



5th JUNE 2010

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

CONTENTS

- | | | |
|--------------------------------------|--------------------------------|---------------------------------|
| 1. Steering Committee Report | 2. Attendance | 3. Concepts |
| 4. Apologies | 5. Last Month's Minutes | 6. Treasurers Opening Balance |
| 7. Group Issues | 8. New Business | 9. Positions Filled & Vacant |
| 10. Verbal Reports from TS's & SC's | 11. Treasurers Closing Balance | 12. Next ASC time, date & venue |
| 13. Written Reports from TS's & SC's | 14. Announcements Page | |

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

1. ASC Steering Committee Report

Mick, ASC Chair, welcomed everyone to steering committee meeting and mentioned following:

- Draft copy of new Policies & Procedures Handbook had been produced and copy already sent to everyone on the ASC emailing list just a few days ago. We did not bring copies for everyone as very expensive and need approval before doing this, probably best to wait until finalised anyway. Six copies had been provided and will be passed around area.

Steering committee members were asked if there were any other issues that needed to be discussed now or raised during the ASC, does anyone require extra time during the ASC:

- **Chris, Convention 2011 Chair, asked if he could have his slot moved forward as he has childcare responsibilities this weekend?**
 - All agreed to move Convention Report above RCM report.
- **Lee, Literature, said he had been having a problem with UKSO. They said we owe them approx. £1000 and as a consequence only provided half the literature order this month and said they will not provide any more literature until the debt is paid in full. Lee has no idea how this has happened, he has been checking past figures and can't find any reason for the debt.**
 - ASC Treasurer came in at this point and confessed that she had spent the money. Has been trying to pay it back a bit at a time but cannot afford to pay it all back in one go. Treasurer was very upset and expressed her deep regret for getting us into this situation and apologised to everyone. She offered to pay back all the money in full as soon as possible.
 - ASC Treasurer added that we still don't have a cheque book as the Post Box Servant not at area and he does not forward mail, just distributes at area.
 - Steering Committee thanked Treasurer for her honesty and said that we will try to resolve situation as quickly as possible. Because we don't know the full situation regarding the finances we will need to carry out an investigation to establish what funds available and the exact amount still owed by Treasurer as she has already made some repayments.

- In the meantime, requested that sub-committee's inform Chair what money they would be requesting this month and he will make list and arrange for money to be given to them as soon as possible to avoid any disruption to our services.
- Stressed importance of being open and honest about situation with GSR's and groups and also supporting Treasurer, who has promised to repay the money in full and stepped down from this position.
- **Catherine, CD & Share Review Chair, said she had a number of questions for GSR's regarding the lending of CD's and distribution.**
 - Chair said this should be brought up during her report in area meeting.
- **John, RCM, requested an additional 5 minutes for his slot as has a lot of information to cover. He has forwarded reports from Region to ASC Secretary so they can be sent to everyone on the mailing list. RCM also produced written report for minutes. Number of issues that require attention including request from Region to refund the RD's expenses of £84 for travelling to Blackpool Convention to facilitate a CAR workshop, also requests for involvement in various UK sub-committees, personal stories for NA literature and surveys .**
 - Request for additional time approved.
- **Shirley, ASC Secretary, passed on apologies for Alternate Secretary and said she would not be able to attend July ASC unless date changed as attending UK convention on 3rd July. Also;**
- **Whilst working on policies and procedures a number of issues had been raised about finances and suggested that Treasurer brought bank statements to ASC in future and that monthly reconciliations be carried out so we know the actual money available, not just balance in account. Treasurer report should match bank account information.**
- **The Treasurer's monthly budget has not included figures for phone line direct debit and the Help Line in past. These increase our overall monthly budget to £926 but this still doesn't include website costs such as domain name and hosting costs, brews or starter packs. Also possibility of CD & Share Review sub-committee requesting an increase in budget in near future which will raise this furthermore.**
- **Post Box servant should be forwarding relevant mail to trusted servants.**
- **Also raised small concern about Prison Sponsorship, they are doing a good job but have not provided any Treasurer Reports for some time and looks as if the PSSC Chair has handed in position as this position vacant on report that she received yesterday. PSSC report not in Summary Report format but sent new template to person who sent their report and asked them to use this in future.**
- **Does Literature have a separate bank account or use same bank account as Treasurer (*this question was answered previously when Treasurer explained she had spent literature money*). Literature stock reports should include stock purchased, figures need to match up from one month to the next and they usually don't.**
- **Finally, asked if the surplus money from convention 2010 i.e. £853.81, being sent to Region as per our policy.**
 - Told these issues would be addressed during main ASC meeting.
- **Rob, Meeting List, said that a group in East Lanc's. area had no money to buy literature after one of their members donated all their money to our ASC. They wanted to know if they could have the money refunded to buy literature.**
 - **Steering Committee not sure what we can do about this, once donations received these are used to fund the sub-committees who do service on behalf of groups. No support to approve refund from anyone present.**

- **Joe, H&I Vice Chair, had number of comments regarding the draft Policies & Procedures document including:**
 - 1.1.1.a. vote of no confidence – is this with apologies or not?
 - 1.1.2.c. said we cannot tell GSR's what to do, should be worded differently,
 - 1.1.3.a. group starter packs – should it be someone with a position at the group rather than any member? Different decisions in past few months need to be clear on policy,
 - 1.1.4.a. issue regarding literature orders.
 - There should be info for Fundraising and Entertainments, nothing mentioned at present.
 - Section 5, responsibilities, need to state that Vice Chair stands in for Sub-Committee Chairs when the position vacant or they are not able to attend sub-committee meetings.
 - Suggested that once this document ratified that all previous decision dates in brackets be removed as once approved we should start afresh from that date.
 - Had a number of other comments but given time said he will mention these later.
 - ASC Secretary appreciates the feedback and realises that some time needs to be spent looking at the issues. We do not have a F&E sub-committee at present, other than that which sits within Convention or Parents & Carer's, which is reason why no mention of F&E. Will include information on this if required but needs help with wording as not sure what policies and procedures would apply to F&E specifically. This is work in progress and we need everyone; steering committee members, GSR's and groups to read this and give feedback.
- **Number of steering committee members brought up issue of convention money and felt that the surplus should be retained until we have a clearer picture of our finances. Now that we owe money we may need to keep hold of this.**
 - All agreed that this would be suggested to GSR's who make final decision.

Steering Committee ended and ASC Started at 1pm.

2. Attendance

Mick (ASC Chair & 2010 Convention Vice Chair), Christian (ASC Vice Chair), Shirley J (ASC Secretary), Ruth (ASC Treasurer), Rob (ASC Alt. Treasurer), Lee (ASC Literature), Glen (Alt. ASC Literature), Phil (H&I Chair) Joe (H&I Vice Chair), Rob B (Meeting List), Jason (Web Servant), Mark H (PR Chair), Robbie (PSSC Vice Chair), Laura (Phone Line Chair), Tony (Phone Line Vice Chair), John B (RCM), Catherine (Share Review & CD Library Chair), Martin (Share Review & CD Library Vice Chair), Chris (2011 Convention Chair), Kevin (Brews), Joseph (Brews 2), Graham (Literature Runner), Sam (AHC Chair), Tony (AHC Vice Chair), Steve G (GSR), Gav M (Alt GSR), Simon (GSR), Colette (GSR), Jim (GSR), Simon (GSR), Linda (GSR), Michael (GSR), Pauler (GSR), Charlene B (GSR), John (GSR), Mark (GSR), Jack (GSR), Gary (GSR), Kieth, David (GSR), Steve (GSR), Wendy (GSR), Marie (GSR), Sian J, Dave J (GSR), Anthony, Emma (GSR), Shirley, Rob, Lee, Ash (GSR), Carl, David D (GSR), Rab, Matt B (GSR), Joe, Shane (23 GSR's)

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

Marie

4. Apologies

Claire (ASC Alt. Secretary), Adam (Post Box), Sharon (GSR St Annes)

5. Last Month's Minutes & Steering Committee Summary

Last month's minutes were received by everyone, no complaints. However, ASC Secretary identified a few amendments:

- a. Treasurer Report should have said £65.72 phone line and £92 RCM, not other way round.
- b. Treasurer monthly budget is actually £926, this does not include website costs, brews or starter packs.
- c. PR Treasurer Report was amended, closing balance should be £148.59, not £152.00.

With amendments, these minutes were passed as an accurate record.

Steering Committee Summary for GSR's:

- Chair explained that a number of issues came up in this meeting and he would explain later under new business.

