

Tuesday 3rd October 2023 6pm

**Hove Park School
Nevill Campus
Nevill Road
Hove
BN3 7BN**

Steve L LSC Chair welcomed us to the meeting.

Moment of Silence to remember the still suffering addict both inside and outside the rooms.

Steve P read the 12 Concepts.

In attendance: - Steve L - LSC Chair

Steve P - LSC Vice-Chair

Mark - LSC Treasurer / Poster Co-Ordinator

Emma-Jane - LSC Minutes Secretary / PI Liaison and Co-Ordination Officer /

Panel Leader Lighthouse / Panel Leader Langford Centre

Anna - LSC Vice-Minutes Secretary

Kat - LSC Literature Secretary

Louise - LSC Vice-Literature Secretary

Rose - Panel Leader Bowerman House

Liv - Panel Leader Recovery Project

Visitors: - Conor - LSC Group Rep
 Jill - Visitor

Apologies: - Rupert - LSC Vice-Treasurer
Aaron - Panel Leader Daubeney House
Brian - Panel Leader Lighthouse

Approval of last Minutes

Mark approved last month's minutes, Steve L seconded.

Positions Vacant

Panel Leader HMP Lewes - 2 years clean time

Panel Leader Priory Hospital - 2 years clean time

Panel Leader The Recovery Project - 2 years clean time

Panel Leader Lighthouse - 2 years clean time

Panel Leader CGL Richmond House - 2 years clean time

Panel Leader CGL Richmond House - 2 years clean time

Zoom Tech Support

Tea Person

Nominations

Jill put themselves forward for Tea Person, was seconded and was voted in.

Treasurers opening Balance £200.00

£9.05 tea balance

Bowerman House

All going well. Good chairs line up this month. Some attendees are still attending meetings in the community.

Recovery Project

Meeting going really well really well attended, about 15 attendees so the attendance is going up. Need literature. Kat LSC Literature Secretary will send out what is needed.

Daubany House

No report this month.

The Lighthouse

Meeting usually well attended and many contributed and seemed appreciative of our presence. The management are still resistant to our attending in person but I intend perusing this with the manager to see if we can change back. Going really well, taking in Chair each fortnight. Not many attendees, only those that are not allowed out to physical meetings currently. Really helps those attending, good engagement from them. Was unable to attend Tuesday 26th September 2023 due to technical problems but they were advised ahead of time.

Langford Centre

First meeting taken in by Emma-Jane and Chelsea on Wednesday 6th September 2023 at 11am, it was well attended and very well received by the service users, a lot of engagement and the message of NA

was carried to the users well. Have had to cancel October's monthly meeting due to rail strike on that day, but Novembers will be going ahead fine as the second person coming along is a driver.

HMP Ford

No report this month.

PI Liaison and Co-Ordination

Attended UKPI on Zoom on Tuesday 5th September 2023 at 7pm, they were very happy to have someone attending from Sussex LSC and in the PI position, as advised I contacted training@pi.ukna.org to request additional PI training for the role and had a response that there is not currently any training planned for the Brighton Area at the moment but this is something that can be arranged if the Area would like to. Will attend next UKPI on Zoom on Tuesday 3rd October 2023 at 7pm.

Was unable to attend UKH&I on Zoom on Thursday 7th September 2023 at 7pm, due to a prior commitment but have cleared the diary to attend next meeting of UKH&I on Thursday 5th October 2023 at 7pm.

Having received an email request, (sent to the ASC email address) from Mark Williams, Community Development Officer - Substance Misuse Safer East Sussex Team at East Sussex County Council, to send out an email to the fellowship asking them to provide feedback on the services provided by East Sussex County Council for the recommissioning of the Drug & Alcohol Services. This is a survey that needs completion by (End of October).

This survey is targeted towards Drug & Alcohol Services

Q) Is this something we can ask ASC Minutes Secretary to send out to all GSR's?

A)The answer to this question as discussed by the committee was NO.

The committee discussed this request. This is against Traditions and concluded that we would be in breach of NA Traditions and Guidelines.

This survey is addressed solely to members of the public and more specifically towards **"Alcohol and Drug Treatment Services: Have your say on the new service - East Sussex - Citizen Space "**

Tradition 6: An NA group ought never endorse, finance , or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.

Tradition10: Narcotics Anonymous has no opinion on any outside issues; hence the NA name ought never be drawn into public controversy.

