

Sussex Area Service Committee Meeting Minutes

Our website: <https://sussexna.org/>

Date of meeting: Wednesday 18th June 2025

Meeting began at: 7pm

Meeting chaired by: Natalie (Chair for Sussex ASC)

- Ash read the 11th concept
- Chair welcomed all attendees
- Chair asked attendees to introduce themselves

Attendees present: 41

Area Service Committee (ASC) members present: 8

Group Service Representatives (GSRs) present: 24

Sub-Committee Chairs present: 4

Apologies: 0

Attendees:

1. Natalie (Chair for Sussex ASC)
2. Ash (Vice Chair for Sussex ASC)
3. Hannah (Minutes Secretary for Sussex ASC & GSR for Haywards Heath Wednesday)
4. Jim (Treasurer of Sussex ASC and standing in as GSR for Brighton Sunday)
5. Rachel (RCM for Sussex ASC)
6. Phil (Literature Secretary for Sussex ASC)
7. Sarah (Literature Secretary for Sussex ASC)
8. Lauren (Tea Person for Sussex ASC)
9. Nikki (GSR - Brighton Wednesday)
10. Glenn (Standing in GSR - Hove Monday)
11. Leighanne (GSR - Brighthelm Wednesday)
12. Jill (Vice Chair LSC & GSR Lewes Thursday)
13. Ian (GSR - Crawley Friday)
14. Matt (GSR - Crawley Monday)
15. Jon (GSR - Brighton Monday)
16. Angela (GSR - Crawley Tuesday)
17. Chris (GSR - Portslade - Tuesday)
18. Natalie (GSR - Worthing Monday)
19. Rob (GSR - Littlehampton and Worthing)
20. Penny (GSR - Shoreham)
21. Steve (Chair of LSC & Vice Chair of SANAC)
22. Michelle (GSR - Bognor Sunday)
23. Dani (Here to be ratified for a position at Sussex Campout & standing in as GSR for Traditions & Concepts Online Study)
24. Scott (GSR - Bognor Friday)
25. Louise (GSR - Horsham Thursday)
26. Babs (Chair of SAOC)
27. Donna (Chair of F&E)
28. Peter (GSR - Hastings Monday)
29. Hayley (GSR - Shoreham Sunday)
30. Michelle (GSR - Haywards Heath Saturday)
31. Laurence (GSR - Hastings Saturday)
32. Jenna (GSR - Newhaven Friday)
33. Liv (Here to ratify a new Young Person's meeting - Thursday's 7-8pm at Friends Meeting House, Ship Street, Brighton - starting 26/06/25)
34. Darcy (Here to ratify a new Young Person's meeting - Thursday's 7-8pm at Friends Meeting House, Ship Street, Brighton - starting 26/06/25)
35. Eliza (Here to ratify a new Young Person's meeting - Thursday's 7-8pm at Friends Meeting House, Ship Street, Brighton - starting 26/06/25)
36. Lauren (Here to ratify a new Young Person's meeting - Thursday's 7-8pm at Friends Meeting House, Ship Street, Brighton - starting 26/06/25)
37. Carolann (GSR - Chichester)
38. Dean (Chair of SANAC)
39. Teresa (GSR - Worthing)
40. Khalid (GSR - Hove Sunday)
41. Catherine (GSR - Eastbourne Tuesday & Saturday)

- Chair asked for last month's ASC minutes to be ratified
- Penny ratified last month's ASC minutes

Treasurer's Opening Balance: £6922.10 (£3800 ring-fenced for SANAC)
Reported by: Jim (*Treasurer for Sussex ASC*)

Positions vacant at Sussex ASC: Vice Treasurer (3yrs CT), Vice RCM (3yrs CT) & Vice Minutes Sec (1yr)
 - No attendees came to be ratified for positions at ASC this month

Other ratifications:

- Steve asked to be ratified as Vice Chair of SANAC
- There were issues with Steve's Zoom so we moved onto Dani's ratification. We will hold Steve's vote at the next Area meeting.
- Dani asked to be ratified as Treasurer for the Sussex Campout
- Dani was voted in as Treasurer for the Sussex Campout

Group Service Representative (GSR) Reports:

Daily Meetings

11am Phoenix Online: No report

Monday Meetings

11am Shoreham Women's: Well attended, £30 contribution, £10 literature order

6:30pm Chichester: Well attended, newcomers & old-timers - more women are coming which is good, £75 literature order, no contribution

7pm Traditions & Concepts Online Study: Positions vacant: GSR and Tech Host, no contribution

7pm Hastings: Fully self supporting, needs female greeter, no contribution

7:30pm Hove: Doing well, getting newcomers, positions vacant: GSR and Male greeter, Fully self supporting, no contribution