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

Chair stated that we are not able to provide an opening balance and will explain why shortly (see new business). Treasurer's opening balance: £ not confirmed Tradition 7 carried out, pot passed at ASC

7. GSR's & GROUP ISSUES

GSR Count

20 GSR's counted by raise of hands (23 recorded during introductions and on attendance sheet).

New Meetings & Amendments to Meetings

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

GROUP ISSUES:

- **Steve, GSR, concerned that there has not been enough literature at some of the ASC meetings. In past year there has been at least 3 occasions when literature orders have not been filled. Can we address this issue and will our RCM take this to Region.**
 - ASC Chair said this will be addressed. Explained that we have just become aware of a problem that has affected the orders sent by UKSO (*see steering committee meeting and new business*). The steering committee will try to resolve this as quickly as possible and apologise for inconvenience.
- **Simon, GSR, his group concerned about the decision made at last ASC regarding quorum. Want a democratic process for deciding quorum, it is not for the Chair to decide. Also, not happy that £800 spent on a comedian at the last convention and requested clarity about why and how decision was made not to accept donations from groups that now attend other ASC's if they are still relying on our sub-committees to do service in their areas.**
 - ASC Chair agreed that he does not make decisions regarding quorum. At the last meeting GSR's felt that due to fluctuations in attendance and fact that some groups started their own ASC's that it was not a good idea to set a minimum number, however, if Chair felt that too few GSR's present to make decision regarding policies that affected entire area that he would not allow this to go ahead. GSR's agreed with this explanation.
 - Issue regarding comedian is a convention matter, our ASC not involved in this decision. GSR's voted in the convention committee and as trusted servants they obviously thought it was a good idea.
 - We are self-supporting and can only accept donations from the groups we represent. New ASC's are responsible for setting up their own sub-committees. We will continue doing service across the North West England and North Wales area, however, if donations from groups fall then we may have to reduce sub-committee budgets which may affect the service they are currently carrying out.

- **Pauler, GSR, her group wanted to know why the clean time requirement to do help line service was 12 months, could this not be reduced?**
 - Laura, Help Line Chair, explained they are following the Help Line Guidelines regarding clean time requirements.
- **Charlene, GSR, explained her group had experienced a problem with a trusted servant at group level and when this was brought up in the group conscience members felt the response was threatening and were now not sure if this was the best way to deal with this issue. Charlene asked for support and advice.**
 - Chair asked GSR's to share their experience. A number of GSR's agreed that a group conscience was the right forum to address these issues but the trusted servants at this group could also try to speak to the member concerned on a 1-1 basis as they might not react so strongly.
- **Steve, GSR, said his group had raised concern about their group treasurer and when this was brought up at a group conscience they had a fall out. His group wanted to know what they have to do to vote for no confidence in their treasurer, this person also been holding position for 2 years.**
 - GSR's asked to share their experience on this as well. GSR's explained that group conscience is the correct forum to raise and carry out a vote of no confidence in a group servant. If the group want to do this then one member proposes vote of no confidence, another group member has to second proposal and then all members of the group vote. If the vote tied, then up to group what they do.
 - GSR also suggested taking the treasurer to one side and having a chat, explaining group concerns and that group felt after holding treasurer position for 2 years they should stand down and let someone else have an opportunity of doing this service position.
 - A concerned member said, that in light of the issues raised by GSR's regarding problems at group level she felt that it was useful to hear experience of other GSR's at ASC. However, she added that it is GSR's responsibility to read the literature regarding groups as this information explains how groups operate and suggest guidelines for group conscience meetings, servant positions etc. She also suggested, that as some GSR's obviously feel unsure about their role and what happens at group level, that the ASC consider holding a GSR workshop.
- **John, GSR, and Gary, GSR, both raised concerns about the work carried out by the Ad Hoc Committee and wanted to know how the information gathered and presented at this ASC will be made available to all groups.**
 - ASC Secretary explained that the minutes are sent out by email to everyone on the mailing list and that the AHC report and minutes are available on our area website for anyone to access. Use the following link: www.nwe-ukna.co.uk/Minutes/default.asp
- **David, GSR, gave new group details and requested starter pack.**
 - Meeting details updated and starter pack issued.
- **Pauler, GSR, said the women's meeting on Tuesday night in Blackpool needs a GSR and would like support.**
 - GSR's will take request for support back to their groups.

8. NEW BUSINESS

Chair apologised for not providing a Steering Committee Summary or a Treasurer's opening balance at beginning of ASC, this was due to some sensitive information that was only revealed during this meeting.

The ASC Treasurer had come forward and explained that after having some financial difficulties she had spent some of the area's money. She has been trying her best to pay it back as quickly as possible but had not been able to repay it all. The Treasurer apologised to everyone at area and has promised to repay the money, she has stood down from this position.

GSR's expressed thanks for Treasurer coming forward and explaining situation and being honest. Wanted to know what financial situation was and what we needed to do to resolve problems.

ASC Chair said steering committee will deal with this as quickly as possible. We don't know how much money in bank account so unable to issue cheques to sub-committees today, therefore we can only pay out funds in cash that we receive today. He will make list of the money required by sub-committees and get this to them as soon as possible. We will get all the information from Treasurer and contact Post Box Servant to request that he forwards the recent bank statements.

This problem came to light as we now owe money to UKSO for past literature orders. They have only sent half of the most recent order and will not issue any more literature until debt paid in full, it is about £1000 maybe more.

Chair asked for questions or any feedback:

- **PSSC Vice Chair, thank Treasurer for her honesty. Concerned about the awkward position this now puts us in, would it be a good idea for everyone to donate some extra money.**
 - ASC Chair said that we don't have full picture yet, will provide accurate details at the next ASC so for the time being let's wait and see what the situation is.
- **GSR's wanted to know who is now in charge of managing the finances? Will the Alternate Treasurer put himself forward for Treasurer position and if not who will take responsibility for this role until a new Treasurer in place.**
 - Alternate Treasurer said that he was not equipped at this time to take on this responsibility so would not put himself forward.
 - Clean time requirement for Treasurer is 5 years, no-one interested in position at this time.
 - Discussion took place as to whether Vice Chair or RCM cover Treasurer position until filled, decided that RCM would support Alternate Treasurer during this ASC.
- **GSR wanted to know where the donation his group paid today would go?**
 - Explained that this would be paid into our bank account unless some of the money used to provide funds to our sub-committees today.

Experienced member explained that procedures in place to deal with these situations. An agreement would be made with the Treasurer so that she can make financial amends by repaying all the money owed and we have to trust the steering committee to clarify situation and provide report next month after which we can deal with any problems which have arisen from this situation.

The ASC Chair requested his contact details be included in the minutes so that sub-committees could contact him during the next few weeks to arrange funding:

Mobile: 07740 099 335

Email: m.murphy528@btinternet.com

Other New Business:

- **David, GSR, at new meeting in Skegness. Requested starter pack, explained most of group positions filled and details passed to Meeting List Servant.**
 - Group given starter pack.

- H&I Vice Chair, said we need to clarify situation regarding starter packs, in past our policy was a group servant had to attend ASC to request starter pack but recently GSR's have agreed to give starter packs to members who don't hold position at new group. Suggested that this needs to be discussed and made clear.
- **Draft Policies & Procedures Handbook developed and distributed by email to the ASC mailing list. Only 6 printed copies have been provided at this ASC because of costs involved with printing and we need GSR's approval to spend money before doing so. The following comments / suggestions made:**
 - H&I Vice Chair, made several comments during Steering Committee meeting (see notes under this section) and added that more time required to look at this properly and provide feedback.
 - GSR's responded positively to the work carried out so far, feel this will be very useful. Will bring feedback to next ASC after they have had more time to look through the document and discuss content with their groups.
 - ASC Secretary explained that this is a draft document and therefore a work in progress. The information taken from past policy decisions made at this ASC, the guide to local services and policy and procedure handbooks produced by other ASC's which were accessed from the Local Resources section on the NA website operated by the World Service Committee. Nothing set in stone, GSR's to decide on the policies and procedures. Very important that as many people read this as possible and provide feedback. It will take as long as it takes to finalise and ratify.
 - GSR suggested that once this ratified that printed copies be made available at cost price with our literature. By doing this we are not spending money donated by groups on service literature, GSR's or groups should buy these.
 - Member said that the same voting procedures are used by Region and World Service, they can be quite complex so the wording of these is important, must be easy to understand. GSR's and groups should read these carefully and provide input.
 - GSR felt that it might not be useful to ask groups to read this, really it is the responsibility of GSR's to do this. Also thought it would be best to rename as 'Suggested Guidelines' and explain that these are based on historical decisions, past policies and procedures and our shared experience.
 - AHC Vice Chair, suggested that we consider setting up a Policies and Procedures sub-committee to take responsibility for monitoring and updating these on an ongoing basis and providing accurate information when there is any doubt about what to do during a meeting. ASC Secretary said that other ASC's have done this and it's worth considering.
 - AHC Chair said that ASC Vice Chair should take on this responsibility rather than create another sub-committee. ASC Vice Chair agreed that this could be an important part of his role and would be useful.
 - GSR said that it would not be possible to go through this document in one month with his group, too much information. Another GSR agreed with previous comment that it would probably be better if GSR's took responsibility for doing this, thinks it might complicate process unnecessarily to involve groups, however, GSR's should ask their group first if they agree to them acting on their behalf with regards to this matter.
 - Another GSR agreed with this and said groups do not need to be involved, GSR's act as a group representative and therefore act on their behalf.
 - H&I Vice Chair explained that GSR's are duty bound to discuss this with their groups, they should relay this information and it is up to the group to decide how involved they become. He feels there are quite a few grey areas that need clarifying and it will be an ongoing process.
 - GSR said they are voted in as trusted servants to act in the best interests of their group and felt the responsibility should lie with them. Another GSR agreed but said they would ask their group if they wanted to read the document and discuss at group level or if they preferred her to do this on their behalf.

