is attached at the end of these minutes.

Next H&I meeting at Stoneycroft Church, Lister Drive, Liverpool on (*date not confirmed*), starts 1pm to 4.30pm

Prison Sponsorship Report

Lorna was voted in as new Prison Sponsorship Chair, thank you. As she is quite new in this position and not up to date with progress she asked Adam, PSSC Treasurer, to give a verbal report.

Adam proposed an increase in the PSSC budget from £30 per month to £91 per month and provided a breakdown of what this was for. This was seconded and GSR's voted to approve the budget increase to take effect from this month.

Adam was concerned about the £400 he had been given by region to pay expenses for trusted servants on the UK Prison Sponsorship Committee to attend a meeting in Manchester on the 13 December. The last chair had been responsible for organising this but has now left her position and the other PSSC members cannot attend except for the new Chair Lorna who does not feel informed enough to go alone. Adam asked for the ASC to give him guidance. After much discussion it was decided that as the new Prison Sponsorship Chair Lorna should attend the meeting and the other PSSC members should support her as much as possible. Efforts could be made to contact the old chair for information if this would help. Adam should remain responsible for the money and pay the relevant expenses as already agreed. Andy, RCM explained that the money given by region had been allocated specifically for this purpose so it would be best if the meeting went ahead. Region also asked Andy to express their view that a National Sponsor Co-ordinator may not be practical and that the PSSC may wish to consider this at their next meeting.

Public Information Report – POSITIONS VACANT

No PI Sub-Committee at present. **We desperately need members to come forward to do this service work as we are constantly receiving requests from other agencies / services / professionals for information and presentations.**

Share Review Report - POSITION VACANT

This position is now vacant as the previous servant was voted out after not attending for 5 months and failing to reply to contacts.

CD and Tape Library

Martin provided brief report. Said that he had received a new CD burner from another NA member after his burnt out. It was suggested that in future the ASC pay for a CD burner rather than members using their own equipment.

Martin has requested that members contact him if they are unhappy about their shares being made available in the library and he will remove them.

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:	£2896.30
Stock Sold:	<u>£1235.00</u>
Closing Stock Balance:	<u>£1661.30</u>

Glen was voted in as the new Alt. Literature, thank you for coming forward to do service.

10. NEW BUSINESS

- **A number of people complained about the noise levels in the room whilst ASC was taking place, particularly from the literature room. Said they find it difficult to hear.**
 - The Chair asked Lee, Literature, to try and keep the noise down in the adjacent room and reminded everyone to be respectful whilst the ASC is taking place and if they must talk to either leave the room or keep the volume down. Other members said that people should speak up when addressing the ASC. It was suggested that we change meeting room into a top table/theatre style format but this did not receive much agreement.

11. TREASURER'S Closing Balance

Opening Balance	£1500.00		
Donations +	£ 463.60	Cheque to Region:	£ NIL
ASC Pot +	£ 24.53		
Outgoings -	<u>£ 593.92</u>	Closing Balance:	£1394.61 (below £1500 Prudent Reserve)
Sub-Total:	<u>£1394.61</u>		

Treasurer's report and donations record attached at end of minutes.

12. Date & Time of Next Area Service Committee Meeting

Next ASC on Saturday 2nd January 2010

Steering Committee starts at 12.30pm followed by ASC at 1.00pm to 5.00pm approx.

Address: St. Margarets Committee Centre, Lindley Avenue, Litchford, Warrington, WA4 1QB

13. ATTACHED REPORTS FROM TRUSTED SERVANTS & SUB-COMMITTEES

1. ASC Treasurer's Report & Donations Record	2. Convention Committee & Treasurer Reports
3. Hospitals & Institutions Report	4. Prison Sponsorship Report

ASC Treasurer's Report & Donations Record

ASC TREASURERS REPORT DECEMBER 2009

OPENING BALANCE: £1500.00

OUTGOINGS:

