

Tuesday 7th November 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.

Rob 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
Aaron - Panel Leader Daubeney House
Brian - Panel Leader Lighthouse
Jill - Tea Person

Visitors: - Miguel - visitor
Conor - LSC Group Rep
Rob - Zoom Tech Stand-In
Daniela - visitor

Apologies: - Rupert - LSC Vice-Treasurer
Rose - Panel Leader Bowerman House
Liv - Panel Leader Recovery Project

Approval of last Minutes

Steve P approved last month's minutes, Kat seconded.

Approval of Chairpersons Report to ASC

Rob approved last month's Chairpersons report, seconded.

Positions Vacant

LSC Vice-Treasurer - 4 years clean time

Panel Leader HMP Lewes - 2 years clean time

Panel Leader Priory Hospital - 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

Nominations

Rupert with apologies handed in their position of Vice-Treasurer.

Emma-Jane with apologies handed in their position of Panel Leader Lighthouse.

Treasurers opening Balance £573.10

£9.05 tea balance

Bowerman House

All going well at Bowerman. Service is up at the end of the year so shall be announcing it at meetings to hopefully find someone to take over from January onwards.

Recovery Project

No report this month.

Daubany House

No report this month.

The Lighthouse

Only people on detox attend the meeting as all others go out to meetings, have been trying to get meeting back live for a while now, Governing body is now willing to go back to face to face, Brian will just need to phone and speak to the Manager to set this up.

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

One person vetted now, Andrew still awaiting their vetting to come through. Taking in 4/5 people in each week from the outside. Regularly 2-5 from the prison. All good.

PI Liaison and Co-Ordination

Not many requests through the LSC email address this month.

Have sent a request off to colourfast for printing of the winter where to find meeting lists with the changes from the website. Waiting for update on the new Bexhill Friday meeting to go on the meetings lists before running the printing.

Literature

Any Literature needed by Panel Leaders, contact Kat and they will send out to you. Lou is storing PI Stand currently. Kat and Lou will liaise and order more Literature and Leaflets. Kat will look into purchasing the new little white books that have been produced.

Poster Co-Ordination

Nothing to update on Poster Runs as not been able to find anyone to go along with. Need to order more Posters. Idea of doing a Poster Run Day, several members of LSC interested in helping with this.

AOB

Priory Hospital Men's Only Institution was visited by Steve L and Lou, who provided Literature and Ben G. Spent 25 minutes sitting in their Management meeting, left them Literature that is academically based for them. Had a discussion with them as to what the timeline is expected to establish the meetings. Clean time for this at least 2 years, possibly 3 as may be dealing with potentially difficult situations. Quite happy with the risk assessment, staff are aware of what we expect to keep safety of our members a priority, reasonable sized room has been allocated for meeting with a maximum number of attendees limited to 14. Biggest problem with this is human resources. Yet to decide on weekly, fortnightly or monthly meeting. Would like some "discharge packs" made up for them.

Every year invite to Sussex University at Falmer to do a presentation to the Medical Students. 8 members needed to attend will need to do a 10-15 minute share of experience, strength and hope each and then question and answer session. Tuesday 21st November 2023 2pm - 5pm.

Sussex Area Unity Service Day was an amazing Event, but not many turned up, this could be due to the Glasgow Convention being held that Weekend and a Dorset Convention. Next time would need to check on other events running concurrently. Could also have been due to the no heating at the venue.

Idea to take Service Chairs to groups rather than have the groups come together for a Unity Day.

One You East Sussex Event attended by Emma-Jane and Lou, stand was set up beautifully and had some people attend the event and ask what we were all about.

LSC Committee Members urged to read up on the 12 Concepts. The issue is about rotation and knowing when to step away from positions and allow others to take up commitments. Don not take on too many commitments that you are not able to keep up with. Quality rather than quantity.

Review the clean time requirements in HMP Lewes for Panel Leader to 3 years from 2 years. Emma-Jane to dig out LSC Guidelines v's. 1, 2 and 3. LSC Committee voted that going forward clean time for HMP Lewes Prison and Priory Hospital, Burgess Hill for Panel Leaders 3 years clean time.

It was pointed out that it would be a good idea to take UKPI up on their offer of providing a PI Training Day in Sussex.

Prudent to take an LSC inventory, along with personal inventories.

Request for funds

Steve L £10.00 for Priory Hospital Expenses.

Emma-Jane £60.00 for Unity Day Expenses; £10.00 One You Day Expenses.

Treasurers closing Balance £456.10

£9.05 tea balance

£56.00 returned to ASC via Rob to bring us to our prudent reserve of £400.10

Business for next month's LSC

None scheduled.

Positions Vacant at close of meeting

Panel Leader HMP Lewes - 3 years clean time

Panel Leader Recovery Project - 2 years clean time

Panel Leader Priory Hospital - 3 years clean time

Panel Leader Priory Hospital - 3 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 5th December 2023 6pm.

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

Anna 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 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

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