Discussion regarding policies and procedures was closed and GSR's agreed to take feedback to next ASC.

9. POSITIONS FILLED & VACANT

ASC POSITIONS FILLED

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

Position	Servant	Start Date
ASC Alternate Treasurer	Rob	July 2009
Phone Line / Helpline Chair	Laura	September 2009
Web Servant	Jason	September 2009
ASC Literature	Lee	November 2009
ASC Secretary	Shirley	November 2009
ASC Brew	Kevin	November 2009
Meeting List	Rob	December 2009
ASC Alternate Literature	Glen	December 2009
Public Relations Chair	Mark	January 2010
ASC Alternate Secretary	Claire	February 2010
Hospitals & Institutions Chair	Phil	February 2010
ASC Chair	Mick	March 2010
ASC Vice Chair	Christian	March 2010
Regional Committee Member	John B	May 2010
Share Review & CD Library Chair	Catherine	May 2010
Convention 2011 Chair	Chris	May 2010
Convention 2011 Treasurer	Lenny	May 2010
ASC Brew 2	Joseph	May 2010

ASC POSITIONS VACANT

Please announce these positions in your meetings

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

It was felt that alternates were required for the Post Box, Meeting List and Web Servants so these have been added to the positions available at area. The Prison Sponsorship Sub-Committee Chair position is now vacant as this was handed in at their last meeting and our ASC Treasurer position is now vacant. Details have been added below along with other area level vacancies:

<p>RCM Alternate</p> <p>Clean Time Required: 3 years Position Vacant Since: ?? Commitment Period: 2 years</p>	<p>The Alternate RCM will shadow and support the RCM. In addition to our ASC meetings, they are expected to attend at least 3 of the bi-monthly RSC meetings per year. Our area will pay expenses for RCM Alternate to attend 3 RSC meetings only.</p>
<p>Post Box Servant</p> <p>Clean Time Required: 1 year Position Vacant Since: May 10 Commitment Period: 1 year</p>	<p>The Post Box Servant should collect mail on a weekly basis from the post box in Manchester, forward relevant mail to the trusted servants as required and bring the rest to the ASC to disseminate. Also responsible for making sure that the post box is paid for by liaising with the ASC Treasurer. WE WILL CONSIDER MOVING POST BOX IF MEMBER FROM ANOTHER AREA WISHES TO DO THIS SERVICE POSITION</p>

Post Box Alternate	The Post Box Alternate will shadow and support the Post Box Servant and perform any necessary duties. If the Post Box Servant cannot attend the ASC meeting then the Alternate will temporarily take over their duties.
Clean Time Required: 1 year Position Vacant Since: June 10 Commitment Period: 1 year	
Website Alternate	The Website Alternate will shadow and support the Website Servant and perform any necessary duties. If the Website Servant cannot attend the ASC meeting then the Alternate will temporarily take over their duties. They will carry out periodical checks of website to ensure accuracy and up to date.
Clean Time Required: 1 year Position Vacant Since: June 10 Commitment Period: 1 year	
Meeting List Alternate	The Meeting List Alternate will shadow and support the Meeting List Servant and perform any necessary duties. If the Meeting List Servant cannot attend the ASC meeting then the Alternate will temporarily take over their duties.
Clean Time Required: 1 year Position Vacant Since: June 10 Commitment Period: 1 year	
Prison Sponsorship Chair	The PSSC Chair will help co-ordinate and manage efforts to carry the NA message to addicts in prison by offering a prison sponsorship service. The Chair is responsible for facilitating PS sub-committee meetings, planning agenda for such and ensuring PS servants are carrying out duties as required and in accordance with the guidelines. They will liaise with UKPS and area level sub-committees, in particular H&I. The PSSC Chair will be expected to provide verbal reports at ASC meetings and ensure written Summary Report sent to ASC secretary for inclusion in ASC minutes.
Clean Time Required: 2 years Position Vacant Since: June 10 Commitment Period: 1 year	

None of the above positions filled. GSR's please announce these vacancies in your meetings (information also included on Announcements Page at end of minutes).

Member asked if you can do an Alternate position if already doing service at area level. No.

ASC POSITIONS VACANT Continued

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

Outreach Chair	No Outreach Sub-Committee in place. The general aim is to support new meetings and NA members who struggle to attend meetings e.g. organise trips to new / isolated / struggling meetings, liaise with isolated members.
Clean Time Required: 2 years Position Vacant Since: ??	
Parent & Carers Chair & F&E	No Parents & Carers Sub-Committee in place. General aim to help set up crèche facilities in meetings or give guidance to meetings on how they can be more child-friendly. This committee should link up with UK Parents & Carers and represent our area. It requires its own Fundraising and Entertainments committee to generate funds to help meetings pay for crèche workers / facilities etc.
Clean Time Required: 2 years Position Vacant Since: ??	

10. VERBAL REPORTS FROM TRUSTED SERVANTS & SUB-COMMITTEES

Please send Summary Reports to ASC Secretary just prior to or immediately after the ASC so they can be included with the minutes. Thank you. Shirley J ascsec@wna.info

Regional Committee Member Report

John B, RCM, attended his first Regional Service Committee meeting on 8th and 9th May and found it really interesting. He has forwarded a copy of all the reports, RSC minutes and RSC Treasurer report to our ASC Secretary who will send these to everyone on the mailing list.

We need an RCM Alternate, clean time required 2 years. Would be a great time to do this service and shadow RCM.

Copy of report read out by RCM:

REGION REPORT BACK TO ASC 9/5/10

REGION SERVICE:

Secretary 2 years clean time

UKSO REPORT

UKSO requested that an NA special worker be voted on. The special worker is to be employed by NA to work at the UKSO on a part time basis. Costs to be brought to next region before any vote is carried out

New Where to Find has been published

UKSO requested support from all ASC's by buying literature from the office

AREA REPORTS

No report from the N.W.E.N.W area was presented, as I was not aware I had to give one I have now took another members experience on this and will be delivering an Area report at the next Regional meeting. The report I will take will be formatted to included all sub committee's, treasures report, and the conscience of the ASC

The regional delegate Liz felt let down that our ASC had not paid her expenses to carry out the CAR workshop at our recent convention. Thanks to this workshop our voice was heard at the recent World Service Conference in and around new literature. I would like to thank Liz on behalf of our ASC in carrying our conscience.

The region voted to pay the expenses incurred of £ 84 to which I felt embarrassed as all other Area's had paid these expenses. Region has asked if I would request if our Area would re consider the payment of these expenses. It is my understanding that Area agreed to hold a Workshop regarding the CAR report and has enough experience to know that there are expenses regarding service of this kind.

The RD paid her own expenses and gave up a day's holiday to carry out this service. I understand the ASC voted on this two months ago and refused to re consider last month that is like saying we cannot be wrong. I would also request that who pays for expenses for service of any is agreed before any further workshops take place

RD REPORT FROM WSO Conference

Copies of the report have been distributed around the room and attached to this report.

Plenty of interesting points please take time to read and take back to your groups.

At the recent conference some 111 regions were represented of which 37 from outside the U S and Canada.

OTHER ANNOUNCEMENTS

NA Way magazine will shortly be on line only, to save on costs

Treasury position available at the EDM 5 years clean time required

There will not be a purple or granite key ring for multiple decades this was voted on at the recent WSO. Though the purple is available thru the Wisconsin Region

NA Helpline number 07983436555 will get you thru to the Helpline Co-ordinator

There was a discussion regarding Russell Brand a member of NA taking part in a fund raising event for Helpline at the London Palladium. This is include within the Helpline report which can be found on UK NA.org

UK Helpline asked if the ASC could check if all their phone numbers are correct and up to date and inform them of any changes.

UK H&I requested that all H&I sub committees attend UK H&I committee meetings. Next one is at Bournemouth convention.

Phil H&I {NWENW} requested I ask about NA sound system for future prison link ups.

Richie UKH&I informed myself that the sound system was scattered around the country with parts missing and may even not be compatible with digital telephone systems.

Mick, NWENW ASC Chair, requested I ask if anyone could update the UK meetings list on line.

UK web servant gave this answer; Yes anyone can carry out an update but this does not become active until the UKSO has contacted the meeting to confirm the new details.

UK Parents and Carers announced they have service positions available and are willing to carry out Workshops. Are we interested?

UK Service Committee willing to hold Workshops throughout all Area's .Are we interested?

They are asking for a service representative at all Area's.

New Web site to be unveiled at UKCNA 22. The web servant is reliant on our Area web servant keeping regular contact with himself regarding any changes.

