**<http://www.higna.org.uk/highlands-islands-area-service-committee/> P/W hignaasc2019**

**Agenda/Discussion Topics:**

* **Moment of silence-roll call**
* **Taking of minutes**
* **Election of TS, Chair, Treasurer, Secretary and Alts etc.**
* **Treasury Report**

**Current financial status:** *As of 24/08/2020*  **Opening** **Balance: £1320.70**

**PayPal: £825.15  
Bank Act: £495.55   
Expenses Out: £5.48** *postage Key tags* **£14.40** *purchase Key Tags (UKSO)*

**Closing Balance: £1317.52  
*Contributions:*** *(last 2 months)* £83.56  **Prudent Reserve: £500.00** *(Approximately 2 Years operating expenses as set June 2019 ASC)* **Working Balance: £817.52  
*Current fixed annual expenses:*** *2019/20  
Website + Domain etc. £49.00 (per year)   
Bluejeans account £167.04   
Total expenditure £216.08*

* **Website report:**

The website has been running well with no reported problems, backups are being taken regularly and pages updated as required. Layout, content and format review of the guidelines page is ongoing.

**Groups:**

* **Group reports**
* **Matters arising?**
* **Service opportunities?**
* **Growth, new meetings?**
* **Events**
* **Events:**
* **New Business:**
* **Court cards/Attendance Verifications: Do we want to discuss procedures and or do we want to add info about that to the guidelines page? Can those groups who are or might wish to make this service available as a part of their meetings please notify us so we can add that to the format codes on the meetings list?**
* **Any other business?**
* **Old business**
* **Use of Tradition 7 funds?**

**IP’s, White Books and BT’s to the Amy Winehouse Foundation Women’s Treatment Centre.**

**HM Prison Berwyn (new Prison in Wales) Inmates have recently formed a Behind the Walls meeting and need a starter pack, including reading cards and key tags as well as any literature we are able to send them\***

***\*Email from HMP Berwyn***

***To asc@higna.org.uk***

***Hi Steve***

***Lovely chatting to you and grateful on behalf of our men here that you decided to contact us about the generous proposal.***

***On the subject of materials.***

***We desperately need Basic Texts. I think we have 2 and I have 2 x living cleans which I lend out sporadically.***

***Also, the readings, if there were a laminated official version and even an official meeting run down of what to say and when. We’ve kind of done that ourselves based on what we’ve got but I don’t have a running order as such.***

***Keyfobs are the thing that the lads who facilitate our group have been asking for. Plenty of 24hrs and then some as we go up the cleantime scale.***

***To be honest, anything that you can donate.***

***Also it would be good to expand the discussion around what you can provide for us in an online capacity. As it stands, we have no facility to have external digital input into the prison. We have a well-known digital intervention which we cannot facilitate for security reasons. However, this may change in the future. What would be of massive benefit is any materials that we could put onto our digital hub for the men to consume. For instance AA have sent us lots of speaker shares which can be listened to via their laptops in their rooms.***

***There’s definitely something to push around the plate to find a way of getting the ‘content of NA’ into the men’s personal space.***

***Nice chatting and fingers crossed for a positive outcome from the group conscience,***

***Tim***

***Tim Roberts***

***Substance Misuse Interventions Lead***

***HMP Berwyn***

* **Date of next meeting:: To be decided**