CD Library £10.00 budget	£ 00.00	
H&I £200.00 budget	£200.00	
PI £200.00 budget	£ 00.00	
Prison Sponsorship £30.00 budget	£ 91.00	New budget agreed at ASC 5/12/09
Rent £40.00	£ 40.00	
Meetings list £25.00 budget	£ 35.00	Agreed extra one off £10 at ASC 5/12/09
Brews	£ 11.54	
Starter Packs	£ 00.00	
Travel expenses	£ 00.00	
Phone line d/d	£ 30.98	
RCM	£ 80.00	
Web servant	£ 00.00	
Phone line £25.00 budget	£ 45.00	NEXT MONTHS BUDGET INCLUDED
Refund Altrincham Meeting	£ 60.00	ASC agreed to £60 of literature for group
TOTAL OUTGOINGS	£593.52	

INCOMINGS:

Tradition 7	£ 24.53
Donations	£463.60
TOTAL INCOMINGS	£488.13

CLOSING BALANCE £1394.61

Donation to region NIL

TREASURERS DONATIONS RECORD				DECEMBER 2009	
DAY	TIME	TOWN	VENUE	AMOUNT	BALANCE
Sunday/Tuesday	7.00/7.30	Blackburn	Green Lane	20.00	20.00
Saturday	10.30	Blackpool	Lostock Gardens	15.00	35.00
Tuesday	7.30	Birkenhead	Conway Street	5.00	40.00
Monday	7.30	Warrington	YMCA	20.00	60.00
PI Refund				122.57	182.57
Tuesday	5.30	Widnes	Ashley House	5.00	187.57
Saturday	7.30	Birkenhead	St.Caths	10.00	197.57
Monday	6.00	Manchester	Women's Meeting	5.00	202.57

Saturday	11.00	Manchester	Higher Blakely	10.00	212.57
Sunday	8.00	Blackpool	Ibbotson Court	25.00	237.57
Saturday	6.30	Blackpool	Layton Flats	6.00	243.57
Saturday	11.00	Manchester	Higher Blakely	2.00	245.57
Friday	7.30	Stockport	Salvation Army	15.00	260.57
Monday	7.30	Bolton		2.00	262.57
Monday	7.30	Liverpool	Boundary Street	15.00	277.57
Friday	7.30	Blackburn	Evolve	16.28	293.85
Thursday	7.30	Darwen	Hawkshaw Ave	10.00	303.85
Sunday	1.00	Liverpool	Marmay House	10.00	313.85
Wednesday	7.30	Warrington	James Lee House	10.00	323.85
Tuesday	7.30	Manchester	12 Monkeys	10.00	333.85
Friday	3.15	Blackpool	Adaction	3.50	337.35
Saturday	7.00	Darwen	Hawkshaw Ave	5.00	342.35
Wednesday	8.00	Blackpool	Ibbotson Court	18.00	360.35
Thursday	7.30	Liverpool	Men's Meeting	53.25	413.60
Wednesday	12.30	Manchester	Hulme Library	30.00	443.60
Friday	7.30	Warrington	James Lee House	20.00	463.60

Convention committee Report

Convention Committee Report December 2009

The unity day at Stockport went very well, with plenty of people attending – money raised from the day totalled £448.90

The next unity day will be held on New Years eve at the Pensioners Hall, St Albans Road, St Annes – from 12pm until 12am. There will be main shares, refreshments and a disco throughout the day.

Individuals have been asked to share over the weekend.

Nicky has so far taken £110 in pre reg money and £10 for the newcomers fund.

Merchandising are looking at a range of products for the weekend.

Attached is a full F&E treasury report and also the convention committee treasury report.

Convention Treasurer's Report

Convention Treasurer's Report November 2009

Opening Balance	£4716.40	
Paid in	£ 110.00	Pre Registration
	£ 10.00	Newcomer Fund
	£ 8.42	Pot
Paid In Total	= £ 128.42	
Paid Out	£ 5.00	Rent
	£ 0.79	Milk
Paid Out Total	= £ 5.79	
Closing Balance	= £4839.03	

Hospitals & Institutions Sub-Committee Report

H&I Sub-committee minutes 28.11.09

Attendance: Jimmy, Phil, Shoran, Jack, Mark H, Rob H, Liz, Ian, Colette, Catia, Martin, Pauler, Tracey and Lee.

Apologies: Emma, John R, Dave, Ste and Danny.

Traditions read by Mark H

Positions Vacant:

Panel member Parkwood- Catia put herself forward for this position and was voted in.