7:30pm Brighton: Full committee, good attendance, No contribution, £30 literature order

7pm Worthing: £20 contribution, no literature order, numbers are dwindling (one of the recovery houses has shut down), heavily newcomers so could do with more people with longer clean time

7:45pm Crawley: Stable meeting, Unity Day on 5th July in Crawley, no contribution, no literature order, positions vacant: female greeter

7:30pm Lewes: No report

Tuesday Meetings

6:30pm Crawley: Well attended, just changed venue to CGL venue in Crawley, no contribution, £24.40 literature order

6:30pm Shoreham: No report

6:30pm Dorset Gardens: No report

7pm Neurodiversity Online: No report

7pm Eastbourne: Positions vacant: Secretary, well attended, no contribution, no literature order

7pm Worthing: £59.60 literature order, no contribution, meeting doing really well, mixture of old-timers and newcomers, we give out free Basic Text's to newcomers

7:30pm Recovery Hub, Brighton: No report

Wednesday Meetings

12:30pm Brighton: Struggling to get rent, no contribution, small literature order

6:30pm Brighton Women's: Lots of newcomers, £13.75 literature order, £11.25 contribution

7pm Lewes: No report

7pm Sussex Online: No report

7pm Everything Recovery Worthing: No report

7pm Haywards Heath: Well attended, full committee, £30 contribution, no literature order

Thursday Meetings

9:30am Shoreham: Well attended, positions vacant: Literature Sec (6 month CT), £40 contribution

5:30pm Portslade: Well attended, good mix of newcomers and old-timers, no contribution, no literature order

7pm Lewes: Full committee, no contribution, no literature order

7:45pm Horsham: Well attended, no contribution, small literature order

7:30pm Hastings: No report

7:30pm Chichester: No report

Friday Meetings

6pm Spiritual Principles Brighton: No report

6:30pm Queer Connection: No report

7pm Worthing: Well attended, full committee, £30 contribution

7:15pm Bexhill: No report

7:30pm Bognor Regis: Fully self supporting, full committee, good mix of men and women and clean time, having to find a new venue so no contribution, no literature order

7:30pm Newhaven: Well attended, full committee, no contribution, no literature order

7:30pm Crawley: £19.60 literature order, £40 contribution, well attended, good mix of newcomers and old-timers, full committee

Saturday Meetings

10am Bright'n Shiny Brighton: No report

10:30am Hastings: Fully self supporting, good mix of CT, positions vacant: Co-secretary, GSR, Treasurer, Female Greeter & Male Greeter, having issues with Paypal payouts. Chair said that is for the account holder to sort. Treasurer mentioned shutting the account down and starting a new one. GSR said they have tried this so will contact PayPal directly.

5pm Littlehampton: Small meeting, positions vacant: GSR, fully self supporting, we give free Basic Texts to newcomers, no contribution, no literature order

6pm Hanover: No report

6pm Haywards Heath: Well attended, good mix of CT, lots of newcomers lately, fully self-supporting, rotating format, candlelit, positions vacant: Literature Secretary and Treasurer, £50 contribution

6pm Eastbourne: £30 contribution, full committee, £159.95 literature order

7pm Lewes One Promise: No report

Sunday Meetings

10:45am Early Risers Brighton: Positions vacant: Male Newcomer Rep, Female Newcomer Rep, Female Co-Secretary £10.50 literature order, going well - good mix of old-timers and newcomers

11am Bognor Women's: Fully self supporting, full committee, no contribution as they're having to move venue

4pm Shoreham Women's: Well attended, positions vacant: Timekeeper (1yr CT), Announcer (6months CT), Greeter (3months CT), Doorkeep/Zoom Security (as getting lots of Zoom bombers), nice mix of CT, lovely atmosphere of recovery. Treasurer asked Hayley to remind attendees to put the meeting name when contributing as this meeting's T7 is sent directly to the Sussex Area bank account. Hayley agreed she'd feed this back.

5:30pm Hove: Well attended, full committee, no contribution

- Chair called a break at 19:53
- Meeting resumed at 20:10
- GSR count upon meeting resuming: 24

Sub-Committee Reports:

Fundraising & Entertainment (F&E)

Reported by: Donna (*Chair for Sussex F&E*)

- Treasurer's Opening Balance: £315.00
- 'Fun In The Sun' event was successful despite the weather
- Positions Vacant: See below in 'Appendixes'
- Contribution of £15
- Closing balance: £300 (*£300 is the F&E reserve*)

Next F&E committee meeting (2nd Saturday of each month): 5pm (*Doors open at 4:45pm*) on Saturday 12th July 2025 at Hanover Centre, 33 Southover Street, Brighton BN2 9UD

