



Hospitals & Institutions
Subcommittee Minutes
October 6, 2025

Call to Order by Stephen P. @ 7:00pm

Moment of Silence: Who WE Serve

- **Reading of the 12 Traditions:** Read by **Johnny C.**
- **Reading of the 12 Concepts:** Read by **Amber R.**

Members in Attendance (10): Amber R., Cat Bell, Danny M., Jimmy M., Johnny C., Murphy P., Peyton C., Randy D., Stephen P., Steve H.

Members made Inactive (2): Andrey L., William M.

New Attendees (0): None

Visitors (3): Tanner B., Kurtz M., Jenine M. from Almost Heaven Area ****Welcome!****

Motion to approve previous month's minutes by Randy D., 2nd by Amber R.
In Favor (9); Opposed (0); Abstains (1); **Motion Passes**

Trusted Servant Reports

- **Chair** (Stephen P. - *Written*) *Hello Family, all is well. I upheld both commitments. I forgot to order the stamps. Ordered them and should be in before next meeting. I spoke to Adam's Nelson and they are contacting me to set electric payments per request of ASC. ILS, Stephen P. H&I Chair*
- **Vice-Chair** (Randy D. - *Written*) *Hi H&I family, I honored my commitments to NRADC and The Juvenile Detention Center. I contacted the program's coordinator Mr. Schneider and gave him 2 books for the men's literature box in the main jail. I gave him updated meeting list for both facilities and a box for the community corrections building for the women. We put NA on that box with a magic marker. Mr. Schneider will contact Steve H. and let him know where he put the box for community correction. I gave Steve H. all this communication as he is the panel coordinator. Danny M. will make 2 orders of literature for NRADC and community corrections. I attended some parts of the Regional Conference in August. I attended some parts of the regional budget meeting. I attended the PR subcommittee.*
In Loving Service, Randy D. Vice Chair H&I
- **Secretary** (Cat Bell – *Verbal*) *Hello family. I held my commitment to the BHU this past month. I also have a list of literature price increases for 2026 for the literature chair. Thank you for letting me serve. Cat Bell*
- **Literature Coordinator** (Danny M. – *Verbal*) *I fulfilled my commitment to JDC and the jail both the same week. Both meetings were great. I have literature for NRADC men's and women's*

and am working on that now. I will need to make a literature order and will get that into Cat Bell. That's all I have to share. ILS, Danny M.

- *Randy D. Will the order exceed the \$225 budget?*
 - *Danny M: \$225 is the H&I budget. \$25 is for rent, \$200 is for literature, we will not exceed \$200.*
 - *Kurtz: Is that a monthly budget?*
 - *Danny M: Yes*
- **NRADC Panel Coordinator** (Steve H. - Written) *Hey family, I attended JDC on 9/30. I also went to BHU on 9/11. On 9/10, Steve H. & Stephen P. went into NRADC. We had 5 in attendance in Pod 2. It was a great meeting. On 9/24, Randy D & Danny M. took in a meeting to NRADC. On 9/14, Kim S. & Mary J. were scheduled however, one was sick and were not able to make it. I was on vacation and was not able to find a replacement. I resent an email to officer Schneider and recently called and asked about orientation and left a message at ext 2103 asking for a return phone call and mentioned that I had sent an email and left my phone number for a return call. In Loving Service, Steve H.*
- **JDC Panel Coordinator** (Peyton C. – Written) *Hi family, I hope all is well. My report is as follows. On September 9th, Stephen P and Peyton C. took a meeting into the Juvenile facility. It was a great meeting with 4 residents present. On September 23rd, Tara C., and Kim S. took a meeting into the facility. It was a great meeting with 7 residents. On September 30th, Randy D, Steve H., and Danny M. took a meeting into the facility. It was another great meeting with 5 residents present. Thank you to all the volunteers for your service and allowing us to continue to carry the NA message. And as always, thank you for allowing me to serve! ILS, Peyton C.*
 - *Steve H: Last time we went in, they weren't sure we were coming, and it took them 15 minutes to get set up.*
 - *Peyton C: It's the months that have 5 weeks that they are unsure. I will be sure they know next time.*
- **BHU Panel Coordinator** (Amber R. - Written) *Hi family. I was able to fulfill my commitments this month. On 9/4, Steve H. & Murphy P. showed up for their commitment but there were no participants, so a meeting was not held. On 9/11, Amber R. & Shirley J. took a meeting in. On 9/18, Amber R. and Amanda S. took a meeting in and had a really great meeting. On 9/25, Steve H. and Cat Bell took a meeting in. On 10/2, Johnny C. & Murphy P. took a meeting in. BHU needs meeting lists. In Loving Service, Amber R.*
 - *Kurtz: Are you using QR codes or actual meeting lists? We use QR codes only.*
 - *Cat Bell: What do you do for facilities that don't have cell phones?*
 - *Kurtz: We still give QR codes for when they leave. We have business card and 3x5 card sizes.*
 - *Randy D: How do you print the QR codes?*
 - *Kurtz: We print them using the same printer as the meeting lists*
 - *Randy D: On your website, you have a QR code and a downloadable meeting list. Do you have a way to track how many times they are being downloaded?*
 - *Kurtz: Not that I know of.*
- **RSWDC Panel Coordinator** (N/A)