Treasurers closing balance; £7937.80

Is there anything Area would like to be taken to next Region in July to be held in Leeds?

Questions & Comments:

- Why was the 'celebrity' member not allowed to give a large donation to Region?
- Region guidelines state that we cannot accept large donations, was discussed some time ago, restricted to a maximum of £3000 per year. World Service will accept any size of donation, no restrictions.
- AHC Chair felt that any donation should be anonymous, avoid money, property and prestige.
- Other GSR's agreed that names of individual members that wish to make donations should not be mentioned.
- H&I Chair said that as Region no longer have link-up equipment then our area needs to decide quickly if we hire this for the next convention. It takes a long time to arrange this and before H&I try to sort this out want to be sure that the equipment available.
- GSR said we need to deal with issue regarding link-up equipment. Decision made to bring this up under H&I report.

- Member thanked RCM for report and offered to support him in his role as has previous RCM experience. She also thinks that our area should refund the RD's expenses for attending our convention to facilitate the CAR workshop.
- ASC Vice Chair said that if we were doing service for Region we would have requested the expenses in advance, not afterwards.
- RCM replied that experienced members should have been aware that there would have been travelling costs involved with putting on a CAR workshop at convention.
- ASC Chair asked GSR's to vote by a show of hands if they wished to continue this discussion regarding refund and if they wanted to vote for the third time. 5 For, 10 Against and 4 Abstentions, therefore not discussed further and no refund will be issued.

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

Jason, Web Servant, gave verbal report:

- Updates carried out i.e. sub-committee info, events, minutes, meetings etc
- Concerned that the company who hosts our website changed hands and the new company is not very good, feels we should consider moving to another company and will look into this if GSR's agree
- The website had 724 unique visitors
- Busiest time on website is between 2am and 3am
- Meeting area the most viewed page

Comments & Questions

- Catherine, Share Review & CD Library Chair, wanted to know if it would be possible to provide downloadable shares on our website
- Web servant replied that it is possible, however, as bandwidth limited if a lot of people tried to download at the same time might cause website to crash and also could result in access restrictions if too much information downloaded within a period of time. Would have to pay more to increase bandwidth and this could be expensive.
- GSR said that web servant should look into new hosting company if not happy with current provider.
- AHC Chair asked if it would be possible to use an external website to provide downloadable shares e.g. one of the social networking sites such as Facebook.
- Web servant said that are a lot of external options but not sure if this is appropriate as we would be supplying NA material through an external source
- Alt. Treasurer, asked if the Preston Unity Day listed on events page. Yes.
- ASC Secretary asked if the web servant would be willing to update the UK Where to Find on a regular basis and it looks as if a lot of groups are not doing this themselves.
- Web servant willing to do this if GSR's requested it but think it should stay as a group responsibility.
- GSR said she didn't know how to update the UK Where to Find.
- ASC Secretary provides instructions in all the minutes and has done so for some months, very simple process to follow and only takes a few minutes.
- H&I Vice Chair said as the information sent Jason then both meeting lists would be updated at the same time and therefore more accurate.
- RCM said that once details entered online the UKSO Meeting List servant contacts the group to ensure the details are correct, they are not updated automatically once entered online.
- As groups need to confirm details then it needs to remain a group responsibility

PLEASE REMEMBER TO UPDATE YOUR GROUP DETAILS IN UK WHERE TO FIND WHENEVER NECESSARY AS ALL THE HELPLINES USE THIS INFORMATION TO SEND PEOPLE TO MEETINGS – GSR'S MAKE SURE GROUPS ARE AWARE OF THIS. INSTRUCTIONS UNDER MEETING LIST REPORT BELOW.

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

Rob, updated the meeting list and copies were provided at the ASC. He has also provided a pdf version which will be sent with the minutes so members can print copies themselves.

He thanked Stephan for his help updating the UK Where to Find, it was a big job and appreciates his assistance. All the meetings that were listed under our area that are not on our meeting list have now been removed from the UK Where to Find and details updated.

Groups are now responsible for keeping this up to date – the instructions are below:

UK WHERE TO FIND

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

GSR's please check your meeting is listed in the UK Where to Find and that your details are correct.

Meeting List Amendments

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

Question raised about groups that no longer attend our ASC – will they stay on our meeting list? Meeting List servant replied that he will not remove any meetings from the list unless he is notified that they are closed or when the new ASC's start to provide their own meeting list.

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

TEMPORARY MEETING CLOSURES

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

Phone Line / Help Line Report

Laura, Phone Line Chair, provided verbal report:

- Help Line Volunteer Positions Available: Thursday and Friday 10am to 5pm slots
- Chair and Vice Chair positions come to an end in August, anyone interested in these positions should come to a Help Line sub-committee meeting.
- In past month they have had 10 calls from newcomers, 3 from concerned family members, 11 requesting information and 2 professionals.
- The Help Line Guidelines state that volunteers should have minimum 12 months clean time and the sub-committee follow these.
- They will not be requesting their budget this month as do not require the money at this time.
- Help Line Vice Chair added that 2 members have been working hard on the 12 Step List and nearly all the groups have at least one male and one female 12 Step Call volunteer for each meeting. Groups should contact the Help Line if they want to change the 12 Step Call volunteers for their meeting, the clean time required is 12 months, same as Help Line volunteers.

Comments & Questions:

- PR Chair wanted to know why they are not requesting their budget.
 - Help Line Chair said it was not needed and therefore decision made not to claim it.

Next Meeting:

Sunday, June 13th 2010 at Ibbison Court, Central Drive, Blackpool, FY1 4AU

Convention Committee Report

Blackpool Convention March 2010

Chair not able to attend due to work commitments. Report had been sent by email to ASC secretary day before ASC but no-one present to read out report. Copy included under Written Reports.

Comments & Questions re Convention 2010:

- GSR shocked that no-one present from the convention sub-committee to provide report.
- GSR asked if surplus over the £4000 seed fund being sent to Region as per our area policy?
- H&I Vice Chair and other member felt that the additional money raised should be held on to until we work out what situation our finances are in, we may need this money to support our sub-committees and enable them to continue doing service.
- Meeting List Servant said that our policy is only to give surplus raised by convention to region if our prudent reserve is intact, until we clarify situation with finances we don't know if we have the full prudent reserve or not. He said that last year, some of the convention surplus was used to replenish our area prudent reserve and then the remaining money was sent to Region.
- GSR pointed out that ASC Chair was the Convention Vice Chair and asked why he had not brought report to area. He replied that he had not received report and not had any contact from Convention Chair.
- The Convention Treasurer said he had cheque for £4000 to give to next Convention sub-committee and a cheque for the surplus of £853.81, who should they be made payable to?
- GSR presented motion to hold all the money, both cheques, until we clear up the financial situation. No point giving the new convention committee £4000 if we don't have enough funds to run our area.
- GSR said we need to ask the new convention chair if they need any money to get started first.
- Chair suggested we ask for the new Convention 2011 Chair to give report and then return to issue regarding money from previous convention committee, all agreed.

Convention 2011, Manchester.

Chris, Convention 2011 Chair, read out proposal and provided copies of this along with a projected budget. Copies included under Written Reports.

Comments & Questions re Convention 2011:

- GSR, does £6000 for the venue hire include as many rooms as necessary?
 - Chair, yes, large rooms for main meetings plus as many small rooms as required.
- GSR, what is the minimum amount of funding you require now?
 - Chair, best if we had it all, however the minimum required today is £500 to pay deposit and secure venue and also need £500 to give to convention Fundraising and Events committee so they can get started as need to raise additional £5000 to put on convention.
- Some GSR's and Trusted Servants suggested giving Chair the £4000 and only holding onto the surplus.
- GSR who presented motion to hold all the money said he wished to amend motion to give convention chair £4000 and hold surplus.
- Same GSR involved with convention programming and said that they were hoping to hold a workshop on the Saturday afternoon with an emphasis on World Service Conference and our global fellowship, look at discussion topics such as medication in recovery, gender and sexuality, youth and recovery – these topics currently being discussed to develop new literature. Also hoping to have a display area and provide information on local and world history e.g. a time-line graph showing how the fellowship has grown over the years. Would like members to come forward with other suggestions / ideas.
- H&I Chair, said it was important for convention committee to start looking into prison link-up equipment as the past 2 conventions have had serious problems organising this.

- GSR felt that these issues should be discussed at convention committee meetings not at the ASC, however, other GSR's said that the Chair had been asked to bring this proposal to this meeting and we should listen to what is being said.
- GSR concerned that no funding allocated to PR in budget proposal. Programming explained this had not been allocated yet as need to discuss with the PR sub-committee. The budget proposal presented today was projected and not finalised.
- Previous Convention Treasurer, liked the bid and thought the projected budget proposal was good idea and that this should be used by future convention committees.
- GSR queried the funding for security guards, was this necessary. Chair responded that it was a requirement of the venue, something to do with their Health and Safety policies, and the cost was included in the venue price.
- GSR asked what catering facilities available and would costs be reasonable. Chair replied that there would be catering throughout the convention and they would ensure that it was affordable.

