



Regional Service Committee Meeting – Minutes
Jersey, March 9-10th, 2019

Saturday	
Open Meeting	
	Moments Silence & Serenity Prayer
Roll Call	Admin Committee: chair, vice chair, RD, alt RD, resource, vice treasurer Subcommittees: all subcommittees represented RCMs: 23 RCMs, 2 alt RCMs Visitors: 4 visitors attended
Voting RCMS	23
	Chair's opening remarks Chair informed body that any recording of proceedings was not acceptable
Tradition	Tradition 10 from the basic text
Elections	Admin Committee Elections No one stood for vacant positions
Positions still vacant:	Treasurer, Secretary, Vice Secretary, Vice Resource
Minutes	Approval of Last RSC meeting minutes Approved subject to January OB £15,912.49 CB £13,231.79
Treasurer's opening balance:	£13 231.79 Prudent reserve stands at £11,020.00
Bids	Bids to Host future RSC meetings: No bid to hold July region, defaults to admin committee to arrange venue
Region Seating	<p>The Chair raised the issue on the floor, letting the body know that the guidelines for seating at the RSC are unclear, and that when HIGNA had put themselves forward to be recognised as an ASC, they were not identified as a virtual only group of meetings/nascent ASC.</p> <p>The chair apologised to the body for not seeking guidance from them as to the request for recognition from HIGNA.</p> <p>Following lengthy discussion, with HIGNA answering many questions put to them regarding their composition and function, it was the conscience of the body that this issue could not be decided without allowing further research/work by an ad hoc committee.</p> <p>It was made clear that a motion would be finalised, to be raised in new business, to address the issues raised (see below).</p> <p>Thus, the chair made it clear on the floor that HIGNA were being asked to step back from full participation at the RSC, until such time as the RSC has clear guidelines on seating arrangements for ASCs at the RSC, following recommendations from the ad hoc committee that would be formed to consider these issues. The representative for HIGNA indicated acceptance of the conscience of the body on the floor.</p>



Regional Service Committee Meeting – Minutes
Jersey, March 9-10th, 2019

	<p>The current situation, whilst the body awaits these recommendations, is as follows: Representatives of the HIGNA group of meetings will be welcomed, like any other visitor, to the RSC. The HIGNA group of meetings is NOT recognised as an ASC by the RSC and thus may not participate in RSC business, as an ASC would. The HIGNA group of meetings may not indicate that they are an ASC recognised by the RSC (however they may choose to identify themselves otherwise). Any literature, whether virtual or hard copy that stated this will need to be withdrawn from circulation</p>
OLD business	
Concept 10	Redress statement read H&I not satisfied with apology, not specific enough, but prepared to accept and move on.
Email Data	Should data from email address be kept? How long? One year? Agreed.
Motion 18	Tabled
Social Media Guidelines	<p>Motion 3-19 - Approved at Jan Region. Add to guidelines? Should all UK online social media groups be moderated? Moderation policy? Subcommittees need to take responsibility for their online presence. More complex than just moderation. Are people speaking as individuals, or as representatives of NA? Subcommittee moderators should be responsible for their content – decision made on Sunday that the chair of subcommittee. Simon to collect guidelines from online S Media sites NA Service solutions etc.</p>
Travel & Subsistence policy - UKSO	UKSO Directors want more clarity on claiming expenses for fuel, but of course would like the same policy as rest of UK Region - treasurer to make a suggestion? Approved
Resource	<p>Please use templates provided, updated ones are sent out with each report request and are accessible through the welcome to region links document. Please get reports in on time. Please include questions in updated reports, so that members may be prepared for them, and so that business may be conducted expeditiously Buddy list & mini guidelines for new RCMs – approved; RCMs and members of the body, please send requests for inclusion in ‘quick guide the RSC’ to resource@ukna.org</p>
Motion 01-19	<p>Should UKRSC make amends to UKSO special workers etc – Discussion was had for some time. Noted that most people present and now serving at RSC are new or where not serving at the RSC when issues about UKSO ltd and accountability where occurring and therefore unaware of the situation that they are now being asked to make amends for. After prolonged discussion this motion was passed, and it was decided that the UKSO Director present at this region makes verbal amends to the two Special Workers by having them present at their regular meeting. The body also agreed that the same director calls the former UKSO director and the sponsor of the former UKSO subcommittee chair and relay the amends offered by UKRSC.</p>
UKH&I Report	<p>Do inmates get books from UKSO or H&I? <ul style="list-style-type: none"> UKSO send a book on request and UKH&I pay. When book gets sent back, could it go to prison worker and not back to UKSO? Prison officers sitting in on meetings. <ul style="list-style-type: none"> I’ll check that Great positive turnaround for H & I turnaround in 6 months - Wow! Asked for £979.28, ?100 in from T-shirts</p>



