

Colorado Regional Service Committee of Narcotics Anonymous

ANNOUNCEMENTS:

1. Assembly. The GSRs may download proposals from the Colorado Region's website (<http://www.nacolorado.org>).
2. There has been a block of 25 rooms reserved for the July Assembly in Grand Junction at the Courtyards by Marriott, \$129.00/night. There are many lower priced hotels within walking distance.
3. WSO is seeking people to review the Service literature pamphlets. Interested parties MUST submit your full contact information to Don T by May (Dons contact info is available at nacolorado.org).
4. Please pass out the "Tag your Sponsor" flyers to help recruit speakers for CRCNA.
5. NOW is the time to volunteer yourself or others for CRCNA workshop speakers. Please contact Program via the website ASAP.
6. Grand Junction's is asking for speakers from around the region on the third Sunday of each month. Please contact Talle, 970-260-5210 or email at tallemeehan@yahoo.com.
7. July Regional Assembly elections for RD, RDA, PI Chair

ACTION ITEMS:

1. CRCNA F&E and the Serenity Unlimited Area will work together to provide some type of entertainment at the July Assembly. Talle will follow up on this.
2. Regional H&I will work with OTW H&I to get NA meetings into the Sterling facility.
3. RCM's to get the phone line information sheet filled out for their area
4. Serenity Unlimited will provide food for the Assembly and CRSC will pay.
5. Carlos will contact Mountains West RCM to make sure all is OK, since he has been absent for the last two meetings
6. Carlos will find out the exact cost of a simple phone line and digital answering machine for Mountain High.
7. Mountain High will find out if the Area wants the phone line and answering machine referenced in Action Item #6.

OPEN W/ SERENITY PRAYER – about 10:00__ a.m.

ROLL CALL:

Chair - present
Vice Chair- present
Treasurer – present
Secretary - present
RD - present
RDA – absent with notice
Webservant - present
CRCNA Chair (Jay B.) - present
CRCNA Vice Chair (Tina) - present
CRCNA Treasurer (Peggy) - present
PI – absent with notice
H&I - present
Ad hoc chair 800 Number (Carlos G.) - present
Ad hoc chair CRCNA Analysis (Dave R.)- absent with notice
Ad Hoc Chair CRSC Budget (Alan S.) - present
Incorporation (Chuck C.) absent without notice
RCM Boulder (Leslie) - present

Colorado Regional Service Committee of Narcotics Anonymous

RCM Mile High (Joann) - present
RCM Mountain High – present John and Steve standing in
RCM Mountains West (Sandy) absent without notice
RCM Off The Wall (Karen and Newt) – present
RCM Pikes Peak (Jayme and Steven) – present
RCM Serenity Unlimited (Talle) - present
RCM Southern- absent

Approved minutes for January, March (amended version) and April

REPORTS:

REPORT FROM THE CHAIR: by Denise

CRSCNA REPORT

TO: Colorado Regional Service Committee Members
FROM: Denise W., Chair
DATE: May 18, 2008

First, welcome to Teresa as Secretary, Carlos as Vice-Chair, Don as Treasurer and Terry as H&I Chair, and second thanks to both Don and Brenda for their unending service at the WSC. I would also like to thank those of you who voted to entrust me with the position of Chair. I hope to not disappoint you—or me, for that matter. I truly appreciate all of you who have so freely offered to me your experience, strength and hope during my more ignorant moments. While it is my hope that I progressively grow less needy, I intend to continue to rely on all of you as we together strive to achieve the purpose and objectives of the Colorado Region.

The April Assembly was truly something. RCMs, please convey to your Areas how much the attendance by your GSRs was appreciated. I feel like we received a true Colorado conscience on the issues at hand, though our Mountain High, Mountains West and Serenity Unlimited RCMs were missed. It is my hope that the July Assembly receives at least as much attention, given the nature of the proposals that will be presented to the fellowship and the workshops that will be offered.

I attended both of the CRSCNA events—the Sponsor/Sponsee Breakfast and the Mexican Dinner—and would like to thank the CRSCNA committee and those non-committee members who suited up and showed up in a big way.

Again, thank you for giving me the opportunity to give back.

REPORT FROM TREASURER: by Don T

CRSCNA TREASURER'S REPORT --- May 17, 2008

Since the close of the Regional Assembly on April 12, 2008 donations have been received from one Area (Boulder) and two Groups (Golden and True Blue) totaling

Colorado Regional Service Committee of Narcotics Anonymous

\$438.07, a return of \$35.80 from Pike's Peak Area for food advance and \$75 cash collected in support of our 7th tradition from the members attending the Assembly --- resulting in a current (or opening) balance of \$3,850.95. All of the donations received during the current report period are listed on the accompanying page. There were expenditures of \$206.00 during this period.

The Regional checkbook and the latest US Bank statement have been reconciled, with 1 check for \$50.00 to the First Presbyterian Church outstanding and no variance.
In Loving Service,
Don T

**CRSCNA TREASURER'S REPORT
APRIL 12 to May 17, 2008**

	<u>CURRENT REPORT PERIOD</u>	<u>CURRENT YEAR TO DATE (2008)</u>
OPENING BALANCE - January 1, 2008		\$2,147.10
OPENING BALANCE - April 12, 2008	\$3,508.08	

INCOME:		-
Area Donations		
Boulder Area	\$385.84	\$1,534.20
Mile High Area	\$0.00	\$57.50
Mountain High Area	\$0.00	\$0.00
Mountains West Area	\$0.00	\$0.00
Off The Wall Area	\$0.00	\$1,000.00
Pikes Peak Area	\$0.00	\$500.00
Serenity Unlimited Area	\$0.00	\$0.00
Southern Area	\$0.00	\$0.00
Group Donations		
Crestone Group	\$0.00	\$40.00
Flattop Addicts Group	\$0.00	\$20.00
Golden Group	\$35.00	\$65.00
Keep It Serenely Simple Group	\$0.00	\$16.63
Northside Young in Recovery Group	\$0.00	\$21.60
True Blue Group	\$17.23	\$170.67
Other Income		<u>\$75.00</u>
Cash Donation	\$75.00	-
TOTAL INCOME	\$513.07	\$3,500.60
EXPENDITURES:		<u>Check #</u>
Prior Report Period YTD Expenditures	XXXX	\$1,626.55

Colorado Regional Service Committee of Narcotics Anonymous

Don Tilleman -- Web Hosting fee	\$142.50	307	\$142.50
Don Tilleman -- Domain Registration Fee	\$13.50	308	\$13.50
First Presbyterian Church -- Room Rental Donation	\$50.00	309	\$50.00
Return of Cash Advance from PPASC	<u>(\$35.80)</u>		-

TOTAL EXPENDITURES **\$170.20** **\$1,832.55**

(NET) ENDING BALANCE - May 17, 2008 **\$3,850.95** **\$3,815.15**

OPENING BALANCE -May 17, 2008 **\$3,850.95** **\$3,815.15**

BANK ACCOUNT-CHECKBOOK RECONCILIATION as of May 17, 2008 **-**

Latest Bank Statement Date - April 30, 2008

Balance Shown on Latest Bank Statement: **\$3,848.72** **\$3,848.72**

Adjustments to Bank Statement - Outstanding **Adjustment: Net** **\$2.23**

Deposits: **\$52.23** **Adjusted Bank Balance:** **\$3,850.95**

Outstanding Checks & Charges: **\$50.00** **Checkbook Balance:** **\$3,850.95**

Adjustment: Net **\$2.23** **VARIANCE:** **\$0.00**

Don T. - CRSCNA Treasurer May 18, 2008

REPORT FROM RD: by Don

Regional Delegate Report for May CRSC Meeting

Since March

- Facilitated the Regional Conscience Session at the Regional Assembly in Pueblo. I am grateful for the number of Group Service Representatives that stuck it out and voted their groups conscience
- Facilitated the formation of a work group to provide a learning day in Grand Junction July 19, 2008 from 10:00 to 4:00 PM, at the Courtyard Marriot -- 765 Horizon Drive Grand Junction, Colorado
 - o There will be three 90 minute sessions
 - o Session 1 Traditions 1 – 7 Practicing the Traditions in my Home Group – Facilitated by Leslie S Boulder Area RCM
 - o Session 2 Traditions 7 – 12 – Practicing the Traditions in my Area Service Committee – Facilitated by Jim C Serenity Unlimited Area
 - o Session 3 Leadership in Action – Facilitated by Don T (RD) and Brenda E (RDA)

Colorado Regional Service Committee of Narcotics Anonymous

- Thanks to Talle M Serenity Unlimited RCM for getting the location set up for us.
- Participated in the Budget Ad-Hoc committee, and I think we have a workable solution.
- Attended the World Service Conference from April 25 – May 3 (see report below)
- Sold \$485 of merchandise for CRCNA at the World Market – The proceeds and bank to be turned over to the CRCNA Treasurer today (May 18, 2008)

Okay for all of you sadists who want details, the World Service conference was long and productive. The regional delegate team will be putting together a comprehensive report of the WSC for the July Regional Assembly.

On Tuesday April 29, 2008 at 7:26 PDT we approved the 6th edition of the Basic Text. We also approved the new For Young Addicts by Young Addicts IP and for the Parents of Young Addicts IP In the old business session (Conference Agenda Report), the Colorado Regional conscience was also that of the conference participants, without exception.

Because of a glitch in The Human Resources Panel receiving the Colorado Region's nomination to the World Board, it was necessary to nominate Linda L from the floor; unfortunately Linda was not elected to the World Board.

In new business we approved a project plan for a revision to In Times of Illness, a book length piece called Living Clean, and a review and input process for Service Pamphlets. I am proposing today that we form a work group for Colorado Region to allow our fellowship to participate in this piece of literature development. We need to get going right now as there are currently 3 pieces that need to be reviewed before the end of July and I have a few printed copies available today, as well posted on the Colorado Regional Website at: <http://www.nacolorado.org/rsc.php>.

The Conference did seat all the regions that had requested seating prior to the World Service Conference. The conference did not seat Eastern Pennsylvania. The Easter Pennsylvania Region, missed the deadline for submitting their paperwork, and asked to be seated through a motion presented at the World Service Conference. The conference did also adopt a 2 conference cycle moratorium on the seating of "split" regions, to allow the World Board and conference participants the opportunity, to develop guideline that are more in tune with the conscience of the World Service Conference.

Thank you for allowing me to serve the fellowship as your Regional Delegate. It has been quite a learning experience for me, and one that I would recommend for any addict who has the desire to make a four-year commitment to our region.

• **My Impressions of the World Service Conference**

First off – the non-English speaking communities are excited about getting the 6th Edition translated in its entirety. What I heard from the Spanish translators is that the Latin American Zonal Forum, is shifting resources to see if they can have the translation complete by the October 1, 2008 ship date of the English 6th edition. The same sentiment was echoed from the Swedish delegate and the western Russian delegate. The source of their excitement was there was a body of stories that they could translate and start to use in their language groups.

Secondly – the World Board, despite all their talk of equalizing the representation of the fellowship, made no attempt to have the Translation Policy

Colorado Regional Service Committee of Narcotics Anonymous

proposal translated for the non-English speaking delegates. When it came to time vote on this proposal, the conference asked for a straw poll of the non-English speaking delegates on the new translation policy, and most of them could not vote because that part of the Conference Agenda Track was not translated. It feels to me, that something as important to the non-English speaking delegates should have been made available to them in their language, so they could form an informed conscience.

