



6th March 2010

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

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

1. ASC Steering Committee Report

Mick, new ASC Chair, started steering committee meeting by explaining that the purpose of the NWE & NW ASC is to support the groups in our area. It is our duty and responsibility as members of the steering committee to focus on empowering and supporting groups.

He is aware that a new ASC was formed in East Lancs recently and that they attended our ASC last month and made a donation. He recommended that this donation be paid back as we cannot have an ASC sitting within another ASC. We must adhere to our service structure. Any new ASC should be sending any surplus money to Region and requesting support from them. Our area will provide support to the new ASC and any other ASC's that form in the future but we have to focus on our responsibilities and not theirs. We need to support the groups we serve, not another ASC.

Concerns raised that new ASC's might need assistance with PI/PR, H&I, Phone Line etc. The Chair stated that members of the new ASC's are welcome to contact our sub-committees to request assistance and we will happily provide support, he was just trying to make a distinction between what we focus on at our ASC and that is supporting groups in our area.

He also explained that if groups continue to leave our ASC and start new ones, then this will affect the donations coming to our ASC. We may need to consider reducing the amount of service we offer in the near future, the phone line and website are likely to be affected first as we can rely upon the UK phone line and website if required. Our Chair explained that he had sought a lot of guidance from other experienced members across different areas regarding our situation at the moment. He explained that if donations reduce then we need to redirect what resources we have towards supporting the groups and the still suffering addict in the best possible way. All the trusted servants were in agreement with this.

Ruth, ASC Treasurer, said she would be proposing an increase in the prudent reserve from £1500 to £1800 during the ASC. Normally this would be requested during process of conducting an area inventory in October, however, the additional PSSC, H&I and venue costs that have arisen recently were not considered at this time. Trusted servants suggested that Sub-Committees be prompted during Aug/Sep to present an annual budget in October and make requests for increases or decreases at this time. We need to work within the budgets allocated.

Shirley, ASC Secretary, put forward her proposal for providing summaries of sub-committee reports in the minutes only and sending out the full reports/minutes separately as soon as they are received. Everyone agreed this was a good idea and that it should be presented to GSR's for approval.

Martin, CD Library, presented his proposal to join the CD Library Sub-Committee with the Share Review Sub-Committee. Some concerns raised by ASC Chair, felt that more guidance needed from Region and UKSO regarding this matter before proceeding but agreed proposal could be presented to GSR's for discussion.

Mark, PI/PR Chair, said he would be presenting proposal for additional one-off funding totalling £215 to pay for the literature for professionals attending the presentation at the convention. Agreed that this should be presented to GSR's for approval.

Adam, PSSC Treasurer, said the Chair and Vice Chair could not attend and he had not been given a report for ASC. Chair said all sub-committees must provide reports at every ASC, they have a responsibility to report to the groups. He asked for this to be passed on to the Chair and Vice Chair of the PSSC.

2. Attendance

Mick (ASC Chair & Convention Vice Chair), Christian (ASC Vice Chair), Shirley J (ASC Secretary), Claire (Alt. ASC Secretary), Nicky (Convention Registration & GSR), Diane (UKPS), Ruth (ASC Treasurer), Robert (ASC Alt. Treasurer), Adam (Post Box), Lee (ASC Literature), Glen (Alt. ASC Literature), Sam (Ad-Hoc Committee), Phil (H&I Chair), Kevin (ASC Brew), Rob (Meeting List), Mark H (PI/PR Chair), Martin (CD Library & GSR), Jason (Website), Adam (PSSC Treasurer), Kerry (Treasurer for East Lancs ASC), Bev (GSR), Crissy C (GSR), SB, BR (GSR), John (GSR), Dane, Daniel, Shane, David D (GSR), Keith, Mark, Liz (GSR), Ian (GSR), Colette (GSR), Geoff, Vinnie, Mark (GSR), Emily, Pauler (GSR), Joe, David (GSR), Sharon (GSR), Michael, Sarah (GSR), Ellie (GSR), Emma (GSR), Lewis (GSR), Gemma (GSR), Ben (GSR), Kelly (GSR), Steve (GSR), John R (GSR), Billy (GSR), Kelly (GSR), Debbie, Nina, Alicia, Dave, Stephen (GSR), Simon (GSR), Stacey, Sean, Matthew, Jo, Charlene (GSR), Graham, Maria (GSR), Jim (GSR), Wendy (GSR), Emma (GSR), Russell (GSR), Haydon(?), Geoff (Chair new meeting Macclesfield), Emilea, Mark, Ste W, Mark D (GSR) (70 attendees approx.)

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

Adam

4. Apologies

John (RCM), Colette (Convention Chair), Lorna (PSSC Chair & ASC Brews), Robbie (PSSC Vice Chair), Laura (Phone Line Chair) and Tony (Phone Line Vice Chair)

5. Last Month's Minutes

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

1. ASC Treasurer closing balance last month stated £1896.99 – should have been £1923.77. Therefore donation to Region of £423.77, prudent reserve £1500.

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

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

£1500.00

Tradition 7 carried out as pot passed at ASC

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

7. GROUP ISSUES

New Meetings:

1. **MONDAY 7.30PM Salvation Army, Heaton Street (off King Street), Blackburn, BB2 2EF**

Finished / Dissolved Meetings:

1. **TUESDAY 5.30pm Ashley House, Ashley Way West, Widnes, Cheshire, WA8 7RP**
2. **MONDAY 7.30pm committee room 1, 1st floor, Manchester Town Hall, Albert Square, Manchester, M2 6LW**
3. **FRIDAY 12.30pm Hulme Library, Stretford Rd, Hulme, M15 5FQ**

Members of new meetings were reminded to inform our Meeting List and Website servants so that our area website and meeting list can be updated with their details. However, the groups are responsible for updating the national UK Where To Find (instructions to do this are included in the notes section under Meeting List report).

Group Issues:

Nicky (GSR), brought a concern from a member of her group who said that when he tried to find meetings online a number of them did not match our printed meeting list and there was at least one meeting that no longer existed on the online meeting list.

- Rob, Meeting List, said that he had updated our online meeting list and that it matched our printed meeting list exactly. He thinks this member might have been looking at the UK website which may well be out of date as it is up to groups to contact them to update their details and notify them of closures. He will look into this and try to get the UK one up to date for now but emphasised that GSR's should remember that this is one of their responsibilities.
- Jason, NW Website, said that he always updated our online meeting list as soon as any information was sent to him so it should not be out-of-date. He forwarded any amendments to Rob.
- Nicky will discuss this with her group and find out what website they were looking at.

8. POSITIONS FILLED & VACANT

ASC POSITIONS FILLED

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

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

Christian was voted in as the new ASC Vice Chair and started this position immediately. Thank you for coming forward and being of service.

The Hospitals & Institutions Vice Chair position was filled at their last sub-committee meeting.

