



## Area Service Committee Minutes for August 2007

These are the full minutes as recorded at the ASC by the secretary. They are collated from the event, and the reports that are emailed into the secretary for inclusion. The reports appear as sent by the sub committee, hence the differing formatting and appearance. Please email [webservant@nwna.info](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 secretary stated that reports need to be submitted to her within the week after area to [nicola.rimmer@tiscali.co.uk](mailto:nicola.rimmer@tiscali.co.uk). Please lets all recommit to this.

The Area inventory will be on 15<sup>th</sup> September, 1 till 5pm at the same venue Area is held at. Please can GSRs, subcommittee chairs and administrative officers please answer the following 3 questions , that can be found on page 59 of The Guide to Local Services.

1. How well has the area committee done this year at serving the groups and how can it better serve them in the coming year?
2. How well has the area committee served the larger community and how can the committee better serve the community at large?
3. How well has the area committee done at supporting NAs regional and world services? How can the area provide better support for these services?

John submitted a proposal (sorry I didn't get a copy of the proposal) to increase his budget. Anthony suggested it be saved for the inventory. (See New Business)

### Concepts Read By

Phil

### Apologies

Sam PI Chair, Lindsey PI Vice Chair, Ste G Helpline, Andy Alt RCM

### Last Months Minutes

Passed

Receipts were submitted for £24.37

### Treasurers Opening Balance

£1,722.76

## Introductions & Group Issues

- Robbie Clitheroe Monday night meeting asked about Public liability insurance, Nicky suggested he speaks to John G and Alex who applied for insurance for the Preston meetings. Paul RCM reported that at region this has been discussed and we have been advised by them if asked to get Public Liability insurance to find another venue.
- Diane Thursday Blackpool meeting wanted some advice on what the meeter and greeter position entails. Robbie shared his experience that they meet and greet people and liaise with the chair and the literature person.

Anthony stated that as this position is not in the Group Booklet each group is autonomous and should be down to the group to decide what the position involves

- Tony Monday Eccles, Salford meeting suggested Area held some literature in different languages. There were suggestions that it could be ordered on a case by case basis.

Anthony suggested we hold 2 little white books in each language. Joanne Literature Secretary is going price up how much it would cost, then we can make a decision.

## Positions Vacant

<u>Position</u>	<u>Servant</u>	<u>Start Date</u>
<b>ASC Chair</b>	Joe	Jan 07
ASC Chair Vice	Neil	April 07
<b>ASC Treasurer</b>	Lenny	April 07
ASC Treasurer Alternate	Gary	April 07
<b>ASC Literature</b>	Joanne	May 07
ASC Literature Alternate	Kim	May 07
<b>ASC Secretary</b>	Nicky	April 07
ASC Secretary Alternate	<b>Position Vacant</b>	
ASC Brew person	Ruth	<b>May 07</b>
<b>Regional Committee Member</b>	Paul M	Jan 07
R.C.M Alternate	Andy	Feb 07
<b>European Convention Chair</b>	Mick	
CD & Tape Library		Aug 07
<b>Convention Chair 2008</b>	Steve M	
<b>Helpline Chair</b>	Steve	Sept 06
<b>Hospitals &amp; Institutions Chair</b>	John	May 07
Meetings List	Peter	Aug 07
Outreach Chair	<b>Position Vacant</b>	
Parents & Carers Chair + F&E	Anthony	Aug 07
Post Box	<b>Position Vacant</b>	
Prison Sponsorship	Leanne	April 07
<b>Public Information Chair</b>	Sam	Sept 06
Website Chair	Dave	

Eamon put himself forward for the CD and Tape Library person; there was some discussion re him being a GSR. This was seconded and he was voted in.

Peter put himself forward for meetings list person, making it clear he could not attend next month

due to pre booked holidays. This was seconded and he was voted in. Robbie has agreed to do the meetings list for next month.

Lenny agreed to empty the PO Box next month only as a favour. Lenny had a concern as the cheque he wrote for payment of the PO Box hasn't been cashed. He has also had a letter asking for last years and this year's payment. Lenny is going to write another personal cheque to cover both years' payments.

## Literature Report

Signatures are now sorted on the Literature account.

The Iranian literature has now been received.

We made a profit of approximately £500 from literature sold at ECCNA. £60 of this is going to go towards the Iranian literature and £350 to area. Joe suggested we hold the £350 in the literature account until the Area account is operational.

Can people please add their order forms up correctly and put the names on it to speed the process up?

## Meetings list

These have been distributed, thanks Robbie.

