



## 7<sup>th</sup> November 2009

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

### ASC Steering Committee Report

The steering committee are to discuss the inventory day and the relevant issues arising from the day, there will be a planning discussion at the next steering committee meeting, on the 5<sup>th</sup> December at 12.30pm before area, we will be mapping a way forward for the concerns from the inventory day, all welcome

### Attendance

John (ASC Chair), Shirley (new ASC Secretary), Colette (Convention Chair), Phil M (GSR, Manchester), Emma F (GSR, Manchester), Linzie (GSR, Manchester), Vin (GSR, Blackpool), Simon R (Ass't GSR, Blackpool), Lorna (Prison Sponsorship & ASC Brew), Claire (St Annes), Matthew B (Alt. GSR, Addaction, Blackpool), Adam (GSR, Blackpool), Mark D (GSR, Preston), Ian (GSR, Birkenhead), Diane (Prison Sponsorship Chair), Phil P (H&I Vice Chair), Wend (GSR, Manchester), Laura (Phone Line), John Mc (GSR, Oakfields, Liverpool), Stephen (GSR, Illness in Recovery, Liverpool), John H (GSR, Salvation Army / Powerhouse, Wirral), John D (Liverpool), Peter H (Warrington), Louise T (GSR, Darwen), Peter (GSR, ?), Jennie (James Lee, Warrington), David (Widnes), Kevin F (YMCA, Warrington & ASC Brew?), John R (GSR, Blackpool), Tony H (Stockport), Stuart H (GSR, Salvation Army, Manchester), Pete J (GSR, Hulme Library, Manchester), Graham (Manchester), Colette (Acting GSR, Hulme Library, Manchester), Ian (GSR, St Lukes, Manchester), Ruth (ASC Treasurer), Robert (ASC Alt. Treasurer), Lee (new ASC Literature), Liz (Manchester), Adam (Postbox), Sam (new Ad-Hoc Committee Chair)

*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.*

### Concepts Read By

Colette

### Apologies

Andy, RCM and H&I Chair

### Last Months Minutes

Seconded by Tony H.

### Treasurers Opening Balance

£1364.71

## GROUP ISSUES

- **Adam, new GSR - This group wanted to know what is happening about splitting the area into smaller more manageable areas with own ASC etc, do we have a date when this is happening?**
  - ASC Chair said that no time scale in place but should be moving forward with this as someone finally come forward to chair the Ad Hoc Committee (*more information later in minutes under Ad Hoc Committees*).
- **Mark, GSR – Has been asked by someone who is interested in putting themselves forward to do the vacant Meeting List position if they can put themselves forward without attending area?**
  - ASC Chair stated that it is not possible to vote someone into a service position in their absence, they must be able to attend area and put themselves forward for position.
- **John, Wednesday, Liverpool – This group would like to reach out to the community more and were thinking of having specific posters designed to publicise the meeting in their local area. They would like some advice about whether this is a good idea and how to go about doing it?**
  - ASC Chair stated that the group should follow guidelines for running poster campaigns. For example, there must be at least 2 members who go together when approaching agencies, services etc to ask if they can put up posters and one of those members must be at least 1 year clean. Important to remember that members are acting as representatives of NA and therefore need to follow the guidelines, need to take into consideration that when approaching agencies and services they will expect us to act professionally. Unfortunately, no PI sub-committee to offer support and advice on this at the moment but information is in the Guide to Local Services. With regards to posters, don't see why group should design specific posters when we already have regular NA posters available, area will happily pay for and give these to the group.
  - GSR added that in past some groups have produced labels with the details of the meeting, ie name, address and start times, and stuck these on the regular NA posters. He also said that it might be worth looking into getting the meeting details listed in local papers or magazines, so long as the group follow traditions and guidelines this is an effective way of letting the local community know about the meeting.
- **Peter, Wednesday night, James Lee House, Warrington ?, - Announced that this meeting is now CHIT friendly and would like the meeting list and the website details updated to include this information.**
  - ASC Chair will make sure the information updated asap.
- **Graham - Informed the ASC that the Priory meeting in Altrincham on Saturday afternoons is struggling and needs support. A lot of newcomers attend this meeting and there is a girl who is 6 months clean chairing the group and doing most of the other positions. She asked Graham to request a literature donation from the ASC as they don't have any money to buy it themselves.**
  - GSR suggested that the group ask the Priory to buy the literature for the meeting. Another GSR said the meeting has been struggling for a long time and unless it starts to generate more support then maybe it should close, not good to have a meeting being run by one person who is 6 months clean particularly when a lot of newcomers attending regularly.
  - Graham said that the Priory already threatened to close the meeting unless it receives more support in near future.
  - ASC Treasurer surprised by the request for literature because she had received a donation of £60 from the group this month. GSR said that this would have been money collected by the last treasurer who no longer attends the meeting so may be from some time ago.
  - Another GSR said each group self-supporting and it sounds like the group needs to clear up the issue of whether it has any money or not.
  - ASC Chair suggested giving the £60 back to the group so they could buy their own literature and in meantime will GSR's ask their groups to support this meeting.

