



**Hospitals & Institutions**  
*Subcommittee Minutes*  
**February 5, 2024**

**Call to Order** by Chris M. @ 7pm

**Moment of Silence:** Who WE Serve

- **Reading of the 12 Traditions** by Randy D.
- **Reading of the 12 Concepts** by Danny M.

**Members in Attendance (13):** Cat Bell, Chris M., Danny M., Johnny C., Kim M., Linda A., Mary J., Mike H., Murphy P., Peyton C., Randy D., Stephen P., Steve H.

**Motion to approve January minutes** *tabled until March to allow members a chance to review.*

**Trusted Servant Reports**

- **Chair** (Chris M. - *Written*) *Hi Family, I attended the HNI Learning Day we had about 30 people attend. I paid the rent and attended ASC. Thank you. In Service, Chris M.*
  - *(Receipts at end of minutes)*
- **Vice-Chair** (Vacant)
- **Secretary** (Cat Bell – *Verbal*) *I am very happy to be able to serve as your secretary. My goal is to have the minutes emailed the first week after our meeting. I understand I need to have copies of the minutes available at each meeting and I will work on obtaining applications for each facility so I can have them available as well. The chair retains the Orientation packets. Thank you for letting me serve.*
- **Literature Coordinator** (Vacant)
- **NRADC Panel Coordinator** (Randy D. - *Written*)

*H&I Panel leaders Report for the NWRADC*

*February 5, 2024*

*Hello all,*

*On January 10, 2024, Randy D, Stephen P and Peyton C carried the meeting into the NWRADC to multipurpose room #3 with 3 residents in attendance. Afterwards we were escorted to multipurpose #2 to find out there was no one that had signed up. On January 24, 2024, Danny M and Stephen P carried the meeting into the NWRADC and went to multipurpose #1 and #3. No women at the community corrections building received a meeting because of the lack of volunteers.*

*I received late communication from the program's coordinator Chancey Dill with an apology about the January orientation. He never let me know the date and did not answer emails. There is another orientation in April, but no date has been set yet. I still need letters for Cat and Steve along with their applications. Scheduling for this month is going to be February 14, 2024, Mike H and Randy D. On February 28, 2024, Peyton C, Stephen P. and Norman C. Copied and pasted Mr. Clancey Dill's correspondence.*

***I apologize for not getting back sooner, but both Ms. Jones and Mr. Churner's fingerprints came back good, and they can begin whenever you would like. I do believe I still have their Volunteer ID cards so they will need to come in at some point and get them or I can leave them in Main Control for them to pick up whenever they come in for class. The Orientation class for this month has already taken place and the next one will be held in April. I please ask that anyone interested in volunteering to have their application in to me no later than one week before the class. I will notify you as soon as a date in April is chosen.***

***Thank you,  
NRADC Officer Chancey Dill  
Inside Programs Officer  
147 Fort Collier Rd. Winchester, VA 22603  
Office: 540-665-6380 Ext: 2103  
Cell: 540-974-3456  
cdill@fcva.us***

- **JDC Panel Coordinator** (Danny M. - Verbal) After accepting this nomination, Peyton C. indicated an interest in continuing to serve as the JDC Panel Coordinator. However, he is not in attendance tonight. I did not contact Aaron Maloney but I will tomorrow. I will talk with her before scheduling.
- **BHU Panel Coordinator** (Steve H. - Written) Dear Family, On January 4, 2024, Steve H., and Cat Bell took a meeting into BHU. On January 11, 2024, Tara and Logan took a meeting into BHU. On January 18, 2024, one volunteer was sick and I could not find a replacement and cancelled. Informed BHU we would be back the next week. On January 25, 2024, Steve H. and Johnny C., took a meeting into BHU. On February 1, 2024, Luke T. and Amber brought a

*meeting to BHU. We have the correct format in the locker this month. We have plenty of literature for this month. In Loving Service, Steve H.*

- **Question from Steve:** *Who can carry a meeting into the BHU?*
  - **Answer from Randy D:** *Anyone who meets the guidelines. No application is necessary.*

- **RSWDC Panel Coordinator (N/A)**
- **WATTS Panel Coordinator (Johnny C. - Verbal)** *I met with the WATTS coordinator and developed a format using the BHU format and guidelines. We will meet every other week on a Wednesday starting on the 14<sup>th</sup>. The program will be ending in March until the fall.*
  - Literature for WATTS was provided. Danny M. will provide readings for the meetings.
  - Further discussion of the WATTS meeting and guidelines is documented under new business.

## **Open Forum (10 minutes)**

- NA H&I Handbook Review
  - i. Read Bullet Point 'a' on page 37
- Randy D. had positive comments about Learning Day. Would like to see this done annually.
- Randy D. mentioned uncovering new information about carrying a meeting into a facility during our Handbook Study. We will discuss under New Business.
- Kim M. would like to get volunteers to announce in meetings that there are opportunities to carry the message

## **2. Old Business**

- Cat Bell will contact Luke T. to obtain the letters of recommendation for NRADC

## **3. New Business**

- Randy D. – Our handbook study today revealed verbiage in regards to members taking H&I meetings into facilities where they work or volunteer. Refer to #10 on Page 8.