## Old Business

- Inventory (See Steering Committee notes). Can subcommittees also review their budgets. It will also help to read pages 58 and 59 of the Guide to Local Services.
- Eamon suggested we create a job description for each position.
- It was suggested we should post the minutes to each meeting venue, there are 76 in total , this would cost area about £75. Marie suggested this could attract more people to area. Steve stated that this might not be cost effective as they are posted on the web. Anthony suggested maybe we could do this every quarter. Lenny stated we could afford to do this. Due to time constraints this was put into Old Business

## Post Box Report

This position is still vacant.

## Prison Sponsorship Report

Prison Sponsorship sub committee Meeting

22nd July 2007

Minutes silence

Concepts read Jonny

Introductions Leanne (chair) Stu.b (P.O Box) Jonny (secretary)

Positions vacant Vice chair (2 years) brews ( willingness)

Treasurers opening balance £349.90 literature £7.33 in pot

P.O. Box nothing in

Sponsors still 9

Other business Leanne and Stu.b went to Strangeways and met with Ged Hill and 2 security chiefs to discuss security issues, several concerns were raised, we can't send prisoners literature, therefore we need to send literature to the C.A.R.A.T's team, they in turn will distribute it, another concern is that prisoners are not allowed to send mail to a P.O box, they are willing however to look past this if we give them the first name of the potential sponsors and if there is a point of contact if there is a breach in security, this point of contact was agreed to being the P.O box. Another issue is that prisoners are only allowed to send 2 letters a week, Ged is however to pay for postage if we supply s.a.e, only other issue is that security want a copy of the N.A logo so that they can pass the letters for security when they arrive. All these issues raise concerns for us regarding affiliation and outside influences but we as a committee feel we are working with our traditions.  
All systems are now go and we look forward to this project now starting.

Date and time of next meeting 12th August 2007

Close with serenity prayer

Peace and love in service

## **PI Report**

PI Meeting 27 July 07

Apologies Linzie, Jill

Present: Lee, Lee, Rob, Eamonn, Sam, Emma

Concepts read

Literature: Ensure we have meetings lists for professionals – posters (Sam), cards (Rob). Joanne agreed to have ASC Northwest Literature available for professionals to peruse and will get 150 order forms for if they want to buy anything. Meetings list to be printed of by Rob.

Secretary/positions vacant: Need to announce at meetings and pass info to ASC.

Treasurer, Chair, vice chair. Eamonn was voted in as tea person. Rob expressed an interest in standing for chair.

Presentation:

Sally, Amanda and Becky cannot speak so discussions took place and it was voted on that Emma speak on her story.

12 – 1.30

Introduction – UKPI Mike

Recovery share – Pete

Personal share – Emma

Questions and answers

2-3

NA UKPI Simon

Recovery share – Sian

Personal share – Gary

If anyone does not turn up Sam will step in.

Press statement – venue are doing this. By Monday Lee to pass on to Adrian (venue contact) details about attendance.

Rob to e-mail Conwy County Council with a formal invite. Rob to get info from Mick and post invite Sunday night.

UKPI training session 10-11 Friday 3 August for committee and open session 6-7. Lee to check with convention committee re availability for PI to run workshop Sat.

Everyone on committee to be available for press.

Poster blitz next week in Llandudno

Date of next meeting: Sam will not be around so vice chair to attend. Needs putting forward positions vacant. Sam will write a report for ASC. 11 August 07

#### Figures and Feedback

20,000 leaflets were given out during the 6 months before the convention, including 7,500 that were posted to households with the free newspapers in & around Llandudno.

500 invitations were posted and hundreds of follow up emails were sent out.

Between 70-75 professionals attended the presentation.

They were asked to fill out feedback sheets. The feedback was very good. There were 2 forms that asked for more detailed factual information in the first power point presentation. We compensated for this in the second power point presentation. Professionals told NA members outside the arena that all their questions had been answered. Six of the attendees asked us to set up meetings in their premises afterwards.

The room PI had been allocated at the venue was changed at the last moment and the slotting of a speaker meeting between the two PI presentations did cause some problems. We were obliged to cut the first presentation by ½ hour. We were unable to conduct the planned questions and answer session many of the professionals we had hoped would stay, left early

There had been some debate as to how many speakers there should be. The PI subcommittee voted that there should be three at 12noon and three at 3pm after finding nothing that stated this was against guidelines. The proposal was based on experience developed in larger local community presentations. The best feedback was given after presentations when there had been 3 speakers.

We had one chance to carry the message to these people. If there had been 2 speakers and one had suffered from nerves or run out of things to say we felt that this would have done more damage than good when some people had travelled 100miles to attend. It was too big a risk to take. 3 speakers carried a broader perspective of our message that any addict can recover.