Discussion concluded and used a show of hands vote to decide whether convention sub-committee got full £4000 or not. 19 voted in favour and 1 abstention, none against. Vote carried so convention chair collected cheque for £4000.

Regarding the surplus, decision eventually reached that the previous convention treasurer would hang on to this until we had cleared up situation with finances.

Post Box Report

Adam, PO Box Servant, sent apologies.

ASC Chair will contact him and request mail forwarded to his address or Vice Chairs so they can look at bank statements.

Ad Hoc Committee – ADDRESS MANAGEABILITY OF AREA

Sam, AHC Chair and Tony AHC Vice Chair both present. Tony explained that they had held 5 meetings across the area and tried to follow the Area Planning Tool. Produced a report which they read out at ASC (*Note: a separate copy of this will be on our website under Area Minutes as well as copy below*):

Ad Hoc Report June.

Compiled from 5 meetings held

Stockport- Information gathering

Colne- a list of broad categories were discussed to conclude whether a local ASC would be feasible.

Blackpool- The focus of the meeting was members concerns. Each member was invited to voice their view on a local ASC.

Manchester-a list of broad categories were discussed to conclude whether a local ASC would be feasible.

Liverpool-a list of broad categories were discussed to conclude whether a local ASC would be feasible.

In Colne, Manchester and Liverpool the broad Categories discussed were as follows,;

Subcommittees.

H&I

PI

Prison Sponsorship

Tape cd library

Web site

Phone line

Meetings list

Convention

PO BOX

RCM

Your ASC? Venue & Forming Steering committee

ASC boundaries

Questions were asked e.g.)

1. What are the most important issues in your area relating to the categories?

2. What are some of the goals in your area?

3. How would you rate/prioritise each of the goals in your area?

Existing local area practices, problems, services and activities were focused on e.g. manpower for the services, treasury support.

Discussions as recorded in the minutes.

Subcommittees.

H&I

Colne - Low priority because there are no prisons in the area. It was decided that the institutions could be supported by the meetings.

Manchester- High Priority. A good infrastructure is in place.

Liverpool- Already have panel leaders in place but would hope that they could get support from existing ASC until they can develop their own H and I subcommittee. Possibly from panel leaders.

PI/PR

Colne- concluded that PI could be done at group level effectively. Geographical support for the Ribble Valley, Pendle, Burnley, Hyndburn, Blackburn and Rossendale was discussed.

Manchester- PI could be supported in Manchester.

Liverpool- As Colne concluded, PI could be done at group level effectively

Meetings List-

An accurate list that can be reproduced easily is in place.

Convention

Each area concluded amongst those present that a shared convention would maintain the unity of the North West.

Colne- suggested the convention should rotate around the North West region.

Liverpool- They would like in the future to host their own convention as their ASC gains support.

It was discussed how they could begin funding their own convention.

e.g. begin hosting unity days for fund raising towards a weekend convention

e.g. 2. would it be possible to fund raise for a Liverpool convention when it is their turn to host? i.e. when it is Liverpool's turn to host the NW convention, could they reserve part of the funds raised to launch a second NW Liverpool hosted convention.

Website

None of the Ad Hoc meetings voted Website as high priority. The website is very well run at the moment but if this were not able to be maintained it is possible to direct local traffic to the National Website and possibly request that UKNA nominate us a section of the main site to post local NW info.

Phone Line

Blackpool raised concerns for the future of the phone line. All other areas discussed that it would be low priority to form a fragmented phonenumber in each city. If the phone line could not be maintained as it is there is the possibility of redirecting calls to the UK helpline.

PO BOX

Most of the post to the Post Box is the NA way. As this is going to be online soon it was concluded in each area that this would be low priority.

Liverpool- Discussed that they may need a post box for a bank account. If this were to be the case and cheque books could not be collected from branch, a PO Box would be set up.

RCM

Colne-Low priority until they have the budget available.

Liverpool- ASC steering committee member could fulfil the position and attend region until funds were available to vote in an RCM. It is possible that a budget could be claimed from region to fund an RCM. This was a members experience when a new ASC was established in Kent and Region financially supported a member attending.

Prison Sponsorship

Liverpool discussed that they are short on sponsors for people attending meetings. Manchester and Colne voted that this would not be high priority initially.

Your ASC

Finding a venue- highest priority

Forming a steering committee-highest priority

General Conclusions were.....

Colne- Concluded that they were able to form a distinct service structure. A venue was found, a steering committee was voted in and they have held 4 East Lancashire ASC meetings.

East Lancashire ASC was self funding from day 1. There GSR attendance has been 60%.

Blackpool- The need for further meetings and blueprint for how the area would look was discussed. Ad Hoc chair suggested that local meeting be held to discuss any interest in forming a local ASC. If there was enough interest a second Ad Hoc committee meeting would be organised.

Manchester- Concluded that a local ASC could in principal be set up and the subcommittees considered as high priority could be supported.

Liverpool- Keen to set up a local ASC. A date has been set to vote in a steering committee. There has been enthusiastic attendance to the meetings discussing the new ASC. At the last meeting 20 of a possible 27 GSR were present. They would appreciate some support in the short term so that subcommittee services are not interrupted. Liverpool would like to invite North Wales to join their ASC as members have local knowledge of Rhyl and surrounding areas.

AD HOC COMMITTEE RECOMMENDATIONS

1. The current NWNWA area supports other smaller service structures formed in Liverpool and Manchester. Colne was quickly self supporting without help with Liverpool is a younger fellowship.

2. H&I and PI be maintained by the current NWNWA for 2-3 months after the formation of a new ASC to minimise service interruption and maintain unity as the North West region evolves.

This would help new services get up and running and allow them to focus on supporting their groups through the transition. Once the groups support is settled and the new structure has been communicated in the local area, next priority broad categories can be tackled. Highest priority being the H&I and PI subcommittees.

Could the ASC decide how they can and can not do this so that it can be fed back to the emerging ASCs?

3. The Ad Hoc committee recommends that most subcommittee services be maintained locally by the emerging ASCs but that the current area considers one or two shared services.

Specifically:

- a) That the convention be shared and rotated yearly agreed for 5yr period.
- b) Website, either shared, rotated or one of the bigger areas maintain it or redirected to UKNA national website.

If this were to be considered that shared services would be practical and feasible, the Ad Hoc committee recommends that a 5 years plan be put in place to maintain these shared services.

4. The current ASC consider which services could be naturally delegated to a specific geographical area, shared or referred to UK national level e.g. phonline and prison sponsorship.

- a) The Phoneline could continue to be maintained by the current NWNWA or whichever ASC Blackpool is a part of because the actual line an 01253 number at a Blackpool address. Alternatively the phone line could be redirected to the national helpline.
- b) Prison sponsorship- Blackpool have been the leading force for this subcommittee, could they maintain it or again should UKNA prison sponsorship subcommittee be supported by each emerging ASC?
- c) The PO Box would logically maintained by Manchester because this is where it is geographically.

5. Meetings list- Could the current ASC continue to produce the unified meetings list? If not long term could this continue to be produced for 3-6 months? If a donation is needed from each ASC to fund this until they set up their own this can be suggested to Liverpool and Manchester as a consideration before they form.

Thanks
Ad Hoc committee

Tony, AHC Vice Chair, added that it's not about splitting up area but about splitting up the service structure.

Comments & Questions:

- GSR, expressed concern that we will lose the ability to share our experience if we all 'split' into different areas
- GSR, felt AHC gone beyond information gathering and actively encouraged groups to start up their own areas, which is not what they were asked to do. Same GSR said that groups in Liverpool already trying to set up their own area but not fully aware of the implications and responsibilities. Concerned that before it's even started they are having problems.
- GSR said that a number of groups in Blackpool decided to stay as part of the North West England and North Wales area.
- Phone Line Vice Chair very concerned at the speed with which some groups jumped in and started their own area service committees, does not feel they have allowed enough time for all matters to be considered and what is involved. It states in the guide to local services that it should take up to 12 months when looking at whether an area should be divided or not.
- GSR also very concerned and feels the AHC not emphasised need for proper discussion and time to analyse what is best. His group, along with 3 others, tried to encourage other groups in Liverpool to not be hasty, to be more cautious, and this has caused disunity in their area. Added that the AHC caused confusion especially as the AHC Vice Chair facilitated a second meeting in Liverpool to organise setting up their own ASC.
- Tony, AHC Vice Chair, said he attended the second meeting as an 'NA member' not as a trusted servant and did make this clear at the beginning of the meeting in Liverpool. He was asked to do this by groups in Liverpool.
- GSR responded that a lot of people present at this second Liverpool meeting were under impression that he was acting as an AHC servant.
- AHC Vice Chair explained that the AHC held meetings in different area to ask groups what a local ASC might look like, what were the pro's and con's. In process of looking at a vision of having their own area most groups felt they could do it. They did tell groups that they might want to wait until they presented final report to ASC. Blackpool groups did not seem to be in favour, however, Liverpool were keen to start their own ASC and requested he facilitate the next meeting which he agreed to do as an NA member, not as AHC. This meeting was held to see if the groups in Liverpool wanted to proceed with the idea of having their own ASC, they are holding a third meeting to see if they can fill the steering committee positions. The next meeting in Liverpool is on 19th June and they will try to fill positions at this meeting.
- GSR said she is confused about what we are supposed to do with this information at our area.