ASC POSITIONS VACANT

Please announce these positions in your meetings

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

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

ASC POSITIONS VACANT Continued

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

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

9. VERBAL REPORTS FROM TRUSTED SERVANTS & SUB-COMMITTEES

Please send reports to ASC Secretary just prior to or immediately after the ASC so they can be included with the minutes. **NOTE: See New Business section for information on new Summary Reports format that we are starting from next ASC in April.** Thank you. Shirley J shirleyj777@live.co.uk and ascsec@nwna.info (please use both emails for the time being as having a problem that Im trying to sort out)

Regional Committee Member Report

John (RCM) sent his apologies as not able to attend this ASC.

The RCM Alternate position is still vacant, it would be a great time for someone to get involved and shadow John. Our ASC pays for the RCM alternate to attend the Region meetings three times per year. You cannot be a GSR and RCM alternate at the same time.

Conference Agenda Report (CAR)

Our outgoing RCM, Andy O, is now the UK Regional Delegate. He will be facilitating a workshop at the North West Convention to discuss the CAR on Saturday 27th March between 2.45pm and 6pm. GSR's please announce this in your meetings.

The CAR report is a mechanism to guide and direct activities of NA World Services who are responsible to the groups they serve. Information is requested from all regions around the world. RCM's will feed this back, along with any issues raised, and this feedback will form part of the discussions at the next World Service Conference (WSC) between 25 April and 1 May in the USA.

You can download the 2010 Conference Agenda Report from www.na.org/conference or the ASC Secretary can send PDF versions of the CAR report if requested by email, contact ascsec@nwna.info .

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

Jason provided a verbal report and handed round information showing website statistics, useage etc.

Meeting List

The online meeting list and the printed meeting list had been checked and now matched exactly. If you know of any discrepancies please notify Jason using the email address above and he will forward information to Rob who manages the printed meeting list. Rob can also access the online meeting list and will update this if he receives information direct.

GSR's were reminded that it is their responsibility to update the UK Where To Find meeting list. Instructions to do this are included under the Meeting List Report below in the Note section.

Email Addresses

Jason raised concerns about some of the email addresses on the website. He believes some of these are dormant and wanted to check which were correct and which needed to be removed. The various sub-committees confirmed their email addresses.

Two new email addresses have been set up;

1. Ad Hoc Committee - adhoc@nwna.info
2. ASC Secretary - ascsec@nwna.info

Jason recommended that all the trusted servants use the nwna.info domain to communicate with members as this can be passed on to new volunteers when trusted servants complete their service commitment making it much easier to hand over information and ensure a smoother transition. Please contact Jason if you would like to arrange this.

Forums

The Ad Hoc Committee had requested that an online chat forum be set up on the website so members could discuss the issues online and ask questions. After much discussion it was decided that we would provide the above email address as there is only 2 months before the Ad Hoc Committee submit their final report and a forum would require a lot of effort monitoring and moderating which we don't have the resources to do just now.

It was suggested that Jason seek guidance from Region regarding the use of forums just in case we wish to pursue this in the future.

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

Rob updated the meeting list and copies were provided at the ASC. He said that the printed meeting list and website meetings lists now correspond after cross-referencing and updating these.

Due to the issue with the UK Where to Find, he agreed to look into this to establish just how out of date it was and what amendments required. He will report back at the next ASC.

Meeting List Amendments

Please see the announcements page for new meetings and amendments.

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

Note:

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.

Groups also need to remember that they are responsible for updating the national **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 Where to Find and that your details are correct.**

Ad Hoc Committee – ADDRESS MANAGEABILITY OF AREA

Sam (AHC Chair) presented a verbal report and has provided a written report of the discussions and outcomes at the Liverpool AHC meeting, this is attached.

AHC Chair report included:

- Ad Hoc meeting in Liverpool on 27 February was well attended
- Groups in Liverpool had met 2 weeks prior to this AHC meeting, these groups were in favour of starting their own ASC and were taking steps to do so in the near future
- They requested that the AHC attend the new ASC to help facilitate their first meeting
- They wanted to know what monetary support would be provided from the NWE&NW ASC
- These members felt it was important that they could rely on the current PI, H&I, Website, Phone Line, PSSC etc until they could set up their own sub-committees to ensure a smooth transition
- Next AHC not confirmed but would probably be in Warrington or Chester
- AHC asked if it was possible to set up a forum on our website so members could go online for further info and post questions or comments

Responses at ASC included:

- ASC Chair said we can only discuss issues relevant to our own area and the groups we serve, we cannot comment on other ASC's and what they do. New ASC's should be reporting to and requesting support from Region. Once groups start their own ASC they are no longer part of our area. However, we are willing to provide as much support as necessary. The AHC should be explaining how the service structure of NA works.
- GSR suggested we arrange an 'Extraordinary General Meeting' to focus on the implications this is going to have on our area. If groups decide to start their own ASC's they will not be donating to our area and therefore less funds will be available to provide the services we currently have in place. A lot of members in agreement with this suggestion.
- ASC Chair responded by saying that we are already having to consider shutting down the North West and North Wales Phone Line and Website if this happens. We can use the UK phone line and website instead. A lot of money spent on H&I and PI and want to avoid these services being affected if possible, however, may need to cut back if the funds are not available.
- A couple of members concerned about Liverpool starting their own ASC, not sure if they have enough support or experience.
- GSR felt that the online forum a good idea
- We should be focusing our energy on our ASC and improving it where necessary, splitting up into smaller ASC's is not necessarily the best solution. Would like to see 'blue-prints' of what we have now and the proposed alternatives so comparisons can be made.

- Treasurer of new East Lancs ASC said that they were providing better support to their groups, nevertheless, she had concerns about Liverpool starting its own ASC.
- A few GSR's said that they had attended the AHC meetings and did not feel that they were pushing groups to start their own ASC's and found them very interesting and positive experiences.
- ASC Chair mentioned a workshop that was held at a previous convention in Wales where one member talked about the development of new ASC's and said that this is a positive development. Nevertheless, we need to be ready for the impact this will have on our current area if more groups proceed with this course of action rather than looking at ways we can improve our support to groups.

Following these discussions the AHC Chair said she would continue to provide brief reports on progress. The full report was due in a couple of months, she will try to provide blue-prints at this time.

ASC Chair said that he would look into the feasibility of arranging an 'Extraordinary General Meeting' once the convention had passed to discuss the above issues in more detail.

Phone Line / Help Line Report

Sharon, Phone Line Volunteer, passed on Laura (Phone Line Chair) and Tony (Phone Line Vice Chair) apologies and read out report that included:

- Some Phone Line Volunteers not returning logs or only part complete. They are looking at how they can make it easier to pass on the information required
- They are improving hand-over between volunteers
- Gary and Emma have been doing a great job compiling the 12 Step List
- Question raised about providing information regarding outside agencies, volunteers told to follow the guidelines i.e. we do not provide information about outside agencies
- Policy decision made that phone line volunteers who miss three shifts in a row will be removed from the shift and replaced with new volunteer
- Members interested in becoming volunteers must attend the Phone Line Sub-Committee meeting to be voted in, they will not be able to do this service unless they do so
- Shifts currently available include:

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

The Phone Line Sub-Committee will be holding a presentation at the convention on Saturday 27th March between 10am and 11am. If you are interested in doing this service please attend.

A written report is attached to the end of the minutes.