Finally – the conference as a whole seems to be moving into a consensus-based decision making process. Although a simplified version of Robert's Rules was used in our business sessions, many of the decisions we made, we adopted by unanimous consent, such as the 6th Edition of the Basic Text. While I do not foresee a "true" consensus-based decision making process in place for the next conference cycle, it seems that perhaps in two or three more cycles, the conference may arrive there.

Submitted in Loving Service,
Don T

Discussions and Questions:

- There are 3 new service booklets that are available for review by the fellowship. Service literature will be available for a three month review period prior to release. They are looking for a pool of people to do the review. Don T needs contact information and perhaps a short paragraph explaining your interest in the project by May
- World Service board now seats 16 members out of a possible 18

REPORT FROM RD2: Submitted by Brenda, read by Teresa

Colorado Regional Service Committee of NA Regional Delegate Alternate Report May 18th, 2008

Hello all,

WOW! I had a wonderful and humbling learning experience attending the World Service Conference (WSC). The service at world level was something fulfilling for my recovery. As always, it was great to listen to other Regions experiences and meet other delegates from outside the United States was refreshing. The non-English speaking countries are truly grateful for Narcotics Anonymous and to listen to them share how they have to turn away addicts who want to serve because the room is too small is mind blowing for me. I only pray we could have this problem.

The round table discussions had great topics from "Who's Missing in Our Meetings" to how we are handling money on the lines of 7th Tradition. Don and I were able to attend a workshop that we will be practicing on the addicts at the Regional Assembly, if time allows. Other discussions were centered on Spirituality, Public Relations, and Issue Discussion Topics. Business took place on approving the NAWS budget, reports from the World Board, reports from the NAWS staff and HRP. Elections of World Board members, Human Resource Panel members, and Co-facilitators took place after reviewing resumes. I did have homework after attending the conference

Colorado Regional Service Committee of Narcotics Anonymous

meetings from 9:00am-10:00 pm which involved reviewing the above resumes. Watching the process of how motions were discussed by the World Board and their recommendations was interesting. Being a part of the process for approving motions took some time and much discussion by the delegates. We reviewed and discussed the CAR motions and then took a straw poll. We then came back after a break and voted for or against the motion with very little discussion at this point. New motions took up a lot of time on Friday night. That was the longest business meeting in history for me! We were done at 1:30am Pacific Standard Time or 2:30 am our time. We now have a 6th Edition Basic Text that was fellowship approved! What a historic moment for those in the room! I was impressed how the room could come together and make good decisions for NA as a whole without a lot of personality involved. I was blessed to be in a room full of recovering addicts who have the same love for NA as I do!

Thank you Colorado Region for allowing me to serve at this capacity and to be a part of carrying our Colorado conscience.

The WSC was an experience I will never forget and has changed me from this point on.

Thanks for letting me be of service,
Brenda E.

REPORT FROM WEB SERVANT: by Don T

Web Servant Report for May CRSC Meeting

Since November

- Web Servant is still open – as before I will continue to fill the position until a replacement can be found
- Regional Meeting list last updated: April 07, 2008
- Website Stats

Month	Unique Visitors	Number of Visits
April 2007	1696	3339
May 2007	1779	3519
June 2007	1452	2959
July 2007	1692	3431
August 2007	1799	3538
September 2007	1933	3895
October 2007	2247	4599
November 2007	1778	3412
December 2007	1650	3251
January 2008	1871	3374
February 2008	1855	3227
March 2008	2372	3983
April 2008	2142	3321
May 2008 (to date)	956	1437
Daily Averages 05/2008	97.94	87.09

Colorado Regional Service Committee of Narcotics Anonymous

Submitted in Loving Service,
Don T

REPORT FROM CRCNA CHAIR REPORT: by Jay

May 15, 2008

Well! With less than 6 months remaining until the start of 22, we've lost no time in putting things in motion! As Peggy will report, our finances are on track thanks to an awesome committee and back to back fundraising events. Special thanks to the JFT Club and the Pikes Peak Area Service Office for sponsoring the starting points for the recent poker run as well!

Moving forward, F&E has been working with Boulder for a possible June event, but otherwise we'll be promoting registrations and pre-convention merchandise until August (leaving July for home group picnics and area events). I am also pleased to confirm that all but one position (Convention Info & Web) are filled and we welcome Joann D to the ranks as Hotel & Hospitality Chair!

As promised, I've included our most recent budget for review. This remains a budget based on 3 years of data with occasional adjustments by each sub-committee chair. Additionally, I've attached the proposed list of workshop and marathon topics for review. Times have not been set and we are still working with the WSO for their inclusion in our overall program content. Please let us know what you think on either draft so that revisions can be made as soon as possible.

In regards to the newcomer fund, all monies were spent on Basic Texts and were received just in time for the Mexican Dinner and Dance, and combined Poker Run event in Colorado Springs. Today, we have a total of 72 Basic Texts and 21 It Works How and Why. The committee has asked me to donate 20 Basic Texts to the upcoming Learning Days event, and keep the remaining literature for distribution at upcoming events and H&I.

I am also presenting several motions for guideline revisions that have been worked on by several members inside and out of the committee – but are NOT part of the CRCNA Analysis Ad-Hoc Committee's efforts. All of the revisions are based on the audited guidelines that were presented by Don and Tori by request and endorsed by the CRCNA committee. Again, special thanks to everyone who worked on these revisions proposals. Friendly amendments and/or critiques welcome!

Please do not hesitate to contact me via email (crcnaonline@nacolorado.org) or by phone at 303-598-6351 any time.

Sincerely,

Jay B
CRCNA XXII Chair

Discussions and questions:

Colorado Regional Service Committee of Narcotics Anonymous

- F&E will be working on some type of activity for the July Assembly. There are some communication issues to iron out, but people are working on that. It seems a good way to build fellowship with Southern Serenity and CRCNA
- There is an effort to draw "new blood" into the workshop speaker pool. One is the "Tag your Sponsor" initiative. There are flyer and contact information on the web site. Please talk this up. A speaker tape is not required.
- CRCNA workshops topics are in a 3 tier arrangement to better enhance scheduling of workshop for everyone, for example a newcomer workshop in every time slot.
- Much time was spend discussing CRCNA topics topic-
 - points made regarding a GBLT workshop
 - GBLT is a workshop instead of a meeting because of size at last CRCNA
 - It is fair to honor diversity and those who have meant so much to our local fellowship
 - It is a special interest group, an outside issue, therefore should not be a workshop
 - By WSO guidelines it is appropriate to include workshops for any groups that are covered by meetings in the geographical area that a convention serves
 - We have had this discussion every year for at least 20 years
 - It is divisive to split groups out versus respectful to be inclusive
 - It is not appropriate to tell someone how to live outside of recovery
 - Speakers are only sharing their experience, strength and hope, not telling other how to live
 - Where do you draw the line on special interest
 - It is important to give people a safe place
 - It is possible that such rigidity is shutting out groups in need
 - World Convention decided to have such workshops, know as "targeted group", and it was well received at the last convention
 - This plays to our differences not the similarities
 - It is too personal/individual to be told how to live
 - anyone can chose not to go
 - Can the name change to sexual identity? In the past, members of this group have said it is insulting.
- Points regarding other topics:
 - "Getting Needs Met" raises red flags, agreed to change it to "Asking for Help"
 - "On the Inside" do we serve anyone in this group? Yes both with H&I and those who are recently released, court ordered,etc.
 - "Men's Rap" and "Woman's Rap" also a special interest group. It was very powerful at the Unity Day as meetings not workshops.
 - "How to be a good Sponsor" is too judgmental. Agreed to change.
 - "Spiritual Not Religious", Religion brings up red flags. It is a literature quote and will remain
 - Is the "Meeting your area" going to be representatives that actually serve in the positions? Yes
 - "AFGO" dropped the F-it ain't polite
 - "Prejudice in Recovery" again with special interest, also noted:
 - singling out the disease not the recovery
 - Came about from NAWS topic discussions
 - Perhaps rewording, as World does, to diffusing Racism"
 - It is an important topic

Colorado Regional Service Committee of Narcotics Anonymous

- Rename as intolerance
 - Prejudice is a character defect and workshops should be about tools to arrest those defects
 - Topics will be misunderstood no matter how you word them
 - "13 Step" raises red flags
 - "Ultimate Weapon" the weapon raises red flags. It is a literature quote and will remain
 - At what point do we let the subcommittee just do their job and trust their judgment
 - Should we add a disclaimer that all programs are open and everyone is welcome.
- Motion to approve will be dispensed in new business

CRCNA XXII Proposed Workshop topics:

Beginners Tier:

- Step 1, the importance of admitting powerlessness
- Step 2, how a greater power can start you on the path of sanity
- Step 3, a commitment to recovery
- Step 4 and 5, a look at the inventory process
- Step 6 and 7, stopping the damage, taking a new direction
- Step 8 and 9, living through the amends process
- Step 10, 11, and 12, doing the deal / daily maintenance
- A look at the traditions and what they mean to the new addict
- Having fun in recovery
- ~~Getting your needs met in and out of the rooms (asking for help)~~
Replaced with: How to ask for help
- Staying clean on the inside and when you get out (locked down addicts)
- Sponsors.. how to find one, and what to do with one after you get one
- Introduction to service work
- Learning to take care of yourself

Mainstream Tier:

- Relationships and recovery
- Men's Rap
- Women's Rap
- Sponsorship, ~~how to be a good one~~
- How we carry the message
- Spiritual principals / spiritual not religious
- Young people in recovery
- Meditation
- GBLT
- Grieving in recovery
- Parenting in recovery
- Not being a bum in recovery / 7th tradition
- Dealing with medication in recovery **
- God, Service, Self and Society
- Self acceptance
- Just for Today
- Aging in recovery

Colorado Regional Service Committee of Narcotics Anonymous

Service Tier:

- World Service Workshops ** (topics to be determined, i.e. PR)
- Meet your Area (1 workshop for each area)
- Region Workshop
- CRCNA Committee: The people behind the magic
- A look at H&I
- A tour of P.I.

** Note: Discussions are current with World Services for content / topic support

CRCNA XXII Proposed Marathon Meeting Topics:

Readings: What is the Narcotics Anonymous Program?
Why are we here?
How it Works

Suggested Topics:

Experience choosing a sponsor	(cont.)
Sought through prayer and meditation	Step / Tradition 1
Feelings in recovery	Step / Tradition 2
Grieving in recovery	Step / Tradition 3
Dealing with illness	Step / Tradition 5
Primary purpose – to carry the message	Step / Tradition 6
Relapse triggers	Step / Tradition 7
AFGO (another friggin' growth opportunity)	Step / Tradition 8
Prejudice Intolerance in recovery	Step / Tradition 9
A God of your own understanding	Step / Tradition 10
What is a personal inventory?	Step / Tradition 11
Is there a 13 th step?	Step / Tradition 12
Turn it over and let it go	I can't – we can
Silencing the committee	Plagued by obsessions
Understanding our symbol	Prisoners of our mind
Is there a model for the recovering addict?	Self destructive patterns
The ultimate weapon for recovery	Benefits of being involved in service
Employment and anonymity	Experience choosing a sponsor
Do you have a home group?	
Productive member of society	
Expectations	
Dealing with prosperity	
How does relapse begin?	
Vigilance	
The war is over	
Traveling clean	
Self sabotage	
Spirit of forgiveness	
EGO (edging God out)	
Oldtimer / Newcomer	

Colorado Regional Service Committee of Narcotics Anonymous

REPORT BY CRCNA VICE CHAIR: by Tina

I am enjoying this commitment. Attending many subcommittee meetings and driving a lot

REPORT BY CRCNA TREASURER: by Peggy

CRCNA XXII Treasurer's Report
 Colorado Regional Service Committee
 May 18th, 2008

Below is the detailed breakdown of the past two month's activity.

