

*Tuesday 5th September 2023 6pm*

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

**Visitors: -**

- Conor - LSC Group Rep
- Anna - Come to take on service
- Rupert - Come to take on service
- Steve - Come to take on service
- Louise - Come to take on service
- Steve L - Come to take on service

**Apologies:** - Brian - Panel Leader Lighthouse  
Aaron - Panel Leader Daubeny House  
Andrew - Panel Leader HMP Ford  
Liv - Panel Leader Recovery Project

### **Approval of last Minutes**

Kat approved last month's minutes.

### **Positions Vacant**

Chair - 3 years clean time (2 years commitment)

Vice-Chair - 2 years clean time

Treasurer - 3 years clean time

Vice-Treasurer - 2 years clean time

Vice-Minutes Secretary - 1 year clean time

Vice-Literature Secretary - 1 year clean time

Panel Leader HMP Lewes - 2 years clean time

Panel Leader Langford Centre - 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

LSC has desperate need for a Chair and a Treasurer, please take this to all groups.

### **Nominations**

Steve L put themselves forward for Chair, was seconded, gave CV and was voted in.

Steve put themselves forward for Vice-Chair, was seconded, gave CV and was voted in.

Mark put themselves forward for Treasurer, was seconded, gave CV and was voted in.

Rupert put themselves forward for Vice-Treasurer, was seconded, gave CV and was voted in.

Anna put themselves forward for Vice-Minutes Secretary, was seconded, gave CV and was voted in.

Louise put themselves forward for Vice-Literature, was seconded, gave CV and was voted in.

Emma-Jane put themselves forward for Panel Leader Langford Centre, was seconded, gave CV and was voted in.

T - Panel Leader Recovery Project handing in his service as of 13<sup>th</sup> September so this is now available.

Kat will add all new committee members to the LSC What's App group

**Treasurers opening Balance £130.00**

**£9.05 tea balance**

### **HMP Ford**

Ford is going really well. Now has five people who have clearance attending. Going from strength to strength.

### **Bowerman House**

Everything going really well. Couple of members going to meetings regularly locally. Good attendance.

### **Recovery Project**

People that are clean that live there have the option to attend and also people who are detoxing in the facility must attend. Lots of attendance. It is very intense but people respond to it well. People are keen, it is a 12-step treatment centre and are aware of what NA is and does. Well established H&I meeting.

### **Daubany House**

Has been agreed to be put on hold for the time being due to low numbers and the struggle to get another NA member to attend. Will try to get another member to commit to a more permanent position attending. Will report on progress at next month's LSC meeting.

### **The Lighthouse**

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.

### **PI Liaison and Co-Ordination**

Will be attending UKPI Tuesday 5<sup>th</sup> September 7pm-9pm and UKH&I on Thursday 7<sup>th</sup> September 7pm-9pm and giving my report on Sussex LSC and will report back next month. Pass on Steve L contact details to Simon J from PI and Chair of H&I to get in contact with Steve L.

Have requested access to UKPI Basecamp and am waiting to hear back with login details. Need to reset LSC email details to gain access to basecamp I am okay to go ahead with this. Emma-Jane will hold fire on this as there is a possibility of coming away from Basecamp.

Langford Centre, Bexhill monthly meeting is starting on Wednesday 6<sup>th</sup> September 2023. I will be attending with another member of the fellowship monthly. I have two members currently willing to attend every two months, both are female so would like to get a male member interested in attending and then rotate the three.

Priory Hospital, Burgess Hill would like an H&I meeting brought into the Hospital, waiting back to hear frequency and possible dates/times. Emma-Jane to contact and ask what criteria to follow, who they want us to manage so we can make an arrangement for members of the LSC committee to go and do a risk assessment.

Lewes Prison currently hold weekly AA meetings on a Friday morning in main education, and they are hoping they would be able to run the NA meetings at the same time (as they have spare classrooms on this day). The way they run this is that the facilitators are key holders and they hold the meetings themselves (in the room alone but with officer patrol in education) - they have one member key/security cleared and then bring a guest speaker each week who is not cleared, they can attend 3 times a year without clearance. The above would be ideal, but they are open to discussion around what our facilitators feels most comfortable with and their availability.