Next Meeting:

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

Convention Committee Report

Mick (Convention Vice Chair) passed on the Convention Chairs apologies as Colette was not able to attend.

Pre-Registration

It's important that members try to pre-register to attend the convention – contact Nicky 07595 693 336 or conventionregistration@yahoo.co.uk You will receive a convention registration pack which includes a surprise free gift along with a convention programme guide and tickets to events and entertainment.

Hilton Hotel – Room Bookings

There are only 20 rooms left at the Hilton, if you want to book a place you better do it quickly. Remember that rooms will not be available at the discounted rates from two weeks prior to the convention, any bookings after this date will have to pay full hotel rates. Please book your rooms as soon as possible if you want the discounted rate. The number to call is **01253 627 977**. Convention Hotel reservations include accommodation for 2 nights, breakfast, Saturday night banquet, free parking and use of the hotel facilities. No meal is included on the Friday night. **Please remember to specify that you wish to book a room for the NA convention, if you book a room with the hotel that is not part of the arrangement made by the convention committee then this does not include the Saturday banquet.**

Banquet Tickets for Non-Residents

Non-residents can attend the Saturday night banquet for £22, please book this in advance so that the hotel knows how many people it needs to cater for. Contact John, Hotels and Hospitality on 07958 160 950 or email handhnwna@yahoo.com

If there are any banquet tickets left over they will be given to newcomers, the convention committee have decided that none will be sold at a reduced price.

Fundraising Events & Newcomers Fund

The dance night in Blackpool did not make any money, in fact it cost the convention committee money to put it on.

So far £403 has been raised for the newcomers fund, this enables us to pay for 2 nights accommodation for 10 newcomers. This will be allocated on a first come first served basis. If any more money is raised we will try to accommodate more newcomers.

Crèche Facilities

The cost of the crèche facilities on Saturday all day and Sunday morning of the convention will be over £1200. Parents should go to the crèche to book a place as soon as possible as they can only cater for a small number of children at the same time, a maximum of 12 depending on age but if all the children are very young then only 3 at any time. Parents will be asked to sign an agreement for a specific period of time, please do not be late collecting your children, the staff will only allow an additional 10 minutes for delays and then they have to charge extra.

Treasurers Report

Full report attached at end of minutes. Closing balance just over £3000 but they still need to pay for the merchandise, extra banquet tickets and if any of the allocated hotel rooms are not booked then the convention committee are obligated to pay for these as well.

Questions raised about Convention:

- **Marie GSR, why is our convention not included in the NA Way magazine?**
 - Convention Vice Chair replied that they missed the deadline date.
- **Emma GSR, if the crèche only holds a small number of children is there anyone to contact in advance of the convention to book slots or does it have to be done on arrival at the convention?**
 - Vice Chair suggested you contact him or Nicky who handles the pre-registration but may not be possible to book prior to convention.
- **Ben asked if there is an age limit on the crèche?**
 - Not sure of age limit but if children are very young then required by law to have a 1-1 with crèche worker, the maximum number of older children a crèche worker can look after is 4.
- **Wendy GSR asked if children can go into the banquet as a friend had booked a room with the Hilton and was told by their staff that they were not allowed?**
 - They will look into this because children should be allowed to go to the banquet. Nicky added that at the Hilton in Birmingham where the UK convention is held, children are allowed to go to the banquet for free.
- **Jim GSR, wanted to know if you need to pre-order merchandise?**
 - No, you have to buy merchandise whilst convention is on, not possible to pre-order.

Next Meeting:

Wednesday, 10th March, starts 6pm at Ibbison Court, Central Drive, Blackpool, FY1 4AU and every Wednesday night up to the convention.

Post Box Report

Adam provided a verbal report. He had received the newest issue of NA Way Magazines and handed them out to the groups at the ASC, however, he had some that were so vaguely addressed that he wasn't sure which groups they belonged to. Adam suggested that groups check their NA Way Magazine registrations and make sure their details are correct, please include the Group Name or the Day, Time and Venue Name so it makes it easier for him to identify who the magazines belong to.

Groups or individuals can register to receive the NA Way Magazine in print or by email for free by going to: www.na.org/?ID=naway-naway-toc If you want it sending to our PO Box rather than your home address remember to include our Post Box details that I have listed below and your name or group details:

North West England Area, Narcotics Anonymous, PO Box 57, M60 1HP

It is members of NA who write the NA Way magazine so if you are interested in writing please use the link above to get more information. I have copied a section from the webpage to provide a little bit of info for those of you who might consider doing this:

The NA Way Magazine is a broad-based recovery and service magazine for the NA member. Editorial content ranges from personal recovery experience (including humour or nostalgia) to opinion pieces regarding topics of concern to NA as a whole, plus summarized reports from world services. Regarding the tone of an article, we look for a spirit of unity and mutual respect.

We accept submissions in the same languages in which we publish *The NA Way*: English, French, German, Portuguese, and Spanish

Hospitals & Institutions Report

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

Verbal report included:

- Positions vacant, some Panel Leader positions, see written report. Please attend next H&I sub-committee meeting if you are interested in putting yourself forward for this service
- Issues at Walton have been dealt with successfully, a Service Level Agreement has been signed so we are back in this institution and the meetings functioning well
- Treasurers report provided, requested £149.45 from this ASC
- H&I have been trying to get the equipment for the link-up between a prison and the convention but have been experiencing a number of problems. They have kept the prison informed of the situation as the link-up may not go ahead if the equipment cannot be sourced. After having their proposal to purchase equipment a few months ago turned down and the subsequent problems hiring or sourcing equipment from other NA members they think this matter needs to be taken to Region in order to find a solution.
- H&I will be holding a workshop at the convention.

A number of GSR's agreed that the issue with equipment for link-ups does need to be addressed at regional level. Too much time being spent on arranging this and now we may have to let people down by not going ahead with the link-up at this convention.

Next Meeting:

Saturday, 20 March, 1pm to 4.30pm at Lostock Community Centre, Lostock Gardens, Blackpool, FY4 3PP

Prison Sponsorship Report

Adam, PSSC Treasurer, sent the PSSC Chair apologies. He had not been given a report to present at the ASC but said he was willing to take any questions back to their next sub-committee meeting.

No questions asked but the ASC Chair said that a report should be provided for every ASC, whether the Chair or Vice Chair attend or not. All sub-committees are accountable to the groups they serve so must provide some information. The Chair requested that Adam inform them of this at the next PSSC meeting.

Adam did confirm that the PSSC will be holding a workshop at the convention so if anyone is interested in becoming a prison sponsor they should try to attend.

Next Meeting:

Sunday, 14 March, 1pm, Pensioners Hall, St Albans Road, St Annes, Blackpool

Public Information Report

Mark H (PI Chair) provided verbal report at ASC, written report attached.

PI proposal for extra funds

PI required additional funds to purchase literature for the public relations presentation at the NWE&NW Convention in March. The total requested £215, to supply 100 professional packs. The intent to inform professionals about NA.

This proposal was seconded and agreed, Mark received the funds from the ASC Treasurer.

Mark said that contact details for PI trusted servants would be given to the Hilton staff and the convention registration desk so they could be contacted if professionals turned up at the convention and required information.