Beginning Balance			3,567.89	
Income				
	Merchandise		1,860.00	
	Registration		2,792.00	
	Fundraising & Entertainment		3,535.42	
	Interest		0.03	
	Newcomer Fund	(Balance not Used)	3.94	
		Subtotal		8,191.39
Expenses				
	Merchandise		1,745.36	
	Registration		50.00	
	Fundraising & Entertainment		2,500.00	
	Newcomer Fund	(Purchase Literature)	844.81	
	Hotel & Hospitality		1,000.00	
		Subtotal		6,140.17
Ending Balance				<u>5,619.11</u>

A Quickbooks Profit & Loss report will be provided at the Regional meeting.

NOTE: see appendance D for complete budget report
 Discussions and questions:

Colorado Regional Service Committee of Narcotics Anonymous

Newcomer fund is being tracked

Using a new Quick-book that has many advantages, but does not create the kind of budget report the CRSC is accustomed to. If needed the numbers could be hand entered into the current form. However hand entry does not have the data integrity from a direct report.

Decision: Do not hand enter, continue to work with the program to find the best fit automated budget report.

REPORT FROM PI: by Don T

The chair is dealing with personal crisis and will be back in action by the July assembly.

This month's meeting was cancelled, unfortunately, the meeting place was not notified and as this is the second time that has happened, the CRSC will be billed \$25.00 for the rent. Future notification of cancellation is recommended.

REPORT FROM H&I: by Terry C

This is a very exciting day for me as we come together from around our region to carry the message to the addict who still suffers through H&I. There s so much to accomplish and it's through baby steps that we will get there. The first item I would like to address is your own individual area We will talk about what is working and what is not and give you some alternatives to fall back on. We will meet every other month and I am also here 24/7 for any challenges that may come up in between. My first priority as the H&I regional chair is to be of service to all the areas and to help you run things smoothly.

The next item up for discussion is the process for the DOC clearance and how we decide what facilities we will start with. I contacted the facility in Sterling that currently has someone going in on Tuesdays. I believe they are local NA members and Officer Madril is getting me the information to contact them. Kas, from Off the Wall Area gave me the information and their H&I sub committee has sent then NA literature in the mail. That is awesome and they are very excited to have us there. I will be giving out the forms that need to be filled out for the first clearance. If you have anything on your record, I would suggest sending a CBI report with your application. Then there is no confusion to your record, they say that is one of the major reasons the applications are denied is if you leave something out. Too much information is better than not enough. That process takes about 2-3 weeks, and once you are approved there is an 8 hour training in your area that you must attend. From there we go through an orientation of the facility in which you want to participate in meetings. So essentially there are 2 clearances needed. The DOC clearance is good for a year and every year there is a refresher course for volunteers, I believe that is 4 hours.

It has been suggested to me that we put together a training packet that we can use for the different facilities. Especially those in remote areas, where we can not get to them on a regular basis, we need to train them. I have some ideas of what to include a format, all the readings, literature and personal contact information. Can you imagine how their quality of life will change if they shift to our new way of life? It they establish daily meetings, working the steps and living by spiritual principles, their whole environment will change! The officers in Sterling are very excited because as we all know drugs are a way of life in prison and we are here to change that step by step, one day at a time! I am honored to be working with all of you and I know that together we

Colorado Regional Service Committee of Narcotics Anonymous

can send a clear Narcotics anonymous message that no addict seeking recovery need die from the disease of addiction!

In loving service, Terry 303-437-4461

Discussion and questions:

- The former H&I chair discovered that the people going in are not NA members, they are just there to supervise while the inmates hold an NA meeting. It is a facility rule that they can not meet without outside supervision.
- It was mentioned that mixing male/female could be a temporary solution to the shortage of people. Several peoples disagreed and the notion was scratched.
- Sterling facility would grant a 90 day temporary clearance to several members until more volunteers make it through the clearance process.
- There was some confusion about OTW involvement/lead in this facility. Some thought they had it covered, others thought they were at the regional H&I asking for help.
- It was noted that it is important not to give NA a black eye by making a commitment that we do not fill, even if it means taking longer to get into facilities. Passion is wonderful, but not always enough.
- It is a long drive to Sterling and quick burn out is possible.

REPORT FROM 800 NUMBER AD HOC: by Carlos

The Decision to implement a Regional 1-800 requires several decisions and choices by the ASC's as well as the CRSC:

There are Phone line services currently provided by 6 of the 8 Area Services Committees served by the CRSC. Any new Regional service would have to provide at a minimum, the same level of service currently offered by those ASC's. I suggest an inventory of existing services;

- Type of phone service-Info line, Help line, Hot line
- Types of calls and users of current phone lines
- Who is responsible for content management- i.e. meeting list accuracy
- Technology used
- Any outside service providers
- Cost

I have developed a questionnaire and will contact Area Phone Chairs

- What service(s) are needed by the 2 ASC without phone lines?
- What new level of Phone line resources do the ASC's want and need and the CRSC intend to provide.

Armed with the information gathered above, we can then design and map the phone line structure (I have provided an example see attached) and evaluate available technology, which includes:

- Answering machines
- Answering services
- Voice mail
- Computer owned and operated by CRSC
- Traditional land line connectivity
- Voice over IP connectivity

Colorado Regional Service Committee of Narcotics Anonymous

After deciding what services we want to provide and what technology best fits our needs and budget, we then can provide "Technical specifications" to potential vendors and conduct an 'apples to apples' evaluation of proposals and develop an **Implementation Work Plan** (example attached)

Secretary Note: the attached phone line structure referenced above is not available

Attachment: Implantation work plan

CRCS 1-800 Work plan

- CHOOSE APPROPRIATE TECHNOLOGY PLATFORM
- CHOOSE SERVICE PROVIDER
- DESIGN EXPANDABLE MAILBOX STRUCTURE
- CREATE CONTENT FOR INFOLINE BOX STRUCTURE
- DEVELOP PROCEDURES, POLICES AND GUIDELINES FOR INFOLINE OPERATION TBA BY CSRC
 - WHO IS RESPONSIBLE FOR DEVELOPING AND UPDATING
 - WHICH CONTENT
 - MEETING INFO
 - EVENT INFO
 - SERVICE COMMITTEE INFO
- DEVELOP PLAN FOR EXPANDING TO HELPLINE CAPACITY
 - HOW ARE MESSAGES LEFT
 - WHAT VOLUNTEER STRUCTURE
 - Casual individual logins
 - Formal scheduled times for individuals or groups
 - Duty cycles (how long on duty)
 - HOW ARE VOLUNTEERS NOTIFIED OF MESSAGES
 - Call forwarding
 - Pager notification
 - HOW ARE VOLUNTEERS RECRUITED, TRAINED, SCHEDULED, AND EVALUATED?
- DEVELOP PLAN FOR EXPANDING TO HOTLINE CAPACITY
 - Do we need this capacity?
 - Can we support this commitment?

Discussion and questions:

- Need to look at the decision process, define the needs
- Need to get a good inventory of the existing phone lines. The back page of the report has a questionnaire that each RCM needs to complete.
- We have to be realistic; again having an inconsistently staffed effort would be more damaging than not having one at all.
- What is the value of a phone line in an area that does not have any meetings or NA members to refer a caller to?
- We discussed if this initiative had failed at the assembly. Review of notes had it tabled until there was more information.
- The report outlines a good starting point. It is reasonable to assume a year to get it going if we did. Should see this as a long process with milepost along the way.
- Considered the expense of putting a simple phone line in the areas that currently have nothing. A motion was made and will be dealt with in new business. Mountain High reps said they would need to bring the idea back for approval.

Colorado Regional Service Committee of Narcotics Anonymous

- The benefit of cost sharing for a state of the art phone system needs to be considered.
- The system mentioned in the original proposal is working in other regions.
- MHA phone line chair has expressed an interest in helping this process.
- The reliability and regional knowledge of the addicts on our end is a big problem.
- DECISION: to change the ad hoc name to phone technology and move forward through the process outlined in the report

REPORT FROM CRCNA ANALYSIS AD HOC--prepared by Dave R., read by Alan S

The CRCNA Analysis Ad Hoc Committee has met twice since the last CRSC Meeting. The committee focused on five areas, CRCNA Treasury, CRCNA Registration, CRCNA Merchandise, CRCNA Fundraising & Entertainment, and CRCNA Hotel & Hospitality. The committee also looked at CRCNA from a general sense. We looked at data from the last five conventions and met with the current CRCNA Committee for a brief Q&A.

As reported at the March 2008 CRSC Meeting, the data is full of holes. Reporting from year to year supports the impression held by some of those who worked on previous conventions that subcommittees were re-inventing their processes each year, in large part because of the lack of continuity from one year to the next. With the start of each convention year in January, the trend has been that new CRCNA Subcommittees Chairs were mostly elected from the fellowship at large, rather than from the previous year's subcommittee. In fact, it appears that most subcommittees failed to elect a subcommittee vice chair who would then step up to be elected subcommittee chair the next year, and in those instances where a subcommittee vice chair was elected, that person was not always elected subcommittee chair the next year. The result is that each year's subcommittee reporting and process was left up to someone to create who, in many cases, had little or no experience working with that subcommittee the previous year. As a result, the process by which a given subcommittee does it's job and the manner in which it reports its activities varies wildly from year to year.

This situation exists most prominently in the position of CRCNA Treasurer. As there is no provision in the CRCNA Guidelines for any sort of treasurer-apprentice position, such as Vice Treasurer, the new CRCNA Treasurer often relies on meetings with previous CRCNA treasurers to figure out what to report and how. This process broke down most of the time, as information passed informally depended largely on the experience and ability of the previous treasurer, and as the skill-sets and commitment level of the past five CRCNA treasurers has varied widely.

The main overriding conclusion this committee reached was the need for consistent, standardized reporting by each of these CRCNA subcommittees. This is particularly true for Merchandise, Registration and Treasurer. Additionally, this committee found things in each area it would recommend:

Colorado Regional Service Committee of Narcotics Anonymous

Treasurer

- budget numbers closer together (smaller variances)
- treasurer report should reflect all current subcommittee activity in all reports
- standardized treasurer reporting with numbers populated / updated ongoing
- region needs to be involved

F&E

- consistently scheduled events each year, in March, May, July, and September with the addition of a summer event in the mountains
- at area sponsored events, CRCNA has only registration and limited merchandise
- better minutes, each committee needs to report income & expenses (publish income form?)