- Liverpool GSR asked if the AHC analysed the potential consequences of doing this, what long-term effect might be. He is very concerned about the Liverpool and Merseyside area.
- PSSC Vice Chair also confused and said we should have been looking at all the possibilities.
- AHC Vice Chair said so far only East Lancs. started their own area, Liverpool not in place yet.

AHC Chair and Vice Chair said they have completed the task they were requested to carry out now they have provided final report. It is now up to our area to decide what to do with the information.

- ASC Chair said that potential consequence of groups leaving our ASC is that we will have to make cuts to budgets and therefore not able to carry out the service we currently have in place.
- H&I Chair said they will continue to carry out service across the entire area as long as we are able to do so.
- PR Chair confirmed that his sub-committee would also continue to support groups across the entire area unless told not to by GSR's who attend this ASC.
- GSR asked if we need to discuss the recommendations put forward by the AHC.
- GSR replied that we don't have anything to decide upon, it is not up to us what groups decide to do. We are responsible only to the groups we serve.
- GSR asked if any group can attend the North West England and North Wales area and steering committee members explained that any group in this area can attend our ASC, they should not be forced to become part of any new ASC if they don't wish to do so, it is a group decision.

Hospitals & Institutions Report

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

Verbal Report:

- Policy amendments carried out, drafts produced and working through
- Announced positions vacant (listed in summary report)
- Treasurer's Report read out – closing balance £-8.06 so requesting full £260 this month
- Carrying out audit of literature and finances to see if it is possible to make any savings and be more efficient with the money allocated to H&I
- Need a Panel Co-ordinator for HMP Manchester, list of restrictions read out, clean time required 5 years – please come to next H&I meeting if you're interested in this position
- H&I Link-up between prison and convention, our RCM has confirmed that Region no longer have the equipment to do this. If our area want this to happen at convention next year we need to know asap as takes months to arrange. Last year we wasted a lot of time and let people down and don't want to repeat this.

Comments to report:

- GSR requested H&I bring quotes for hiring or purchasing equipment to next ASC so it can be discussed and decision made
- GSR concerned that if we only get information next month have to wait another month to get feedback from groups
- ASC Chair suggested speaking to UKH&I to see if they can get any support
- H&I will bring information next month

Next Meeting:

26th June 1pm til 4.30pm Forum library, Forum Square, Wythenshawe, M22 5RX

Prison Sponsorship Report

Robbie, PSSC Vice Chair, provided verbal report and written report included under Summary Reports, this does not include Treasurer Report.

Verbal Report:

- PSSC Chair stood down over past month so this position now vacant, 2 years clean time
- Active in 9 prisons
- Currently have 6 prison sponsees
- Providing literature to various institutions
- An inmate is being released to attend NA meetings
- An inmate has been asked to act as an NA representative in a prison
- No treasurer report again this month, treasurer still away. Will discuss this at next meeting and have an up to date treasurer report for next month. Wanted to claim £39.70 this month.

Comments to Report:

- ASC Secretary mentioned that Basic Texts free of charge if prisoners write to UKSO
- PSSC Vice Chair replied that Preston prison won't allow this at the moment, need to buy literature and give to the governor and he hands them out
- H&I said they are trying to develop links with Preston prison and should work together with PSSC, also confirmed that UKH&I have a budget for buying literature to go into prisons
- H&I Vice Chair said that the steering committee should be actively involved in helping to sort out the finances situation as all the sub-committees have been asked to wait for their money until we have a clear picture of our finances and what money available
- Number of steering committee members and GSR's expressed concern regarding an inmate acting as an NA representative in a prison, guidelines state that it needs to be at least 2 NA members at a time doing presentations
- PSSC Vice Chair replied that it was the gym staff in the prison who requested this, they want someone to do a presentation and talk to other members about NA and who they can refer people to. Will look at this again and suggest that this inmate not act as NA representative but just share his experience of NA. Will get more information and bring this back to next ASC.

Next Meeting:

27th June, 1pm at Pensioners Hall next to the YMCA on St Albans Road

Public Relations / Information Report

Mark H, PR Chair, provided verbal report at ASC, no Summary Report provided for minutes but updated treasurer report supplied to replace previous May report.

Verbal Report:

- Read out positions vacant
- Presentation at Gisburne Park went well
- Arranging presentation at Smithfield Detox in Manchester
- Boots chemist asked for posters
- 12 step list
- Carrying out a presentation to staff at another facility
- They have a lot of group related literature so hoping they can swap this with our literature person for more public relations / information literature
- Member of PR sub-committee attended the last East Lanc's ASC

- PR willing to hold training days / workshops for groups at any location, all they have to do is arrange a location and pay for the venue hire
- Requested £51.41 from area

Comments to Report:

- GSR's wanted to clarify if groups arrange for a venue and pay for it PR will come and do a workshop and they wanted to know what this would cover
- PR Chair confirmed that any group(s) can have a PR workshop as long as they arrange and pay for venue, obviously they would need to discuss dates to be sure they were suitable. Workshops would cover how groups can do Public Relations / Information work in their area, for example, poster campaigns, presentations to professionals/community groups etc. Purpose of these workshops is to empower groups.
- RCM asked PR Chair if he was aware of the work being carried out with National Treatment Agency, yes he does. Also UKPR will pay for local PR sub-committees to hold training days, they will cover costs. UKPR also want the personal stories of members.
- Meeting List Servant had PR experience and said that UKPR will actually facilitate training days and pay for the venue hire, said this is worth looking into because they use qualified training instructions to carry out these workshops.

Next Meeting:

13th June 2pm til 5 pm All Saints Church, Vicarage Road, Hoole, Chester, CH2-3HZ

CD Library & Share Review Sub-Committee

Catherine, Chair, provided verbal report and written Summary Report for minutes.

Verbal Report:

- Drafted review guidelines
- Will present budget proposal next month, need more time to look at this so they get accurate costings
- Received donations of various materials and an external hard-drive, thank you
- Asked about buying items such as CD's in bulk as this keep costs to a minimum over long term
- Considering charging £1 loan cost
- Looking at distribution options i.e. lending library at ASC, send out by post and make available to download over the internet preferably from our website

Comments to Report:

No comments or questions

Next Meeting:

Sunday 27th June 2010, 5.00pm, Ibbison Community Centre, Blackpool

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:	£2278.96
Stock Sold:	<u>£1095.00</u>
Closing Stock Balance:	<u>£1183.96</u>

ASC Chair asked Literature what money was still owed to UKSO, Lee did not want to say until he had contacted them and got an account statement. Will provide this information asap so steering committee can work out what the financial situation is before the next ASC and present all the information.

GSR said she was surprised that Literature did not have their own separate bank account, thought they had in past. She will consider presenting proposal next month to have a separate bank account for literature in the future.

PSSC Vice Chair said that we used to have separate treasurer and literature bank accounts, but some time ago someone in charge of literature mis-spent the money and the GSR's at area decided to have all the money in one account because they thought it would be safer.

11. TREASURER'S Closing Balance

Due to the fact that we only found out at this ASC that the Treasurer had spent some of area's money we were unable to provide an accurate treasurers report. For this reason we started with a £0/nil opening balance and worked with the donations received and payments made at this meeting.

Opening Balance	£ 0	Cheque to Region:	NIL
Donations +	£ 440.05		
ASC Pot +	£ 26.44		
Outgoings -	<u>£ 105.05</u>		
Closing Balance:	<u>£ 361.44</u>		under Prudent Reserve (£1500)
Plus Literature Sales	£1095.00		
Final Balance	£1456.44		

The treasurer has provided a full breakdown of the figures in the attached report, details include donations made by GSR's at this ASC.

None of the sub-committees received any funding at this area meeting, the ASC Chair made a list of the money requested and will contact them as soon as possible to arrange funding as soon as he is clear about what funds available in the bank account.

Please use his contact details if you need to discuss this with him:

Mobile: 07740 099 335

Email: m.murphy528@btinternet.com

12. Date & Time of Next Area Service Committee Meeting

After much discussion GSR's voted to move the next ASC meeting to the 2nd Saturday in July so that our meeting does not clash with the UK convention which is on from 2nd to 4th July.