## POSITIONS FILLED

| Position                       | Servant       | Start Date                         |
|--------------------------------|---------------|------------------------------------|
| ASC Chair                      | John          | January 2009                       |
| ASC Treasurer                  | Ruth          | July 2009                          |
| ASC Alternature Treasurer      | Rob           | July 2009                          |
| ASC Literature                 | Lee           | November 2009                      |
| ASC Secretary                  | Shirley       | November 2009                      |
| ASC Brew                       | Lorna & Kevin | November 2009                      |
| Regional Committee Member      | Andy O        | December 2008 <b>(ends Dec 09)</b> |
| CD & Tape Library              | Martin        | July 2009                          |
| Convention Chair               | Colette       | April 2009                         |
| Helpline Chair                 | Laura         | September 2009                     |
| Hospitals & Institutions Chair | Jimmy         | June 2009                          |
| Post Box                       | Adam          | March 2009                         |
| Prison Sponsorship Chair       | Diane         | July 2009 <b>(vacant Dec 09)</b>   |
| Web Servant                    | Jason         | September 2009                     |
| Share Review Chair             | Anthony       | June 2009                          |

## POSITIONS VACANT – Please come along to the next ASC if you are interested in these positions

|   |   |
|---|---|
| <b>ASC Vice Chair</b><br>Clean Time: 2 years<br>Position Vacant Since: Oct 09                   | This position requires someone to attend area including the steering committee meetings to shadow and support the ASC Chair, support the sub-committees and ensure they submit their reports on time. Position for 1 year but hopefully Vice Chair will take on ASC Chair at end of this period but it is not a requirement.  |
| <b>ASC Alternate Literature</b><br>Clean Time Required: 1 year<br>Position Vacant Since: Oct 09 | This position requires someone to assist and shadow the ASC Literature person by attending every area and helping with literature orders and stock counts. Position is for 1 year and hopefully the servant will take on ASC Literature at the end of this period but it is not a requirement.  |
| <b>ASC Alternate Secretary</b><br>Clean Time Required: 6 months<br>Position Vacant Since: ??    | The Alternate Secretary will shadow and support the ASC Secretary. Position for 1 year and hopefully this servant will take on the ASC Secretary position when they stand down but it is not a requirement.   |
| <b>Regional Committee Member</b><br>Clean Time Required: 4 years<br>Position Vacant On: Dec 09  | The RCM represents our ASC at Regional Meetings which are held bi-monthly. The RCM takes any issues or votes from our area to region and vice-versa. This is a 1 year commitment.<br><b><i>The ASC Chair wanted to make people aware that if we don't attend Region we are not kept informed of issues affecting NA as a whole. For example our area had no say at region when they were discussing increasing the price of the Basic Text some time ago.</i></b> |
| <b>RCM Alternate</b><br>Clean Time Required: 3 years<br>Position Vacant Since: ??               | The Alternate RCM will shadow and support the RCM. They are expected to attend 3 out of 6 of the bi-monthly meetings per year, area will pay expenses for these 3 trips per year only. The position is for a period of 1 year. Hopefully the Alternate RCM will take on the RCM position when it becomes vacant.  |