Merchandise

- purchasing decisions should be made based on prior experience, with allowances for creativity
- develop a more robust merchandise item purchasing approval process
- improved qualification & training process
- improve inventory management & reporting

Hotel & Hospitality

- Post convention reporting
- Separate hotel search & bid process from CRCNA committee
- Re-define role of H&H sub chair in CRCNA guidelines
- Define hotel search & bid process

Registration

- increase level of detail in reporting registration #'s ongoing
- define level of detail – standard format
- registration decides which swag is purchased, merchandise purchases swag, and registration will package
- purchasing cost of swag needs to go to reg budget
- strictly define newcomer

General

- add regional archivist and CRCNA archivist (LL)
- redo archives in template for final reporting with inclusion of electronic copies (LL) (includes historian)
- develop guideline changes CRSC & CRCNA and propose to regional assembly
- define causes and process for removal of CRCNA committee members
- develop training & mentoring process for CRCNA admin members & sub-committee chairs & vice-chairs
- standardized post convention report with a deep level of detail filled with detail from monthly CRCNA reports
- define level of detail for monthly CRCNA reports
- minutes should be comprehensive and complete with no attachments
- narrative and numerical reporting to CRCNA to minutes and CRSC
- require CRSC chair or vice chair to attend CRSC subcommittee & ad hoc committee meetings

Colorado Regional Service Committee of Narcotics Anonymous

- define standardized software usage, including training / qualification and operating layout
- re-define CRCNA sub-committee chair / vice chair election process
- what happens when sub-committee vice-chair does not roll up or qualify at the next election
- place age limit on message tapes considered by program committee (JB)
- re-define theme & logo election process (AS), 3 finalist themes are gathered at the July assembly, and theme is announced at CRCNA Saturday night (somehow)

While standardizing processes and reporting will go a long way toward improving the overall performance of the CRCNA committee, accountability to the processes, to the budget, and to the fellowship via the CRSC will, more than anything, improve the CRCNA process. This can be illustrated in analysis of the September 2007 and November 2007 CRCNA Treasurer's reports to the CRSC. The September 2007 report indicated that the Merchandise subcommittee had spent, to date, \$4,461.65 of its approved budget, which was \$11,140.00. This means that on September 16, the Merchandise subcommittee had \$6,678.35 available in the approved budget to spend on merchandise for the October 26 convention start date. Given that the CRCNA Chair's report stated "We put down a \$4,000.00 deposit on the merchandise and will pay the balance on a net 30 after the convention.", the remaining budget seemed to indicate that there were no problems with Merchandise spending. This, however, turned out not to be the case. The November 2007 CRCNA Treasurer's report to the CRSC showed that the Merchandise subcommittee spent \$15,200.72, against an approved budget of \$11,140.00. This means that two of the cosigners on the CRCNA checking account, the CRCNA Chair, CRCNA Vice Chair, the CRCNA Treasurer or the CRSC Chair, signed checks for the Merchandise subcommittee which exceeded the approved budget by \$4,060.72, putting the Merchandise subcommittee nearly 36% over budget. If there had been more accountability during the purchasing process to budget, and to the fellowship, this sort of budget variance could possibly have been avoided. No amount of standardized reporting can make up for the lack of accountability to that reporting, and to the fellowship.

The CRSC Analysis Subcommittee feels that it has met its goal, to "create a base of information for future CRCNA's to use." That information, simply stated, is to standardize CRCNA processes and reporting from year to year, to work to achieve continuity from one year to the next, and to increase accountability on everyone's part. The committee feels that this should be achieved through an overhaul of the CRCNA Guidelines, with the formation of a CRCNA Guidelines Ad Hoc Committee. Additionally, the Areas, through their Regional Committee Members, need to take an active part in this process, as accountability starts with the groups and the areas made up of these groups. Overall the Colorado Regional Service Committee's Ad Hoc CRCNA Analysis Committee held six meetings, all of which were publicly announced, and no Colorado Regional Committee Member (RCM) ever attended any of these meetings. With the exception of the Regional Delegate Alternate, who carries the conscience of the Colorado Region, the people attending the meetings carried only their own consciences.

In loving service,

Dave R.

Colorado Regional Service Committee of Narcotics Anonymous

CRSC CRCNA Analysis Ad Hoc Committee Chair

Discussion and questions:

- Mentioned that the report did not necessarily reflect the views of everyone on the Ad Hoc
- Some of the comments were erroneous
- We need to use the information, we should not continue to go through an ad hoc process and then do nothing with the results
- The Ad Hoc was the result of a painful process and the intent has been met.
- DECISION: Changes are being made with CRCNA due to what has been learned throughout the Ad Hoc process. The report will be a useful advisory tool for CRCNA.
-

REPORT OF THE INCORPORATION AD HOC:

No one was present for the committee. A proposal for incorporation will not be presented at the assembly, but a presentation remains a possibility.

RCM BOULDER REPORT: by Leslie

Boulder Area Region Report

3-16-08

The Boulder Area met on December 2nd, and again on January 6th.

Filled Area Positions:

Elected-Positions

Literature Chair: Aretha C.

Chair: Chuck C.

Vice Chair:

RCM: Leslie S.

PI Chair: Carrie S.

Treasurer: August

Activities: Alejandro

H&I: Joel C.

Vice Chair: Joel C.

Web Servant: Kat Y.

Phone Line: Leonard H.

Secretary: Dani F.

Open Area Positions:

RCM 2

H&I Report:

The H & I Chair was not present and no report was submitted.

PI Report:

The PI Chair was not present and no report was submitted.

Activities Report –

We had a fair turn out at the St. Patrick's Day Event. The band was great, as was the speaker, but the turn out was smaller than expected, due to the CRCNA fundraiser being held in Fort Collins. More details will be revealed later.

Colorado Regional Service Committee of Narcotics Anonymous

Alejandro F. was re-elected Activities Chair.

At this point, there are no more planned events coming up that have been announced. The activities committee meets every other Monday at the Rock and Soul Café in Boulder at 6:00 PM.

Phone line Chair:

Leonard H. reported that the phone line training was effective and they added 4 people to the phone line. No more planning sessions are being planned at this time, but Leonard is willing to train interested parties individually.

Website:

Business as usual, our usual \$11.95 donation.

Donation to Region:

December Donation: \$53.01

January Donation: \$534.98

February Donation: \$176.39

There were two questions posed of what were our biggest challenge and biggest success over the past year as an area.

1. What has been our Areas biggest challenge over the last year?

- Getting people with clean time involved in service
- Getting H&I support

2. What is our greatest

- More meetings
- Young peoples

In Loving Service

Leslie S.

RCM-Boulder Area

RCM REPORT MHA: by Joann

Mile High Area RCM Report to Region

May 18, 2008

Joann D

In the last two months the Mile High Area has been doing well. In April it was decided that we would solicit designs for a new Area logo. The proposed prize is a paid registration and dinner to CRCNA. Deadline for submission is in July or August and there are flyers going out in our Area.

In May we received several nominations for elections that will be held in June for all positions except CRCNA Liaison and one RCM. The positions that remain without a nomination are Literature and Treasure Assistant.

Subcommittees are doing well.

Activities continue to plan and have events, usually once every two months. The last event was the Spring Fling which was a speaker meeting and dance. There is an event planned for the 4th of July weekend. Details are to be available at our next meeting.

Colorado Regional Service Committee of Narcotics Anonymous

H & I continues to run strong. They are always looking for volunteers and continue to receive requests for new meetings. Every two months they have training for new volunteers. This last months training was on Mothers Day and approximately a dozen new volunteers showed up.

Literature is going well and inventory is being managed at more acceptable levels. We continue to see a steady level of orders and in some areas are realizing an increase.

Outreach consistently receives about 40 letters for inmates and returns about 30-35 letters per month. The addict's serving on this committee are really enjoying this type of service since they can do this at home and at their leisure.

Public information has begun a new poster campaign. Posters were distributed in April along with guidelines for the distribution of these within our communities. They have also begun placing IP Racks into our local Emergency Rooms.

We have several Phone line slots open and continue to need volunteers. Otherwise this committee is doing ok. There has been talk of looking to replace our system since the regional 800 number did not pass.

Our Website is running well and gets updated regularly. We also continue to update our meeting list monthly. This committee has begun to bold meetings changes that happen within the month and this has been helpful to our members.

The Area Planning Tool Ad-Hoc continues to move forward through the process and had plans to move into step 4 of this process this month. This is beginning to prioritize areas of concern which included training and mentoring, voting, guidelines, willingness to ask the Region and World for help, and if the Area is too big (investigating shared services).

In Service,
Joann D
RCM Mile High Area

RCM REPORT MOUNTAIN HIGH: by John

There is a new meeting in Hayden and people have been able to find it using the web page.

RCM REPORT OTW: by Karen

**RCM Report to Region
From our May 4th, 2008
ASC In Greeley**

Group Reports of Importance

4th Street Recovery new GSR. Maria W.
When @End of the Road new GSR Angie E
NANA 7th Tradition stolen; now has new locks
Mass Addicts group has **moved** to Mugs 261 S. College

Officers Report

Our Sec. Is back and healthy-had prior health issues
Treasurer Report- **Opening** \$1,089.00 **Closing** \$925.00 Prior to May ASC

Open Positions

Public Information Chair, Merchandise Chair, Newsletter, Literature Chair, ASC Chairperson

Colorado Regional Service Committee of Narcotics Anonymous

Next Subcommittee meetings are scheduled on May 24th @3.00 in Loveland @Unity Club.

Activities

(See flyers)

Jackson Unity Day weekend May 31st Speaker is Joanne D.

Unity Day July 19th in Greeley, Pheasant Park

Northern Light group June 22nd @11:00 in Sterling, Pioneer Park

New Business: Motion: To ask all sub-committee and officers meet 1 hour prior to ASC to discuss sub-committee business. Intent: To create unity w/in sub-committees.

(Remind home group members the importance of consistent business meetings-and post and announce your monthly meetings.)

Next meeting June 1st in Greeley

Grateful to be of service,

Karen C. RCM 1

Newt L. RCM 2

Discussion about subcommittees meeting before the area meeting:

- MHA subcommittees meet each quarter before the area meeting to work together on budget request. It seems to work well and cuts down on area time
- If they are not meeting about a specific task such as budgets it brings up suspicions about what the agenda is, could be against service concepts

RCM REPORT PPASC 1--report by Jayme

PPASC Report to Region

May 2008

Our ASC met twice since we last met and our donation to Region is \$200 today.

I attended the Sponsor Sponsee breakfast event and had a great time. As did so many others it was great. It is so nice to see the F&E working hard this year. I actually had a great time in the kitchen with two ladies that I work with. We totally enjoyed the fellowship and the speaker, John, I had not heard before so what a blessing.

The Mexican Dinner Dance was awesome too! The food was great and the Pikes Peak Area really showed up well. It was so awesome to have so many people down from the Northern end of the state. Thanks for visiting us. I also enjoyed hearing Bart who I had not heard before. Sorry it was at a new location, hopefully now everyone knows how to find it. We really feel it is better than Odd Fellows and we will probably use the same hall in the future.

The Poker Run was fun for those that participated and I learned that F&E is not for me. Although I enjoyed it and am glad for the experience I will stick to what I do better. The planning on the date was poor judgment on my behalf as so many other bike events were also going on and the weather was a little chilly. It was still fun and I got to ride with new friends.

Thanks to all that attended the Spaghetti Dinner after the Assembly, hopefully Southern felt our efforts. The Assembly seemed well attended and there was loads of good information from everyone.

Our Area is doing well, our subcommittees are active and strong. H&I continues to really need help from men. Activities is bustling and there is plenty to do in Colorado Springs these days. We are having a Memorial Day picnic on Monday May 26th in Palmer Park "Lazy Land Pavilion". Palmer Park is located in the middle of Colorado Springs at the corner of Academy Blvd. and Maizeland Road. Bring a dish to share and join us for a

Colorado Regional Service Committee of Narcotics Anonymous

barbeque. We are also having a scavenger hunt on June 15th that will end with a chicken dinner in the park. All events will get placed on the Regional Calendar.

The Pikes Peak Area has a CRCNA Bid Ad Hoc committee that is actively pursuing putting together a bid for the July Assembly. Kevin W. is working hard on checking into all necessary information. Do you want to come to the Springs in 09? We'd love to have you!