Other PI info:

- **They have received a request from the new East Lancs ASC for support. They will be attending their ASC after the convention.**
 - The Chair and GSR's agreed the sub-committees should support all groups in the North West and North Wales area and are happy that PI are attending the East Lancs ASC to provide this support.
- **The sub-committee intend to contact schools and colleges around the North West to raise awareness about NA.**
 - GSR raised concern about contacting schools, is this in accordance with traditions, 'attraction rather than promotion'? Mark PI Chair said more information regarding this matter would be brought to next ASC. Not taking any action on this yet, need to focus their energy on the presentation at the convention over the next month.

Next Meeting:

Sunday, 14 March, 2pm to 5pm at St. Saviours Church, Gladstone Street, Great Moor, Stockport, SK2 7QF

Share Review Report - **POSITION VACANT**

This position is currently vacant.

Martin, the CD Library Chair, presented a proposal that involves this position – see information below:

CD Library

Martin (CD Library Chair) provided a verbal report and presented a proposal:

Proposal to merge CD Library & Share Review

Proposal to merge the CD Library service and Share Review service to form a 'Share Recordings Library Sub-Committee'. Intent to improve accountability and efficiency of approving shares and distributing them in our area.

The service positions which will make up this sub-committee will include:

Chair	(2 year suggested clean time requirement)
Vice Chair	(1 year suggested clean time requirement)
Secretary	(no clean time requirement specified)
Share Reviewer	(5 years suggested clean time requirement)*

** One of the key elements of the above proposal is that the Share Reviewer could then be voted in by the proposed Share Recordings Library Sub-Committee rather than having to attend the ASC to be voted in.*

Discussion ensued regarding proposal, ASC Chair and some GSR's felt that anyone willing to come forward for the Share Review position should be voted in at the ASC, not at a sub-committee meeting. However, when put to vote the remaining GSR's voted in favour of joining the CD Library and Share Review positions so proposal carried.

It was discovered during this vote that a number of GSR's had already left the ASC, the first vote had 28 GSR's and this vote had only 18. Chair decided that we would accept this vote, however, he emphasised the importance of GSR's attending the whole ASC.

Following the vote Martin said he would get the sub-committee formed and report progress at the next ASC. Some GSR's said that links should be made with region as they don't currently have a Share Review Sub-Committee and they may want to use ours in the future.

Martin asked about the shares he had obtained that had not gone through the share review process, he was told that they cannot be made available until they had been approved by a Share Reviewer.

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:	£3208.62
Stock Sold:	<u>£1217.80</u>
Closing Stock Balance:	<u>£1990.82</u>

10. NEW BUSINESS

1. New Meetings

Member of a new meeting in Macclesfield had attended the ASC and got a starter pack from literature without requesting it from ASC first. Some discussion followed as this member was not the Chair or GSR of the meeting, in fact they had not been voted into a position. At past ASC's new meetings have not been allowed Literature Starter Packs until a trusted servant, usually a GSR or Chair, attended area to request a pack on behalf of their group. Decision made to let the Macclesfield meeting keep the literature pack and the ASC to look at policy around starter packs at the next meeting. The Macclesfield meeting had also been added to the meeting list last month and a GSR said that in past the policy has been that new meetings do not go on the meeting list until all or most of the positions have been filled. This policy was made when new meetings were being set up by single or two members only and occasionally the meetings were not opened.

2. ASC Secretary Proposal re Sub-Committee Reports

Shirley proposed that the minutes/reports from sub-committees be sent to GSR's by email as soon as they are received by her rather than waiting to copy them into the minutes and that the H&I, PI, Phone Line and Prison Sponsorship sub-committees provide a 'Summary Report', as per the template provided at ASC. This summary report will be included in the minutes rather than the full minutes/report. The intent includes following benefits:

- a) Sub-committee reports are sent out in a timely manner, meaning information up to date and future meetings announced with adequate advance notice whilst also ensuring full transparency provided to GSR's and their groups.
- b) ASC minutes are easier to read for GSR's and provide the essential information for them to give to groups.

- c) As the ASC minutes go on our website they are available to the public, by using summary reports rather than a full set of minutes we do not put out potentially sensitive information into the public realm, what is available to the public is more easily monitored.
- d) Sub-committees ensure that key information is included in the minutes and is more accessible to GSR's and their groups. By sending their full minutes/reports separately GSR's have more time to digest the information and feedback to their groups.

This proposal was seconded and GSR's voted agreement. This proposal will start at the next ASC so sub-committees will need to provide Summary Reports for the April ASC minutes.

3. Treasurer proposal for increasing the prudent reserve.

Ruth raised a proposal to increase prudent reserve from £1500 to £1800 as the current policy is that we have enough funds in the prudent reserve to cover expenses for 2 months. Due to the recent increases in H&I and PSSC budgets plus increase in venue costs she said we need to raise prudent reserve.

ASC Chair suggested that we look at this proposal next month as a number of GSR's have left the meeting and also felt that we needed to look at the policy of 2 months again before making a decision. This will be on the agenda for the ASC in April.

11. TREASURER'S Closing Balance

Opening Balance	£1500.00		
Donations +	£ 537.21	Cheque to Region:	£NIL
ASC Pot +	£ 29.78 + ?		
Outgoings -	<u>£ 767.22</u>	Closing Balance:	£1299.77 (under prudent reserve £1500)
Sub-Total:	<u>£1299.77</u>		

Ruth (Treasurer) will be submitting a proposal at the next ASC to increase the Prudent Reserve due to the increases in the venue costs, PSSC and H&I budgets.

The treasurer has provided a full breakdown of the monthly budget in the attached report (*will be sent separately soon after minutes*), this also provides details of the money claimed by sub-committees and donations made by GSR's at this ASC.

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

12. Date & Time of Next Area Service Committee Meeting

Next ASC on Saturday 3rd April 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 REPORTS FROM TRUSTED SERVANTS & SUB-COMMITTEES

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

ASC Treasurer's Report

Will be sent separately after the minutes.

Convention committee Report

No written report received for the minutes.

Convention Treasurer's Report

Convention Treasurers Report February 17th 2010

Opening Balance £5858.29

Newcomer Donations £ 364.80

Paid In £140.00 Pre reg
£7.58 Pot Passed

Paid in total £147.58

Balance £6005.87

Paid Out £8.97 Postage costs
£8.65 Postage costs
£605.95 Expenses for entertainment (comedian)
£558.13 Lanyards
£5.00 rent
£130.00 Arts & Graphics

Paid out total £1316.70

Closing Balance £4689.17

Newcomer Fund £364.80

Paid in £5.00

Paid Out £360 10 x Bed and Breakfast booked for weekend

Newcomer fund balance £9.80

Panel Leader/Member HMP Kirkham- Matthew put himself forward for panel member and the vote was carried.

Panel Leader/Member HMP Garth

Panel Leader/Member HMP Altcourse (VP Wing 3.30-4.30 Monday)

Panel Member HMP Liverpool

Panel Leader/ Member Birchwood Detox Centre- both Stephen and Robbie put themselves' forward for these positions Stephen was voted in as Panel leader, Robbie as Panel member.