Regional Service Committee Meeting – Minutes
Jersey, March 9-10th, 2019

	<p>Do we go into detention centres?</p> <ul style="list-style-type: none"> • People who contact us and ask, we respond. <p>What are the goals of going into parliament?</p> <ul style="list-style-type: none"> • Clearance and education <p>Why is FLO doing this?</p> <p>Farsi go and headhunt places, we don't wait for a request</p> <p>Can you take Farsi literature with you?</p> <ul style="list-style-type: none"> • Yes
<p>RCM reports- responses and questions – Please check the post region report for RCM reports in full.</p>	
<p>SW London</p> <p>GMASC</p> <p>HIGNA</p>	<ul style="list-style-type: none"> • SW London recognised • Greater Manchester - question for UKSO to be asked during UKSO report • HIGNA rep – UKSO friendly amendment 1st option from vision committee – explained no amendments to be made no option has been asked to be decided on yet – vision committee will bring back all info before groups to make decisions. • Would it be more cost effective to be part of UKNA website? <p>refuse to work with UKNA website as they feel they would lose their autonomy.</p> <ul style="list-style-type: none"> o Questions – A recovery meeting cancelled; how do they update to let people know? - Confusion around guidelines and new meeting (women's meeting Wednesday night. o Treasurer – clarity no funds paid out at this RSC yet however HIGNA asking for funds. o Questions – security? Email addresses – not an issue, don't need to sign up, sign in just as a guest. o Website / Helpline chair – comment about website committee, painful, explained new committee and old resentment not acceptable – aware of history unknown to me, past. HIGNA rep apologised for comment, accepted. o PI chair – PI is half of that to keep platform for two years? – yes – 2 months instead of 2 years? Concerns of online convention costing half PI – take back to ASC to look at again. o Question – lot of work on your own, concerns not a lot of saving up money from 7 years, shouldn't HIGNA be under UKNA website therefore lower costs – money situation show that some people don't make donations. - Myself, FL manages blue jeans and liaise with platform, treasurer, web servant, new H&I o Question – does each meeting have a separate pot of money? contributions button, one pot held for all meetings under HIGNA? Flow of funds presentation? Do you have any ASC guidelines? Literature, how? do you have links to online lit? – no guidelines yet, literature digital library thru NAWS of approved literature, pass on to people, give away free literature, one pot, madness to do 7 pots, each group is not autonomous financially. <p>Chair of Website informed HIGNA rep that NAWS have now asked fellowship not to send out free PDFs of literature. – was not aware of this and will take this back.</p>



Regional Service Committee Meeting – Minutes Jersey, March 9-10th, 2019

<p>Y&HASC</p>	<p>o Q – lot to do by yourself, costs = 3 month donation from my ASC, why separate from UKNA website – cos were not the website, we are autonomous, link to other online meetings around the world.</p> <p>o PI Chair – PI monthly done from 12 months records, Florida and Italy</p> <p>Suggestion – merge two together</p> <p>Vice chair – more and more like a group not an ASC, get guidance before coming to RSC</p> <ul style="list-style-type: none">• Yorkshire and Humberside – is there a PI letter, is UKSO approved supplier to send to any prison as difficulty getting them in, info around rotating location for ASC, guidelines FD, simple details protocol for getting generic email address <p>RCM– has info re PI letter can pass on – established letter or recent or currently using, couldn't find handbook.</p> <p>FD guidelines historic can pass on</p> <p>To get a UKNA email address, send email to email.ukna.org, any ASC including positions – trying to explain to ASC about email addresses</p> <p>handbook on NAWS site, South London guidelines can send</p> <p>central location of the ASC is advised</p>
<p>Dorset ASC</p>	<p>PI letter, PI handbook</p>
<p>WMASC</p>	<ul style="list-style-type: none">• Dorset recognised• West Midlands – question about predatory behaviour <p>make it public within the meeting, vice chair of subcommittee</p> <p>IP29, Inappropriate behaviour leaflet, misappropriation of funds letter</p> <p>direct or indirect, we see what you are doing, clarity statement, you are welcome your behaviour is not, outside of our meetings</p> <p>WM H&I have asked UK H&I for guidance, when does an outside issue become an inside issue</p>
<p>Kent ASC Merseyside ASC</p>	<p>Discussion had around this issue – it is definitely an inside issue, We represent NA in service and outside behaviours can bring us into disrepute.</p> <ul style="list-style-type: none">• Kent – bring questions to next region
<p>Devon ASC</p>	<ul style="list-style-type: none">• Merseyside – question asked• Devon – misappropriation of funds – NAWS#30 bulletin and Dorset unity day guidelines, pay back at £50.00 pm, one sum then withdrew from contract, police contacted and registered as a theft, ASC didn't want to go down legal route, done thru civil action. <p>Vice chair – if we do not follow thru no point in misappropriation forms.</p> <p>Info given – more likely to get money back thru civil not thru police</p> <p>Safeguarding or risk guidance, child protection</p>