NA is not a Drug and Alcohol Treatment Service

NA is a nonprofit Fellowship or society of men and women for whom drugs had become a major problem. We are recovering addicts who meet regularly to help each other stay clean.

Several requests for printed meetings lists, do we need an up-to-date printing run of them?

Literature

Any Literature needed by Panel Leaders, contact Kat and they will send out to you.

Poster Co-Ordination

Only 5 A5 Posters left but lots of A6 posters.

AOB

Venue is booked and paid for and confirmed for 15th October 2023 12pm - 9pm. Speakers still needed for the day will be posted on the LSC What's App page and LSC committee will get them filled ASAP

Emma-Jane and Kat have looked into catering companies and places that provide sandwich platters and they are unaffordable.

Emma-Jane has priced up providing buffet lunch for 50 people purchasing from Asda delivered to her address on Friday 13th October 2023 as she receives 4% off of purchases with Asda. Providing sandwiches, Ham, Cheese, Egg Mayonnaise, Tuna & Sweetcorn along with cocktail sausages, sausage rolls and cherry tomatoes, Lemonade, Cola, plates and platters comes to roughly £60.00. All members of the committee to bring along something to add to the table.

Kat has priced up cooking a Vegan Chilli with rice, and this will cost around £40.00.

Both Kat and Emma-Jane are happy to purchase and claim back expenses, committee voted for £40.00 and £60.00 budgets respectively.

Emma-Jane and Kat will arrive at venue at 11am to prep the buffet lunch. Rose who is doing teas will also arrive at venue at 11am and will bring milk and non-dairy milk.

Will not be charging for entry but will be asking for donations to cover some costs of providing the Service Day.

Committee will have a quick Zoom meeting before the event to arrange final details of the event.

Anyone needing flyers for Unity Day, private message Kat on What's App with address and she will send them out. Emma-Jane will post the digital copy of the flyer to send out digitally. Mark will post on the NA Facebook Groups. We need to up the profile of the Unity Day.

Priory Hospital, Burgess Hill, Steve L, LSC Chair has made contact with the head of psychiatry who runs both Hospitals, one in Burgess Hill, one in Dorking. Will pass over information to the Surrey LSC for dealing with the Dorking Hospital. Arranged to meet Monday 8th October 2pm, looking for a second member of the LSC committee to come along to the meeting and to carry out a risk assessment.

HMP Lewes, Steve L, LSC Chair has arranged a meeting at the Prison for Monday 8th October 9.30am, need a couple of LSC male committee members to attend for the meeting and tour of the facility. This will need to be confirmed who is attending with the Prison by Friday 13th 2023.

HMP Ford, we have not had a proper report from HMP Ford meeting, Steve L, LSC Chair will to contact Andrew for attendance to the LSC and reports. There is a Thursday virtual meeting taken into HMP Ford with the NA Intranet Services. Will contact this committee to find out the broader details of this meeting.

Emma-Jane and Kat attended the ESRA Hastings Event on the Wednesday 27th September 2023 10am - 1pm. It was a very good event and we were placed right at the entrance for maximum exposure. Lots of people took leaflets and questions were answered. We were invited to attend One You East Sussex Event in Eastbourne at The Gather on Wednesday 18th October 2023 12.30pm - 4.00pm, Emma-Jane to attend but need a second to bring the Literature as Kat is unavailable that day, already have tables and banners at my address to take on the day. Louise will be attending with Emma-Jane and will take the Literature from Kat at the Unity Day on the 15th to take it on the 18th.

Printed meetings lists need printing for autumn, Kat will get the template from John and will contact Colour Fast and get quotes for a print run.

Anonymity is the principle behind all our Traditions and is important to us all. Steve had an incident when giving our apologies to an event we had too short notice to attend a PI event, where someone's anonymity was broken. Important to not give away too much about ourselves, particularly when we are employed in the same premises where an event is taking place, be mindful and don't let people use your name out of context.

Steve L would like a contact list of LSC committee members on the Sussex website, password protected, name, position, mobile number and email address. The committee does not want their numbers and contact details listed on the Sussex NA website.

We need to create a contact's list of all the services we attend and fulfil our service on the Sussex NA website.

Keep things down to business on the What's App group. Will be getting the UKNA What's App Guidelines sent.

Why are the Chairs report for ASC and last month's minutes not up on the Sussex website, SAOC have plenty of time to post this and it is now 5 weeks after the August Minutes posting.