Pier Point panel member- Glen has handed in his service and Martin was voted in. Thank you Glen for your service.

Panel leader HMP Preston- Rob H put him self forward and was voted in.

Panel member HMP Kirkham

Panel leader/member HMP Garth

Panel member HMP Preston

Panel member/leader (V.P Wing) HMP Altcourse (3.30pm-4.30pm Mondays)

Panel leader Kenyon House

Merseyside Co-ordinator

Treasury Report

The bank account is now active. A discussion took place around receipt of a cheque from ASC for the H&I monthly budget, and how we are able to have cash available for monthly expenses at the sub-committee.

ACTION: This issue is to be taken to ASC for a solution.

An inventory on finances concerning our income and outgoings will be taken by Sharon to surmise possible cash flow needed.

Opening Balance: £142.01

Outgoings:

Sharon Travel: £20.00

Mark H Travel £10.00

Literature £17.00

Liz Travel £10.60

Total £57.60

Closing Balance £84.41

Tradition 7 will be added to next months balance.

Literature Report

Following an ongoing discussion with UKSO they are stating that our balance is £57.50. The minutes from the sub-committee over the last six months are going to be recalled by the chair. This is to clarify that UKSO confirmed a computer error around this issue and we are not in arrears. Mark H is to speak to the trusted servant who contacted UKSO to clarify this. The receipts from the literature order at that time are being recalled. Unfortunately there was no treasurer or literature servant at this time.

ACTION: Jimmy to go over our minutes. Recall the receipts from Andy M (Former Chair)

Mark H to speak to Ash.

Manchester Report

Kenyon House- A discussion took place after concerns rose around a panel leaders accountability and none communication in fulfilling his commitment. There as been over the last few months suggestions to the panel leader and offers of support from the H&I committee. Unfortunately the decision of the committee was that he is now asked to stand. We thank the panel leader for his service.

ACTION: Phil to inform the panel leader.

Strangeways- An issue was raised around an addict being unable to read and write.

ACTION: Mark H will speak to panel leader, so to inform the addict and the carrot team about the availability of basic text in audio form from UKSO.

Merseyside

HMP Walton- a concern has been brought up about the members attending Walton and have not been formally voted in by the H&I committee. Due to this and the lack of communication by the member voluntarily attending Walton, H&I accountability was questioned. A decision to terminate H&I's involvement until further notice has been made. HMP Walton and the members attending will be informed. There have been problems around people being cleared to go into this facility for months as there has been very little communication back from the point of contact, after tireless attempts to contact them.

ACTION: Jimmy to speak to Walton and the members involved.

Birchwood

Good relations with staff meetings well attended. Meeting had to be cancelled last Sunday due to lack of residents.

Kevin White- Trusted servant attended our sub-committee following a concern raised at last months meeting. This issue has been resolved and we thank the trusted servant for being accountable and attending the sub-committee.

Lancashire Report

HMP Kirkham- The meeting continues to run well, average attendance this month is 9 and we are trying to encourage more members to take up service positions within the meeting. We have had two newcomers this month as a result of PI/H&I joint presentation in the prison.

I am still awaiting guidance from the prison staff regarding how long people need to be out of prison before going into Kirkham to share. There are plenty of local members willing to carry the message into Kirkham, however concerns have been raised that the same people are going in each time to share. As a trusted servant, I would like to make it clear to the sub-committee that each time we go into Kirkham there has been a different N.A member accompanying us to carry the message.

Parkwood- everything is going well in Parkwood. Attendance is low, however this is still quite new and will take time to develop. The Main thing is that we N.A are there. I have put together a progress sheet and printed several off. It is just to see who has shared and what numbers have attended. There's no breach of anonymity as it is a simple guideline to use historically for N.A and myself. I have spare copies that are available, please see David if you require one.

I have downloaded literature “welcome to N.A” and “for the newcomer” so I will not need any literature for Parkwood.

I have given posters to Parkwood to let people know there is an N.A meeting there every week. I still need to get the service level agreement and meet up with the manager of Parkwood. I will do this in due course. Thank you for allowing me to serve. David.