Local Services Committee (LSC)

Reported by: Jill (*Chair for Sussex LSC*)

- Treasurer's Opening Balance: £500.00
- Positions vacant: See below in 'Appendixes'
- Bowerman House – Sally-Ann reported Bowerman House is to close and a new provider will be taking over. Sally-Ann to get details of new provider so that we can approach them to see if our services are still required.
- Lighthouse Worthing – Lighthouse continues to be an active and enquiring group of on average 11 participants.
- Recovery Project – The current cohort has been engaging very well and have said how much they like us coming to the Project. Several have been attending NA meetings outside.
- Presentation to CGL took place on 4th June 2025, This was a countrywide CGL staff meeting held on Teams. They rang the next day to thank us.
- Brighton Pride: We have requested to have a tent in Preston Park in the same place as last year.
- Millview Hospital: Kat to contact Millview to discuss a way to safely carry the message into these mixed wards. Exit packs should also be available.
- LSC H&I Prison Services: Currently in contact with HMP Lewes to bring back H&I meetings into the prisons. 1 member has agreed to put themselves forward to be vetted by prisons.
- Proposal for Guidelines: LSC proposed guidelines sent out by ASC for GSR's to look at.
- £105.55 requested for general expenses
- Treasurer's Closing Balance: £394.45

Next LSC meeting (2nd Tuesday of each month): 6pm (*Doors open at 5:30pm*) on 8th July 2025 at Hove Park School, Nevill Campus, Nevill Road, Hove BN3 7BN or Online

Sussex Area Online Committee (SAOC)

Reported by: Babs (*Chair for SAOC*)

- Functional committee
- SANAC webpage is live where people can buy tickets and accommodation (web issues should now be resolved)
- If anyone has a problem with Zoom bombers, SAOC have guidance if you need it for managing this.
- Closing Balance: £267.67
- Requesting funds of £350 to cover annual Zoom payment and expenses.

Next SAOC meeting (1st Tuesday of each month): 6pm on Tuesday 1st July 2025 - Online

- Chair thanked Babs for helping with the ASC report send-outs. This will be done by the ASC Admin Committee going forwards. ASC Admin Committee will discuss this duty at their next business meeting.
- Chair reminded all Sub-Committees to send their reports in by 10pm on the day before ASC (3rd Tuesday of each month)

Literature Sales: £400 (Mainly pamphlets and keyrings, not many books)

Reported by: Sarah (*Literature Secretary for Sussex ASC*)

Sussex Area NA Convention Committee (SANAC)

Reported by: Dean (*Chair for SANAC*)

- Had 2 meetings this month
- SANAC website has launched
- Updated Posters and Flyers (Adding timings to flyer QR over the next week)
- Went to see venue and look at rooms. No Tea/Coffee facilities so looking into an independent provider coming.
- Please start mentioning for people to buy tickets, accommodation and parking. There are 100 single rooms (uni halls) available (Bed and Breakfast - approx. £70)
- You need to register your car if you are driving to convention to avoid charges.
- There will be 2 Creches at the convention (young children and older children)
- SANAC costings in previous Minutes' Treasury Report.
- SANAC positions vacant are on Sussex website.
- Rob and Natalie queried family rooms.
- Steve (*Vice Chair of SANAC*) queried physical tickets and discounted tickets for newcomers from treatment centres.
- Dean confirmed tickets will be available on the day.
- Hannah mentioned SANAC looking for a deal with nearby hotel to accommodate family rooms.
- Jon queried the high ticket and accommodation prices.
- Ian queried the Day Rave.
- Dean said this is still being discussed and he'll know more at next Area.

Next SANAC committee meeting (fortnightly from 1st June 2025): 1:15pm on Sunday 6th July 2025 at Kennedy Street Recovery Hub, St Peter's Place, Brighton BN1 4SB or Online

- Vice Chair said he has a copy of the new Public Liability Insurance which has just been renewed. If anyone needs it, email asc@sussexna.org

Regional Committee Member (RCM)

Reported by: Rachel (*RCM for Sussex ASC*)

- Rachel went to Region in Plymouth on 10th-11th May 2025 (13 present and 9 online).
- Positions vacant: See below in 'Appendixes'
- UKHNI guidelines have been approved.
- Teas Valley want to be their own area - confirmed at next region.
- UK NA helpline coming back with amended script
- UKCNA (UK NA Convention) is 3rd-6th July 2025 in Birmingham
- UKCNA committee are still looking for suggestions for workshop topic themes
- UKCNA will have a creche
- UKCNA service available: Audio positions, Vice Secretary, Media and Comms, Vice Reg Chair
- A gentle reminder for groups to not hold more than their prudent reserves
- Opening Balance: £31,779.67
- Closing Balance: £29,730.07
- A reminder that it's convention season so please respect people's anonymity and ask for consent before posting on social media.