Regional Service Committee Meeting – Minutes
Jersey, March 9-10th, 2019

	<p>Discussion had – can we get info from NAWS and other 12 step fellowships ESH</p> <p>Venues usually have safeguarding policies – we adhere to them?</p> <p>child safety comes first, risk assessment with evidence, opening up to whole mine field, parental responsibility, bring your child at your risk not the fellowships risk</p> <p>all events parental responsibility – should be emphasised on flyers.</p> <p>Insurance – all meetings – Public liability</p> <p>Treasurer of RCS of to look at PLI blanket cover for UK</p> <p>Could short term own PLI until such time UK cover</p>
Sunday	
Open	Meeting
	Moments Silence & Serenity Prayer
Roll Call	Voting RCMS: 22
Subcommittee reports	
UKPI	<p>Report was read, questions raised regarding guidelines – to be redrafted and returned for May region. Point raised regarding barriers to attendance for some addicts; motion may come up at May region to propose looking into this issue further, how do we support addicts to join NA when there are barriers to attendance brought about by discomfort at meetings, or other vulnerabilities.</p> <p>PI week: NAWS is excited to announce the First Narcotics Anonymous Public Relations Week, scheduled for 3-9 June 2019. This event will take place the first week of June each year. The theme and slogan for this year’s PR Week is We All Are PR. Check out the PR Activity page, which will include a PR Week link where, ideas are offered for t-shirts, samples of flyers and posters, and a link to local resources submitted by worldwide PR subcommittees: www.na.org/pr_act</p>
UKComm²	<p>The website/helpline committee has expanded in recent years, now encompassing website, helpline, online share review, online meetings, and the 12-step list co-ordination. In order to better reflect its broad and diverse responsibilities it has been renamed UK Communications subcommittee, or UKComm².</p> <p>The UKComm² subcommittee will need a chair shortly, please let your ASCs know. In addition, help is needed with the twelve-step list – please action at area, and email@ukna.org/12</p>
Treasurer’s report	<p>7th tradition and UKNA: The Vice treasurer presented information on the flow of funds, useful prudent reserve calculator and proposed changes to appendix 14. RCMs who had requested this information can now share these resources with their ASCs</p> <p>Travel and Subsistence policy – appendix 14 – The vice treasurer has sent out a copy of a power point that explains how the travel and subsistence policy is to be interpreted by ASCs requesting funding for their RCMs to attend region. Please consider this and send and questions/updates to the vice treasurer. Pending approval of this document, and the updated travel and subsistence policy, this will become part of RSC guidelines.</p>