I would suggest not running the meeting at the same time as the AA meeting and will look at liaising with the prison for another time/day once we have people that are interested in the position and find out their availability.

Emma-Jane to arrange for Steve L and another member of the LSC committee to attend the prison with the point of contact on a Monday.

ESRA Hastings have offered us a stall at their Recovery Month Celebration Event on Wednesday 27<sup>th</sup> September 2023 10am - 1pm. I am happy to attend but will need someone who can bring the table, banner literature and leaflets to hand out to also come as I rely on public transport and can't bring the needed items with me. Kat will attend with Emma-Jane and take the equipment.

### **Literature**

Good Literature stock any needed, contact Kat to send out. Kat has no more where to find meeting lists left. We have run out of meetings lists.

### **Poster Co-Ordination**

Have not been out this month. Those doing poster runs need to follow the strict guidelines and complete the log, Steve L will post these on the What's App group. Must Liaise with Mark, Poster Co-Ordinator when doing poster runs.

### **AOB**

Emma-Jane as Minutes Secretary will send out the LSC Guidelines, PI Handbook, H&I Handbook and Poster Co-Ordination Guidelines and Log Book with the minutes.

Going forward the minutes of the LSC meeting will not be sent to ASC each month, a Chairs report will be created from the minutes and presented to the ASC, minutes will be sent out on What's App group for approval and then sent to webservant once approved by the committee to be put on the website.

Kat will attend the ESRA Hastings Event on the Wednesday 27<sup>th</sup> September 2023 10am -1pm with Emma-Jane and will bring the table and Literature.

Pride was absolutely brilliant, most of the people who signed up for service attended. Despite the weather were able to speak to other stall holders and hand out NA packs and give out information. Were able to keep a warm ish, dry ish tent with cups of tea. NA members were able to come in and participate in the meetings from the rain. Provided shelter for the security guard patrolling near the tent. Really good bit of service. Kat is handing in the Co-Ordination of Pride this year, so someone will need to step up to co-ordinate next year and can 12-step anyone in.

Sussex Area Unity Service Day Sunday 15<sup>th</sup> October 2023 12pm - 9pm, as date is set and we have link for the day should we get flyers printed and start handing them out sooner, rather than later for attraction. Costs looked at for printing Brighton Print Centre - A6 single sided 170gsm in colour = 200 £20.00, 500 £35.00 and 1000 £65.00. Colourfast - A6 single sided 250gsm in colour = 1000 £57.00, 500 £45.00 and 250 £40.00. Committee voted to go with 1,000 with Colourfast A6 single sided 250gsm in colour.

Venue asking for £50.00 returnable deposit and £150.00 rent for the day, for the 10 hours. This will be paid after receiving funds to top up our prudent reserve from ASC.

Emma-Jane will add the service positions still needed on the What's App chat.

Kat will bring quotes for catering for the Unity Day for next month.

### **Request for funds**

Kat £10.00 for expenses.

**Treasurers closing Balance £120.00**

**£9.05 tea balance**

Asking ASC for £280.00 to bring up to our prudent reserve of £400.00.

### **Business for next month's LSC**

Kat to bring costs and details of providing a buffet lunch and dinner from catering companies for the Sussex Unity Service Day on 15<sup>th</sup> October 2023.

Committee members to ask NA members if they can fill the vacant speaker and service positions for the Sussex Unity Service Day, Emma-Jane to put speakers and service still needed to be filled on LSC What's App group.

Priory Hospital, Burgess Hill would like an H&I meeting brought into the Hospital. Emma-Jane to contact and ask what criteria to follow, who they want us to manage so we can make an arrangement for members of the LSC committee to go and do a risk assessment.

Lewes Prison meeting set up. Emma-Jane to contact to arrange for Steve L and another member of committee to attend the Prison to meet with point of contact on a Monday.

Ford Prison discussion.

### **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 3<sup>rd</sup> October 2023 6pm.

Lee thanked everyone for attending this month's LSC.

Steve led us out in the We version of the Serenity Prayer.

**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 can not 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**

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