Next Region meeting (2nd FULL weekend of every odd month): 12-13th July 2025 at Crown Plaza Hotel Solihull, 61 Homer Road, Solihull, B91 3QD

Request for funds:

- RCM - £275.94 + £85.30 = £361.24 (*for accommodation and travel for Region*)
- GSR - £10 (*for Travel*)
- SAOC - £350 (*for Zoom subscription and other expenses*)
- LSC - £105.55 (*for general committee expenses*)

Any other business:

- None

Business for next meeting:

- Steve needs to be ratified as Vice Chair for SANAC as there were issues with his Zoom when we were trying to vote.

Treasurer's Closing Balance: £6753.06 (£3800 ring-fenced for SANAC). Total without SANAC budget included = £2953.06. Our prudent reserve is £3500 - we cannot vote on money going out when under prudent reserve.

Reported by: Jim (*Treasurer for Sussex ASC*)

- Chair highlighted the importance of contributions to Area, as we can only vote on money going out when we meet have our prudent reserve of £3500.

Sussex Area Bank Account details:

Bank: Lloyds Bank

Account Name: Sussex NA

Account Number: 00958845

Sort Code: 30-98-74

Reference: Meeting location/time/day (so we can identify payments)

Payments cut off is 8:30pm on the day of Area.

- Chair thanked all attendees for their attendance
- Darcy led all attendees out with the Serenity Prayer

Next ASC meeting (3rd Wednesday of each month): 7pm (*Doors open at 6:30pm*) on Wednesday 16th July 2025 at Hove Park School, Nevill Campus, Nevill Road, Hove BN3 7BN or Online

Meeting closed: 9pm

Meeting minutes taken by: Hannah (*Minutes Secretary for Sussex ASC*)

Posters for new meetings and upcoming events in Sussex:



2:30PM OPEN
 3:00PM FIRST MEETING
 TOPIC LOVE FROM LIVING CLEAN
 4:30PM FINISHES
 5:00PM SECOND MEETING
 TWO SPEAKERS
 6:00PM FINISHES
 6:30PM DINNER (INCLUDED)
 PLEASE LET US KNOW IF YOU ARE
 VEGETARIAN OR VEGAN
 7:00PM RAFFLE
 PLEASE BRING A RAFFLE PRIZE IF
 YOU CAN
 7:30PM CLEANTIME COUNTDOWN
 7:45PM KARAOKE AND DANCING
 9:30PM SERENITY CIRCLE
 9:45PM OUT

MONDAY NIGHT CRAWLEY MEETING
 PRESENTS

CRAWLEY NA UNITY DAY

**ALL
 YOU NEED IS
 LOVE**

5TH JULY 2025
 3 PM TO 10 PM

PREPAY £10 WAGED
PREPAY £2 UNWAGED
 PRE-PAY CLOSES 30TH JUNE

FURNACE GREEN
COMMUNITY CENTRE
ASHBURNHAM ROAD
RH10 6QZ

PAYPAL . ME /
CRAWLEYUNITYDAY
 PLEASE PUT YOUR FIRST NAME AND INITIAL
 AND ANY DIETARY REQUIREMENTS,
 REMEMBER TO CHOOSE FRIENDS AND FAMILY

ANY QUESTIONS OR
TO JOIN THE COMMITTEE
CRAWLEYUNITYDAY@GMAIL.COM

£12 ON THE DOOR

Appendixes:

2025/26 Sussex NA Campout Preliminary Committee report to Area Service Committee from meeting on Saturday 14th June 14:00 at The Crypt/St George's Church BN2 1ED

In Attendance

In Person: Ash (vice chair of ASC to chair the meeting), Rachel, Dani, Liv, Karl

Online: Donna D, Donna S, Jenna, Lauren, Mark M

Concepts - Read by Rachel

Opening Balance - £0.00 (unless there is money in the SANAC bank account)

Positions voted in

Chair – Rachel

Treasurer – Dani

Tea person for the committee meetings – Mark M

Registration – Donna D

Vice Registration – Jenna

Catering – Karl (Ash also said he is happy to help at the event)

Tuck shop – Mark M

Programing – Lauren

Kids corner – no one voted in but Jenna happy to do some face painting, we can all help organise this if no one takes the position.

Merchandise – Donna S

Arts and Graphics – Liv

Dani and Rachel will attend ASC 18th June 2025 to be ratified.

