

## Minutes of the 158<sup>th</sup> MSIG Assembly on December 4<sup>th</sup>, 2018

### Dates for your diary:

<b>MSIG ASSEMBLIES 2018</b>	QH 8pm Tuesdays 5 <sup>th</sup> Mar '19 / 4 <sup>th</sup> Jun / 3 <sup>rd</sup> Sep / 3 <sup>rd</sup> Dec
<b>MSIG COMMITTEE 2018</b>	United Reformed Church, 7.30pm Wednesdays 6 <sup>th</sup> Feb '19 / 1 <sup>th</sup> May / 7 <sup>th</sup> Aug / 6 <sup>th</sup> Nov
<b>REGION ASSEMBLY</b>	Burgess Hill - Sundays at 10am on 20 <sup>th</sup> Jan / 17 <sup>th</sup> Mar / 16 <sup>th</sup> Jun / 22 <sup>nd</sup> Sep / 17 <sup>th</sup> Nov
<b>MSIG WORKSHOP</b>	Conference Questions, Wed, Jan 30 <sup>th</sup> , 2019, Quaker Hall, 7.30pm
<b>MSIG CONVENTION</b>	Millmead, Guildford, Sat, Jun 1 <sup>st</sup> '19

**\*\*For more information on the above dates please visit [www.aamidsurrey.org.uk](http://www.aamidsurrey.org.uk)\*\***

### Attendance list

#### **GSRs present:**

Caroline, Cobham Mon; Jon, Woking Tue; Luke, Walton Mon; Beverley, Ockham Wed; Annette, Farnham Fri; Gail, Guildford Sun; Trish, Worplesdon Sun; Rachael, Walton Wed; Julie, Guildford Step Wed (alternate); Alexa, Guildford Sun; Dave, Guildford Thu (alternate); Seth, Brookwood St. Johns Wed; Matt, Hersham, Tue; Judy, Aldershot Sat (alternate); Bridget, Aldershot Sun; Lisa, Dorking Thu; Steve, Leatherhead Tue; Richard, Walton Fri; Jackie, Lightwater Wed; Donna, Guildford Tue; Elizabeth, Mellow Fri (alternate); Paul, Guildford Mon; Tracy, Woking Thu; Mark, Mellow Sun; Brittany, Guildford YP Mon; Nick, Guildford Fri; Julie, Mon; Terry, West Byfleet / New Haw Thu; Nick, Guildford Thu; Chris, Farnborough & Cove Wed; Katherine, Frimley Thu; Jeff, Aldershot & Farnborough Fri; Edwin, Ockley Sun; Ken, Guildford Tue; Oonagh, Chertsey Tue; Jill, Dorking Mon; Steve, Godalming Tue; Paul, Compton Fri.

#### **Committee Members present:**

Catherine D., Vice Chair; Alice N. Chair; Stef S., Secretary; Ian K., Treasurer; Yvette S., Health LO; Michael B., Region Rep and GSR Dorking Sat morning; Marie, Region Rep; Jason, Region Rep and GSR Betchworth; Bob S., Conference delegate; Peter, Telephones LO; Eddy, ASLO and GSR Weybridge Sat morning; John H., Schools and Cove / Farnborough Thu; Dina W., ECLO and GSR Guildford Wed Step; Sue, Employment LO and GSR Cobham Thu; Shaun, Probation LO and GSR Woking Thu; Darren, Prisons LO.

#### **Visitors present:**

Paul, guest.

### Meeting Minutes

#### **1. Open**

- a. Welcome and Traditions
  - i. All were welcomed and traditions read by Jon.
- b. Housekeeping
  - i. All were asked to turn their phones onto silent and to not have food or drink on the carpeted area of the hall.
- c. Apologies

- i. The following GSRs made their apologies before the meeting: Alan, Cove/Farnborough Sun; Giles, Hawley Thu; Michelle, Byfleet Sun; Steve, Staines Thu; Moya, Woking Mon.
    - ii. Officers' apologies: Barbara, Archivist.
  - d. GSR and Officers introductions
    - i. All attendees of the assembly were asked to introduce themselves and to let us know if they were visitors, new GSRs, alternates or officers.