Panel Leader/Member HMP Styal- Colette put herself forward for panel leader, the vote was carried. Liz put herself forward for panel member and the vote was carried.

Area Reports

Merseyside Report

HMP Liverpool: Tuesday 9th February 2.00pm, meeting with Bill Gallon who is Gary McNeer's second in command in Safer Custody and Drug Strategy Unit. Myself and Carl (panel member) discussed opening NA meetings to other wings of the prison and the possibility of other times or days that would be more convenient or at a time that would allow more prisoners to attend meetings.

We also discussed the service level agreement and left a copy with Bill to be signed by Gary McNeer, head of Safer Custody and Drug Strategy, which we have now received.

The meeting with Bill was a success and with his help we hope these things will come to fruition. A further progress meeting has been arranged for 22nd April at 2.00pm and hopefully we will have a progress meeting every 2 months from here on in.

Owing to this meeting we had our first NA meeting in HMP Liverpool on 24th February, I facilitated the meeting and Carl and John (panel members) kindly came in to share their experience, strength and hope. The meeting was attended by 2 addicts and went well; hopefully the numbers will grow as we keep our consistency in the jail.

Rapport with the prison staff was good as always.

Will. Panel leader (HMP Liverpool)

Discussion: The two people mentioned as panel members are not voted into these positions and are NOT members of this committee. Co-ordinator is in the process of meeting with the staff to try and get more members cleared.

Altcourse Prison: Meeting is functioning well, well attended and new members have been coming back On average 20/30 attending presentation. No concerns, participation and feedback is really good from people attending the presentation everything is pretty much the same as last month, no worries at all from Altcourse and panel leaders. Relationship with staff is fully supported from the CARAT worker.

Kevin White: Presentation has between 4/8 residents on a weekly basis and, no concerns have been mentioned and things seem to be fully functioning at the facility, and the only concern was literature. I have spoken to Jack and he has agreed to bring it up to the Unit Manager, regarding the literature, as the Kevin White has misplaced it. Client's attending the presentations are asking for literature and Jack speaks to them around the importance of us having it at the end of each presentation to hand out to the residents.

Adelaide House: Was waiting for hostel manager to phone me regarding a presentation for them selves, as well as well as residents. As there has been a shift in numbers being referred and discharged, we have managed to put together a date and time to run along with the daily programme whereas residents and staff will attend a presentation, of which we have put together, myself and other's whom have done H&I presentations. It is scheduled for Tuesday 2nd March at 2.00pm.

Jayne has handed her position in so thank her for her service and that position is now vacant, and has been put out to tender and is being announced at meetings as a women's only commitment due to the clientele being all women, and at Adelaides request.

The never ending concern around the method of phoning up to see if anyone's requesting to attend, then if no one wants to go the meeting doesn't go ahead, and this can be addressed if it continues to develop like this, we need to address it or look at our service level agreement again. This issue I will raise with staff after the presentation.

Still plenty of work to do around Adelaide hopefully we can turn things around and work to co-operate more with staff and residents, before we think about pulling out and putting our resources somewhere else, let's hope we can attract some new members on Tuesday.

Birchwood Detoxification: concerns for Birchwood as no meetings have taken place for 3 weeks. Phil contacted me with regards to this situation, and I arranged for Stephen and Carl to attend that meeting and stay with the format, as well as the do's and don'ts. Meeting went really well, I was in contact with Stephen straight away, and he informed me that they enjoyed it, and that the presentation went really well with plenty of input from residents.

I asked Stephen if he would announce it at meetings in Birkenhead that two positions are vacant at Birchwood, and that if he or Carl wanted to put themselves' forward they should attend the H&I sub-committee and put themselves' forward. Clean time requirements for Birchwood are 12 months and also if they are an ex-resident they have to be out at least a year, this is a boundary Birchwood set.

I have spoken to Lance, he has informed me that he will have to hand his position in due to ill health, and can't commit to it, so thanks Lance and hope he gets well soon. Also I have spoken to Stephen, if he gets the position I will shadow him for a few weeks whilst they get into the position.

Discussion: Due to a lack of communication on the committee's part we overlooked the fact that there were two positions vacant in this facility. On realising this we opened this position up for any one to put them selves forward for it. Robbie came forward and the committee voted in favour of Robbie becoming a panel leader.

The committee however would like the area co-ordinator or another committee member to support both Stephen and Robbie in to these positions.

A concern was raised because the coordinator of this area was not at the meetings to answer any queries. The committee looks forward to seeing the coordinator at the meeting next month.

Manchester

Styal women's prison.

Panel Leader Liz,

Panel Member Christelle.

Meeting weekly 6-7pm.

Meetings going well, regular attendees and newcomers.

No issues, literature needed.

Liz and Christelle would like to thank the committee for allowing them to serve, as both their positions are up this month after 1 year's service.

Regards Liz.

Chapman Barker unit (formerly Kenyon House)

Panel Leader Ian.

Panel Member Sue.

Meetings twice monthly 7-8pm

Meetings going well, average attendance 30, regular meeting place established.

Received cards from former panel leader.

Literature needed.

Looking forward to going in weekly.

Thanks for allowing me to serve, Ian.

HMP Manchester.

Acting panel leader Ash.

Panel members Lee, Paul and Mike.

Meetings attended by 1 only at present.

No issues.

No literature needed.

Coordination efforts.

Discussion: Again inmates have been encouraged to ask UKSO for the audio basic text. There was a discussion around us doing the legwork of writing to them as reading and writing is the problem, with a view to UKSO founding the audio book.

Chapman Barker unit. (formerly Kenyon House)

Came to draw up a service level agreement with the help of H&I chair (see attached document) presented it to Treatment Manager Dan Bennett. Meeting set up for Wednesday 3rd March 12-30pm when myself and Ian will meet Dan to sign copies 3no. Dan also has NA literature from previous years that myself and Ian will review and approve.

All concerns raised at last Subcommittee have been addressed in new agreement so we can now attend weekly as of Wednesday 3rd March.

HMP Manchester.

Made contact with head of carat team Peter Webster, he requested blue PI cards and meetings lists, for inmates on release. I have helped out on this and am sending in 250 cards and told him how to download meetings lists, also discussed rounding up clearance forms and Mike Ash and myself are chasing this up. HMP Forest Bank.

Spoke to Caroline Mitchell and put her in direct contact with Jim Pitt Carats Altcourse, and Peter Webster carats Manchester prison to help her internally as a gesture of good will on behalf of the subcommittee, this was done after discussion with H&I Chair and my Sponsor, it was felt that it would benefit NA as a whole.

On behalf of all concerned in the service given this month, Pete.

Lancashire

H & I REPORT PIERPOINT HOUSE FEBUARY 2010-02-24

The presentations continue to carry the message in this treatment facility. The presentations start on time. We have a good stock of literature and a further £20.00 for more literature plus £6.00 left from last month as the ASC run out of IP pamphlets. There is a good attendance every week approx 12-15 peers. There is a good atmosphere of recovery and the peers seem to be receptive to the concept of NARCOTICS ANONYMOUS. We have secured a full list of willing members to share there experience strength & hope for the next six months. After concerns being raised as to the format of the presentation i.e. the reading of the HOW IT WORKS card on the pre-amble which the word optional appears next to it. I have discussed the concern raised with the co-ordinator and have agreed to include the reading of this card at every presentation until clarification is sought from the sub-committee. NICKY and I thank you for allowing us to serve

HMP Kirkham panel leader's report.