**10. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to:**

**(a) the inmate or patient inside, or**

**(b) the working ability and privilege of the subcommittee to carry the message inside the facility.**

- Johnny C. – in regards to WATTS meeting start time. We can tell volunteers to report at 8:15 to begin the meeting right when their smoke break ends, typically around 8:30pm. The meeting will last for one hour.
- Danny M. – in regards to WATTS guidelines, which need to conform to SHEVANA guidelines, where it states 1-4 people can take in a meeting, should be changed to at least 2 people and as many as 4.
- Peyton C. – in regards to WATTS meeting schedule, every other Wednesday conflicts with the NRADC schedule. Johnny C. indicated the day of the week was up to us and can be

changed. It was also discussed if the WATTS meeting should start now since it will be ending in March. It was decided to keep the current schedule and begin now. This will serve as a trial run to work out any kinks and be ready for the fall.

- i. **Motion** made by Peyton C; 2<sup>nd</sup> by Johnny C. “**Approve the WATTS schedule to begin 2/14/2024 and incorporate the SHEVANA H&I guidelines into the WATTS guidelines**” - In Favor (9); Opposed (1); Abstains (1); **Motion Passes**

#### 4. Elections and Nominations

- **JDC** – Danny M. would like to withdrawal the nomination for himself. Peyton C. would like to renominate himself.
  - i. Peyton’s Qualifications: I served last year, I have 4-1/2 years clean; I work the steps with a sponsor who has a sponsor and I have actively participated in many different service positions over the years. “*If I didn’t carry the message, I don’t know where I’d be*” - In Favor (10); Opposed (0); Abstains (0); **Peyton C. is the new JDC Panel Coordinator**
  - ii. **JDC Panel Coordinator Report** (Peyton C. – Verbal) *The 1/9 meeting was held by Randy D. and Kim M. There were 4 females present. The 1/23 meeting was supposed to be held by Danny M. and Norman C. However, no one was signed up by the facility, so no one was able to go in. Randy D. spoke with the facility and they said if no one signed up, they will try to reach out ahead of time.*
- **Vice-Chair** – Stephen P was nominated by Cat Bell and 2<sup>nd</sup> by 4 different people. Stephen accepted.
  - i. Stephen’s Qualifications: I am willing to learn. Willing and able to serve. I have a sponsor and am working the NA steps and have knowledge of the traditions. My clean date is March 7, 2012. - In Favor (9); Opposed (0); Abstains (1); **Stephen P. is the new Vice-Chair**
- **Literature Coordinator** – Danny M. was nominated by Stephen P. and 2<sup>nd</sup> by Mary J. Danny accepted.
  - i. Danny’s Qualifications: I am clean and served in this position before. I have served in every position in H&I and many on the area level. I have a sponsor, work the steps, concepts and traditions. - In Favor (10); Opposed (0); Abstains (0); **Danny M. is the new Literature Coordinator**

#### 5. Facility Scheduling

##### BHU

- 2/8: Steve H. & Peyton C.
- 2/15: Stephen P. & Peyton C.
- 2/22: Johnny C. & Amber H.
- 2/29: Steve H. & Cat Bell

##### JDC

- 2/13: Norman C. & Randy D.
- 2/27: Kim M. & Danny M.

##### NRADC

- 2/14: Mike H. & Randy D.
- 2/28: Peyton C., Stephen P., & Norman C.

## WATTS

- 2/14: Johnny C. & Mary J.
- 2/28: Johnny C. & Mary J.

### 6. **Announcements** by Secretary

7. *The next **H&I Subcommittee Meeting** will be held on Monday, March 4, 2024 at 7pm at The Adams Nelson Building, 303 S Loudoun St, Winchester, VA 22601*

8. *The next **H&I Handbook Study** will be held on Monday, April 1, 2024 at 6pm at The Adams Nelson Building, 303 S Loudoun St, Winchester, VA 22601*

9. **Motion to Close** by Danny M.; 2<sup>nd</sup> by Mary J. - In Favor (10); Opposed (0); Abstains (0); **Motion Passes**

***Meeting was closed with the Serenity Prayer @ 8:32pm***

RCM  
RCM Alt  
VRCC  
VRCC Alt  
Treasurer  
H & I Ch  
Literatur  
Newslett  
Outreach  
Parliamer  
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Special Ev  
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VICE-CH  
VRCC Alt  
NEWSLE  
REGIONAL MD  
10. NEW BUSIN  
11. TREASURER  
CLOSING WI

Adams-Nelson Management Inc.

Payment Receipt



Shenandoah Valley Area of NA



ANM CORPORATE PROPERTY - 303 South Loudoun Street Winchester, VA 22601



Payment Details

Reference: Rent for conference room - December 2023  
Date: 12/12/2023

Description	Amount
Dec. 2023	
<b>Total paid</b>	<b>50.00</b>
	<b>50.00</b>

*Merry Christmas!*

Bank Deposit

Bank Name UNITED  
Account Name Adams-Nelson Business Account  
Account Number 62888581  
Description --

Deposit Number 108  
Deposit Date 11/16/2023  
Number of Items 1

Check #	Date	Property	From	Description	Amount
Rent for conference room - November 2023	11/16/2023	ANM CORPORATE PROPERTY	Shenandoah Valley Area of NA	--	25.00
<b>Total:</b>					<b>25.00</b>

*Thank you,*