## 2. Administration

- a. Teas
  - i. Byfleet Sunday and Guildford Sunday were thanked for the teas and coffee provided for the assembly.
- b. Expenses
  - i. All were made aware of the fact that they can get reimbursed by Tony for mileage or public transport travel cost to attend the assembly.
- c. 12 Step responder telephone forms and PI volunteer forms
  - i. Attendees were made aware of 12 Step telephone responder blank forms and PI volunteer forms that were located on the main table to take back to groups.
    - 1. **Action: All** to take and circulate forms in their groups, obtain contacts and forward to Stef via email or text.
- d. CCL/Attendance sheets
  - i. The CCL was circulated, and Stef requested that attendees tick the appropriate boxes to indicate whether they are happy to share their phone number and email with other MSIG GSRs and officers.
- e. Raised hand count for voting
  - i. A total of 58 people were present at the Assembly. This broke down as follows: 41 GSRs, 2 guests, 15 officers (of which 4 were also GSRs). In total we had 45 groups out of 72 represented. Trish inquired whether we had reached quorum and Alice replied that we operate under AA Handbook guidelines and they don't mention quorum. However we did have over 50% of MSIG votes present at Assembly, and we will make a note of this on each occasion,

## 3. Meeting minutes from 157<sup>th</sup> MSIG assembly

- a. These were proposed by Ken and seconded by Beverley and passed. No further matters arose.

## 4. Vacancies & Elections & Ratification

- a. **VACANCIES**
  - i. PI is now vacant. Alice and the Assembly thanked Elizabeth for the work that she did in the role. Alice points out that anyone taking any Officer role in MSIG will serve on the MSIG committee which is part PI committee and part steering Committee.
  - ii. Share LO is currently vacant.
  - iii. Employment will be vacant from March '19. Sue stated that she's been promoting the role in her meetings. Employers often outsource this aspect of the work life and it's important that they know how to reach the employment LO. Sue offered to sponsor someone into the role and that she has contacts within DWP where addicts are classed as 'complicated cases'.

Overall this has been a manageable role for Sue and she's enjoyed doing the service. At times it's not the most rewarding role as employers are often not interested. If you are interested in learning more about the role please contact Sue ([susandsaniels@aol.com](mailto:susandsaniels@aol.com)).

1. **Action:** All GSRs to announce Share, Young People, Employment and PI Liaison Officer roles to their group members and consider themselves.
- b. **ELECTIONS** - *Please remember details of all roles are available in the AA Service Handbook for Great Britain, and from Committee Members who will be happy to discuss.*
  - i. Shaun (co-opted Probation LO) and Darren (Co-opted Prisons nominee) were asked to provide brief AA CVs (these were circulated to GSRs previously) to the Assembly before they left the room and Assembly voted.
    1. Shaun – He has been sober for six years and has been through the steps. Shaun has always done service and is currently GRS of Woking Living Sober on Thu. He has a personal interest in Probation as his journey led him through Probation.
    2. Darren – Darren got sober in 2002 and was Prisons liaison for MSIG in the past. Darren sponsors a number of men in the fellowship.
      - a. Both Shaun and Darren were voted into their new roles by the Assembly.
- c. **RATIFICATION**
  - i. It is customary that all officers are ratified in their roles at the AGM for MSIG which is held in December every year. All officers – vice chair, secretary, treasurer, telephones, electronic communication, health, armed services, schools, region reps, convention convener and chair were ratified in their roles.

## 5. General Business

- a. Holiday meeting schedule
  - i. We will post all exceptions to the regular meeting schedule on the [aamidsurrey.org.uk](http://aamidsurrey.org.uk) website.
    1. **Action:** All GSRs to let Stef and Dina know if your meeting is NOT taking place as usual.

## 6. Treasurer report

- a. The accounts for 12 months to Sep '18 have been finished and audited. Ian thanked the auditors. The accounts are available on the website and were available in hard copy at the Assembly. We took in receipts of £25K which shows contributions from groups up by 14%. Expenditures came to £5K in total and we made a surplus of £1.3K at the convention. In total we gave £18.5K to SE Region which is up by 32%. it's suggested that we spend our funds to carry the message to the newcomer most effectively. Significant expenditures are always approved beforehand and our expenditures of £5K consisted mostly of print (£3K), insurance, meeting room hire and teas and coffees. Our bank position was £5,825 and we've set aside £2,610 for the ad over the course of November in the Surrey Advertiser which we paid in October. This means that we have £7,285 left over and we take in about £2K / month. Ian suggested we send £5K to Region, but as he knew we had some spending

proposals, he suggested we hear these first and come back to this decision at the end of the meeting.

## 7. Vice Chair's report

- a. Catherine gave a debrief of the workshop on sponsorship that took place in October. It was well attended and feedback following the workshop was very positive. The next workshop will take place on Wed, Jan 30<sup>th</sup>, at 7.30pm and will be led by Bob S. and Barbara, another South East Region Conference delegate. The workshop will review the '19 Conference questions. All groups are encouraged to have their input on the questions to Bob by end of March. The questions can be found in the Winter PI News. Bob added that there are 15 interesting questions this year and that it's often beneficial to discuss them before GSRs go through them with their groups. GSRs can also bring their groups responses to the workshop if they wish.