Request for funds

Kat £8.90 for travel to ESRA in Hastings for Emma-Jane, round trip of 80 miles to travel to ESRA in Hastings £36.00 total of £44.90.

Steve L £10.00 for ink and paper.

Treasurers closing Balance £145.10

£9.05 tea balance

Business for next month's LSC

Report from Sussex Area Unity Day.

Report from One You East Sussex.

Printed meeting lists quote.

Positions Vacant at close of meeting

Panel Leader HMP Lewes - 2 years clean time

Panel Leader Recovery Project - 2 years clean time

Panel Leader Priory Hospital - 2 years clean time

Panel Leader Lighthouse - 2 years clean time

Panel Leader CGL Richmond House - 2 years clean time

Panel Leader CGL Richmond House - 2 years clean time

Zoom Tech Support

Please can all members of the LSC committee announce in groups that these positions need filling.

Next LSC committee meeting Tuesday 7th November 2023 6pm.

Steve L thanked everyone for attending this month's LSC.

Kat led us out in the *We* version of the Serenity Prayer.

#V4 23/11/22

**Narcotics Anonymous
Sussex Area Local Service Committee
Guidelines & Procedures**

Our Primary Purpose

The Sussex LSC has but one primary purpose – to carry the message to the addict who still suffers. Our goal is to bring meetings and the message of recovery into institutions such as prisons, hospitals & rehabs to those who cannot get to outside meetings or find it more difficult to attend. Also, to inform the professional of the benefits of Narcotics Anonymous & what we do, these could be those who work in addiction, criminal services & anyone which has dealings with the still suffering addict.

Basic Purpose & Functions of the Committee

To co-ordinate and facilitate Local Services in the Sussex Area and to ensure that the work of Hospitals & Institutions, Public Information, Public Relations & Outreach is effectively managed, so that the Narcotics Anonymous message is carried effectively within the Area. To serve the fellowship as a sub-committee of the Sussex Area Service Committee and to be accountable, through that Service body, to the fellowship as a whole.

- To enable & support H&I, PI/PR & Outreach activities in the Sussex Area, including the organisation of learning days & workshops.
- To liaise with Sussex Area Online Committee (SAOC) to develop and maintain a digital PI/PR presence.

Dissolution

1. No part of the net funds of the LSC shall be used to the benefit of any member(s) or individual(s).
2. The assets of the LSC, upon dissolution, shall be dispensed to the next level of the service structure (ASC).

Meetings

1. The LSC currently meets on the second Sunday of each month at a location which has been previously agreed and published in the preceding monthly minutes. (At present this is online due to Covid)
2. All Committee meetings are open for observation and participation of the NA Fellowship as a whole.
3. Panel Leaders to submit a written report when not attending committee meetings.

Voting Procedure

Our quorum of any election is 2/3rds voting members.

The following members are eligible to vote at elections for new committee members or committee business:

- Elected representatives of Sussex groups (GSRs) (One per group and must attend at least two consecutive LSC meetings)
- All elected LSC committee members.

Voting Options:

- For – In full agreement with the item/motion as presented. This is a feeling that this item/motion should move to action and/or adoption.
- Against – Having major concerns and/or misgivings about the item/motion. This is a feeling that this item/motion should not move to action and/or adoption.
- Abstention – Having no strong opinion for or against but support is counted with the majority and included in the quorum. (An Abstention is counted with the majority - either for or against)
- Present Not Voting – Not taking part in the vote and will not be counted in the quorum.

The chair will not vote unless she or he is called to make a casting vote in a tied vote situation.

We operate consensual decision-making. In the event of an irresolvable difference, Robert's Rules will apply.

Steering Committee

1. The Steering Committee is composed of Chair, Vice Chair, Treasurer, Vice-Treasurer, Minutes Secretary & Literature Secretary
2. Chair & Vice Chair are 2-year commitments. All other Steering Committee positions are 1-year commitments. Chair, Vice Chair & Treasurer must also be ratified by the Sussex Area ASC.
3. Steering Committee members should have a working knowledge of the 12 Traditions and 12 Concepts and should be familiar with "A Guide to Local Services in NA". These will be provided by the LSC.