Next ASC on Saturday 10th July 2010

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

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

13. ATTACHED SUMMARY REPORTS FROM TRUSTED SERVANTS & SUB-COMMITTEES

1. ASC Treasurer's Report	2. Convention Committee & Treasurer Reports
3. Hospitals & Institutions Summary Report	4. Prison Sponsorship Summary Report
5. Phone Line / Help Line Summary Report	6. Ad Hoc Committee Report
7. Public Relations Summary Report	8. Share Review & CD Library Summary Report

ASC Treasurer's Report

ASC TREASURER'S REPORT

MONTH & YEAR

INCOMINGS

Group Donations

DAY	TIME	TOWN	VENUE	AMOUNT	BALANCE
tuesday	7.30pm	manchester	12 monkeys	£20.00	£20.00
monday	7.30pm	bolton	bolton	£27.00	£47.00
friday	8.00pm	blackpool	grangepark	£15.00	£62.00
wednesday	12.30pm	manchester	hulme	£10.00	£72.00
friday	7.30pm	preston	ingol	£10.00	£82.00
saturday	10.30am	blackpool	lostock	£30.00	£112.00
saturday	3.00pm	liverpool	rodney st.	£15.00	£127.00
saturday	10.30am	warrington	bold street	£15.00	£142.00
monday	7.30pm	warrington	ymca	£30.00	£172.00
friday	7.30pm	warrington	salyarmy	£45.00	£217.00
sunday	8.00pm	blackburn	ibbson	£10.00	£227.00
saturday	7.00pm	blackpool	layton	£15.00	£242.00
sunday	1.00pm	liverpool	newcommer	£10.00	£252.00
wednesday	8.00pm	blackpool	ibbson	£25.00	£277.00
sunday	6.00pm	wigan	queens hall	£15.00	£292.00
monday	8.00pm	manchester	stockport	£4.65	£296.65
monday	7.00pm	manchester	glentop	£70.00	£366.65
thursday	6.00pm	blackpool	ibbson	£10.40	£377.05
thursday	8.00pm	blackpool	ibbson	£20.00	£397.05
wednesday	7.30pm	liverpool	lark lane	£5.00	£402.05
monday	7.30pm	liverpool	garsten	£10.00	£412.05
thursday	7.30pm	liverpool	mens	£14.00	£426.05
tuesday	2.00pm	liverpool	goddard hall	£14.00	£440.05
Tradition 7 Pot				£26.44	
TOTAL INCOMINGS				£466.49	

OUTGOINGS

Description	Payment	Budget	Sum Paid	Receipts
CD & Shares	cash/cheque		£10.00	
H&I	cash/cheque		£260.00	
PR	cash/cheque		£200.00	
Prison Sponsorship	cash		£91.00	
Rent	cash/cheque		£65.00	£65.00
Help Line			£25.00	
Phone Line	Direct Debit	variable approx.	£50.00	
Meeting List	cash		£25.00	£24.00
Brews	cash	variable	£-00	£6.05
Starter Packs	cash	variable	£-00	£10.00
RCM			£200.00	
Web Servant/ Broadband			tbc	
SUB-TOTALS			£926.00	£105.05

Extras/Additional One-Offs

Donation to Region

TOTAL OUTGOINGS **£105.05**

SUMMARY

Opening Balance

Incomings	Tradition 7	£26.44
	Donations	£440.05
	Total	£466.49

Outgoings	Sum Paid	£105.05
	Donation to Region	
	Total	£105.05

Closing Balance		£361.44
	literature	£1,095.00
		£1,456.44

Convention Committee 2010 Report

North West Convention 2010 Final Report

Convention opening Balance - £4,000

Convention Closing Balance = £4723.25 + £130.56 Newcomers fund = **£4853.81**

The North West England and North Wales area convention 2010, held at the Hilton Hotel Blackpool was a great success not just for the town of Blackpool but also for our area.

The committee would like to thank all those who took on service throughout the year and also those who helped out over the weekend. It was the hard work and dedication of everyone involved that made this the event it was.

Over the weekend we had 585 people register and the total clean time was 1821 years 4 months and 21 days

Newcomers were made to feel very welcome with 16 beds being made available for newcomers on a first come first serve basis with many of the local people providing beds for others. On the clean time countdown we gave away 30 basic text to people with 30days clean and under and also raffled off the canvas print.

The whole committee worked hard throughout the year and the combined efforts of the Fund raising and entertainments, Hotels and hospitality, Merchandise, Arts & graphics, Pre-registration, Public Information and Hospitals and institutions made the event run as smoothly as possible. The Hotel were very pleased with how smoothly the convention went and worked very hard to make sure we were made welcome. Refreshments closed early on the Friday night as the hotel were not aware of how many people would be needing tea, coffee etc. This was resolved on the Saturday with refreshments and food being provided throughout the day.

Programming - All workshops went really well with lots of positive feedback.

All the people who ordered share CD's will have now received them by post. We do have a set left that will be available at area.

All the left over merchandise will be given to the next convention committee.

Again we would like to thank everyone for their support - The speakers for some excellent shares - Everyone who helped in doing service throughout the weekend. We have had lots of positive feedback from all who attended the event.

Yours in fellowship
Colette G – Chair

(Note: The Convention 2010 Treasurer Report was provided in last months minutes)

Convention Committee 2011 Report

Copy of Bid presented at ASC on 5th June:

**NORTH WEST NARCOTICS ANONYMOUS CONVENTION
SALFORD UNIVERSITY MARCH 11/12/13TH
MAIN HALL CAPACITY UP TO 1000,2nd HALL 400
MULTIPLE BREAK OFF ROOMS
RESTAURANT/CAFÉ SOCIALISING AREA
GREAT OUTDOOR AREAS IF WEATHERS GOOD
ATTENDED PARKING FOR 600
SECURITY GUARDS ON SITE**

WE ARE OFFERING TO PROVIDE:
THEATRE STYLE ROOM WITH SEATING FOR 400 FOR PR PRESENTATION
OPENING MEETING FRIDAY NIGHT
DANCE FRIDAY NIGHT TILL 2PM
MARATHON MEETING ALL WEEKEND
SAT AFTERNOON MAIN SHARES
MEDITATION MEETING
WOMENS MEETING
MENS MEETING
LESBIAN/GAY/BISEXUAL/TRANSGENDER (LGBT) MEETING
3 COURSE MEAL AND COFFEE FOR 2 HUNDRED AT EXTRA COST
SAT EVENING MEETING
DANCE TILL 2AM IN MAIN HALL
SUN AFTERNOON CLOSING MEETING TILL 4PM
REFRESHMENTS AVAILABLE THROUGHOUT

proposed budget for convention 2011			notes		
	expenditure	actual	income	actual	
area seed	4000		area seed	4000	
venue	6000				
registration pack	700		reg	3800	£15 each reg
literature giveaway	700				£10 unwaged
speaker xs	800				
printing displays	200				
catering	0		catering	500	
banquet	2800		banquet	4000	
F &E	500		F&E	4800	
insurance	250				
PI presentation	0				
travel x's	0				
arts and graphics	200				posters/fliers/signage
merchandise	1000		merchandise	1500	
entertainment	1000				p.a. etc
recording shares	150		recording shares	250	
misc	500				
	18800			18850	
balance	50				

Sub-Committee: Hospital & Institutions**Contact Names & Emails:** Chair: Phil P na-hi@hotmail.co.uk
Secretary: John R na-hi@hotmail.co.uk**Last Meeting Date:** 26th May 2010**Report:**

Regular presentations are taking place within 11 different detox units, rehabilitation centres and prisons across Lancashire, Greater Manchester and Merseyside. The subcommittee continues to develop good working relationships with professionals within each institution. Additionally, panel co-ordinators report that more addicts are now visible in meetings upon release from prison/completion of detox/rehab etc. All panel co-ordinators invite members who are willing to carry the message to put themselves forward for service and security clearance into these institutions. The criteria for security clearance is available upon request.

Unfortunately the sub committee is currently unable to support another potential presentation at Smithfield Detox Unit, Greater Manchester, due to insufficient funds.

Furthermore, the sub committee are in a process of reviewing draft Service Level Agreements against H&I guidelines. Suggested amendments are to be collated at the next sub-committee meeting. The draft will then be taken to UK H&I for further guidance.

Treasurer Report:

Opening Balance:		<u>£000.00</u>
Outgoings:	Literature	£127.50
	Venue Hire	£00.00
	Travel Expenses	£138.31
	Brews	£00.00
	Stationary / Misc.	£21.00
	TOTAL OUTGOINGS	<u>£286.81</u>
Incomings:	Tradition 7 Pot	£18.08
	Money from ASC	£260.00
	Additional Income?	£00.00
	TOTAL INCOMINGS	<u>£278.08</u>
Closing Balance:		<u>£-8.73</u>

Positions Vacant:

Panel Leader HMP Kirkham
 Panel Leader HMP Liverpool
 Panel Leader HMP Preston x 2
 Panel Leader Kevin White Unit
 Panel Leader HMP Manchester
 Refreshments servant

Next Meeting Date

26/06/2010 1pm – 430pm
 Forum Library
 Forum Square
 Wythenshawe
 M22 5RX

Last month we had 8 letters requesting information on NA and Prison Sponsorship. One of which as now has a sponsor. “Also though the continued work and service of PSSC and H&I has been granted 1 nights leave a week to attend a NA meeting in the community”.

1 new sponsor as been added to our database.

Following meeting at HMP Preston 3/6/2010

All our request cards and literature are going to be put into MDT (Mandatory Drug Testing) suites throughout prisons.