## 8. Chair's report

- a. **Alice invited Dina to share as Dina needs to leave Assembly early** - Dina announced that Guildford Wed Step meeting has been told it's lost its premises. The church complained about the door not being locked, the heater being left on and the venue not being tidied up. The church office manager said that the group couldn't keep the site for its meeting. Dina and Dave went to see Jenny, the office manager on December 4<sup>th</sup>. Dave added that the meeting has been held there for 30 years and that Jenny said the eviction was non-negotiable. Afterwards, Dave managed to obtain the church warden's number and called him. Dave was successful in changing the church warden's mind and was able to extend the hire period to Mar '19 provided that the attendees of the meeting behave in accordance with the church's regulations. This means the meeting has a more manageable exit.
  - i. **Action:** All **GSRs** to let their groups know that the Wed evening Guildford Step meeting will remain at Christ Church Hall at 23 Waterden Road until the end of March. All to check the website for updates on this meeting as all changes to meetings are posted online.
- b. Elizabeth inquired how the Step meeting would improve its conduct going forward to avoid this from happening again. Julie replied that a group conscience meeting has been scheduled and that the meeting will elect a keyholder. The rent has now been paid in advance going forward. Elizabeth inquired whether the meeting is keeping a prudent reserve and Julie replied that the meeting has been struggling financial for some time. Dina also added that they would ask the church for a checklist for the site. Alice added that the Quakers have also been cross with our groups in the past and she was part of the group that was thrown out of the Salvation Army venue in the past, so it's good to be reminded that we must all take care of the premises we hire. Alice thanked Dina and Dave for helping the group stay in Christ Church Hall for now.
- c. Chair's report – The ad in the Surrey Advertiser ran for 5 weeks and we don't know yet how effective it was. It would be helpful to have feedback on anyone who's come to meetings as a result of the ad. The ad appeared in the hard copy version, on getsurrey.co.uk and also on Facebook. Alice adds that this isn't the only or best idea and that all GSRs could come back to Assembly in March with more ideas for advertising and other spending to pass the message to the suffering alcoholic.
  - i. **Action:** All **GSRs** to think of ideas on passing the message through the MSIG budget.

- d. Officer budgets – Alice announced that we’ve allocated £250 to each liaison officer annually to spend against recipes to carry their role out effectively. In reality few officers spend this amount but some go over due to print costs. All GSRs were happy with this arrangement.
- e. South West London Intergroup have suggested that we donate Share magazines to Vaughn House which has 47 inmates and a number of dry houses in Mid Surrey (and Epsom). The middle pages of the magazine are removed by GSO (as they contain contact information) when these are sent outside of AA. Alice proposes that we fund 20 copies for 6 months (cost = £120). Sue seconds this and the majority of attendees vote in favour. Alice also inquired whether anyone had any thoughts on literature and said she’d take free literature with her. Jon inquired whether we could consider Hawkins House in Farnham and Trish suggested York Road Project. Alice suggested that Jon, Alice and Trish get together to discuss supporting these projects further and the Assembly voted in favour of setting a £400 budget for this.

## 9. Officer reports

- a. Mark – convention convener – informed us that a convention committee is in place and that the artwork for the flyers is underway. The date is Saturday, June 1<sup>st</sup> at Millmead and the theme will be ‘First Things First’.
- b. Yvette – Health – showed us the packs she’s brought for GP practices and asked each meeting to considering ‘adopting’ a GP practice near their meeting. Ideally we would reach the practice manager or GP and we would be able to provide some background to AA along with the PI packs and the WTF cards. Yvette has made up 70 packs at the cost of £200 (£1.50 each). Yvette stated that her budget is £500 due to the print costs. Yvette is giving out starter packs to 3 health liaison teams at Royal Surrey, St. Peters and Frimley Park Hospital. This is a big expense but they are being put to good use. Yvette encouraged Trish to talk about her experience in handing them out. Trish stated that GP practices weren’t as advanced as one would have hoped and that she spoke at several GP lunch time meetings. Yvette added that GPs have training sessions and that it might be possible to take up 5 minutes of their lunch training sessions to introduce the fellowship. Yvette encouraged us to speak to the GP practice managers to arrange this. If anyone has any concerns please see Yvette. Dina added that she took a pack and WTFs to her GP and they welcomed it. Yvette said that Dina could take more and encouraged everyone to start with one pack each. Mark asked how we can stop groups from addressing the same GP surgery? Do we make a list and pick them off? Yvette suggested that we liaise with GSRs in our respective areas. Trish also added that if we go through the practice manager they will tell you if they’ve already been contacted. Alice added that she doesn’t see a problem with duplication. Alice stated that she gives posters, and where to find cards and other AA leaflets to her GP and pharmacist and they appreciate them. Alice also asked GSRs to vote on Yvette’s increased budget of £500 for this purposes and the Assembly voted in favour.
- c. Jon announced that he has contacts at Frimley Park Hospital through his wife Leesa and that they’ve been given a two-hour audience with the health professionals at the end of January over a lunch so long as AA pay for the lunch. There will be approx. 50 health care professionals and costs will be likely about £250. Assembly voted on this expenditure and it was passed. Jon was asked to provide a summary of how it went at next Assembly.