I would like to welcome the newest members of the RSC Committee and tell each of you that I look forward to working with you and getting to know you better. We may not always agree but we will always love each other in spite of it. Thanks for your willingness to serve with us!

In Loving Service,
Jayme S.

RCM REPORT PPASC 2--report by Steven

Pikes Peak Area RCM Report to Region:

May 18, 2008

The Pikes Peak area of Narcotics Anonymous holds its area meetings on the 1st Thursday of every month, with an average of 13 meetings / groups in attendance. Our donation to the region this month is \$200.00. It was great to see all of you who attended the regional Assembly in Pueblo and I look forward to seeing you again in Grand Junction at the July Assembly. Thanks also to everyone who attended the Dinner Dance and Poker run, we had a great time.

Positions open in the Pikes peak Area include Public Relations Chair, CRCNA Liaison and Policy Chair.

In the Area:

Public Relations Subcommittee:

Currently our PR subcommittee is still in need of a chair and Phone line Coordinator. They are also currently updating the Pikes Peak Area local contact list.

H&I

Hospitals and Institutions Committee meets on the Fourth Sunday of the month. The subcommittee has been receiving requests from addicts who are incarcerated and asking for sponsors. In response to these requests, the H&I sub-committee has formed a Letter Outreach Committee to fulfill this need. Currently this outreach committee is in the process of planning and discussing guidelines and the possibility of pursuing letter-writing to inmates as correspondence and/or sponsorship. Since this is still in the planning stages there is still a lot to be worked out.

Activities in the Pikes Peak Area

Our activities subcommittee is planning a Memorial Day BBQ in Palmer Park on May 26th at the Lazy Land pavilion from 11:00am to 4:00 pm.

Follow the posted signs in the park or see the flyers. More information to come so please stay tuned.

In Grateful Service.

Pikes Peak Area RCM

Steven R.

RCM REPORT SERENITY UNLIMITED: by Talle

May 18, 2008

Dear family,

The serenity unlimited area of narcotics anonymous has been working hard at reorganizing the area. We have combined several meetings in order to efficiently fill the service positions and cut down on the loss of NA funds. So far it seems to have been very successful. All the meetings are now in good standing as far as rent and materials such as key tags, literature and IP's. Last month we started getting donations from a few of the groups. The area is still struggling with funds but things are starting to turn around.

The area also had its first round of radio PSA's broadcast on local stations. We saw rapid results, with a few meetings that doubled in size, and one particular meeting had 8 newcomers. The PSA's will be resubmitted to the stations twice a month to maintain continual coverage, as they are ongoing announcements. We are tentatively going to focus on print media next.

The upcoming July assembly and learning days are rapidly approaching. Several members of the areas service committee, as well as fellowship members have expressed interest and enthusiasm in attending. This has the potential to solidify our current progress through education. A clearer understanding of the service positions, and of the traditions, can only strengthen NA as a whole. I would like to thank all those who have worked so hard, and to the region for bringing the July assembly to SUANA.

Finally, on the second Saturday of each month, the "Weekend Warriors" group has a speaker meeting. If anyone would be willing to come over and speak, you would be graciously welcomed. If you are interested, please feel free to contact me.

Thank you for letting me be of service,
Talle M

Discussion and questions:

- Assembly is at Courtyard by Marriott in Grand Junction, 765 Horizon Drive
- Asking for speakers from around the region on the third Sunday of each month. Please contact Talle

RCM FROM SOUTHERN:

No report – no representative present

OLD BUSINESS

ELECTIONS

Open (for July Assembly): PI Chair; RD; RDA (if Brenda moves to RD)

NEW BUSINESS

Proposal #1: Passed

\$400 to pay for venue to host learning days and Regional Assembly

Intent: Cover the cost of the conference room for the learning day on July 19, and the Regional Assembly on July 20th

Maker: Talle RCM SUANA

Second: Joann RCM MHA

Colorado Regional Service Committee of Narcotics Anonymous

Proposal #2: Passed

\$43.33 request for fuel expenses to help Talle M cover fuel cost
Intent: Help with fuel expenses for SUANA RCMI to attend CRSC meeting
Maker: Talle RCM SUANA
Second: Steven R PPA RCM

Proposal #3: Passed

To reimburse H&I for copies of DOC clearance of \$38.00
Intent: To carry the message to addicts in prison
Maker Terry C H&I Chair
Second: Karen C RCM1 OTW

Proposal #4: Tabled until July, when we have the bid packet

To bring Western Service Learning Days to Colorado
Intent: To increase educational opportunities in Colorado
Maker: Talle RCM SUANA
Second: Joann RCM MHA
Question and discussion:

- Direct discussion at the Conference they indicated we could have it as early as August and that the last one in San Diego was attended by about 300. This seems to answer our earlier concerns about it taking away from CRCNA
- Can be moved to 2010, which is a non-WSC year and would be better
- We will be getting a bid packet in the mail very soon

Proposal #5: Approved for vote at July Assembly: 2 Acent with reservation; 2 stand asides; 0 block

PROPOSAL:

To amend the present CRSC Guidelines to provide for the creation of a formal, standing CRSC Budget Subcommittee, as shown on the attached pages.

INTENT:

General -To provide a mechanism through which annual budgets can be created and managed for the CRSC on a regular basis.

Specific - After broadly soliciting and receiving input from the Colorado Fellowship, including individual addicts, Areas, CRSC subcommittees and CRSC members –

- (1) to prepare and present annual budgets to the CRSC for approval and implementation and
- (2) to maintain and conduct a continuous review and overview of the CRSC's financial position as it is related to any current year budget

MAKER: Alan S., CRSC Ad Hoc Budget Subcommittee Chairperson –
For the Subcommittee

SECOND: Don T., CRSC Treasurer and Member of the CRSC Ad Hoc Budget Subcommittee

PROPOSED GUIDELINE ADDITION

Article 7: Standing Subcommittees

Section D: Budget

The purpose of the Budget subcommittee is, after soliciting and receiving input from individual addicts, Areas, CRSC subcommittees and CRSC members, to prepare and

Colorado Regional Service Committee of Narcotics Anonymous

present an annual budget to the CRSC for approval using the timelines shown in Section D, 2, .c) below.

1. Subcommittee Members

Notwithstanding any other election procedures stated for the members of CRSC subcommittees, the Budget subcommittee will be composed of at least five (5), but not more than seven (7) persons, as follows:

- a) The basic five members will be the CRSC Vice-Chairperson (who will serve as chairperson of the subcommittee), the CRSC Treasurer (who will serve as vice-chairperson of the subcommittee), and three Regional Committee Members, none of whom may be the chairperson or vice-chairperson of any CRSC standing subcommittee or be a designated Resource Person, from three (3) different Areas in the Colorado Region. The three RCMs will be appointed by the CRSC Chairperson from among those RCMs who volunteer to serve.
- b) These five members will then choose two members of the Colorado Fellowship, who are not RCMs and who are otherwise not affiliated with or members of the CRSC, to serve as At Large members on the Budget subcommittee.
- c) Once selected, the three RCMs who serve as subcommittee members will serve for one year on the subcommittee, regardless of when their RCM terms may expire. The term of each At Large member will be one calendar year, January 1 through December 31. The chairperson and vice-chairperson of the subcommittee shall occupy those positions concurrent with and for as long as they hold the positions of CRSC Vice-Chairperson and CRSC Treasurer.
- d) The outgoing subcommittee chairperson and vice-chairperson will mentor the incoming subcommittee chairperson and vice-chairperson each year with regard to any work in process for the subcommittee.
- e) Any member of the subcommittee who accepts another CRSC elected or appointed position will be deemed to have immediately resigned from the subcommittee

2. Project Submission and Approval Process

- a) All proposed expense items will be considered and the subcommittee's recommendation will be reported to the Colorado fellowship.
- b) All proposed expense items will be categorized by the subcommittee into one of the following three categories: Required, Important or Discretionary. The subcommittee will then prioritize each item within its category.
- c) The following annual timeline will be utilized by the subcommittee in compiling data for the budget:

Colorado Regional Service Committee of Narcotics Anonymous

January	April	July	September	November
"Projects" (i.e., expense items) to be solicited from Areas and individual addicts via a solicitation form (to be prepared by the subcommittee) to be distributed and then collected by RCMs.	Projects to be forwarded to the subcommittee without prior or intermediate review; Subcommittee forwards projects to other CRSC sub-committees and Resource Persons, as appropriate, and retains for its review and action those proposals which do not fit into other categories. Projects submitted after the April cutoff will be considered on an item-by-item basis as time permits.	Proposed project amounts to be submitted to the subcommittee by CRSC sub-committees and Resource Persons; all projects to be placed in a general priority category and be further prioritized by component items within each general category and individual project.	Subcommittee to present proposed budget to CRSC; CRSC to review, discuss and revise as necessary.	Final budget for coming fiscal year to be submitted by the subcommittee to CRSC for approval.

d) Proposed budget presentations by the subcommittee will include prior year actual expenses, current year budget, current year-to-date actual expenses, and next year's budget request.

3. Current Budget Maintenance

While budget construction for the next fiscal year is happening, the subcommittee is to maintain a continuous review and overview of the current year's actual financial situation and, as necessary, make further recommendations to the CRSC to amend that current year's operating budget --- based upon actual income, expenditure experience, change in personnel, change in program emphasis, etc.

Question and discussion:

- There has not been a budget for at least 3 years, this would formalize the budget process
- Allow for an objective look at budget requests
- Has a mechanism for budget shortfalls
- Friendly amendment was requested to change 3 RCMs to 2 and 2 at large members to 3 because it should not become a part of serving as RCM
- Amendment was rejected because those numbers were long discussed and based on the need for RCMs to be the main players in the Regional Service body.

Colorado Regional Service Committee of Narcotics Anonymous

Cons:

- There are already too many subcommittees, it seems redundant.
- Budgets should be made by the admin committee
- Things are working as they are now

PRO:

- RCMs are not required to serve on the budget committee
- GTLS has RCMs also filling the admin positions
- We need to have a budget process and an annual review
- Would make people more accountable

Proposal 6#: Approved for vote at July Assembly: 1 Assent with reservation; 3 stand aside; passes to the assembly for vote

To amend the CRCNA guidelines to add the position of assistant treasurer (end original proposal subsequently amended with following) with clean time requirements of 4 years, willing to be nominated as the CRCNA Treasurer for the subsequent year, willing to follow CRCNA guidelines, concerning treasurer position, and responsibilities and having no financial account access or power to sign check on behalf of CRCNA

Intent: To have a person able to (and trained in treasurers duties) be approved by CRSC and prepared to move into CRCNA treasurer position in the subsequent year.