Positions Vacant

Venue finder/liaison

Entertainment

Minutes Secretary

Kids' Corner

Bonfire/wood warden

Vice positions vacant

Vice Chair, Vice Treasurer, Vice Minutes Secretary, Vice Tea, Vice Tuck Shop, Vice Catering, Vice merchandise, Vice programming

Any Other Business

- Adhoc guidelines committee to update current guidelines – Rachel to organize
- Hybrid Committee Meetings – we can now use the ASC meeting link and everyone agreed hybrid was the best option.
- Whatsapp group – new committee only whatsapp group to be created by Liv.
- Request for funds at ASC – Suggested we request £25 for committee meetings (Rachel). We will also pass a pot at every meeting and those online can donate via bank transfer.
- Committee Meetings – Lauren to find out if Robert Lodge are available on the first Saturday of every month as it is cheap rent, free parking outside and near a bus stop. If Robert Lodge is not available Dani to ask the crypt.
- Dates of campout – venue permitting.
 - o First choice would be 28th – 31st August with committee setting up on Thursday 27th.
 - o Second choice will be 21st-24th August with the committee setting up on Thursday 20th.
- Venue of the campout
 - o Blackland farm – Karl to get in contact to find out availability and pricing.
 - o Everyone is welcome to bring other venue suggestions with availability and pricing to the next committee meeting.
- Bank account – Ash will contact previous campout treasurer to hand over documentation etc.
- Email address – we will need a new email address as no one has access to the old one. Registration (Donna and Jenna) to organize this.
- Phone for registration – Ash to check if has a spare cheap phone we can use.
- Fundraising – F&E chair was present and said that F&E would be happy to fundraise together or do separate events.
- Bank card reader – ask the bank for one for the events.

Next meeting agenda

- Fundraising – everyone to bring ideas to next meeting

Closing balance - £17 (Cash £15 Bank £2)

Next meeting – Saturday 5th July, time to be decided, venue to be decided

<https://us06web.zoom.us/j/91926610872?pwd=OTJTbFlcktta0dPVnlaVWp3TnRkQT09>

Actions:

Rachel: Organise adhoc guidelines committee and Request for funds £25 from ASC

Liv: Set up WhatsApp group for committee only

Lauren: Contact Robert Lodge re future committee meetings

Dani: Pay the crypt rent for this meeting, If Robert Lodge isn't available then once I have the bank documents ensure Rach is a signatory and request a card machine.

Karl: Contact Blackland Farm regarding availability and pricing.

Ash: To get the bank documents and check if he has a spare cheap phone we can use for registration

Donna/Jenna: Set up an email address for registration

Local Service Committee report to Area Service Committee from meeting on 18th June 2025

Treasurer's opening balance £500

Positions Vacant:

LSC Presentation Co-ordinator – 3 years clean time

LSC Vice Presentation Co-ordinator – 2 years clean time

LSC Treasurer – 4 years clean time

LSC Vice Treasurer – 3 years clean time

LSC Literature Secretary – 2 years clean time (requires transport and space for storage)

LSC Vice-Literature Secretary – 1 year clean time

LSC Vice Minutes Secretary - 1 year clean time

Zoom Tech Support – 2 years clean time

Panel leaders x2 HMH Prison Ford – 4 years clean time

Panel leaders x 2 HMH Prison Lewes – 4 years clean time

Co-Panel leader Lighthouse – 2 years clean time

Co-Panel leader BHT Recovery Project – 2 years clean time (2 x Weds a month)

Service Reports:

Bowerman House – Sally-Ann reported Bowerman House is to close and a new provider will be taking over. Sally-Ann to get details of new provider so that we can approach them to see if our services are still required

Lighthouse Worthing – Lighthouse continues to be an active and enquiring group of on average 11 participants.

Recovery Project – The current cohort has been engaging very well and have said how much they like us coming to the Project. Several have been attending NA meetings outside.

Literature: All literature sent out as requested

LSC Presentation Co-ordinator: Currently liaising with organisers of Brighton Pride

Presentations:

Presentation to CGL took place on 4th June 2025, This was a countrywide CGL staff meeting held on Teams. They rang the next day to thank us.

AOB:

Brighton Pride: We have requested to have a tent in Preston Park in the same place as last year.

Millview Hospital: KM to contact Millview to discuss a way to safely carry the message into these mixed wards. Exit packs should also be available.

LSC H&I Prison Services: Currently in contact with HMP Lewes to bring back H&I meetings into the prisons. One member has agreed to put themselves forward to be vetted by prisons.

Proposal for Guidelines: LSC proposed guidelines sent out by ASC for GSR's to look at.