ACTION: Literature will be provided by the sub-committee, a meeting is to be arranged with point of contact to see if a budget is available.

Pairpoint- meeting is going well. People are attending regularly and N.A message has been carried very well. The fellow recovering addicts are coming in to share their experience strength and hope. Some literature is needed.

There has been an issue around the clarity statement being read. The decision is that this should be omitted and “how it works” will be read instead.

New Business

Following concerns raised at ASC around prison sponsorship none attendance at our sub-committee. A prison sponsorship member attended this month and will liase with our committee to keep commutation open so to the primary purpose can be fulfilled responsibly. H&I sub-committee members are willing to attend prison sponsorship when available.

The minutes of our committee meetings are to be seconded before being sent out to everyone due to personal information being left on emails that where copied into last months minutes.

A facilitator for the workshop at the convention and addicts fortunes is in place and a progress report will be on the agenda for next month on convention involvement.

Old Business

To Whom It May Concern

The fellowship of narcotics anonymous has a convention each year in the northwest area. This is a celebration of recovery. What we do among other things over the three days is have telephone linkup to a facility that already has H&I presentations happening in them all year round. On one of the days of the convention and with permission from the facility we would link the convention to the facility via conference phone. What this would entail is setting up a conference phone up with in your facility in a suitable location if possible where the meeting is held on a Wednesday night. (The chapel) We would need to connect to an outside line, which we would be connected to the Hilton hotel in Blackpool this year. We would connect to the convention at the time of a guest speaker. We have discussed with Jim pit the possibility of maybe connecting with the internal radio station and having this broadcast to the whole jail on the day. The link up would be run as the same as a Wednesday evening or Monday afternoon meeting the only difference would be the speaker would be outside. So we would still facilitate the meeting. This sort of link up has been done successfully all over the country in prisons and detox facilities for many years. One of the required things we need from yourselves is access to a out side phone line that dos not run through a switch board. If this were not possible then we would need to be able to phone out on the line this may cause some problems but can be overcome with a bit of technical tweaking. A list of things that we need to bring to the prison on the day and maybe a couple of day’s before for trial runs and mock link up would be

A conference phone

Telephone cables

Power pack

Connection cables

The length and strength of the cables would have to be sorted out once we have a phone line and a designated place for the link up on the day. if I can help you any further with any more information please don’t hesitate to contact the H&I committee through our designated contact with in the prison MR Jim Pit

The above letter has been sent to HMP Altcorse with reference to convention link up.

A letter has been sent to HMP Lancaster explaining why we can't supply literature. Please see below:

Thank you for your email dated 21st October 09 with reference to your request for literature from the H&I sub-committee.

After discussion at our sub-committee on the 24th October, unfortunately we cannot provide you at this present time with any literature. This is due to us working within a budget ourselves to provide literature to all other institutions throughout the North West where we actually facilitate presentations within that month.

However if any inmates wish to write to UK H&I individually with their personal request for literature then a pack will be provided by Narcotics Anonymous.

We apologise for not being able to carry out your request and we too look forward to returning to HMP Lancaster to facilitate presentations in the near future.

Regards
Phil- Vice Chair

Other Business

A H&I member will attend on 3rd December HMP Preston after a request from Prison sponsorship. To speak to professionals on how we can move closer to facilitation in the prison. We hope to discuss the problems around the clearance forms as we now have a person committed to service and can now move forward.

ACTION: Phil to speak to Lancashire Co-ordinator to organise a member to present the name to Matt for gate clearance.

It is the conscience of our committee to meet earlier next month to discuss our policies. Also we are bringing the committee meeting forward so we don't have to meet during Christmas.

Thank you to all for attending. Closed with the serenity prayer.