Maker: Peggy S CRCNA treasurer

Second: Steven R PPA RCM

Question and discussion:

- It would be helpful to train someone before they start as official treasurer
- CRNCA would vote them in, no cosigner or account access
- Should the CRSC be electing them? It will keep them accountable to roll-over into treasurer

Proposal 7#: Approved

That the CSRC add Carlos Guerra as a signer on the CRSC checking account. That the CSRC remove Alan Saval as a signer on the CSRC checking account

Intent: To follow the guidelines on check book signer

Maker: Don T Treasurer

Second: Talle H RCM SUANA

Question and discussion: Required for bank compliance

Proposal 8#: Approved: 1 Assent with reservation

To approve the CRCNA 22 proposed workshop and marathon meeting topics as amended

Intent: To establish the program content for CRCNA 22

Maker: Jay B CRCNA Chair

Second: Newt L RCM OTW

Proposal #9: Approved (SEE APPENDANCE D - CRCNA 22 BUDGET)

To approve the CRCNA 22 proposed operating budget

Intent: To establish an approved budget

Maker: Jay B CRCNA Chair

Second: Newt L RCM OTW

Proposal #10: Ruled out of order because the CRSC Guidelines provide that the Chair and Vice-Chair prepare the agenda for the CRSC meetings

To move RCM reports up on the agenda before CRCNA XXII and subcommittees and Ad Hoc

Intent: To conduct regional business on the needs to serve area prior to committees and CRCNA business

Maker: Karen C. RCM1 OTW

Colorado Regional Service Committee of Narcotics Anonymous

Second: August

Question and discussion:

- Idea is to serve the areas first, subcommittees are secondary. The distance RCM have to drive means they have to leave earlier at times

CON

- Con: It is the commitment of RCMs to stay for whole thing.
- In one area when the group reports are first, the GSRs usually leave before Area business is done
- It is the job description

Proposal #11: Tabled until financial impact is investigated by Carlos

To provide information line and phone service to the two area's who currently do not have it right now. The areas mentioned are Mountain High and Southern

Amended to: To provide information line and phone service to the Area's which currently do not have service if requested by the Areas

Intent: To provide them with functional phone line services during the investigation stages of the 1-800 line

Maker: Tina W CRCNA Vice Chair

Second: Leslie S BASC RCM

Question and discussion:

- Questions about other areas and which one would we serve
- Questions about actual cost and technical feasibility

Proposal 12#: Approved for vote at July Assembly (ATTACHMENT):

CRCNA Guideline Revision.

To revise the Hotel Fact Finding Sheet to electronic form (attached) and place as "Addendum B" to the current CRCNA Guidelines and to be available separately if needed outside the bid packet.

Attachments:

Revised Hotel Fact Finding Sheet (**NOTE: see APPENDANCE A**)

INTENT:

To update the current paper only Hotel Fact Finding Sheet and include it with the currently posted "Addendum A: Bid Process" in the CRCNA guidelines so that groups and areas can readily access the information. Typically in the past, only one paper copy has been sent to each area and errors or lost documents have caused a disruption in the bid process.

Maker: Jay B – CRCNA XXII Chair

Second:

Question and discussion:

- Make sure that only blank forms are available, otherwise it gives too much detail on the web

Proposal 13#: Approved for vote at July Assembly:

CRCNA Guideline Revision

To move the "Broadcast Email Policy" currently found under Convention Information & Website to "Addendum C: Broadcast Email Policy" AND to add additional line to Convention Information & Website specifics to state "Maintains the website's email list and conforms to Addendum C: Broadcast Email Policy found at the end of this document"

Colorado Regional Service Committee of Narcotics Anonymous

INTENT:

To properly place topic specific guidelines under addendums for clear understanding and referencing of the policy in all correspondences "i.e. Please refer to Addendum C, Email Broadcast Policy".

Maker: Jay B – CRCNA XXII Chair

Second:

Question and discussion: Clarified this is not a 2 part motion

Proposal 14#: Approved for vote at July Assembly:

CRCNA Guideline Amendment.

To be placed in 3 places:

- a) under Treasurer itemized responsibilities
- b) under Registration Chair responsibilities
- c) placed into a new section "Addendum D: Newcomer Fund" section at the end of the document.

To state the following:

"As it is the intent of the individual addict to provide the means for newcomers to participate as fully registered participants of CRCNA, the Newcomer Fund will be tracked separately and accounted for in the following manner:

- 1) All donations in the current convention cycle will be applied to the registration of newcomers.
- 2) If at the end of the current cycle there is money left in the newcomer fund, it will be spent to purchase literature to be given away during the next convention cycle.

CRCNA defines a newcomer as a member of our fellowship with 90 days or less clean time."

INTENT:

This motion is intended to correct the April 2002 Assembly minutes entry that states "***To spend all newcomer monies on Basic Text Books***".

Through discussion and audit, it is agreed that this is not the correct intent of the motion that was passed in 2002.

Maker: Jay B – CRCNA XXII Chair

Second:

Proposal 15#: Approved for vote at July Assembly (ATTACHMENT):

CRCNA Guideline Amendment

To add to Addendum A "Bid Process" an updated Request For Proposal Information Sheet (to be known as the CRCNA RFP Info Sheet) to assist the areas in the Bid Process and provide the needs of our group to the hotels (group size, meetings, special needs, etc) as well as to provide a history of our conventions, including dates, group sizes, room blocks, Food & Beverage minimums met, and contact info of the hotel for future direct billings.

Additionally, it is to be added to the Chair's final duties to maintain this information at the close of their term by receiving a 'post conference report' from the venue with all pertinent information.

Attachments:

Colorado Regional Service Committee of Narcotics Anonymous

A current RFP Info Sheet (**NOTE: see APPENDANCE B**)

INTENT:

To create a direct flow of updated information for areas that wish to bid on future conventions. Detailed information concerning our conventions is essential for proper planning and management.

Additionally, the RFP Info Sheet can be sent directly to hotels and will provide an 'at-a-glance' summary of CRCNA to properly bid on our convention, including direct billing references for master account establishment.

Maker: Jay B – CRCNA XXII Chair

Second:

Proposal 16#: Withdrawn by maker

CRCNA Guideline Amendment

To re-arrange the outside vendor process and needs to ensure the proper committees are accommodating the needs of our outside vendors appropriately, as well as ensure the quality of our vendors are the best available.

Currently under Program:

"Arranges for the taping of speakers, and gets all speakers to sign release forms. (The eighth tradition allows us to hire a special worker to tape for us. We may, or may not, retain all rights to the tapes produced, depending upon the decision of the CRCNA Committee, the Program Subcommittee, and the arrangements with the person/company doing the taping)."

To be replaced with:

"Obtains release forms when necessary of all speakers for the convention tape vendor"

Proposed addition to Merchandising:

"Arranges third party vendors for convention services as determined and approved by the CRCNA Committee (i.e.: Tape Vendor, Jewelry Vendor, etc) and ensures all contracts meet the current process of bids and administrative approval."

Proposed addition to Hotel & Hospitality:

"Ensures the Convention Tape Vendor has the appropriate room and or tables in all meeting rooms."

INTENT:

To better accommodate our internal process while addressing the needs of our outside vendors appropriately (i.e.: tables, security, AV) and to keep the bidding, contractual, and monetary issues within a sub-committee that is already set up to do so.

Maker: Jay B – CRCNA XXII Chair

Second:

Question and discussion

- It is best to remove the release forms all together due to intellectual trust disputes. It is between the taper and the individual speakers
- The idea is to move the taper to merchandise as they already do a bunch of contracts and it seems better suited to their task than the Program tasks
- The taper is essentially a vendor and belong in Merchandise
- This is looking like micro management and is not necessary

Colorado Regional Service Committee of Narcotics Anonymous

- Disagreement with it being micro management
- Might be better to try it the new way, and if it works than put it in the guidelines
- We are over addressing the problems of last year

Proposal #17: Withdrawn by maker

CRCNA Guideline Amendment

To amend the Chair, Vice Chair, and Treasurers detailed listings when referencing "CRSC" meeting attendance and reporting to be amended to "Submits a written report at each CRSC and Regional Assembly meeting". Exact wording listed below

Chair:

- Current: "Attends every CRSC and is financially responsible to the CRSC during his/her term as CRCNA Chair"
- Proposed: "Submits a written report at each CRSC and Regional Assembly meeting and is financially responsible to the CRSC during his/her term as CRCNA Chair."

Vice Chair:

- Current: "Attends every CRSC and is financially responsible to the CRSC during his/her term as CRCNA Chair"
- Proposed: "Submits a written report at each CRSC and Regional Assembly meeting and is financially responsible to the CRSC during his/her term as CRCNA Chair."

Treasurer:

- Current: "Attends every CRSC meeting"
- Proposed: "Submits a written report at each CRSC and Regional Assembly meeting."

Amend the line "The CRCNA Chair, Vice Chair and Treasurer will attend every CRSC" to instead read "The CRCNA Chair, Vice Chair and Treasurer will attend and provide reports at every CRSC and Regional Assembly meetings."

Strike completely "The CRCNA administration committee, through the Chair, submits written reports at each CSRC".

Intent: to establish direct accountability and reporting to each and every Regional Service and Regional Assembly meetings on a chair, vice chair and treasurer level.

Proposal #18: Approved for vote at July Assembly (ATTACHMENT):

CRCNA Guideline Amendment

To correct grammatical, NON SUBSTANTIVE errors within the CRCNA Guidelines and apply general formatting corrections to the entire document. Additionally, to attach "Addendum A: Bid Process" to the document as is referred to in other documents.

Attachments: **(NOTE: see APPENDANCE C)**

1-Step By Step Corrections Listed

2-Proposed Revised Guidelines in Review Form

INTENT:

This is a housekeeping motion to correct specific grammar and/or redundant NON SUBSTANTIVE content within the CRCNA Guidelines as discussed in previous CRSC meetings. Special thanks to Linda L (Pikes Peak) and Dave A (Off the Wall) for their efforts.

Maker: Jay B – CRCNA XXII Chair

Second:

Colorado Regional Service Committee of Narcotics Anonymous

Proposal #19: Ruled out of order in the absence of the presenter

To add the following tasks to the duties of the CRSC Treasurer

- 6. Prepares the forthcoming year’s budget for the CRSC, presenting this budget for approval at the March CRSC meeting
- 7. Works with all standing subcommittees to prepare their forthcoming year’s budget for the CRSC. The Standing Subcommittees will then present this budget for approval at the March CRSC meeting.
- 8. Works with any Adhoc Committees if they have any budget needs to prepare their budget for the CRSC. The Adhoc Committees will then present this budget for approval at the March CRSC meeting.

INTENT: To complete the job description of the CRSC Treasurer as currently being performed.

Proposal #19: Ruled out of order in the absence of the presenter

To incorporate the Colorado Region of Narcotics Anonymous which includes the Colorado Regional Service Committee, all Standing Subcommittees (CRCNA and PR or PI and H&I), and all adhoc Committees.

This corporation shall be named the Colorado Regional Service Committee, Incorporated, doing business as CRSC, inc. And calling its incorporation board the Colorado Regional Board or the CRB.

INTENT: We are seeing to incorporate the Region (which includes CRNA) and to “embed” the Board of Directors within the corporation – it will be an internal structure. The Colorado Region Board (CRB) is, therefore, not a separate unit but rather the business-functioning arm of CRSC, inc. The CRSC meeting itself is where the primary purpose of NA is promoted and protected by the 12 Traditions and the 12 Concepts of NA Service plus where the Areas and Groups within Colorado are served. The CRSC meeting provides the spiritual direction of the Region and is the recovery-functioning arm of CRSC, inc.

With regard to CRCNA, the spiritual principles, the recovery, and celebration of the Fellowship belong to the CRCNA/CRSC meetings (as before) while the business)contracts, legalities, insurances, financial processes, location needs and so forth) issues will be the purview of the CRB.

DISBURSEMENTS: Secretary goofed and did not record the disbursement

CLOSING TREASURER REPORT:

	in	\$ 336.56
	out	\$ 636.73
	total	\$ 3544.78
DONATION TO WORLD		\$1000.00____
Ending balance		\$ 2544.78

DECISIONS MADE:

Colorado Regional Service Committee of Narcotics Anonymous

ATTACHMENTS:

- APPENDANCE A – CRSC PROPOSAL #12
- APPENDANCE B – CRSC PROPOSAL #15
- APPENDANCE C – CRSC PROPOSAL #18
- APPENDANCE D – CRCNA 22 APPROVED BUDGET

CLOSE

APPENDANCE A - CRSC PROPOSAL # 12:

PROPOSAL:

CRCNA Guideline Revision.