Expenses: 105.55

Closing balance: £394.45

Request for funds from Area: £105.55 in cash please

Next LSC meeting Tuesday 8th July 2025 6pm

Zoom ID – 832 7042 4390 password – 096544

Hove Park School, Neville Campus, Neville Road, Hove BN3 7BN

SANAC Committee report to Area Service Committee from meeting on 1st June 2025

The meeting began with introductions and discussions about recording the session and addressing various vacancies within the committee. The team reviewed the convention website and ticket booking system, including demonstrations of functionality and pricing, while also discussing potential improvements to the registration process. The group covered

convention programming, marketing materials, fundraising activities, and venue arrangements, with specific focus on merchandising plans and committee roles, including the appointment of a new vice chair.

Next steps:

- F&E Team: Investigate and confirm convention dance venue options
- Paul: Provide feedback about Unity Afternoon Dance fundraiser after venue meeting
- Jez: Remove dance ticket options from the website temporarily until venue is confirmed
- Merchandising Team: Develop merchandise options and get cost estimates
- Jez: Work with Lou to improve website functionality and navigation
- Jez: Investigate cost of pro version form to include clean time registration functionality
- Adam & Pat: Coordinate healing room timings with main speaker schedule
- Lee: Pass venue visit information to Paul
- Jez: Email ticket link to Peter for inclusion in the flyer
- Committee: Check football fixture list after June 16th to plan for potential traffic issues
- All Committee Members: Attend next meeting on June 15th at 1:30 PM via Zoom

Meeting Minutes and Vacancy Updates

The meeting began with introductions and a discussion about recording the session for minutes and transcription. Several apologies were noted, including those from Tom, Adam, Katie, Pat, and Rose. Vacancies were highlighted, including chairs for stewarding, venue liaison, merchandising, registration, and treasurer. The agenda was shared, and Jazz, the registration chair, was asked to provide a registration report. The conversation ended with plans to share the opening and closing balance in the group WhatsApp and include it in the minutes.

Convention Page Launch and Tickets

Jez demonstrated the convention page on the website, showcasing its functionality and ticket booking system. He explained that the page was now live and shared it with the group, including a link to buy tickets. The team discussed the need to reboot browsers for the changes to take effect and confirmed that the page was user-friendly. Jez also mentioned he had purchased an early bird dance and newcomer ticket.

Event Registration Process Improvements

Jez demonstrated the ticket and accommodation booking process for an event, including pricing and registration details. They identified that the ticket purchase page could be improved for clarity, and discussed the registration form process, noting some limitations with the free version of the form used. Zoom raised concerns about difficulties accessing the Sussex LA landing page, which Jez agreed to investigate. They also discussed the need for manual recording of clean time information due to limitations with the registration form.

Booking System Upgrade Discussion

The team discussed the implementation of a booking system, with Jez explaining that the current free form has limitations but incurs only Stripe transaction fees of 1.9% plus 20p per transaction. They agreed to explore the possibility of upgrading to a pro version of the form, with Jez tasked to investigate costs and functionality. Lou volunteered to assist with registration, bringing relevant experience as a former IT project manager, and the team decided to proceed with launching the system while making necessary tweaks. They also discussed the need for a card reader and physical registration support at events, with Jez mentioning that a mobile card reader app is available but at an additional cost.

Sussex NA Convention Marketing Review

The team reviewed marketing materials for the Sussex Area Narcotics Anonymous convention, including posters, flyers, and social media posts. They discussed the layout of the convention venue and parking information, which will be available on the website and QR codes. The group agreed to add a reminder about registering cars for free parking to the website and ticket information. They also noted that the Facebook header would be simplified due to space constraints, with more details in the post body.

Convention Programming and Venue Concerns

The committee discussed convention programming, with Peter presenting a draft schedule for Friday, Saturday, and Sunday that included confirmed main speakers and topics. They agreed to create a list of raffle prizes, including literature and convention tickets, and to clarify the process for purchasing tickets for newcomers. The group also addressed concerns about the dance venue, noting that the proposed space might not be large enough for the expected attendance of 55 people, and decided to remove dance ticket options from the website until a suitable venue is confirmed. The next meeting was scheduled for June 14th at 1:30 PM on Zoom.

NA Merchandising and Design Plans

The meeting focused on merchandising plans, with discussions about T-shirts, hoodies, magnets, and other items. The group agreed to move forward with merchandising ideas, including a simple design with the NA logo and "Sanac 16" text, and mentioned a budget allocation of around 800 pounds. A participant offered to donate a collection of T-shirts from conventions, and the group agreed to discuss specific merchandising details outside the meeting.

Fundraising and Healing Event Planning

The group discussed fundraising activities, including a Unity Afternoon Dance Fund event scheduled for the 28th, which will be a Sunday tea dance. They confirmed that website and ticket sales are operational, allowing for immediate ticket purchases. The team also planned a venue visit for Monday between 12-2 PM, with a note that anyone unable to attend can reschedule. Regarding healing sessions, they confirmed four healers and discussed logistics, including the need for stewards and registration management, with a first-come-first-serve approach for healing room slots.