|   |  |
|---|--|
| <b>Meeting List</b><br>Clean Time Required: 1 year<br>Position Vacant Since: ??                             | This position requires the servant to update the meeting list on regular basis, to print 300 lists and bring them to each ASC so GSR's can take copies to their groups. Liaise with Web Servant so that printed meetings list and on-line meeting list are both up to date. Position period of 1 year.   |
| <b>Outreach Chair</b><br>Clean Time Required: 2 years<br>Position Vacant Since: ??                          | No Outreach Sub-Committee in place. The general aim is to support meetings that are struggling.  |
| <b>Parent &amp; Carers Chair &amp; F&amp;E</b><br>Clean Time Required: 2 years<br>Position Vacant Since: ?? | No Parents & Carers Sub-Committee in place. General aim to help set up crèche facilities in meetings or give guidance to meetings on how they can be more child-friendly. This committee should link up with UK Parents & Carers and represent our area. It require it's own Fundraising and Entertainments committee to generate funds to help meetings pay for crèche workers / facilities etc.  |
| <b>Public Information Chair</b><br>Clean Time Required: 2 years<br>Position Vacant Since: Oct 09            | No Public Information Sub-Committee in place at this time. However, there are members in our area doing some PI service work but they don't have a formal committee and don't report to area so the ASC may be forced to request the return of funds and literature until someone takes on this position and sets up a formal PI Sub-Committee. General aim is to provide information about NA to agencies, services and health professionals. |

**AD-HOC COMMITTEE – ADDRESS MANAGEABILITY OF AREA - Chair Position now filled**

It was decided some time ago that the manageability of area needed looking at, we have over 100 meetings in the North West and North Wales area. GSR's voted 2 months ago that an Ad-Hoc Committee should be formed to look at this issue and bring back proposals to the ASC. Sam from Manchester put herself forward for this position. She was seconded and voted in after some discussion about what the position involved and what she would be expected to do.

It was pointed out that we are all responsible for making this work, so members from across the entire area are encouraged to get involved. The Ad-Hoc Committee must be representative of the entire area if it is going to tackle this issue effectively. Several people said they would get involved and gave their details to Sam.

The ASC Chair is to forward a copy of the Planning Tool in the Guide to Local Services to Sam. It was agreed that this Ad-Hoc Committee would present proposals in 6 months time, if not earlier. Sam said she would provide an update at every area and may be in a position to present proposals in the near future.

**The first Ad-Hoc Committee meeting will be held during the Unity Day on 14<sup>th</sup> November at the Salvation Army, Short Street, Heaton Norris, Stockport, SK4 1SX, doors open 10am and close 11pm.**

## REPORTS FROM TRUSTED SERVANTS & SUB-COMMITTEES

Please send future reports to ASC Secretary. Please send them just prior to or immediately after the ASC so they can be included with the minutes. Thank you. Shirley [shirleyj777@live.co.uk](mailto:shirleyj777@live.co.uk)

### Regional Committee Member Report

Andy sent his apologies, no report at this time. He will attend the next Region and provide report at the following ASC. Andy will have fulfilled his position in December 2009 and intends to stand down. Therefore, the RCM position will be vacant next month, if you are interested please come to the next ASC.

### Website Report - Web Servant email [webservant@nwna.info](mailto:webservant@nwna.info)

Jason provided a verbal report. 782 unique visitors this month. He has optimised the search engine results on Google. He is willing and able to provide further improvements on the website such as recording people's details if they want a 12 Step call and can develop interactive chat forums – these features will only be put in place if they are put forward as proposals and voted on so please send your suggestions to the Web Servant or come along to the next ASC.

John asked if it would be possible to add a library of shares to download from the website. Jason confirmed this is possible. Different ways of doing it so he will look in to this and report back. Said it may be necessary to increase the bandwidth which could cost more money.

**Online Meetings List:** Jason has updated the online meetings list. Please send any further updates to the Web Servant email address, also send the details to the ASC Chair so the printed meeting list can be updated [john.deane68@hotmail.com](mailto:john.deane68@hotmail.com), John is dealing with this until the Meeting List position is filled.

**Requests for Information/Presentations:** Jason received a request from Pathways to Recovery in Warrington for representatives from NA to attend their Open Day on 13<sup>th</sup> November at Room 6, Warrington College, Museum Street, Warrington. Doors open 10am to 11.45am and Close at 2pm. Unfortunately, as our area has no PI Sub-Committee we have no representatives to send.

### Meetings list Report - POSITION VACANT

This position is currently vacant. Until someone comes forward to do this position the ASC Chair will make sure that meetings lists are updated and provide new copies at area.