To revise the Hotel Fact Finding Sheet to electronic form (attached) and place as "Addendum B" to the current CRCNA Guidelines and to be available separately if needed outside the bid packet.

Attachments:

Revised Hotel Fact Finding Sheet

INTENT:

To update the current paper only Hotel Fact Finding Sheet and include it with the currently posted "Addendum A: Bid Process" in the CRCNA guidelines so that groups and areas can readily access the information. Typically in the past, only one paper copy has been sent to each area and errors or lost documents have caused a disruption in the bid process.

Maker: Jay B - CRCNA XXII Chair

Second:

Hotel Search Fact Sheet

Colorado Regional Convention of Narcotics Anonymous

Name of Facility: _____

Sales Representative: _____

Phone: _____

Fax: _____

Convention Needs:

1. Sleeping rooms available (2 nights, avg 120 rooms/night) _____
2. Banquet Attendance Capacity _____
3. Available Dates in October _____

Hotel Information:

A. General Information

1. Available Rooms (Total Hotel Capacity) _____
2. Conference Space (total square ftg & meeting rooms) _____
3. Audio Support (in house AV? Installed PA?) _____
4. Recreational Facilities
 - a. Pool (yes/no & hours) _____
 - b. Hot Tub (yes/no & hours) _____
 - c. Additional (yes/no, list in General Notes) _____
5. Hotels nearby for spillover? (yes/no, list in General Notes) _____
6. Is there a US Bank nearby (yes/no, distance) _____
7. Safe Deposit Box available at hotel? (yes/no, fee) _____
8. Deposit required for event? (yes/no, amount) _____

B. Rooms

- 1. Available Rates:
 - a. Single: _____
 - b. Double: _____
 - c. Triple: _____
 - d. Quad: _____
- 2. Max per room permitted (total, fee/person after..) _____
- 3. Check In / Check Out times: _____

C. Food & Beverage (Price quotes MUST include Tax & Gratuity)

- 1. Saturday Night Banquet (Price per person, 250 max) _____
 - a. Plate Choices (beef, chicken, etc) _____
- 2. Sunday Morning Buffet (Price per person, 125 max) _____
- 3. Food Services on property (kiosks, hotel businesses) _____
- 4. Food Services in vicinity (mall, restaurants?) _____
- 5. Coffee Needs:
 - a. Price per gallon (minimum for quote, max 200) _____
 - b. Replenish Commitment (yes/no) _____

D. Meeting Room Needs (Furnished at no charge contingent on room bookings)

- 1. 24-Hour Marathon Meeting Room (Friday afternoon to Sunday Morning)
 - a. Non-Smoking Capacity – 40 people minimum (yes/no) _____
- 2. Workshops
 - a. Friday, 3 rooms minimum at 60 ppl per room (yes/no) _____
 - b. Saturday 3 rooms minimum at 60 ppl per room (yes/no) _____
- 3. Merchandise Room
 - a. Secured (yes/no) _____
 - b. Total Square Footage _____
 - c. Phone Line Access, min 2 (yes/no, fee per line) _____
- 4. Hospitality Suite (24-hour flow, Friday afternoon to Sunday morning)
 - a. Room Fee or Minimum reservations needed _____
 - b. Microwaves, 2 minimum (yes/no) _____
 - c. Chafing Dishes, 4 minimum (yes/no) _____
 - d. Large Trash Cans, 2 minimum (yes/no) _____
 - e. 6’ Serving Tables, 2 minimum (yes/no) _____
 - f. Recycling ability? (yes/no) _____
- 5. General Session Commitment INCLUDES Stage, Podium, Audio
 - a. Friday Night, 300 Theater (yes/no) _____
 - b. Saturday Night, 15-20 rounds (banquet) + 400 theater (yes/no) _____
 - c. Sunday Morning, 10-15 rounds (buffet) + 200 theater (yes/no) _____
- 6. Dance / Live Entertainment Space
 - a. Location / Room Name _____
 - b. Total Square Footage _____
 - c. Dance Floor (yes/no, fee if applicable) _____
 - d. Curfew _____
- 7. Registration
 - a. Booth or Room? _____
 - b. Secured? _____
 - c. Requires 2x AC, 2x Multi-Strips (yes/no) _____

8. Misc.

- a. Room Turn Fee (total per turn/ per room) _____
- b. Manager on Duty for entire event (yes/no, hours) _____
- c. Will CRCNA be the ONLY group on site? (yes/no) _____
- d. Pipe/Drape Fee for General session (per stage size) _____
- e. Maximum Stage Size (total, fee if applicable) _____

Comments DIRECTLY related to conference and/or meeting space (restrictions, benefits):

E. Miscellaneous needs

1. Parking

- a. Valet available (yes/no, fee) _____
- b. Free & adequate space available (yes/no, total) _____
- c. Parking Costs (if applicable) _____

2. Local Attractions

- a. Complimentary/Discount Passes Available (yes/no) _____
- b. Bus/Transportation Available (yes/no, fee) _____

3. Airport Access

- a. Distance from hotel _____
- b. Shuttle Available (yes/no, fee) _____

General Notes:

Thank you for your time and attention! The Colorado Regional Service Committee will be reviewing bids at its July Committee Meeting. Contracts will be awarded at the current CRCNA in October. For questions or comments, please navigate to www.nacolorado.org

APPENDANCE B - CRSC PROPOSAL #15:

PROPOSAL:

CRCNA Guideline Revision.

To add to Addendum A "Bid Process" an updated Request For Proposal Information Sheet (to be known as the CRCNA RFP Info Sheet) to assist the areas in the Bid Process and provide the needs of our group to the hotels (group size, meetings, special needs, etc) as well as to provide a history of our conventions, including dates, group sizes, room blocks, Food & Beverage minimums met, and contact info of the hotel for future direct billings.

Additionally, it is to be added to the Chair's final duties to maintain this information at the close of their term by receiving a 'post conference report' from the venue with all pertinent information.

Attachments:

A current RFP Info Sheet

INTENT:

To create a direct flow of updated information for areas that wish to bid on future conventions. Detailed information concerning our conventions is essential for proper planning and management.

Additionally, the RFP Info Sheet can be sent directly to hotels and will provide an 'at-a-glance' summary of CRCNA to properly bid on our convention, including direct billing references for master account establishment.

Maker: Jay B - CRCNA XXII Chair

Second:

REQUEST FOR PROPOSAL
HOTEL & CONVENTION CENTER,
(Colorado Regional Convention of Narcotics Anonymous)

Name of Event: Colorado Regional Convention of Narcotics Anonymous

Preferred Date: Any Thursday through Sunday in October

of Attendees: 800 Peak Saturday

of Peak Hotel Rooms: 200+ in total room block; Peak Saturday (see history)

Convention Needs: 3,000sf Secured Merchandise Sales
Registration Area (Friday & Saturday)
Secured Staff Office
General Session for up to 500 on Friday Night, theater style
General Session for up to 800 on Saturday Night (includes up to 250 in rounds for banquet dinner prior, theater for rest)
General Session for up to 500 on Sunday Morning (includes up to 250 in rounds for breakfast prior)
Hospitality Room open non-stop Friday afternoon through Sunday morning with basic water and cleaning provisions.
NOTE: Ideally separated from guest rooms.
Marathon Meeting Room for up to 75 (flow) open non-stop Friday afternoon through Sunday Morning.

Breakout Sessions: Meeting space for up to 100 theater each in up to 5 rooms, throughout Saturday day.

Move In: Thursday prior

Move Out: Sunday afternoon (some late check-outs needed)

Special Needs: Attendees are huge coffee drinkers, sweet eaters, late night room service; 40% smokers: 25% single, 60% double occupancy. At least 6 comp rooms for speakers from room block (3 speakers, 2 nights)

Contact: CRCNA
PO BOX 1437
Denver, CO 80201
crcna@nacolorado.org

REQUEST FOR PROPOSAL
HOTEL & CONVENTION CENTER,
(Colorado Regional Convention of Narcotics Anonymous)

(cont.)

History:

CRCNA XXI – Radisson Hotel Longmont/Boulder CO [October 26-28 2007]

Room Block: 310, pickup 288 – peak 168 (Saturday) – RATE \$79

Total F&B: \$6170 w/ service charge – (190 dinner SAT, 170 breakfast SUN)

Total Conference Registrations: 747

Direct Bill Reference: Pat Smith (accounting) - 303-774-7339

CRCNA XX – Sheraton Steamboat Springs, CO [October 6-8 2006]

Room Block: 250, pickup 510 – peak 235 (Saturday) – RATE \$89

Total F&B: \$7262 w/ service charge – (160 dinner SAT, 135 breakfast SUN)

Total Conference Registrations: 616

Direct Bill Reference: Sandra Montieth (accounting) – 970-871-6526

CRCNA XIX – Pueblo Ramada Inn & Pueblo Convention Center [October 21-23 2005]

Hotel Rate \$55, sold hotel out.

Total Conference Registrations: 605

Hotel changed management in 2006 – no follow up info available

CRCNA XVIII – Vail Marriott, CO [Oct 8-10 2004]

Total Conference Registrations: 506

APPENDANCE C - CRSC PROPOSAL #18:

PROPOSAL:

CRCNA Guideline Revision.

To correct grammatical, NON SUBSTANTIVE errors within the CRCNA Guidelines and apply general formatting corrections to the entire document. Additionally, to attach "Addendum A: Bid Process" to the document as is referred to in other documents.

Attachments:

Step By Step Corrections Listed

Proposed Revised Guidelines in Review Form

INTENT:

This is a housekeeping motion to correct specific grammar and/or redundant NON SUBSTANTIVE content within the CRCNA Guidelines as discussed in previous CRSC meetings. Special thanks to Linda L (Pikes Peak) and Dave A (Off the Wall) for their efforts.

Maker: Jay B - CRCNA XXII Chair

Second:

Grammatical & Format Suggestions for CRCNA guidelines:

(based on the Audited Guidelines review form rev 5-5-08)

Page 1. Members without monies are... change to money

General requirements are – change all semi-colons to commas.

After Must have a willingness to help, delete entire section up to the first * as all requirements are redundant with Overview.

Add “or subsequent” to requires a CRSC vote at the November _____

Remove November from shall be present at the November CRSC to qualify.

Change 5 years continuous abstinence from drugs to 5 years clean.

Page 2 – 2nd bullet item under chair – change “Sets the agenda...” to over all CRCNA meetings, including any CRCNA meetings held at the CRSC.

5th bullet item – pluralize announce to announces

Page 3 – Delete from guardian of the CRCNA funds – delete the, and near the end of the sentence but, also- to the CRSC, delete the comma and the -.

2nd bullet – delete first approved from “transactions approved through an approved...”

4th bullet change “the same day” to the next official business day.

8th bullet change depositing to deposits and balancing to balances.

13th bullet change RSC to CRSC

Page 4 under CRCNA Liason – change to Liaison.

1st bullet truncate to Attends every CRCNA committee meeting with written reports.

Delete 3rd and 4th bullet – not a subcommittee and written report statement is redundant.

Under H&H delete 8th bullet – written report is redundant due to first bullet.

Page 5 – 5th bullet, expand Fellowship sponsored time slots with can be set.

4th bullet change forts to forms.

Delete 6th bullet as redundant

10th bullet change and spiritual discussions to allowing spiritual discussions.