Dance Event Venue Planning Meeting

The team discussed venue arrangements for an upcoming dance event, with Lee confirming a venue visit scheduled for the next day at 1:30 PM at the Falmer campus. They also addressed concerns about potential traffic disruptions due to football matches on the event date, with Zoom noting that the venue is aware of this issue and they will develop contingency plans. The team agreed to reconvene on June 15th at 1:30 PM for their next meeting.

Committee Roles and Position Appointments

The meeting focused on committee roles and positions, with Steven being appointed as vice chair after a vote. The group discussed the responsibilities of various positions, including hospitality and healing roles, with Ryan expressing interest in hospitality despite health issues. Ed offered to help with the healing position, and the group agreed to discuss it further in a subcommittee. The conversation ended with a reminder that rooms had been paid for and committee members were encouraged to reach out with questions.

RCM report to Area Service Committee for June 2025

May Region was held in Plymouth at Copthorne Hotel on Saturday 10th May and Sunday 11th May 9:30-5:00.

Region was quorate with 13 RCM present and 9 online.

Service Positions at Region:

(These are all essential service positions and need to be filled quickly , If you know someone who you think may be suitable for any of the position please ask them if they would consider taking on Service and to contact Resource thank you)

Vice Treasurer - 4 Years CT (2 year commitment)

Secretary - 3 Years CT (1 year commitment)

Vice Secretary - 2 Years CT (1 year commitment)

Vice Resource - 2 Years CT (1 year commitment)

Sussex report:

I was asked to ask region if we could use the 1 address in Preston(UKSO) for multiple bank accounts, so I asked Lisa who is on the UKSO Committee and she said she didn't see this as an issue as they receive mail like this already.

I hope that answers things with regards to not having the PO box anymore.

UKSO:

UKSO – The Service Position for a Paid “Special Worker” Office Manager at UKSO will be Extended for another 4 weeks, any one interested in the vacancy please get in touch with the UKSO Service Office see below

From UKSO Service Office

Subject: Here's the Job Advert with the link to the post on LinkedIn

Office Manager – Preston, Lancashire

A dynamic not-for-profit organisation in Preston is seeking a proactive Office Manager to oversee daily operations and support our dedicated team. With a salary range of £25,000–£29,000, this full-time role offers the opportunity to make a meaningful impact in our community.

If you have a proven track record in office and people management, along with experience in finance and IT systems, we want to hear from you. Full training will be provided, and you'll report directly to the Board of Directors.

Ready to take the next step in your career? Apply now and be part of an organisation that values your expertise and commitment.

How to Apply: Please [CLICK HERE](#) to read the full JD and then submit your CV and a cover letter detailing your relevant experience and why you are interested in this role to David@fantastichr.co.uk. The closing date for applications is 8th May 2025.

We are an equal opportunities employer and welcome applications from all qualified individuals.

Guidelines Updates:

UKH&I Guidelines were Approved with a friendly amendment to change the address of UKSO Service Office as it was showing the old London Address.

Area Recognition:

Tees Vally requested that they would like to become an ASC in their own right, Information was given and received, The Chair asked that the Proposed Area Representatives meet with the Admin Committee to address all requirements and should they meet all the criteria, for them to present themselves at the July RSC for Ratification.

UKNA Helpline:

Was asked who they refer to on their calls at last region and the body was concerned about affiliation with outside services, so was asked to pause referring people to these organisations.

It was brought back this region, and the Helpline committee are going have a look at the script that people have to be trained in and are going to come back to the July region with an amended version.

UKCNA:

Dates 3rd, 4th and 5th July in Birmingham.

Are still looking for suggestions for the themes for the workshop topics, please let me know if you can think of any.

The creche will be available now.

Still service available: Audio positions, vice sec, media and comms, vice reg chair.

Their next committee meeting: 31st May 12:30-3:30

Resource:

Resource continue to highlight the topic of “Anonymity” especially with the season of Conventions now in full swing, Can all members be mindful of others Anonymity when sharing photos via media platforms and check with those members photographed before doing so especially Photo Dumps after an event or where a member may no longer be an “Active” member or have passed away... the public and/or family members may not be aware of that/those persons recovery Journey and may be seeing information for the first time. This also relates to photos showing establishments our members may be visiting such as H&I venues/Prisons etc as we do not endorse those venues/Organisations. Thank you

Fellowship development:

Have asked for our LSC Guidelines, I'm under the impression they are being updated so once they are sorted, I will pass them on.

They have a Vice Chair position available.