Prisoner can now buy basic texts if request

HMP Preston would like one of their inmates that is currently working with a sponsor though prison sponsorship to be the prisons NA representative (one addicted helping another without parallel) this will be first point of call for an addict/prisoner

Positions vacant

As a subcommittee of Narcotics Anonymous we highly value sponsorship so we opened up alternate positions so our Knowledge as a subcommittee could be passed on. We would like people to announce at their groups the importance of the service we offer i.e. offering a service to such people that can’t get a sponsor thought the normal avenues that many of us can, and would like other people from different areas to get involved.

- o Alt Prison coordinator **12 months require CT, also been released from prison over 12 month**
- o Alt PO Box/Sponsor coordinator 6 months suggested CT
- o **Chair ??????? 2yrs required CT**

If anybody would like any more information please see a member of the subcommittee or alternatively email psscsecretary@gmail.com requesting our information pack

Prison sponsorship is currently active in 9 prisons in the North West area.

Male Prisons currently receiving requests for information about NA & PSSC

HMP Kirkham
HMP Liverpool
HMP Altcourse
HMP Dovegate
HMP Haverigg
HMP Wymott
HMP Manchester
HMP Preston

Female prisons currently receiving requests for information about NA & PSSC

HMP Style

Our focus is now aimed at look to get our cards into another female prison.

We are actively sponsoring 6 inmates

NO OF SPONSEES	PRISON OR INSTUTION
1	HMP Manchester
4	HMP Preston
1	HMP Kirkham

Treasures monthly report unavailable, due to the treasurer being on holiday there was no report submitted.

Phone Line / Help Line Sub-Committee**SUMMARY REPORT**

Sub-Committee: PHONE / HELP LINE *No Summary Report submitted this month – details below from last month and positions vacant announced at this ASC.*

Contact Details:
Chair: Laura rayofhope@hotmail.co.uk
Vice chair: Tony jarlathd1@yahoo.co.uk
Secretary: Jemma j.emz@hotmail.co.uk

Positions Vacant:

Help Line Volunteers for :

Thursday 10am-5pm Friday 10am-5pm

Next Meeting Date

Sunday, June 13th 2010 at Ibbison Court, Central Drive, Blackpool, FY1 4AU

Ad Hoc Committee Report

The final AHC Report has been included under the Sub-Committee and Trusted Servants Verbal Report section due to the large number of questions and comments raised in respect of this matter.

A separate copy of the report will be made available on our area website under the ASC Minutes section.

Public Relations Sub-Committee**SUMMARY REPORT**

Sub-Committee: PUBLIC RELATIONS *No Summary Report submitted this month – details below from last month and positions vacant announced at this ASC.*

Contact Names & Emails:
Chair: Mark H nwna.pi@hotmail.co.uk
Secretary: **position vacant**

Treasurer Report:

This report is in respect of May 2010, it replaces the last report. No Treasurer report was submitted at the June ASC.

	Expenses	Amount
Area		£81
Tradition 7		£3.85
Opening Balance		£211.95
Lancashire	£18.50	
Cheshire	£10.00	
Manchester	£20.00	
Liverpool		
Literature	£15.00	
Rent	£5.00	
Tea/Coffee	£5.84	
Total	£45.84	
Closing Balance		£148.59

Next Meeting Date

13th June 2pm til 5pm All Saints Church, Vicarage Road, Hoole, Chester, CH2-3HZ

Sub-Committee: SHARE REVIEW & CD LIBRARY

Contact Names Chair: Catherine French catherinefrench76@yahoo.co.uk

Vice Chair: Martin Dunderdale martinn09@live.co.uk

& Emails: Secretary: **Position Vacant**

Last Meeting Date: 30th May 2010

Report:

Opened meeting with positions vacant. Emma and John put themselves forward for share review panel members, both votes were carried. Review guidelines (“tick list”) for reviewers to use when listening to a share, as drafted, were OK’d by members present, one aspect required re-wording. To be actioned and attached to minutes. Share Disclaimer; a small amendment to make, to be actioned - also to be attached to minutes.

Budget proposal; attracted a lengthy discussion. Recognised budget proposal/ projection will be required by area for next 12 months, so decision made to put forward proposal at next area after more thorough costing and sourcing process. Robbie has kindly donated an external hard drive for us to keep master copies of the shares; this will be kept within the committee and passed on to future committees. Many thanks to Robbie for this.

We are going to price up: Blank CDs, CD labels, plastic CD wallets and printer ink.

We are to commence the share approval process by asking the reviewers (Mat, John, Emma, Sharon) to listen to all shares from the NWENW convention, approve yes or no, by next meeting.

Actions:

Mat to allocate shares to review to panel members. Robbie to price up items on list. Catherine to amend review guidelines/disclaimer – forward to Emma who has kindly stepped in to do minutes this month. Catherine to ask the area to ask GSR’s

- How would they feel about us buying in bulk to reduce cost? (e.g. purchasing CDs in 1000s)
- Are they happy for us to ask for £1 deposit for CDs and free to anyone with 90 days or less?
- How do GSRs wish CDs to be available, to order and return by post, manually brought to area, available to download on website?
- Ask web servant if the shares can be uploaded onto the website.

Treasurer Report:

Opening Balance:		<u>£2.87</u>
Outgoings:	Literature	£00.00
	Venue Hire	£00.00
	Travel Expenses	£00.00
	Brews	£00.80
	Key for venue	£05.00
	TOTAL OUTGOINGS	<u>£05.80</u>
Incomings:	Tradition 7 Pot	£04.05
	Money from ASC	£000.00
	Additional Income?	£00.00
	TOTAL INCOMINGS	<u>£04.05</u>
Closing Balance:		<u>£1.12</u>

Positions Vacant:

Secretary, Treasurer, Share Review Panel Members

Next Meeting Date

Sunday 27th June at 5.00pm, Ibbison Community Centre, Blackpool.

14. ANNOUNCEMENTS PAGE

ASC POSITIONS VACANT

1. Alternate Regional Committee Member	<u>Clean Time Required</u>	3 years
2. Prison Sponsorship Chair		2 years
3. Post Box Servant		1 year
4. Post Box Alternate		1 year
5. Website Alternate		1 year
6. Meeting List Alternate		1 year
7. Outreach Chair		2 years
8. Parents & Carers (also P&C F&E)		2 years

NEW MEETINGS & AMENDMENTS

NEW MEETINGS

SATURDAY 6.00PM Springfields 13 seven stars Rd, WadeHall, Leyland. PR25 1AL

WEDNESDAY 7.30PM The Interchange, Abergele Rd, Old Colwyn, LL29 9YF

WEDNESDAY 7.30PM Birchgreen Community Centre, Birchgreen, Skemersdale, WN8 6QE.

CLOSED MEETINGS

MONDAY 7.30pm Eden Centre, Fircroft Rd, Fitton Hill, OL8 2QN

SATURDAY 11.00am *New Beginnings* Higher Blackley Children's centre, 160 Victoria Avenue, Blackley, Manchester, M9 0RN.
Crèche,

GSR's Please Remember:

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

EVENTS

1. UK Annual Convention – UKCNA 22 ‘Love to Live’ – Celebrating 30 years of NA in the UK

- Thursday 1st July to Sunday 4th July 2010 at the Hilton Metropole, Birmingham NEC, B40 1PP
- £15 registration or £12.50 pre-registration available on-line www.ukcna.org
- Hotel accommodation inc. bed, breakfast, Friday night buffet, Saturday night banquet and use of hotel facilities is £56 per night per person (minimum of 2 nights) – must be pre-booked at least 1 week in advance of convention.
- For more info go to www.ukcna.org or email ukcna22@yahoo.co.uk

2. Convention 2011 Fundraising & Entertainments present 70's theme Roller Disco on 19th June 6pm to 10pm, £8 at Arcadia Sports Hall, Yew Tree Avenue, Levenshulme, Manchester, M19 3PH



3. Unity Day 31st July, 12noon til late at Intact Community Centre, Ingol, Preston – Donation Only



FUTURE ASC & SUB-COMMITTEE MEETINGS

1. Next ASC on Saturday 10th July Doors open 12.15pm, Steering Committee starts at 12.30pm, ASC starts at 1.00pm to 5.00pm at Carey Baptist Church, Pole Street, Preston, Lancashire, PR1 1DX.
2. PR on 13th June 2pm til 5 pm All Saints Church, Vicarage Road, Hoole, Chester, CH2-3HZ
3. H&I on 26th June 1pm til 4.30pm Forum library, Forum Square, Wythenshawe, M22 5RX
4. Prison Sponsorship 27th June, 1pm at Pensioners Hall next to the YMCA on St Albans Road
5. Phone Line on Sunday, June 13th 2010 at Ibbison Court, Central Drive, Blackpool, FY1 4AU
6. Share Review & CD Library on Sunday 27th June 2010, 5.00pm, Ibbison Community Centre, Blackpool

Contact details for the above sub-committees should be in the attached Summary Reports