- **WATTS Panel Coordinator** (Johnny C. – Verbal) *Season starts the 1st of November. I didn't guarantee we could do 4 times a month, but I did commit to 2. The 1st weekend of the month Joe will be the director and the remaining weeks it will be Molly.*
 - Steve H: *Are they going to move around to different locations or are they using the warming center?*
 - Johnny C: *That's a good question. I will find out.*
- **UPDATE:** *I spoke to the Executive Director of WATTS, and she confirmed this winter will be normal as far as moving from church to church. They have not published the calendar yet, but she's going to send me the preliminary copy later today. Please let me know if you might be interested in being on the calendar for November. **Friday nights, 8pm-9pm. Thank you ILS, Johnny*

NA H&I Handbook Review

- Read paragraph under **Long-Term Facilities** on page 39, paragraph 2

Open Forum (10 minutes)

- Randy D: WSO publishes a pamphlet called H&I Basics. It is currently being revised and some of those revisions went out for review, and I thought it was very informational. Just to let people know, this NA H&I Handbook we are reading out of, there was a motion not to sell it or use it anymore. Another motion said don't get rid of it, just remove what is obsolete. For instance, WSO no longer has an H&I committee, it's part of PR. So that project is going on now. This H&I Basics pamphlet and its updates are available online at na.org.
 - Peyton C: For JDC, the current schedule is a meeting on the 2nd and 4th weeks. For the months that have 5 weeks, we take a meeting in on the 5th week. Sometimes, I have more volunteers than the weeks we are taking meetings in. My question is: If I have at least 2 volunteers and I coordinate with the facility to bring a meeting in on a week we don't regularly schedule, can we leave that open as an option? So basically, I'm asking not to have a fixed schedule.
 - Stephen P: What do the guidelines say?
 - Randy D: The guidelines say 2 meetings a month.
 - Steve H: On the months that have 4 weeks, we should honor 2 meetings. On the months that have 5 weeks, we do 3. As long as we have the volunteers to do more, I agree.
 - Peyton C: On the months that have 5 weeks, I don't even question it, I just schedule 3 meetings a month. Sometimes we don't fill it but they usually still get 2 meetings a month. If I can make a meeting happen, now that the other fellowship is not taking a meeting in. I would like to do that.
 - Danny M: I'm confused. Are you saying you don't want to schedule it?
 - Peyton C: No, I always schedule 2 but there are times I can take 3. If I have volunteers for the 1st or 3rd week, can I schedule it?
 - Steve H: As WATTS opens up, is that going to take away from you being able to fill spots?