February 2009

The meeting continues to run well and we have a substantial waiting list of members willing to come in carry the message. We have had 2 meetings this month and although the average attendance has dropped down to 5, we have had 4 newcomers this month. The CARATS team are also looking at ways to further promote the meeting within the prison and there may be another PI event in the coming weeks.

Furthermore, prison staff have been invited to attend the PI presentation at the forthcoming North West England & North Wales convention.

Additionally, my commitment as panel leader will be coming to an end shortly, so I have began announcing the service position at local meetings. To date, 3 members have expressed an interest in the position, so I have requested some clearance forms because any future trusted servants would need to be cleared by the prison before they can take the position on. As soon as I receive the forms I will pass them on to the members who have expressed an interest in the position.

No expenses or literature required this month.

LIF

John R

Panel Leader

HMP Preston panel leaders report.

We have handed in 30 clearance forms (which can take 4 to 6 weeks to clear without CRB's as guided by sub com.

We are now in a position where we need to book another Meeting in terms of Service level Agreement with

NA and The Prison.

This meeting is going to take place next week.

PARKWOOD February 2010

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.

It was suggested by a staff member that we place the meeting on one of the wards as people from lock up cannot attend. We would like to pass this onto the committee to get some guidance before moving forward. Could you get back to us with some feedback please?

Thank you for allowing us to serve. Catia & David

Discussion: Around members going into the wards trying to encourage patients to attend the meeting. Members of the committee have experienced this before in other facilities and it was stated this is not a good idea. The issue of how to attract patients needs to be discussed with staff.

There was a concern about members that are not part of the H&I committee covering the presentation in Parkwood when our regular could not attend. It is the general consensus of the committee that if no member of H&I can attend then there needs to be communication with the Parkwood and the meeting should be suspended for that week only. Our trusted servant will iron out these issues with the staff.

Literature

The order was 20 white booklets short; Lee will chase these up with UKSO. We have:

20 White booklets

40 Am I an addict?

20 Just for today

40 For the newcomer

40 Welcome to NA

This will be divided out between 8 institutions.

Now we have the increase in budget if anyone needs different literature please tell Lee and he will try to prove the best he can.

Treasury Report for H&I for February 2010

Balance b/f	£ 26.48	
Collected from ASC	£260.00	£286.48
<u>OUTGOINGS</u>		
Donation to room	£ 10.00	
Travel to H&I	£ 15.00 from Liverpool	
Travel to H&I	£ 20.00 from Warrington	
Travel to H&I	£ 10.00 from Liverpool	
Travel to Institution	£ 3.30	
Travel to Styal for month for shares	£ 33.10	
Brews	£ 3.33	
Literature for last month	£ 81.20	
Balance		£110.55 remaining.
Will be requesting from ASC		<u>£149.45</u>

New Business

Hafen Wen Detox Unit, Wrexham. Facility manager has contacted H&I and requested that we resume presentations at the unit. Due the length of time since we were last in the facility we will liaise with PR with a view to doing a joint PR and H&I presentation. The manager at Hafen Wen has been made aware of this by email and we are hopeful that the presentation will go ahead in the near future.

Old Business

The request for a £60.00 increase in our budget has been voted on at ASC and carried. This money will enable us to do an extra presentation at Kenyon House and provide much needed literature across the whole area.

Other Business

Link up at Altcourse, we are experiencing problems locating the equipment for the link up at the convention. Time is running out as we need to have a dry run before the 28th March. A proposal was taken to the ASC in December that we buy the equipment and was voted against by GSR's, it was suggested that we hire the equipment. Unfortunately this is proving problematic due to the lack of companies that hire this type of equipment. UK H&I region, UKSO, convention committee and members throughout the UK have been contacted to help with this problem. As of today we have a member that has located half of the equipment needed and we have a member in another part of the country trying to locate the other half of the equipment. In recent years this has been a problem for H&I and NA as a whole, as members have helped out in the past with their personal equipment. We feel that if there is no location of equipment by the ASC, a proposal to buy equipment should be represented again to fulfil our primary purpose and to better the whole of NA in the UK with a point of accountability and responsibility to the chair of each H&I sub-committee where the link up is in each area. The prison has been made aware of the difficulty.

Dave may know of somewhere we could hire the equipment and is going to look into this.

Family fortunes: Vernon is not able to attend the workshop at the convention. Sharon is going to facilitate this and is looking for someone to help her.

Tradition 7 pot was passed, has a lot of people left before the end of the meeting we are going to start doing this earlier in the meeting. This reaffirms the need to announce at the start of the meeting that all members need to stay until the end as they are needed for their input and voting.

Thank you to all that attended

Date and time of next committee meeting is 1.00PM on 20.03.10. At Lostock Community Centre, Lostock Gardens, Blackpool, FY4 3PP.

Thank you for allowing me to serve
LIF

Prison Sponsorship Sub-Committee Report

No report provided by PSSC

Phone Line / Help Line Sub-Committee Report

28-2-10

Phone line subcommittee meeting

Minutes

Apologies - Gary

Emma

Dave

Phill

1st business - Phone logs

Phone logs are not being sent back, area would like a log of all calls received. This is also used as a way of keeping the lines of communication open, all volunteers will be emailed to remind them. If its not possible to email the information it has been agreed for the volunteer to contact either the chair, vice chair or secretary to arrange to meet up to share the information.

2nd business - Phoning volunteer to pass on shift

There seems to be an significant improvement in the smooth running of the shift pattern however there are still some gaps in the system. There are mixed views on the idea of a text being sent to remind volunteers to log on. This will be reviewed again at the next meeting.

3rd business - 12 step call list

Gary and Emma have been working on a 12 step call volunteer list. The group would like to acknowledge the hard work that's been put into compiling the list and thank Gary and Emma. The list will continue to be updated to hopefully in the future have the whole of the North West covered. It has been pointed out that some of the meetings on the list have now changed, so could the new volunteer call list be changed accordingly. To be viewed at the next meeting after contacts been made with Gary and Emma.

4th business - Referrals

Some members have raised questions such as,

(i) What are we there to do?

(ii) Should we be referring people to outside agencies?

One volunteer feels very strongly that we should be offering all information, including outside agencies. As a group it was agreed that we will follow the guidelines and only use the numbers in the pack all volunteers are provided with as we are not trained counsellors, we are there to help people get to meetings. There were concerns raised about what our guidelines are, the world service guideline were read out to the group. It has been suggested that if a member has a call and they are not sure on how to handle it that they can take the callers number, ask for help, then phone them back. Our current National List is in the process of being updated.