### Phone Line / Help Line Report

Laura provided report. Most of the positions filled but still have 4 or 5 slots vacant. There is nobody from the Manchester area on the phone line rota. The clean time requirement for phone line positions is 1 year. New phone line members will receive training along with a starter pack which includes guidelines.

**The Phone Line Committee is holding a training day for people who are interested in becoming Help Line Volunteers on 22<sup>nd</sup> November starting at 3pm at Blackpool Layton Flats, Walter Robinson Court, Laycock. Contact Laura 07746 411267 or Tony 07728 039569 for further details.**

**12 Step List:** They are still working on the 12 step list, they need as many people as possible from the entire area. If you want to be added to the list please contact Laura or come along to the next ASC.

**Requests for Information/Presentations:** The Phone Line has received calls from a number of agencies / professionals requesting NA presentations and information. As no Public Information Committee in place at this time what do they do? ASC Chair said that we desperately need someone to come forward to set-up PI. If this is not done by next month then any money remaining in the PI budget and literature will be taken back by the Steering Committee who will do their best to meet requests for information and presentations.

**Phone Line Budget Report:** ASC agreed that they would continue to receive £25 per month to cover expenses. Also agreed to cover expenses of £58 incurred so far since Laura taken over position, she explained what this was for and provided receipts, she was reimbursed by the ASC Treasurer.

### Convention Committee Report

Colette provided brief verbal report and a written detailed report is attached to the end of these minutes, this includes a report from the Convention Treasurer. Everything progressing smoothly. **Next Convention Committee Meeting is being held on 11<sup>th</sup> November 6pm Ibbison Centre, Central Drive, Blackpool.**

**Service Workshops:** Need people to put themselves forward to do Service Workshops; H&I, Prison Sponsorship etc

**Pre-Registration:** Will members please pre-register for the convention. So far £140 received for pre-reg and only £10 donations for newcomers.

**Fundraising:** Unity Day being held on 14<sup>th</sup> November at Salvation Army, Short Street, Heaton Norris, Stockport, SK4 1SX from 10am to 11pm. £5 waged, £3 unwaged and newcomers under 90 days clean free. *Remember the Ad-Hoc Committee to address manageability of area will be holding it's first meeting at this Unity Day.*

### Post Box Report

Adam gave verbal report, no issues. Handed out the post including NA Way Magazines to the GSR's.

### Hospitals & Institutions Report

Phil sent H&I Chair apologies. Provided a verbal report and a written detailed report is attached to the end of these minutes. Quite a few positions vacant so please contact H&I or go along to their next Sub-Committee meeting if you want to get involved. A new Manchester co-ordinator has just joined H&I.

Dave said that the new meeting in a Psychiatric Hospital in St Annes needs support and requested that people come forward to do shares – clean time requirement 2 years.

Jason complained that he had given his details on 2 occasions to H&I but had never been contacted. Phil will pass his details on to the new Manchester Co-ordinator and suggested he attend the next H&I Sub-Committee meeting.

Tammi said that the Smithfield Centre in Manchester is interested in holding H&I meetings.

**Next H&I meeting at Stoneycroft Church, Lister Drive, Liverpool on 28<sup>th</sup> November, start 2pm to 4.30pm**

### Prison Sponsorship Report

Diane and Matt provided a verbal report, no written report had been provided at the time of sending these minutes. Diane as had to hand in her position as Chair, she was thanked for her service so far. This commitment will be available next month.

This sub-committee would like ideas for raising money, it has been very successful so far but the current budget from area is not covering their expenses. Spent £200 this month but only get £30 from ASC, the £30 only covers members getting to area and covering the room hire expenses for holding their Sub-Committee meeting. They will be submitting a new budget proposal shortly to address this.

Diane informed the ASC that details about the Prison Sponsorship scheme are going to be included in a handbook that is given out to prisoners, this could generate a lot of requests for prison sponsors.

Matt said that a Commissioner had offered to purchase £5000 of the 'Request Cards' and wanted to know if it was ok for them to do so or not. Discussion took place and general consensus was that they can buy the literature from NA but not allowed to print it themselves.

Prison Sponsorship asked GSR's to tell groups that they need more people to come forward as Prison Sponsor's, they currently have enough but they expect requests to increase rapidly and would like to get more people on board now so they can provide training and guidance and meet future demand.