The feedback from professionals enabled us to conclude that the group consensus of the NWNWA PI subcommittee had not been misguided.

UKPI comments.

There should have been more communication with UKPI

There seemed to be worries from other parties about risk to reputation.

Minor things, sorted out the night before the presentation, specifically, the controlling of the environment were fundamental. Went well other than that.

Room should have been smaller and perhaps upstairs. Although, the mechanics were not problematic.

Not need 2 presentations. One at 1pm would have been better.

There were problems finishing the first presentation and getting out in time. The added speaker meeting was a problem

Tea and coffee. NWNWA subcommittee should have asked for the agreement with ECCNA to be in the minutes.

Cost was £2 per cup neither UKPI or NWNWA PI had expected to pay. ( NWNWA needs to ask area to cover this cost as it had spent the month's budget on literature, cards and meetings lists to give out at the convention).

In the second power point presentation, too much info was given in the time. Better to cover less and answer questions.

Subcommittee member's comments.

The only feed back I got was that maybe the break in between presentations was too long which was not our fault and the room was too big other than that I think it went fine.

Chairperson's comments

Negatives:

The PI committee's voted decisions were subject to excessive scrutiny and criticism many times. The suggestions that we were in any way breaking the guidelines were not constructive as we were referring to the guidelines at all times. (e.g. In answer to a question I needed clarifying I was sent 160 pages of recently published PR handbooks to wade through. I read it all and was none the wiser. Highlighting the point would have been helpful.)

I felt a general lack of faith in the process by some members the ECCNA committee at times incapacitated us. To my knowledge no press release was done, as a direct result of this. I became too concerned with saying the wrong thing and inviting more intense criticism

Positives:

The presentation went well. It was not perfect but there is little doubt that it fulfilled the primary purpose. After the hard work of a strong group all the invitations went out and 100's of emails to follow. (Thank you to that team, it was an amazing day working together with such selfless people).

I had numerous phone calls and emails, thanking for the invitations and asking me when the next event would be because they were unable to attend this time. Although only 75 people came, another 425 know about us.

UKPI gave us total support and brought decades of experience that helped in every way. Thank you.

### Apologies

I made an error putting on my personal email. A link failed and the emails bounced. The positive is that there were 4 other ways of contacting us on the invitations (phoneline number, address, info@nwna.info and the web address.). This meant that everyone managed to contact me it just took a little more effort for them. I learned that personal phone numbers and emails are generally not the best means of contact.)

### Summary

The primary purpose was the focus and motivation, for all those involved, at all times. As a result this was achieved.

The cards without the phone number mentioned in the last minutes means nothing to me. Don't know where they're from?????? We printed 10,000 cards to match the posters for the convention. These were paid for from the money given to us from the Blackpool convention. This also paid for 7,500 leaflets to go out to homes in areas of North Wales where there may be a drug problem. Unless area grants the next chair an increased budget we would struggle to do this again. Vice chair mentioned that some members didn't like the previous card because of a similarity to others. This has been mentioned before. The cards with the eye on were inexpensive. £32 for 5,000. UKPI voted to have some printed themselves because of the cost effectiveness. If area have a consensus that they want to spend extra money on cards, please increase the budget for the next chairperson. Also when choosing cards and posters etc. it is important to remember that personal taste is not relevant. ( if I was to choose them they would be covered in pink hearts and diamonds)

Please can expenses for literature and PI be carried over another month ( neither Gill nor myself could attend). There is approx £240 (mainly for literature at the convention) due with next months expenses to be added. We may also need to request extra money from area to pay for tea and coffee for professionals at the convention. We were not expecting to pay this as we thought it had been agreed between PI liaison and ECCNA. We had no budget for this unless we have no presentation or literature expenses in August. A summary will be presented in Sept but please advice the ASC treasurer we may need £240 plus our £150 budget for Aug plus approx £100 for tea and coffee next month.

### Area discussion

Lenny stated last month PI only took £23. As the PI Chair is not here this month and including next months it will mean they are entitled to £426.50 next month, which will nearly cover their needs.

Paul stated he'd never heard of monthly budgets at Area rolling over.

Marie suggested PI and H&I continue their work in North Wales.

Peter stated he'd received 2 requests for 2 meetings in Wrexham to be set up, one in a detox. John H&I Chair asked for the details and said he would liaise with them.

A round of applause was given to Sam and the PI subcommittee for their service at ECCNA

## **Parents & Carers**

Northwest England & North Wales Area of N A  
Parents & Carers  
Fundraising & Entertainments  
Sub-Committee  
Report July/ August 2007

I must apologize for the lack of reporting over the last couple of months this is due to positions within the committee not being fulfilled. We are now back on track with new members on the committee.