- Stephen P: No, WATTS is on Fridays and there is no application needed to take a meeting to WATTS.
- Randy D: If we want to schedule 3 meetings for any month, we could do it because we have 9 volunteers. And we don't need 3 people at once. We could just schedule 2 people at a time.

- **Old Business**

- Public Relations Presentation
 - Stephen P: Wendy D. (PR chair) stated Randy D. told her we did not want to give NRADC a presentation.
 - Randy D: When I talked to Mr. Schneider, we talked about the conflict about having two meetings at the same time when officers change in the jail. Mr. Schneider checked with the captain and said to let him know if we have problems. Another reason to have a presentation would be to talk about online meetings. Randy D. will talk to Wendy D. to schedule a presentation for NRADC. Randy D. will draft up a letter for what we want in a presentation and bring it to the subcommittee next month. Tablets can access online literature and speakers.
- Literature with staples in facilities
 - We do not use NRADC material which has staples. A box for NA has been provided to NRADC and community corrections.

- **Elections**

- None

- **New Business**

- Our last Learning Day was in January. Just keep in mind that it is coming
- Google Drive for H&I. Cat Bell will contact Wendy D. to setup a Google Drive for H&I to store minutes and all correspondence.

- **Facility Scheduling**

BHU (*Meets every Thursday @ 5:45pm*)

- 10/9: Amber R. & Murphy P.
- 10/16: Amber R. & Murphy P.
- 10/23: Steve H. & Cat Bell
- 10/30: Peyton C. & Stephen P.

JDC (*Meets every other Tuesday @ 6:30pm*)

- 10/14: Kim S., Stephen P., Peyton C.
- 10/28: Randy D., Steve H.

NRADC (*Men meet 2nd & 4th Wed; Women meet 3rd Wed*)

- 10/8: Stephen P., Steve H. & Peyton C.
- 10/15: Kim S. & Cat Bell

- 10/22: Danny M. & Randy D.

NOTE: *If you have contact with someone while they are incarcerated or sponsor that person, you cannot take a meeting into that facility while they are there*

- **Announcements** by Cat Bell
 - 10/7 Bailey R. 6y @ Solution Seekers
 - 10/7 Angel M. 1y @ Eyes To The Sky
 - 10/10 Almost Heaven Area H&I Task Group
 - Meets 2nd Friday of every month @ 5pm
 - Meeting ID: 94218828969 Password: AHA
 - 10/11 Almost Heaven Area H&I Guidelines Ad-hoc Committee @ 8:30am
 - Meeting ID: 94218828969 Password: AHA
 - 10/18-10/19 Regional Service Committee 2-day meeting and workshops (info @ car-na.org)
 - 10/25 Northern VA Area Halloween Dance 8:30-Midnight, Arlington, VA (info @ cprna.org)
 - 10/30 Murphy P. 1y @ New Chance
 - 11/1 Sam S. 3y @ Experience, Strength & Hope
 - 11/8 Cat Bell 4y @ Experience, Strength & Hope
 - Central Atlantic Regional Subcommittees
 - 10am-12pm on 3rd Saturday in Nov
 - Zoom Meeting ID: 850 6216 7488
 - 1/23/26-1/25/26 42nd AVCNA in Roanoke, VA
- **The next H&I Subcommittee Meeting** will be held on Monday, November 3, 2025, at 7pm in the rear of The Adams Nelson Building, 303 S Loudoun St, Winchester, VA 22601
- **The next H&I Handbook Study** will be held on Monday, December 1, 2025, at 6pm in the rear of The Adams Nelson Building, 303 S Loudoun St, Winchester, VA 22601
 - **Page 57 H&I Meetings/Presentations Were No Area Service Committee Or H&I Subcommittee Exists**
 - **Area H&I Guidelines**
 - **Page 10 E. Panel Coordinator #4**
 - **NOTE:** Review clean time requirements for different facilities
- **Motion to Close** by Steve H.; 2nd by Amber R..
In Favor (13); Opposed (0); Abstains (0); **Motion Passes**

Meeting was closed with the Serenity Prayer