GSR's was concerned that there would not be enough sponsors to cover requests and asked if the Prison Sponsorship Sub-Committee would consider holding their meetings in other towns/cities such as Manchester and Liverpool so local people would find it easier to get involved. Prison Sponsor's need to be voted in by the Sub-Committee. Diane said this was a good idea but due to the lack of funds they would not be able to hold their meeting in other places at this time.

General consensus that we need to be careful to balance resources with demand, if we promote a service so widely that it results in a massive increase in demand which cannot be met then this could potentially result in a situation where we are deemed to be unsuitable / unprofessional. Could damage the reputation of NA. GSR's stressed that it is important that people come forward now to volunteer as Prison Sponsor's so this can be managed. GSR's are worried that we are trying to run before we can walk, and asked whether we should advertise or promote a service across the prison service if we are not sure whether we can fulfil the demand generated by this? Comments were made that a number of H&I positions were currently vacant and we need to be careful that we are not spreading ourselves too thin.

Adam said that one problem regarding positions within H&I is due to the clearance forms which some people find confusing, he said that the prison staff would be willing to help people complete these forms if they requested it.

A brief discussion took place between Prison Sponsorship and H&I who expressed concerns that any negative publicity could affect them as they were holding meetings in the same prisons that the prison sponsorship scheme would be made available. H&I asked if a representative could attend their next meeting so that they can work more closely together. GSR's agreed that H&I and Prison Sponsorship should develop a close working relationship.

### **Share Review Report**

The member responsible for managing this sub-committee has not attended area for a number of months. ASC Chair said he would contact them to ask that they attend the next meeting.

### **CD and Tape Library**

Running smoothly no additional report.

### **Outreach – POSITION VACANT**

Currently no Outreach Sub-Committee. Please come to the next ASC if you are interested.

### **Public Information Report – POSITIONS VACANT**

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

## Literature Report

Lee voted in as ASC Literature and thanked for fulfilling his position as ASC Alternate Literature. Lee provided a verbal report and apologised for the lack of some important items, an error had been made with the most recent stock order but supplies should be available next month.

Opening Stock: £2797.24  
Stock Sold: £ 913.95  
Closing Stock Balance: £1883.29

## NEW BUSINESS

- **Proposal presented by GSR from Wednesday night Salvation Army meeting in Manchester that the prudent reserve be lowered to £1000 so we can send more money to region.**
  - This proposal was not seconded so no vote took place, however, it was explained that this issue was discussed at the Inventory Day on 24<sup>th</sup> October and Ruth, ASC Treasurer, provided a breakdown of the prudent reserve, showing that it is only enough to keep our own area running for 7 weeks at a time. Ruth is happy to attend meetings to explain this in detail if requested.
- **Carl requested a starter pack for a new meeting starting in Salford on Saturday nights at 7.30pm.**
  - This meeting will be added to the on-line meeting list shortly and will be added to the December 2009 printed meeting list available at the next area.
- **Adam requested that GSR's ask their groups to put more money in the pot. Our area is doing a lot of service work and we are struggling financially to meet demands. If we don't generate more funds we may have to restrict the work that the Sub-Committees carry out, which at the end of the day means that we help less addicts find recovery and offer less support to those who need it.**
  - GSR's agreed to ask their meetings for more money.
- **A few people complained that they are not receiving the minutes by email.**
  - ASC Chair explained that he often sent the minutes out and got a number returned as the email address was wrong, therefore important you write your details clearly on the attendance sheet. New ASC Secretary read out her email address so people could contact her and request the minutes and reminded everyone that they can access the minutes from our website shortly after the ASC (we will aim for 1 week).

## TREASURER'S Closing Balance

|                 |                 |                   |                            |
|-----------------|-----------------|-------------------|----------------------------|
| Opening Balance | £1364.71        |                   |                            |
| Donations       | £ 612.02        | Cheque to Region: | £ 100.90                   |
| ASC Pot         | £ 23.92         |                   |                            |
| Outgoings       | <u>£ 399.75</u> | Closing Balance:  | £1500.00 (Prudent Reserve) |
| Sub-Total:      | <u>£1600.90</u> |                   |                            |

ASC Treasurer provided a breakdown of the prudent reserve at the Inventory Day on 24<sup>th</sup> October, this explained why £1500 needs to be kept aside. This sum only covers the work undertaken by the ASC and all the sub-committees for a period of approx. 7 weeks.