We had a sub committee meeting in July the main vocal point being the crèche at the European convention and getting together merchandise to sell at the convention. We also spoke about the positions within the committee and we have proactively seeking members to fill these positions we hopefully will have a very strong committee by the time I do the next report. We also did a workshop at the fundraiser in St Anne's in July, which was reasonably attended.

The crèche at the European convention was in our eyes a huge success it looked after 18 children over the weekend, it run from Saturday 10 - 5 and Sunday 11 – 4. The crèche cost £540 in total and with merchandise sales of £315 we covered the cost quite comfortably with the existing treasury money that we had. It brings our balance down to £185. A big thank you to anyone that helped us over the weekend.

### **New Business**

We will be working with the convention F& E committee around doing a kids program for the camp out in September October time.

We will be helping best we can to get a crèche up and running in the Warrington area.

We will provide a crèche at our forthcoming convention. (A little disappointed that this could not have been on the flyers).

We will be designing and producing some more merchandise over the coming months.

Don't be surprised to see some events in the coming months.

Thanks

Anthony

Chair

### **Area Business**

Anthony put himself forward for another year's service as Chair. This was seconded and he was voted in.

Mick thanked Anthony for his service at ECCNA.

## **Hospitals & Institutions Report**

H & I SUB-COMMITTEE MEETING  
28th July 2007

Opened meeting with a moment silence.

Those Present:

Paul W, P M Birchwood, Richy C, P L Birchwood, Mike M, PL Edenfield, P J, Claire G PM Kenyan House, Charlene B PL Adelaide House, Mel C PL Female Focus, Howard, Gary H, Anthony A, Rick B, George, Graham, Steve PL Lancaster Castle, Lee R PCO Lancashire, Andy M Vice Chair, Jon Jon Chair, Sharon T Treasurer, Lee G PM, Kevin White.

Apologies:

Mark H, Anthony, Jimmy, Mike

Positions Vacant:

Secretary, Panel Member and Panel Leader Pierpoint, Panel Members for: Birchwood, Female Focus and Edenfield.

Positions Filled:

Peter J Panel Member Eden Field.

Literature Report:

Banksy is taking over the position. He has put forward a proposal to extend our budget to include more literature. £50.00 Literature received. New contact numbers past on to Mark at UKSO (Jon Jon) (Sharon) (Mike) (Andy)

Treasurers Report

Opening Balance	£156.00	
Literature	£ 50.00	
Travel to Female Focus 4 weeks	£ 39.60	
Travel to H&I Committee from Blackpool	£ 15.00	
Travel to H&I Committee from Liverpool	£ 10.00	
Travel to H&I Committee from Liverpool	£ 10.00	
Travel to H&I Committee from Liverpool	£ 5.00	
Rent for 2 months	£ 15.00	
Brews	£ 3.00	= £147.60
Closing Balance	£ 2.40	
Requesting from ASC	£147.60	

Hospitals and Institutions

Manchester Area

Prestwich;

Panel members to attend with Banksy to address issues about how it's going. Still attending twice monthly things rocky but ok.

HMP Strangeways;

Meeting going well, 2 addicts attend with H&I member. (need literature). Staff from HMP are attending PI at convention, good relationship, going well. (Will attend after Convention).

Edenfield;

Mike spoke with Dr Ness's secretary. Mike M and Mike B are to attend on 8th august. Notice of who is to attend is required 24 hours before and photo ID must be produced.

Buckley Hall;

Still awaiting Bernie Green to call with information.

Liverpool Area

Adelaide House;

Going well, would like us more, ex clients seen at NA meetings.

Birchwood;

Have been having problems, which have been sorted out. Meetings going well.

Kevin White;

No problems, many attend. Good relationship with staff, ex clients attending NA meetings. Cool.

Lancashire Area.

Female Focus;

Every thing is going well although Mel could do with some more women to share experience strength and hope.

Lancaster castle;

Steve talked with the lads about their input into the meeting and all seems well. Meeting was cancelled due to staffing problems, communication problems arose. Members turned up, but were unable to access the prison.

Kirkham;

Lee the Lancashire co-ordinator is on the case to get a list of people to get clearance and also get panel members together, Names so far; John R, Steve G. ( Banksy has made a note of his own name).

New Business

Concern around a H&I Sub Committee members inappropriate behaviour with a new comer has been expressed. Group decision was that Andy (vice chair) would speak with said member about security of service position if behaviour continues.

Jonjon is asking for a budget raise of £50 from £150 to £200.