5th business - Missed shifts

A volunteer has repeatedly missed their shift, we referred back to the minutes from the last meeting, we agreed as a group that if three consecutive shifts were missed then the volunteer would automatically lose their shift. This matter has been passed onto the chair person. Two people have taken on volunteer positions since the last meeting, as was voted in at the last meeting both volunteers were expected to attend this subcommittee meeting in order to be voted in, as they both didn't attend they will not be given shifts until they do attend a meeting. This was voted in as a way of volunteers showing there commitment. Two new volunteers did attend this meeting and have been given available shifts on the rota.

6th business - Convention

The phone line service have been allocated a time slot at the convention in order to do a phone line

presentation. This will be 10am until 11am in the Hamilton room. The group have decided to do a format similar to the last workshop held as it worked well and brought forward new volunteers. The chair will draw up a format which will consist of 2 male and 2 female speakers covering topics such as, What is phone line service?

What is 12 step service?

Volunteers personal experience in doing service for the phone lines.

We are hoping to attract new volunteers from all around the North West. We need to have a bank of volunteers ready to take over current volunteers as there commitment comes to an end.

7th business - Negative phone calls

One volunteer has been receiving negative phone calls, a particular person has been constantly calling, threatening suicide. The volunteer was asked to keep a log of these calls, follow the guidelines, keep control of the conversation and stress the need to attend a meeting. This situation will be constantly checked upon.

Shifts available

Tuesday 10am-5pm

Thursday 10am-5pm

Friday 10am-5pm

Friday 10pm-10am

Saturday 10pm-10am

Next subcommittee meeting will be held 25th April at 5:30

minutes seconded by lara hope

Ad Hoc Committee Report

Meeting Minutes for Ad Hoc in Liverpool

Date: 27/02/2010

Time: 2 p.m.

- I. Introduction
 - i. Ad Hoc Clarity Statement
 - ii. Present: Tony H., Jon Jon, Ste K, Jack L, Peter B, Kim, Darren B, Joe E, Darren S., Gemma Y, Evie H, Joanne B, Will, Paul M, John Mc, Joey G, Jim, Sam, Suzy
- II. Formation of Steering Committee is still under discussion and yet to be determined. Consists of four people by way of vote: chair, vice chair, treasurer and secretary.
 - a. Pre ASC agenda set for Saturday March 20th at 2 p.m.
 - b. First ASC meeting to determine new Steering Committee set for April 24th at 2 p.m.
 - c. Minimum clean time requirements for Liverpool ASC:
 - i. Chair: 3 years
 - ii. Vice Chair: 2 years
 - iii. Treasurer: 3 years
 - iv. Secretary: 2 years
 - d. 2/3 majority needed to cast a vote. Liverpool has requested that an outside facilitator assist in the formation of Steering Committee. Sam and Tony have agreed to attend first ASC meeting as facilitators.
- III. Everyone present is in agreement that it makes more sense logistically to create a new ASC for Liverpool.
- IV. Subcommittees according to priority:

- a. H&I and PI are already in place, therefore of low priority in regards to monetary support from existing ASC
 - i. Suggestion: to create H&I and PI panel coordinators, separate from chair, to help the subcommittees transition and assimilate.
 - b. Meetings List: already in place, so low priority in regards to monetary support from existing ASC.
 - i. Possible creation of both local and NW area meetings lists to assist addicts leaving prison to find meetings in other areas.
 - c. Phone line and Website: to be decided later on. Low priority.
 - d. Convention: to be decided later on. Low priority.
 - i. Suggestion: start with a shared convention, then use the funds raised when convention is in Liverpool to create an annual Liverpool convention.
 - e. RCM: Regional Committee Member to be decided at a later date. A future member of the ASC Steering Committee can do this.
 - f. PO Box: low priority. However, might be a requirement to open a bank account.
 - g. Prison sponsorship: low priority. Liverpool is concentrating on meeting sponsorship first, due to there being a lack of available sponsors in the area.
- V. Other Concerns:
- a. Liverpool has requested treasury reports from the last two years
 - b. Treasury raised: £15 for rent of room, £3 for brews, £11.90 left over to go toward next meeting. Will has taken the remaining funds.

Public Information / Public Relations Sub-Committee Report

North West England & North Wales Area Narcotics Anonymous P.R. Sub-Committee.

14th February 2010

These are the full minutes as recorded at the P.R. sub-committee by the secretary.

CONTENTS

1. Invite a loving God into the room 2. Introductions 3. Apologies 4. Traditions 5. Opening Balance 6. Positions Filled & Vacant 7. Old Business 8. Verbal Reports from Trusted Servants 9. Convention Update 10. New Business 11. Closing Balance 12. Next P.R. sub-committee time, date & venue 13. Serenity Prayer

1. INVITE A LOVING GOD INTO THE ROOM

2. INTRODUCTIONS

Mark H, (chair) Jason W, (brews) Glen J, (secretary) Mark P, (lanc's co-ordinator) Ian F, (literature) Liz W, (Manchester co-ordinator) Colette P, (alt Manchester co-ordinator) Emma f (alt treasurer) Ste W. Rob. Michael. David D. Chrissy. Anthony. Greg. Ste C. Bev D.

3. APOLOGIES

John H, Rob H, Keith

4. TRADITIONS READ BY

Rob

5. OPENING BALANCE

£200.00

6. POSITIONS FILLED & VACANT

P.R. Positions Filled

Emma F put herself forward for alt treasurer and was seconded by mark p. Emma does not have the clean time requirement but as each group is autonomous, she was voted in. Mark h the chair will take care of any moneys until we get a treasurer.

Position Servant Start Date

Chair, Mark H, Jan 2010
Vice Chair, John H, Jan 2010
Secretary, Glen, Jan 2010
Brews, Jason, may 2009
Literature, Ian, Jan 2010
Keith, Cheshire/ North Wales co-ordinator Jan 2010
Liz, Manchester co-ordinator Sept 2009
Colette, Alt Manchester co-ordinators
Mark P, Lancashire co-ordinator June 2009
Robert H, Alt Lancashire co-ordinator Jan 2010
Emma F alt Treasurer Feb. 2010

Positions Vacant and clean time requirements. Please announce these positions in your meetings.

Treasurer 3yrs
Alt Secretary 2yrs
Alt Literature 2yrs
L/pool, Merseyside co-ordinator 2yrs
Alt L/pool, Merseyside co-ordinator 2yrs
Alt Cheshire, North Wales co-ordinator 2yrs

7. OLD BUSINESS.

Last month the committee discussed presentations being organized before putting a proposal to the sub-committee. Still presentations are being organized without being brought before the committee. This committee would like to re-iterate that any future presentations should be brought to the committee to be discussed to see if we have enough resources, enough info about who we are presenting to and that trusted servants doing the presentation are fully equipped with a clear message of what N.A is and what it is not, as stated in the P.R. handbook.

Also, Ian is going to draw up a map outlining boundaries for what areas co-ordinators are responsible for. This has come about due to a presentation being set up by 2 different co-ordinators at the same service. Hopefully, this will help the sub-committee in wires/boundaries not being crossed.

As discussed in the last sub-committee, there was a school in Bradford requesting a P.R. presentation. The Bradford fellowship has no P.R. at the moment; Mark H and John H have spoken to N.A. members in the Bradford area and have offered the support of this sub-committee in carrying out the presentation. Someone from this committee will be going to assist with the presentation.