## Date & Time of Next Area Service Committee Meeting

### Next ASC on Saturday 5<sup>th</sup> December

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

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

Closed with the Serenity Prayer ;)

## ATTACHED REPORTS FROM SUB-COMMITTEES

1. Convention Committee Report
2. Convention Treasurer's Report
3. H&I Report

### Convention committee Report

**Attendance – Steve G, John R, Diane P, John H, Stephanie F, Mike M, Kim B, Colette G, Nicky R, Dave Mc, Matt B, Gary J, Dave Mac**

**Treasurers Report – Opening Balance £4567.61**

**Programming** – Area steering committee to facilitate workshops over the weekend. Volunteers needed to facilitate workshops on “Stronger home groups”. H&I and Prison Sponsorship will have space over the weekend to deliver workshops. PI service workshop on Friday afternoon. Programming now have NA members to facilitate step workshops. H&I are making arrangements for the closing share, recording and link up, an NA member will be doing a presentation on the Basic Text and the history of NA.

**Fund Raising** – A unity day has been arranged for Saturday 14<sup>th</sup> November at Stockport Salvation Army between 10am – 11pm, there will be main shares, fancy dress, workshops, entertainment.

**Merchandising** – Liaising with Arts and Graphics around designs for t-shirts. Suggested merchandise (Mugs, Key rings, goodie bags for children)

**Arts & Graphics** – Flyers for convention have now been printed and are being distributed.

**Pre-Registration** – £140 has so far been taken for pre-registration and a donation of £10 for the newcomers fund. PO Box is now open – **PO Box 2042, Preston, PR5 9AP**. There is also an email address for registration – [conventionregistration@yahoo.co.uk](mailto:conventionregistration@yahoo.co.uk)

The theme of the Convention – **Our Common Welfare**

**Closing Balance – £4716.40**

**Next meeting will be 11<sup>th</sup> November 6pm Ibbison Centre, Central Drive, Blackpool**

## OCTOBER 2010 CONVENTION TREASURERS REPORT

|                        |              |                 |
|------------------------|--------------|-----------------|
| <b>Opening Balance</b> |              | £4567.61        |
| <b>Money Paid In:</b>  |              |                 |
| 14 x Pre Registration  | £140.00      |                 |
| Newcomer donation      | £10.00       |                 |
| Pot passed             | <u>£8.57</u> |                 |
| <b>Paid in total:</b>  |              | <b>£ 158.57</b> |
| <b>Money Paid Out:</b> |              |                 |
| Rent of meeting room   |              | -£ 5.00         |
| Tea & Coffee expenses  |              | -£ 4.78         |
| <b>Closing Balance</b> |              | <b>£4716.40</b> |

**In Fellowship Ste G & Gary J**

## **H&I Subcommittee Minutes 31.10.09**

**Attended By: Phil, Jimmy, Sharon, Andy, Liz, Lee, Peter, David Mc, Stephen, David M, Martin, Pauler, Jake, Colette, Liz, Lea-Marie, Alison, Ian, Christelle and Paul.**

**Apologies: Emma, John R and Mark S.**

### **Positions Vacant:**

**Gary P handed in his Merseyside Co-ordinator position.**

**Andy M handed in his literature position.**

**The committee would like to thank Gary and Andy for all their service.**

**Literature, Lee put himself forward for this position and the voted was carried**

**Panel Member Kirkham**

**Panel leader/member HMP Liverpool**

**Panel leader/member HMP Garth**

**Panel leader/member HMP Preston**

**Panel leader/member HMP Altcourse afternoon V.P wing 3.30 until 4.30**

**Lancashire Co-ordinator, David M put himself forward for this position and the vote was carried**

**Merseyside Co-ordinator**

**Panel leader/member Parkwood, David Mc put himself forward for panel leader and the voted was carried. A service level agreement needs putting in place with Parkwood.**

**There was a discussion around panel member position at Parkwood, the guidelines suggest that a member holding this position should have 2 years clean time. There needs to be some clarity around the position of alternate panel leader? (To go on agenda for next month, a discussion about what the guidelines and policies are regarding service in psychiatric institutions.)**