Subcommittee Trusted Servant Positions:

All service nominees are required to be working an NA program, attending NA meetings regularly, have and be working with an NA sponsor & to become familiar with the Twelve Traditions and Twelve Concepts of NA. They must have a clear understanding of these Guidelines. This committee also relies upon the use of PI/PR & H&I Handbooks. (Copies of these will be freely provided)

Requirement to take on a service position within the LSC is as follows:

1. . Attend the LSC and express an interest in a position
2. Shadow the existing member of the service position to see what the commitment entails and gain an understanding of H&I/PI service to see how the meeting/position are run. (If there isn't an existing member the interested member will shadow a panel leader taking the meeting on the project or a similar piece of service).

Any new members who express an interest in service can shadow anyone who's doing service whatever their commitment so as to get an idea of the position then they can decide if the position is suitable for them.

3. Return to the LSC the following month for them to formally put themselves forward for the position & be voted by the committee.

Responsibilities of Local Services Committee Members

Chairperson

1. Minimum clean time requirement is 3 years.
2. Ensures that the Traditions and Concepts are upheld in all matters.
3. Upholds & maintains communication between the Local Services Committee and the Sussex Area Committees, including providing regular written reports and financial statements to the ASC.
4. Attends each meeting of the ASC and the Local Services committee.
5. Chairs regular meetings of the Local Services Committee and co-ordinates the activities of the Local Services Committee

Vice Chairperson

1. Minimum clean time requirement is 2 years.
2. Acts as Chairperson in the case of Chairperson's absence.
3. If the office of Chairperson becomes vacant, serves as the Chair until confirmed by ASC or until new Chair is elected.
4. Assists the Chairperson in carrying out the responsibilities of the Local Services Committee.
5. Attends each meeting of the Local Services Committee and the ASC as required.

Minutes Secretary

1. Minimum clean time requirement is 1 year.
2. Takes minutes of all meetings of the committee and sends a copy to all LSC members, UKH&I, UKPI and ASC secretary.
3. Keeps a database of all committee members' contact details and an archive of past minutes.
4. Responds to all postal/email enquiries from professionals and institutions, and keeps a file of all such correspondence.
5. Attends each meeting of the Local Services committee as required.

Treasurer

1. Minimum clean time requirement is 2 years.
2. Attends each LSC meeting with treasury money and receipt book.
3. Provides a written report of transactions to LSC each month.
4. Is financially stable and able to manage money effectively.

Vice-Treasurer

1. Minimum clean time requirement is 1 year.
2. Acts as Treasurer in the case of Treasurer's absence.
3. Is financially stable and able to manage money effectively.
4. If the position of Treasurer becomes vacant, serves as the Treasurer until confirmed by ASC or until new Treasurer is elected.

Literature Secretary

1. Minimum clean time requirement is 1 year.
2. Organises the purchase and distribution of service literature.
3. Attends each meeting of the Local Services committee as required.

H&I Panel Co-ordinator

1. Minimum clean time requirement is 2 years.
2. Ensure that meetings are conducted according to the WSC Handbook Guidelines.
3. To arrange shares in institutions and encourage support from local NA members.
4. Provide a written report to the LSC and attend monthly meetings where possible.
5. Ensure that relevant NA literature is available in meeting.

PI Liaison Officer

1. Minimum clean time requirement is 2 years.
2. Ensure that the LSC is in contact with public services for presentations and information
3. Keep a record of the services that the LSC is in contact with
4. Actively seek out services (e.g. Police, Probation, Ambulance Service) to see if there is anything we can do to be of help in the local area.
5. Arrange presentations with public services and to work with PI Presentation Leader
6. Make sure public services receive information about the fellowship when required

PI Presentation Leader

1. Minimum clean time requirement is 2 years.
2. Ensure that presentations are conducted according to the WSC PR Handbook Guidelines.
3. To arrange Panel Members for presentations.
4. Provide a written report to the LSC and attend monthly meetings where possible.

5. Ensure that relevant NA literature is available at presentation.

Poster Coordinator

1. Minimum clean time requirement is 1 year.
2. All poster campaigns to be carried out in pairs
3. No clean time requirement for second person as long as accompanied By Poster Coordinator
4. To keep a record of campaign locations & a copy passed onto Minutes Secretary

H&I & PI Panel Member

1. Minimum clean time requirements: 6 months to speak at H&I meeting or PI presentation, 3 months to attend.

The Sussex Area local service committee reserves the right to edit and change these guidelines as the committee grows and evolves.

“Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth”

The Basic Text

Introduction, Page xxvi