Regional Service Committee Meeting – Minutes
Jersey, March 9-10th, 2019

ASC mailing addresses	NAWS have been in touch to update mailing addresses for all ASCs. The new RCM template has been updated to allow room to list this in your report. If your ASC has a mailing address, please send details to rd.rsc@ukna.org and include in your next RCM report to region. Do NOT use venue addresses, accessed either through the website or the pre region report to post fliers for events etc. UKSO is happy to distribute these with literature orders.
GDPR ad hoc committee	has been formed to draft guidelines to support the RSC, ASCs and groups in ensuring compliance with the General Data Protection Regulations. Members who have experience or a keen interest in this topic are asked to get in touch with email@ukna.org to join.
Vision.UKSO	Committee continues to work to prepare recommendations for the RSC
RD	Regional Delegates report – report was read out, check post region report for further actions
	New Business
Policy Log	
Safeguarding and Public Liability	As requested by RCMs the admin committee is looking into a safeguarding statement, and the practicality of centrally purchased public liability insurance. To ensure that a clear picture can be built of the needs of the fellowship, please email resource@ukna.org to report: How many of your groups have been asked for public liability insurance How many of your groups, or your ASC hold public liability insurance (brief policy details would be helpful) How many of your groups have been asked for a safeguarding policy
Virtual service – Motion 19-07	Virtual service ad hoc committee: further to motion listed below, can those interested in being part of this ad hoc committee please email resource@ukna.org to be put in touch with the point person.
Guidelines updates	Updated Section 1.2 – remove words independent examiner as this has legal implications Clarify scope of examination of accounts; check frequency is suitable. Does there need to be a timetable for this? Section 2.2 – repeat relevant sections from 1.2 RSC finances in 2.2 subcommittee section for ease of reading/accessing information. One subcommittee will be examined between each region. The treasurer will take a brief overview of 2 months’ accounts and if anything out of the ordinary then look further back. Appendix 10 – update motion form to reflect CBDM – see proposed form Appendix 6 – update UKCNA bid to reflect policy 17-18 and to include all UKCNA events To be considered for update Appendix 14 – update travel and subsistence policy to ensure it is also suitable for use by UKSO directors when claiming for expenses related to travel by personal vehicle. Ease of use/forms of calculation to be considered. Update process by which RCMs may request support to attend RSC for clarity Section 3.14 - Grounds for removal from RSC admin and subcommittees, add behaviour that endangers other members or brings NA into disrepute – possibly use mediation process from Appendix 13



Regional Service Committee Meeting – Minutes
Jersey, March 9-10th, 2019

	<p>Appendix 15 - Inventory process -update guidelines to reflect more practical inventory process and to reflect on recent inventory</p> <p>Appendix 17 - Concept 10 update guidelines to reflect more practical Concept 10 process and to reflect on recent ad hoc committee experience</p>
	<p>Treasurer’s report & Closing Balance</p> <p>Closing Balance £10,329.85 (prudent reserve £11,020.00)</p>

Appendices

Appendix 1 - Motions:

	Motion	Made/2nd	Action if any:
19-01	<p>This motion proposes that UKRSC makes amends to the current Special Workers (Office manager and Assistant office manager) at UKSO, former director and former subcommittee and the UK Service Office as an organisation.</p> <p>In light of new ideas and developments ahead concerning the future of UKSO, and in order to move forward in a loving and forgiving way, it is important for UKRSC to acknowledge and take responsibility for the hurt caused to the two special workers, former director and former subcommittee, and UKSO itself over the past several years. Although the special workers are paid (but not the former director or subcommittee), they are (or were, the director has stopped attending meetings and the chair has passed away) NA members to whom faith in the fellowship matters as much as to any other NA member, and the UK Service Office plays an important role in our fellowship.</p> <p>Intent: To acknowledge the hurt caused by the inaccurate and mistaken way that UKSO and the mentioned individuals have been portrayed at UKRSC and wider fellowship in the past few years. That by making direct and indirect amends to them all, we address and amend the damage done and, in that way, contribute to further healing of the relationship between UKSO and UKRSC. This would contribute to creating a</p>	<p>SELASC WMASC</p>	<p>Passed with 1 reservation</p> <p>After prolonged discussion it was decided that the UKSO Director present at this region make verbal amends to the two Special Workers by having them present at their regular meeting. The body also agreed that the same director calls the former UKSO director and the sponsor of the former UKSO subcommittee chair and relay the amends offered by UKRSC. In order to acknowledge hurt caused to the indicated members.</p>