### **Literature Report**

**There has been a query made by the UKSO about an outstanding amount of £57.50. Jimmy is going to make enquires with the UKSO to make sure this is correct.**

**Altcourse has been providing literature but are unable to continue doing this. The committee needs to help with this and provide literature or come to some agreement with prison as a new meeting is starting in the afternoon.**

**Discussion regarding literature to all facilities i.e meetings lists, can be printed off anywhere or can be picked up from ASC.**

**Dave Mc brought up that white booklets have all the information in them that the pamphlets have.**

### **Treasury Report**

**The decision has been made that a new bank account needs to be opened. Clarity is needed on how much to put in the account and what to leave out as a float.**

**There was a discussion about paying UKSO for literature by bank transfer in order to keep proof of payments and records of purchases.**

|                        |   |
|------------------------|---|
| <b>Opening balance</b> | <b>£245.14</b>                                |
| <b>Outgoings:</b>      | <b>£18.82 Phil for travel and brews</b>       |
|                        | <b>£15.00 Rent</b>                            |
|                        | <b>£ 60.00 Christelle for travel to Styal</b> |
|                        | <b>£13.59 Liz</b>                             |
| <b>Total</b>           | <b>£107.41</b>                                |

Monies left            £137.73

An inventory of our incomings and outgoings should be taken each month to get a rough idea of our monthly budget.

### Area Reports

**HMP Strangeways:** Panel leader Ash meeting regular 1 attending. Waiting to hear from RAMP. No literature needed and one name submitted for clearance.

**Kenyon House:** Panel leader Andy and panel member Sue. Week 1 no meeting panel leader could not make it. week 2 taken by panel member. Main share, all 15 clients attending, message carried. No staff member attended but one sat in for the last 15 minutes. No input, went well.

**HMP Styal:** Panel leader Liz and panel member Christelle. Meetings weekly Thursdays 6-7 at Choices House, 3-5 attending. Literature needed. No meeting Thursday 15<sup>th</sup> Oct due to holidays and work. Due to dark nights and no ASSO the meeting will be held on the wing from the 5<sup>th</sup> Nov. we have been promised that all the girls attending at the house will be brought to the wing. We have a list of 8 girls.

### Liverpool

**Adelaide House:** Panel member Gemma, main shares average of 5 women attending all going well no problems.

**HMP Altcourse:** going well 25-30 attending each week, people are willing to go in and share.

**Birchwood:** going well 8 or 9 in the meeting sometimes 14. Good relations with staff, seeing people in meetings when they have left the facility. Literature needed including meetings lists.

**Kevin White:** going well 5-6 attending have had 10-12. Good relations with staff, shares booked in advance, running well.

Concerns raised around female service users, telephone contact, taking books in and holding house keys. Guidelines need to be followed on personal relationships with service users.

It was suggested that someone else from the committee should go along, but the issues is not about how the meeting is run. It is about the dos and don'ts in the guidelines. An individual will be contacted and invited to the next committee meeting to discuss this issue.

### Lancashire

**Pierpoint:** All gone well this month no problems, positive feed back in presentations. Literature sufficient.

**Lancaster Castle:** following the communication line opening up last month, there is no feedback around the total members we requested for clearance to carry on with our presentations in the prison. Messages have been kept for progress report, to point of contact but none have been returned yet.

**Parkwood:** Weekly Thursday 6-7. An H&I presentation took place on the 22<sup>nd</sup> October, 4 people attended the first presentation. Posters were requested and put on wards in hospital.

Point of contact has requested more posters stating the time and place to make people aware that a meeting is running. Unfortunately nobody attended the second presentation, but thank you to the 2 members who gave up their time to serve NA.

A service agreement has been agreed between the point of contact and ourselves, and will be signed when she gets back off holiday next week.

**We need literature and suggest a discussion around clean time requirements for this institution as panel leader and panel member are new positions.**

**Safety was paramount at the first presentation and an atmosphere of recovery was facilitated.**

**Kirkham:**

The meeting continues to run well, average attendance is 9. There is regular communication with prison staff who are getting back to me with guidance on how long an NA member should be out of prison before carrying the message into Kirkham. I requested this guidance as a lot of local members who have finished prison sentences quite recently have shown an interest in service.

I fed back to prison staff the conscience of the sub-committee last month that additional presentations could be facilitated on Saturday mornings. Ian Peters, CARAT Team, envisages a start date of February of 2010 for this.