Mark H the P.R. chair has communicated with a lady called Maggie who's a professional in the Carlisle area. She is interested in P.R. delivering a presentation. She is going to contact Mark H the chair in the near future to arrange. Mark H has kindly asked if she could give us 28 days notice.

8. VERBAL REPORTS FROM TRUSTED SERVANTS.

Lancashire co-ordinator Report (Mark P)

Presentation took place at H.M.P Preston on the 19th Jan. Mark p the co-ordinator for the Lancashire Area and Robert the Alt co-ordinator attended and delivered a presentation to 12 professionals. The presentation consisted of a power point by Robert and experience strength and hope from mark. The presentation went well. The governor attended and was really interested in N.A. There were a few questions and answers at the end. The Chaplain was a bit confused about the spiritual side of the programme. Professional asked if they could support us financially. We explained tradition 7 to her and that we are fully self- supporting declining outside contributions.

Presentation has been set up for the 24th of Feb. 2010 at intact community centre, Whitby avenue, Ingol, Preston, pr2 3yp. Mark and Robert will be attending and presenting to 40 people. 15 packs were handed to mark from Ian our literature person. There will be more on this in next month's report.

Presentation took place at the Salvation Army (bridge project) Blackpool 10.02.2010. It was attended by John H the P.R vice chair, Vinnie (addict), Darren (addict) and Emma (addict). Presentation was delivered to 17 professionals and 4 service users. They all seemed to find it very real and informative. They requested that more presentations be done in the Blackpool area. It was explained to them that if the resources allowed us we will start to put presentations on regular for them. Message was carried in a true and positive manner.

Manchester co-ordinator Report (Liz)

After some confusion and two different appointments being made, a presentation will be taking place at Wigan D.A.T.

Glen and Keith will attend. There will be a report on this in next month's minutes.

LITERATURE

Ian has got all the literature off the previous literature person (posters, business cards). Ian has spoken to UKSO regarding the phone number on the posters and it's been concluded that the number on the posters is still active. Chrissy has been given posters and business cards for the Cheshire area. Also, Chorlton, central Liverpool and Macclesfield have been given literature from this sub-committee. John H was given literature for a presentation at the bridge project Salvation Army in Blackpool.

Ian has also submitted a list of literature we are going to need for the convention in March. The committee discussed and are going to propose to the A.S.C for £265.00. This will get 100 professional packs and literature for the P.R stall which will be on for all 3 days and will consist of posters, business cards and P.I and the N.A member

9. CONVENTION (Blackpool)

As discussed in the previous sub-committee regarding responsibility for inviting professionals to the convention, we have learned that it is this committees responsibility. We are currently in the process of deciding how to go about contacting/inviting services to the convention. We will be holding an extra sub-committee before the ASC on the 6th March at The Carey Baptist Church, Pole St, Preston for further discussions on this matter. The meeting will commence at 11.30 and finish at 12.30. We welcome anybody to attend who would like to offer their support and experience to the sub-committee.

Also John H the vice chair of this sub-committee has spoken to the vice chair of the convention committee and they have agreed to fund the refreshments at the convention for 100 professionals.

10. NEW BUSINESS

Emma f has proposed that after the convention in March that this committee looks at contacting schools and colleges in the North West and north Wales area to make them aware of N.A.P.R and to build relations with them. The committee agreed and we will be doing this.

Mark the Lancashire co-ordinator has concerns that there is a lack of communication between him and the alt lancs co-ordinator. The committee discussed this and will be supporting both the co-ordinator and alt co-ordinator in communicating better. Also the committee will be discussing roles and responsibilities of the co-ordinators in the hope we can get a clearer picture on how to work together. There was also some talk of splitting the lancs area between the co-ordinators. The committee feel that this is not the right thing to do as Lancashire is one area.

The East Lancs area now has their own A.S.C and at present has not formulated their own P.R sub-committee. This sub-committee serves the whole of the North West and north Wales area, and would like to offer our ongoing support to the east lancs area. Mark H the chair will be contacting the chair of the east lancs area to give them all the relevant contact details for this sub-committee and also to maintain positive communication and good relations with east lancs.

Chrissy the alt G.S.R for the Chester meeting asked if she had to contact P.R to do a presentation in the Chester area. It was explained to her that there is a co-ordinator for the area and the details were passed on to her. We also handed some posters and business cards out to her and explained it is ok if she wants to go out doing poster blitzes.

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

11. CLOSING BALANCE

£0.00

12. NEXT MEETING TIME AND VENUE

The next P.I sub-committee will be at 2pm-5pm on the 14th of March 2010 at St Saviour's church, Gladstone Street, great moor, Stockport, Manchester, SK2-7QF

14. ANNOUNCEMENTS PAGE & USEFUL LINKS

ASC POSITIONS VACANT

1. Alternate Regional Committee Member
2. Share Review Chair
3. Outreach Chair
4. Parents & Carers (also P&C Fundraising & Entertainments)

NEW MEETINGS & AMENDMENTS

New Meetings

MONDAY 7.30PM Salvation Army, Heaton St (off King Street), Blackburn, BB2 2EF

Finished / Dissolved Meetings

TUESDAY 5.30pm Ashley House, Ashley Way West, Widnes, Cheshire, WA8 7RP

MONDAY 7.30pm 1st floor, Manchester Town Hall, Albert Square, Manchester, M26LW

FRIDAY 12.30pm Hulme Library, Stretford Rd, Hulme, M15 5FQ

EVENTS

1. 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 **If you want to stay at the Hilton at Blackpool where the convention is being held then you need to book as soon as possible as the discounted room rates will only be held for a short period, after this time you will have to pay the normal hotel rates.**

If you are non-resident or booked with hotel but not as part of NA agreement then you need to notify convention committee if you want to book a Saturday Night Banquet Ticket

There will be a workshop to discuss the CAR report at convention on Saturday 27 March between 2.45pm and 6pm

FUTURE ASC & SUB-COMMITTEE MEETINGS

1. **Next ASC on Saturday 3rd April** Doors open 12.15pm, Steering Committee starts at 12.30pm, ASC starts at 1.00pm to 5.00pm at Carey Baptist Church, Pole Street, Preston, Lancashire, PR1 1DX
New email for ASC Secretary: ascsec@nwna.info (please also continue to use shirleyj777@live.co.uk for now as having problems with bulk emails)
2. Convention Committee every Wednesday night, starts 6pm at Ibbison Court, Central Drive, Blackpool, FY1 4AU
3. PI on 14th March, starts 2pm at St Saviours Church, Gladstone Street, Great Moor, Stockport
4. H&I on 20th March from 1pm at Stoneycroft Church, Lister Drive, Liverpool, L13
5. Prison Sponsorship on 14th March, starts 1.00pm Pensioners Hall, St Albans Road, St Annes
6. Phone Line on 25th April, 5.30pm Ibbison Court, Central Drive, Blackpool, FY1 4AU
7. Ad Hoc Committee – next meeting to be confirmed
New email for AHC: adhoc@nwna.info