## 10. GSR Forum

- a. Seth, Brookwood St. Johns GSR, informed the Assembly that their meeting has adopted wording for their script to address the issue of members giving medication advice and to state that matters of medication are best left to the individual health care professional. In the past this meeting has had a reputation for having an opinion on this matter.
- b. Bridget, Living Sober Aldershot GSR, announced that they've had an incident where a member of the group was locked in at the premises following a meeting. The church has since asked for a Risk Assessment to be undertaken. Trish added that surely someone should have the role of keyholder in all meetings to check that the venue is empty before locking it up.
  - i. **Action: Stef** to send template to all and call Bridget to talk it through.
- c. Nick, Friday Newcomers Guildford GSR, asked whether anyone else has received the fire precaution email from the Quakers which states that key wardens should also be fire wardens. Nick inquired how other groups are addressing this. Mark added that the Quakers are likely just passing on insurance questions. Nick stated that he didn't want their group to be liable in any way. Nick inquired whether anyone had any experience and Alice suggested that Stef sets up a group of Quaker Hall Guildford GSRs to discuss further.
  - i. **Action: Stef** to set up GSR group.
- d. Brittany, Guildford YP meeting Mon, stated that the YP meeting started in Guildford before she joined and that a friend of hers in Reading would like to start one. What are the issues around safeguarding at YP meetings? Catherine replied that there are guidelines and that it's only a problem if a member has a position of authority. It gets tricky when a newcomer under the age of 18 is left alone with someone over 18 and this shouldn't happen but instead there should always be a man and a woman present. Catherine suggested that Brittany phones her to discuss further. Alice inquired whether this affected the sponsor/sponsee relationship and Catherine replied that the sponsor is not in a position of authority. However, someone under 18 should only have a sponsor who has been DBS (Disclosure and Barring Services) checked. This is free if you are a volunteer and can be done online. Catherine added that she has an advanced certificate and would be happy to discuss further. Alice added that the letter that had gone from General Service Board to all GSRs on the topic DBS checks has gone back to the GSB for further discussion. Bob added that this will be reviewed and may also come up in Conference 2019.
- e. Alexa, Guildford Sun GSR, inquired what to do when venue keys have gone missing? Alice replied that each group is in charge of their relationship with their venues and that Alexa should contact the venue. Eddy added that the venue may have information and/or requirements on safeguarding. Paul added that Chris Crouch, contact for Quaker Hall Guildford, says that key holders and fire wardens need to keep track of who's in the building and that all electrical equipment that's been brought in needs to be PAT (portable appliance tested).
- f. Terry, West Byfleet and New Haw GSR, inquired why we said in the last meeting, and minuted, that we would spend £800 on the Surrey Advertiser ad and that it's now £2,100. The minutes didn't state that the £800 were only for one week. Alice clarified that the £2,100 was for five weeks of advertising which was how many weeks there were in the agreed month of advertising.

- g. Ian, Treasurer, asked Assembly whether they were happy with sending £4,500 to SE Region (we have £7,225 in the bank). This accounted for expenditure agreed during Assembly. Assembly voted in favour.

**11. Any other business**

- a. Meetings in a Pocket – Several GSRs asked about the availability of the MIAPs for their groups. Gail holds the available stock and can be reached at [miap@aamidsurrey.org.uk](mailto:miap@aamidsurrey.org.uk). They are free of charge to meetings in rehabs and cost 60p each to non-rehab meetings.
- b. Dave inquired whether we could consider multi-meeting groups and consolidate service roles, i.e. one GSR, one treasurer . Alice said that she understood this to mean something different, and could only be decided by the groups themselves. She said that this topic could be brought up in GSR time at any future Assembly.

**12. Serenity Prayer and meeting close**

- a. Everyone was thanked for their attendance and Stef asked Sue to help close the meeting with the Serenity Prayer.