On 20<sup>th</sup> October, Mark P of PI subcommittee, myself and acting panel member Gary J, delivered a short presentation alongside 2 other 12-Step fellowships to prisoners not yet exposed to our message. There was a fantastic turn out for this of 48 prisoners. It is hoped that this will lead to an increase of addicts attending our meeting.

Further good news is that prison staff are now willing to allow an NA member from within Kirkham to attend local meetings if our members would be willing to pick him up/return him to the prison. Although this is not an H&I function, I've asked for help with this at local meetings and now the names and numbers of 6 members have been passed to prison staff to help make this happen.

No expenses this month, but I would like to request 5 little white books form the literature order. LIF, John R

## **Old Business**

**A document has now been prepared and is being sent to Jim Pitt at HMP Altcourse in regards to the H&I link up for the 2010 NWCNA. We expect that Jim will set up a meeting between the prison and Narcotics Anonymous to discuss this and move forward.**

**At the last sub-committee there was a discussion about putting on an H&I mock game show at the 2010 NWCNA to help dispel any preconceived ideas as to what H&I is about. After a discussion the idea of addict fortunes has been decided on all members to go away and think about questions that can be asked in the survey.**

**We are awaiting contact from Stacey Walsh at Phoenix House in regards to a presentation being set up there.**

**16 names have been passed onto HMP Liverpool for clearance and we are in the process of setting up a progress meeting with the prison. The point of cont is Nicola Oliver and Jimmy has been in contact with her in regards to the progress meeting (see attached email).**

## Other Business

An email has been sent to the North West H&I website from Barbara Smith from HMP Lancaster, requesting literature from Narcotics Anonymous. See attached email. It was decided that until we go in and start giving H&I presentations unfortunately the committee cannot provide literature. Barbara has been made aware that any inmates that write to UKSO will receive literature directly from them.

Thank you to everyone that attended the subcommittee, thanks to all that have done service.

**Next meeting to be held at Stoneycroft Church, Lister Drive, Liverpool on 28.11.09  
Start 14.00 Finish 16.30**

From: **green gold** (na-hi@hotmail.co.uk)  
 You may not know this sender. [Mark as safe](#) | [Mark as junk](#)  
Sent: 06 November 2009 22:28:16  
To: emmatastatic@hotmail.co.uk

---

Subject: RE: NA  
Date: Tue, 20 Oct 2009 13:45:13 +0100  
From: Nicola.Oliver@hmpps.gsi.gov.uk  
To: na-hi@hotmail.co.uk  
CC: stephen.newbury@hmpps.gsi.gov.uk; paul.smith01@hmpps.gsi.gov.uk; william.richardson02@hmpps.gsi.gov.uk

Dear Mr Fitsimmons,

Thank you for taking the time to email me. I will contact our security department and find out how we are progressing with regards to security clearance and will up date you as soon as possible. Unfortunately Tony Robinson has moved off the group and in future it will be myself or one of the wing Senior Officers who will be your contact point. I have copied them into this email so that you will be able to contact them in the event that I am absent. I would very much like to meet with you to discuss the development of NA at HMP Liverpool. Please inform me of some dates when you are free to meet and i will set up a meeting time and place.

In the mean time the contact numbers for the A wing Managers are as follows:

0151 530 4000 Switchboard  
Ext 4392 Senior Officers- Steve Newbury, Paul Smith & Billy Richardson  
4527 Residential Governor- Nicky Oliver

I look forward to hearing from you soon,

Regards, Nicky  
Governor Nicky Oliver  
Drug Strategy and A wing  
HMP Liverpool  
Telephone: 0151 530 4000 ext 4527

Subject: Lancaster Castle  
Date: Wed, 21 Oct 2009 10:33:34 +0100  
From: Barbara.Smith02@hmpps.gsi.gov.uk  
To: hi@nwna.info

H&I

I am the Treatment manager in Lancaster Castle where we are delivering 12 steps NA. we are VERY limited in funding and in fact we are here by the skin of our teeth as the cost of delivering such an intensive programme is high. So I would be more than grateful if you could send any NA literature or posters etc to enhance our delivery. Any books would be appreciated too.

Thank you for the great job you are doing I know these men here look forward to the meetings held here.