Next meeting to be held at Stoneycroft Church, Lister Drive, Liverpool
Start 13.00 Finish 16.30

Apologies for my lateness in sending these minutes.
Thank you for allowing me to serve God Bless

Prison Sponsorship Sub-Committee Report

Sunday 6th December 09 PSSC meeting

In attendance – Mark S (Prison Sponsor Co-Ordinator), Lorna (Chair), Gerard, Michael (Brews), Robbie, Vinny, Adam (Treasurer)

Robbie has told the committee that he is willing to represent the North West PSSC in order to help get sponsors in his area (Blackburn and Darwen). There are a number of NA members with clean time in Blackburn and Darwen to put themselves forward for becoming a Prison Sponsor. Mark S mentioned that Matt L has moved to Manchester and now we have a Prison Sponsor co-ordinator in Manchester. Mark S has informed the group that a request has come through for someone asking to be sponsored. Mark asked for help around this. With the list of sponsors we currently have, we are unaware of who is sponsoring and who is available to sponsor. Mark has agreed to call all sponsors on our list and see who is sponsoring and see who is available to update our list. Robbie and Mark S have mentioned that where possible we will try and match sponsors with sponsees in so that they can identify.

Robbie has highlighted that PSSC use to have rapid response letters that we used to respond to prisoners. Robbie informed those in attendance that there is a great deal of information that has been collated and put together in the past by the committee and is sat somewhere.

There has been no communication between Matt L and PSSC. Mark S has had no contact from Matt L. Robbie asked the question that what if a sponsor doesn't respond or reply to a letter within the 2 weeks or not at all, would they come to the committee to be accountable.

It has been agreed that the committee are to find previous members who have served on the committee to gain experience and guidance.

Robbie has put himself forward for Vice Chair of PSSC. Robbie has successfully been voted into the position of Vice Chair.

Vinny has become a group member.

PSSC members discussed taking any concerns, positives and negatives for the meeting next week in Manchester on Sunday 13th December in Manchester 1-6. A pre-meeting meeting was discussed so that we can go more prepared to the meeting. Unfortunately, due how quick the meeting has come about our members can not attend a pre meeting meeting before the main one on Sunday with the other areas.

Robbie has requested for the previous months minutes to be e-mailed to him so that he can see where we are at and produce an agenda –robbie.tismond@googlemail.com

Adam called Diane and asked for the date and venue to be confirmed for the meeting on Sunday 13th December 09 – Central Hall, Oldham Street, Manchester, 1-6pm.

PSSC members have agreed that Mark S will reply to the person requesting a sponsor, he will write this in the form of a rapid response letter.

Next meeting 20th December 09 at St Annes Pensioners Hall

14. ANNOUNCEMENTS PAGE

ASC Postions Vacant

1. ASC Chair
2. ASC Vice Chair
3. ASC Alternate Secretary
4. Regional Committee Member (RCM)
5. Alternate RCM
6. Public Information Chair
7. Share Review Chair
8. Outreach Chair
9. Parents & Carers (also P&C Fundraising & Entertainments)

Meeting Changes

1. Tuesday, Library, Wythenshawe Forum, M22 5RX now starts at 6pm not 7pm
2. Thursday night Preston meeting cancelled on 10th December, will be back on 17th December but currently looking for a new venue for the 24th and 31st December – they will inform helpline.

Events

1. New Years Eve Party on 31st December at Pensioners Hall, St Albans Road, St Annes-on-Sea, FY8 1UZ. Starts 12noon to 12am. Food, Refreshments, Kids Entertainment, Main Shares and Disco. Prices £5 wages, £3 unwaged and by donation for newcomers under 90 days.
2. North West England and North Wales Area Convention 26 to 28 March 2010 at Hilton Hotel, Blackpool. Registration Prices £10 waged and £5 unwaged. Please pre-register by contacting Nicky 07595 693 336 or email conventionregistration@yahoo.co.uk. Hotels for the convention are now on our website or contact John, Hospitality by email handhnwna@yahoo.com

Future ASC & Sub-Committee Meetings

1. ASC on Saturday 2nd January 2010 Steering Committee starts at 12.30pm followed by ASC at 1.00pm to 5.00pm approx. Address: St. Margarets Committee Centre, Lindley Avenue, Litchford, Warrington, WA4 1QB
2. Ad Hoc Committee meeting on 13th December, 5pm at Ibison Court, Blackpool
3. Convention Committee meeting on 9th December at Pensioners Hall, St Annes – *time tbc*
4. H&I meetings held at Stoneycroft Church, Lister Drive, Liverpool, 1pm to 4.30pm, *date tbc*
5. Prison Sponsorship meeting on 20th December 09 at St Annes Pensioners Hall – *time tbc*