Regional Service Committee Meeting – Minutes
Jersey, March 9-10th, 2019

	positive image for both UKRSC and UKSO and a much-needed sense of unity, which is so important for our fellowship		
Motion Number	Motion	Made/2nd	Action if any:
19-06	<p>South Wales Area are putting a motion that region to make a formal request to world services to produce white keyrings in the Welsh language.</p> <p>The motion is necessary in order that members of NA in the Wales areas are not alienated due to reasons of language and to carry the message to newcomers and members in Wales in their own language</p>	<p>SWASC NWE&NWASC Cost implications: NA world services has policies in place with regards to making funds available for literature etc in all Languages</p>	<p>RD met with NAWS – will produce white keyrings in any language required. RD will connect SWASC with NAWS. Motion passed unanimously. The body will make a formal request.</p>
Motion Number	Motion	Made/2nd	Action if any:
19-07	<p>That the UKRSC create an ad-hoc committee that examines how best to:</p> <ol style="list-style-type: none"> connect online groups and ASCs with our service structure update guideline criteria for seating ASCs at UK Region communicate the UKNA RSCs conscience on these matters to NAWS <p>That the ad-hoc committee examine UKNA RSC guidelines to report back to the UKRSC, with recommendations:</p> <ol style="list-style-type: none"> the groups administering these vital recovery meetings may be brought into the service structure. the ad hoc committee will propose a new appendix 7 to the guidelines for the fellowship’s consideration. <p>And, once the UKRSC has taken time to consider the recommendations, and has reached a conscience:</p> <ol style="list-style-type: none"> the ad hoc committee will develop wording which can be taken forward to NAWS with the 	<p>S-E&LASC SWASC</p>	<p>Passed unanimously: Katharine PP Mark – N&S Reese – Admin Simon - RD</p> <p>Committee to bring terms and action plan to May RSC</p> <p>(Highlands and Islands group of meetings, who have participated at RSC as an ASC for the January region, have been asked to step back from active participation at region, until the recommendations of the ad hoc committee can be considered, and the guidelines updated; although they will always be welcome as visitors).</p>



Regional Service Committee Meeting – Minutes
Jersey, March 9-10th, 2019

	<p>suggestion that it is included in the Conference Agenda Report.</p> <p>Why is the motion necessary?</p> <p>Many addicts in remote parts of the UK region, or with physical barriers to attending meetings, access recovery through online groups and meetings.</p> <p>Some of these meetings are outreach meetings administered through the website subcommittee, some are part of a physical ASC, and some are part of an ASC that meets entirely online and has sought recognition at UKNA RSC. There are no clear guidelines from NAWS on this issue, and our RSC guidelines do not cover this. This ad-hoc committee is needed so this can be addressed, in order to support carrying the message to these addicts. The intention is to remove barriers for NA members with accessibility concerns (physical, geographical, as carers or for other reasons).</p>		
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Appendix 2 - Bank details for EFT of contributions to RSC

Thank you to all Areas and meetings that can contribute to their UK Region and are doing so. Every amount is significant.

All funds transfers may be made direct to NA UK RSC, either online or in any Barclays Bank branch.

Account name: NA UK RSC

Sort code: 20-95-61

Account Number: 63074064

Please indicate ASC name in the payment reference and email treasurer.rsc@ukna.org so that payment may be reconciled and acknowledged.

Appendix 3 - Upcoming dates and location for RSC meetings



Regional Service Committee Meeting – Minutes Jersey, March 9-10th, 2019

May RSC	Location	Venue details
11-12.05.19	Preston	Cotton Court Business Centre Church Street Preston, PR13BY https://goo.gl/maps/bL6dkjtCtH52
July RSC	Location	Venue details
13-14.07.19	Manchester	September 8 th & 9 th Phoenix Mills, 20 Piercy Street Manchester, M4 7HY: https://goo.gl/maps/SHERbuUVfyg

The RSC meeting travels around the UKNA fellowship region. Any ASC that wishes to bid to host region can do so by using the [linked template](#), and sending a representative to the RSC meeting four months in advance of the meeting they propose to host.

Appendix 4 - [Link for Post region report and all supporting documentation](#)

Appendix 5 - Service opportunities summary

UKNA - Get involved in service

'we only keep what we have by giving it away'

RSC Admin Committee Elections

The following positions are vacant on the regional admin committee:
Treasurer, Secretary, vice secretary, vice resource.

Please contact resource@ukna.org for any information about these positions

These positions have a shortened commitment requirement as the RSC admin committee elections for all positions are in November.

UKComm²

This committee includes:

email@ukna.org



Regional Service Committee Meeting – Minutes
Jersey, March 9-10th, 2019

	<p>Website committee</p> <p>Helpline committee</p> <p>Online meetings committee</p> <p>Share review committee</p> <p>Distance sponsorship committee</p> <p>Members can get involved as a helpline volunteer, distance sponsor, as a member of the committee for one of the online meetings, or in one of the subsidiary committees that support these services.</p> <p>Any members are we welcome to join this committee - technical skills are not essential but members experienced with Drupal are very welcome</p>	<p>Helpline: 0300 999 1212 10am to midnight</p> <p>Helpline volunteer:</p> <p>Create user id on ukna.org</p> <p>Text name, location, clean time, user name and email address to 07938018112</p> <p>Distance Sponsorship: please consider this vital service supporting addicts worldwide</p> <p>distance.sponsorship@ukna.org</p>
<p>UKComm² positions</p>	<p>Chair – 5 yr CTR</p> <p>Vice treasurer - 4 yr CTR</p> <p>Vice Chair - 4 yr CTR</p> <p>Vice Secretary- 6 months CTR</p> <p>Share reviewers - 1 yr CTR</p> <p>Email co-ordinator - 2 yr CTR</p> <p>Distance sponsorship chair – 3 yr CTR</p> <p>Vice Distance Sponsorship chair – 2 yr CTR</p> <p>Helpline volunteers - 1 yr CTR</p> <p>Helpline co-ordinator, Helpline day co-ordinator</p> <p>12 step volunteers - 1 yr CTR</p> <p>Distance Sponsorship Sponsors – 2 yr CTR</p> <p>All commitments are 1 year in length, no more than two consecutive terms may be served.</p>	<p>email@ukna.org</p> <p>Committee meets:</p> <p>Last Thursday of even months:</p> <p>7.30pm Skype</p> <p>07944288004 to attend</p>



Narcotics Anonymous

United Kingdom

Regional Service Committee Meeting – Minutes Jersey, March 9-10th, 2019

UKH&I	Please ask your local area H&I chairs to forward their 'positive prison access' contacts, these will be CARAT workers or Prison Governors details who we can approach for positive feedback about the introduction of NA into their facilities, where security has been relaxed. We are also asking all areas for a list of all meetings they are taking; these can go to handi@ukna.org who will be sending out an email to all areas that are already on the list.	Please can we have feedback of a negative nature where members who have been previously cleared and have now been refused, and members with no criminal record or court history who have also been refused. This is an on-going request, we hear of these negative happenings but can we need specific evidence.
UKH&I positions		handi@ukna.org Please attend meeting the Gordon hospital, Bloomberg street London SW1V2RH First Sunday of the month 13.00-16.00
Prison Sponsorship	Prison Sponsorship is part of the H&I committee A member does not need to have been in prison to become a prison sponsor Please take back to your groups that sponsors are still needed. Any women doing service in prisons please share this chance to connect with an NA sponsor	prisonsponsorship@yahoo.com or write to: PRISON SPONSORSHIP COMMITTEE, c/o UKSO, 202 City Road, London, EC1V 2PH 2 yr CT, sponsor, working the steps
PS positions	Full committee at this time	Please attend meeting the Gordon hospital, Bloomberg street London SW1V2RH First Sunday of the month 11.00-12.00



Narcotics Anonymous

United Kingdom

Regional Service Committee Meeting – Minutes Jersey, March 9-10th, 2019

UKCNA 30 positions	Many service positions available for next convention Vice Secretary Media Chair Programming Chair Programming vice Chair	Please headhunt people and advertise positions vacant at Region, ASCs and Groups around the UK. Please contact Aidan on 07999853849 for roles and responsibilities, or to get involved. Next meeting: 23.03 @ 12.00 Hilton Metropole Birmingham B40 1PP
UKPI positions	Vice Chair Vice Treasurer Vice GLO Training team members email committee for CTR and commitment length	ukpi@ukna.org Meets first Wednesday, even numbered month, 7pm venue TBC
UKFD	No committee Fellowship development supports the growth of NA into new, or less developed areas	Please headhunt people and advertise positions vacant at Region, ASCs and Groups around the UK
UKFD positions	Chair Treasurer Vice chair Secretary	There is currently no committee - Please contact vice.chair.rsc@ukna.org for more information, and to get involved
UKSO	UKSO has one directorship available. 5 yr CTR, 3-year commitment	Next meeting time – contact secretary UKSO office 202 City road,



Regional Service Committee Meeting – Minutes
Jersey, March 9-10th, 2019

	Please contact secretary@ukso.biz to find out how to get involved in this committee, for a job description and guidelines.	London, EC1V2PH
Archiving	No committee This committee catalogues and archives the physical assets of UKNA, ensuring vital parts of our heritage are not lost.	There is currently no committee - Please contact vice.chair.rsc@ukna.org for more information, and to get involved Please headhunt people and advertise positions vacant at Region, ASCs and Groups around the UK

Approved



Narcotics Anonymous
United Kingdom

Regional Service Committee Meeting – Minutes
Jersey, March 9-10th, 2019

Approved