Next Meeting will be held on Saturday 25th August 2007 at 3pm. The venue is St Lukes Church, corner of Stockport Road and Devonshire Street, Longsight, Manchester M13.

The committee would like to thank all those that have been involved in service this month and we welcome any new members to the committee.

ALSO CAN ALL G.S.R's INFORM THEIR GROUPS OF ALL THE SERVICE THAT THERE IS AVAILABLE ON THE H&I SUB-COMMITTEE!!!!!!!!!!!!!!  
CAN GSR'S ALSO ANNOUNCE NAMES ARE NEEDED FOR ALL INSTITUTIONS.

### **Area Business:**

Phil asked Jon Jon about their being no literature in prisons in the North East. He was advised the prisoners needs to contact the UKSO.

## **Website Report**

Everything is up to date. Dave wanted to know if we can put audio shares on the website to be downloadable. Anthony shared his experience on being on the UK Tape Review Committee. Dave is to liaise with Anthony re the guidelines.

Can GSRs take this back to their groups for feedback.

Marie suggested a proper subcommittee (as Anthony suggested of 5 people 5 years clean or more) be set up to review the shares.

## **Helpline Report**

No report received

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

The final report has not yet been done as they need to give an accurate treasurers report, there are some uncalculated incomings and outgoings yet to be added. As soon as they have these figures a report will be submitted.

800 people registered. Over 1000 people attended. Feedback from the venue was very good. There were only 2 small incidents that were dealt with. There have been lots of things learnt. Approximately £7500 profit was made. 10% goes to Region the rest goes to the EDM. Marie thanked everyone for their contributions.

Anthony asked if the PI teas and coffees previously discussed could be paid for out of the profit. Marie explained it couldn't be as it has to be covered by PI.

## **North West Convention 2008**

2008 Convention Committee Minutes 04/08/2007

Opening silence – Emma read the concepts

Present: Steve M (chair, 07701 010 609), Emma (F&E chair, 07872 904 048), Joe (treasurer, 07795 221 610), Paul Q (registration, 07800 647 179), Derek (hotels/hospitality, 07770 954 791), John (F&E co-ordinator, Manchester, 07950 378 927) Lou (vice-chair), Paul (graphics/design etc, 07955 376 789)

No apologies

Paul Q was voted in for registration

Positions vacant: secretary (2yrs), programming ( yrs)

Initial funds: £3000 - Balance: £2841.00

The cost for the premises is determined to be around £2000. This covers the use of the venue for the respective days, late night staffing, and van hire in order to move more chairs to the venues. The committee is looking to finalize the cost as soon as possible. It has, however, been agreed that the full amount is not required up front. The committee are going to look at the venue before the next meeting.

The first two fund-raising events are a campout planned for mid September and a Halloween evening in Manchester. Other events include a New Year fundraiser in St Annes, at the Pensioner's Hall.

F&E meetings are fortnightly on a Wednesday at Ibbison Court Day Centre in Blackpool . They start at 6 pm. The next one is on the 15th August. Everybody is welcome.

T-shirts (including colours other than Basic text blue) are now readily available until the convention finishes.

More flyers are being produced with amendments (Paul Q's number etc).

There is steady progress regarding accommodation.

Now the European convention is over the web servant will be approached regarding flyer, a list and links for accommodation, and pre-reg.

Next meeting: Wed 15th July, 8pm @ The Crossroads centre (off Plymouth grove), Longsight, Manchester.

### **Area Business:**

Jon Jon asked whether a Prison Link up could be included in their program. Paul RCM gave some detail to Stephen re the equipment.

## **Regional Committee Member Report**

Lenny stated if the treasury account was operational next month a donation would be available to take to Region.

Paul stated that he and Andy would be going to Region this time, so two expense claims will be made next month.

## **CD & Tape Library Report**

Eamon took this position

## **New Business**

- John proposed his budget be raised from £150 to £200, this proposal was seconded and the vote was carried.

- The Wednesday Preston meeting will be held at the Life Centre (same venue as the Monday and Thursday mtg) on the 22<sup>nd</sup> and 29<sup>th</sup> August instead of the Salvation Army.

## **Literature Sales**

£584.40

## **Treasurers Closing Balance**

£429.62 IN

£290.76 OUT

Closing balance £1861.62

## **Date & Time of Next Meeting**

We will meet at The Pensioners Hall. St Albans Road. St Annes FY8 on Sat 1<sup>st</sup> September 2007 2 till 5pm. The Steering committee meeting will commence at 1:30pm

Please all remember the Area Inventory will take place at the venue mentioned above on 15<sup>th</sup> September, 1 till 5pm