Their next meeting: 1st Wednesday of each month online at 7:00.

R.D (Regional Delegate Team):

A presentation was delivered by Neil and the R.D team asked the body if we support the motion for Israel to print their own literature.

Comms:

- Comms are helping the UKSO team with the research into a New Website Platform.
- Comms were asked about whether DOAMS was necessary and affordable, they suggested members look to a report given to the RSC by the COMMS committee back in July 2023 and is reproduced below
- DOAMS still well attended, fed back that UK region have been providing this service for many years, and is an important part of tradition 5, and are proud of the work. Attendance incredible, excellent feedback from attendees. Members have chosen these meetings. Additional support and information offered to newcomers. Positive and alternative place for people to recover. Plenty of service, contributions are a generic UK link. Home group members regularly donate. Looking at means of establishing financial viability. DOAMS do not formally pass a pot, as members are directed to the UK RSC paypal link, but anecdotal evidence suggests that a number of established members are making donations which may cover most of the cost, it is not however clear how many other contributions received to the link are from DOAMS members contribution Tradition 7 monies. UK Comms pays for the go2meeting subscription.

Treasury:

Some areas are still holding onto a significant amount over their prudent reserves, so just another gentle reminder for all groups to keep passing on contributions.

Opening Balance: £31,779.67

Total Contributions: £10,339.43

Total Payments: -£12,389.03

Closing Balance: £29,730.07

Request for funds:

Accommodation £275.94 and Travel £85.30

The Location for the next RSC 12th-13th July 2025 is Crown Plaza Hotel Solihull, 61 Homer Road, Solihull, B91 3QD

F&E report to Area Service Committee for June 2025

Introductions

Attending:

Donna Chair

Wayne Vice Chair

Ash Treasurer

Lee vice Treasurer

Darc Tea

Concepts read out .

Treasurer's opening balance: £315

Business:

Unity day went well despite the weather. Nice area in park we will use this again in the future!

Campout committee requested support in fundraising for event planned for 2026 and we agreed so will be putting ideas together for a unity day soon, we'll update when something has been finalised.

Any other business:

Positions Vacant

Food/kitchen for events

Minutes secretary

Arts & Graphics

Contribution to ASC £15 and sent by Ash.

Closing balance today (15/04/2025) £300

Next F&E Committee meeting Saturday 12th July at 5pm Hanover Centre, South over St, Brighton.

Sussex Area Online Committee report to Area Service Committee for June 2025

What we do

We are responsible for hosting the website and managing the Zoom accounts, alongside other social media and online listings.

Nearly 60 recovery meetings are hosted a month, consisting of 14 unique meetings per week, and various subcommittees. The Zoom accounts are also able for service days, events and planning meetings, please contact us to check availability.

Updates

Website All meetings and Events are updated regularly.

We now have a SANAC webpage. Accessible via the MENU on every page of our site. Click the word CONVENTION (next to EVENTS).

From this page members can click links to purchase tickets, book accommodation and get travel info. From the CLICK FOR TICKETS button members can purchase all types of tickets and bundles of tickets i.e weekend ticket + a newcomer ticket, etc. After payment members land on a screen where they can buy more tickets or click a link to take them to the Event Registration Form.

The online payment platform is Stripe. There is a charge per ticket for using Stripe of 1.9% + 20p. This comes out of the price of the ticket and there is no extra value added to the ticket to pay this cost.

There is a SANAC flyer uploaded to the EVENTS page also which can be downloaded. And added to the FB page Header. All these links should be shared extensively to our Fellowship.

WordPress (WP) was updated as a result of the update, the mobile version of the website lost its menu. The Special Worker was informed on a Sunday and they fixed it immediately. Another result of the update led to a problem with downloads in the members area but this has also been rectified.

Please can Members email us if they see any problems with the functionality of the site to as we may not be aware of issues on different devices.

Zoom meetings Babs and Judy are both available to help troubleshoot issues with Zoom bombers, please let us know if we can help.

Service Vacancies

Vice Chair – vacant (4 years CT)
Vice Treasurer – vacant (3 years CT)
Webservant - social media – vacant
Secretary – outgoing (1 year CT)

Please contact us on webservant@sussexna.org

Treasury Report:

Closing balance last month 06/05/2025		287.66
16/05/2025	5.00 Bank Charges	282.66
30/05/2025	15.59 Zoom	267.07
Opening balance this month 06/06/2025		267.07

Request for funds £350

Annual Zoom account due next month 155.88

Shoestring 247.75

Next meeting

Tuesday 5th July 2025 at 6pm

The link is: <https://us02web.zoom.us/j/88067850159?pwd=UFNhaTlzdTI6aXh3SXhVc3d3aVFoZz09>