11th bullet – delete and

12th bullet – pluralize generate to generates

13th bullet pluralize match to matches

15th bullet add has to “so that each Service area HAS an equitable”

19th bullet pluralize follow-up to follows up

Page 6 2nd bullet add if possible after “all marathon meetings”

6th bullet add the to “are taken to THE July CRSC”

7th bullet change reflects to reflect

16th bullet change all semi-colons to commas

Page 7 12th bullet change first semicolon to a comma.

Under F&E get rid of 6th bullet as redundant

15th bullet change “to entire Fellowship” to “to the Fellowship”

Page 8 – 8th bullet change these Subcommittees’ needs to their needs.

Delete 8th bullet as redundant.

11th bullet delete the semi-colon

12th bullet change first word assesses to Polls

17th bullet add WSC to places where merchandise can be sold.

20th bullet delete again.

Page 9 -1st bullet delete “as its interests may appear” from end.

Delete 2nd bullet – nothing in it.

3rd bullet – Add “Provides” to beginning of sentence.

5th bullet – Delete if desired and the, make it WITH CRCNA committee approval.

12th bullet change semi-colon to comma.

13th bullet – delete paying, change sentence to approved method of PAYMENT, item tax assessing...

Delete 7th bullet as redundant.

Page 10 – 8th bullet change and to with.

10th bullet has a redundant bullet

12th bullet change on site to convention site.

15th bullet, delete “a” before convention statistics, delete # of females/males attending

23rd bullet in the parens delete first, singularize mailings, add approximately to need to go out APPROXIMATELY 4 months, delete second mailing part.

Page 11 3rd bullet change v/ to with

Delete 7th bullet as redundant.

9th Bullet – change to “Inform N.A. members about CRCNA through registration flyers.

10th bullet Make two sentences. Period after questions, Capitalize Prepares.

11th bullet – delete first and

12th bullet change semi-colon to comma

14th bullet change “If there is needs” to if there are needs

15th bullet – delete html, maybe add and other standard browsers

Under Broadcast Intro delete first “only”

Page 12 – perfect!

Page 13 – Delete 7th bullet under H&I as redundant.

16th bullet delete for

18th bullet – retain only 2nd sentence.

Add Table of Contents Page

Add “Addendum A – Bid Process” content to end of document

Separate each topic to its individual page(s) (no shared pages)

COLORADO REGIONAL CONVENTION OF NARCOTICS ANONYMOUS
C.R.C.N.A.

Table of Contents:

Introduction.....	page 2
OVERVIEW OF C.R.C.N.A. ADMINISTRATIVE COMMITTEE	page 3
ADMINISTRATIVE CHAIR	page 4
ADMINISTRATIVE VICE-CHAIR	page 5
ADMINISTRATIVE TREASURER	page 6
ADMINISTRATIVE SECRETARY	page 7
C.R.C.N.A. LIAISON	page 8
SUBCOMMITTEE: HOTEL & HOSPITALITY	page 9
SUBCOMMITTEE: PROGRAM	page 10
SUBCOMMITTEE: PRINT & DISPLAY	page 12
SUBCOMMITTEE: FUNDRAISING & ENTERTAINMENT	page 13
SUBCOMMITTEE: MERCHANDISING	page 14
SUBCOMMITTEE: REGISTRATION	page 16
SUBCOMMITTEE: CONVENTION INFORMATION & WEBSITE	page 18
SUBCOMMITTEE: HOSPITALITY & INSTITUTIONS	page 21
ADDENDUM A: CRCNA Hotel Bid Process Guidelines	page 22

**COLORADO REGIONAL CONVENTION OF
NARCOTICS ANONYMOUS (C.R.C.N.A.)**

This annual event shall be known as the Colorado Regional Convention of Narcotics Anonymous (hereafter known as CRCNA). The service body (administrative committee members and subcommittee chairs) functions financially and reports to the Colorado Regional Service Committee (hereafter known as "CRSC") and is responsible and accountable to the Colorado Fellowship of Narcotics Anonymous.

The purpose of CRCNA is to sponsor conventions held by members of Colorado N.A. to bring our fellowship together in a celebration of recovery from the disease of addiction. Reasons for holding CRCNA include helping addicts around the region to overcome isolation, to gain new information about recovery and service, to raise money, and, most importantly, to further our primary purpose. CRCNA is open to N.A. activities / events only.

Each CRCNA will maintain the basic theme of "UNITY". CRCNA is held annually in October. Relapse of any CRCNA administrative committee or subcommittee member REQUIRES replacement. It is a contradiction of our primary purpose to allow anyone to serve who cannot stay clean.

CRCNA accepts no monies from outside sources. Members without money are not turned away. CRCNA has a resale sales tax exemption license only, renewable annually in November. All purchases of non-resaleable materials, equipment, services, and the like are subject to sales tax as specified by law. Likewise, all sales by CRCNA of equipment, supplies, services, merchandise, entry fees, and the like are subject to payment of sales taxes as specified by law. CRCNA uses the financial tracking and recording mechanism as set within this document. A Seventh Tradition is not passed at any convention workshop or meeting.

All purchasing – whether for CRCNA use or for resale – of equipment, supplies, services, or other work products – shall, whenever practical, utilize a process which employs written bid specifications, and which requires at least three bidders and results in a written contract. Seed money for CRCNA is \$5000.00. Four signatures are required to be on the CRCNA checking account. Two of the four signatures must appear on every check written.

According to N.A. Intellectual Property Trust, the name "Narcotics Anonymous" and the symbols (N. A. with or without the double circles and/or the diamond in a circle) can be used on flyers, merchandise, etc. An "R" in a circle for a registered trademark, however, must accompany them. The exterior of any mailing or correspondence, with or without a return address, uses only the CRCNA abbreviation, not the N.A. logo or the words "Narcotics Anonymous", to protect personal anonymity.

General requirements of the CRCNA administrative committee members and the subcommittee Chairs are an active commitment to service, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of Narcotics Anonymous, the ability to exercise patience and tolerance, and active participation in the N.A. Fellowship. Must have a willingness to ask for help.

* Rotation through the Areas. (Actual rotation schedule would be determined by CRSC, probably alphabetical)

* Bid process – RCM's will receive a bid packet in January at the CRSC meeting. Any bids need to be turned in at the July Regional Assembly where they will be voted on. In the event that no bids are submitted, the convention location will default to the rotation process. (Bid Packet will be Addendum A at the end of this document)

OVERVIEW OF C.R.C.N.A. ADMINISTRATIVE COMMITTEE

- The CRCNA administrative committee will consist of a Chair, Vice Chair, Treasurer and Secretary.
- Election to these positions requires a CRSC vote at the November, or subsequent, CRSC.
- An addict seeking any of these positions shall be present at the November, or subsequent, CRSC to qualify.
- Suggested clean time is a minimum of 5 years.
- Terms for these offices end with the conclusion of all business for the CRCNA to which she/he is elected (at the January CRSC meeting following that CRCNA).
- Vice Chair position will roll over to Chair for the next CRCNA if approved by the CRSC vote of confidence confirmed at the November RSC.
- The CRCNA Administrative Committee (Chair, Vice Chair, Secretary and Treasurer) will attend every CRCNA meeting.
- The CRCNA Chair, Vice Chair, and Treasurer will attend every CRSC.
- The CRCNA administrative committee, through the Chair, submits written reports at each CRSC.
- The CRCNA administrative committee will meet with, and independent of, the rest of CRCNA members if necessary.
- The CRCNA administrative committee submits to the CRSC in May (for CRSC approval) proposed budgets for the administrative committee, each CRCNA subcommittee and the convention in general.
- The CRCNA administrative committee submits to the CRSC no later than July (for CRSC approval) the workshop and marathon meeting topics.
- CRCNA and CRSC do NOT accept monetary contributions from any outside source. However, payment for banquet/breakfast tickets by a treatment center/hospital is necessary, as those items would otherwise come out of fellowship pockets. In other words, while we cannot accept registration or other monies from these outside sources, we can accept money from the members themselves that these organizations bring to CRCNA.
- Any and all outside services provided for and/or to the entire CRCNA Committee will have written contracts with receipts for CRCNA Treasurer.

JOB DESCRIPTION FOR C.R.C.N.A ADMINISTRATIVE CHAIR

The CRCNA Chair guides the planning of, oversees the execution of, and summarizes the final report(s) of, CRCNA. This elected trusted servant is responsible for coordination (through experience) of all CRCNA activities and communication (through sharing) of any needs or problems both within the CRCNA committee and onward to the CRSC.

TASKS:

- Is responsible for CRCNA correspondence and maintaining CRCNA files.
- Sets the agenda and shall preside over all general CRCNA meetings, including any CRCNA meetings held at the CRSC.
- Opens the meeting at the appropriate time.
- Recognizes members and observers who are entitled to the floor.
- States and puts to vote all legitimate motions and announces the results of each vote.
- Enforces the rules relating to debate, order and decorum within the CRCNA committee.
- Votes only in the case of a tie.
- Co-signs the CRCNA bank account.
- Oversees the dissemination of convention information through electronic and printed media (flyers, NA Way magazine, web site).
- Create a timeline for all subcommittee responsibilities/tasks.
- Attends every CRSC and is financially responsible to the CRSC during his/her term as CRCNA Chair.
- Submits a written report of all CRCNA activities at each CRSC and completes a final written summary and final CRCNA report to the CRSC.
- Coordinates all CRCNA subcommittees, especially the Program, Registration, and Merchandising Subcommittees. This coordination requires the ability to attend meetings of these subcommittees and to work with the Vice Chair to ensure that all parts of CRCNA are progressing smoothly and effectively. The CRCNA Chair assists these subcommittees in setting timelines and meeting deadlines.
- Works with CRCNA Treasurer to establish and supervise an overall CRCNA budget using approved forms for tracking income, expenses, and taxes.
- Chairs the convention and handles all final negotiations along with the CRCNA Treasurer.

JOB DESCRIPTION FOR C.R.C.N.A. ADMINISTRATIVE VICE CHAIR

The CRCNA Vice Chair works under the direction of the Chair, performing all duties necessary for successful completion of all CRCNA activities and events. This elected trusted servant is available to other CRCNA administrative committee members and to subcommittees as a resource by sharing of experience, strength and hope.

TASKS:

- Serves as Chair in the absence of the Chair.
- Co-signs the CRCNA bank account.
- In conjunction with the Chair, coordinates all CRCNA subcommittees. This coordination requires the ability to attend meetings of these subcommittees and to work with the Chair to ensure that all parts of CRCNA are progressing smoothly and effectively. The CRCNA Vice Chair assists these subcommittees in setting timelines and meeting deadlines.
- Submits a written report at each CRCNA meeting.
- Attends every CRSC meeting.
- Advises Chair on rules of order.

JOB DESCRIPTION FOR C.R.C.N.A. ADMINISTRATIVE TREASURER

The CRCNA Treasurer is the guardian of CRCNA funds, both income and expenditures. This elected trusted servant is responsible for financial accounting and accountability of CRCNA, not only to the CRCNA committee but also to the CRSC.

TASKS:

- Works with the CRCNA Administrative Committee and each subcommittee to prepare an effective proposed budget (due to the CRSC in May).
- Keeps all records of transactions through an approved financial system.
- Keeps track of income, expenditures, taxes collected and expended plus any other financial information necessary to conduct CRCNA business as directed (process, pathway and forms) by the CRSC.
- The Treasurer or another appointed Administrative Committee member should attend each fundraising event. That Administrative Committee member will deposit the money from the event on the next official business day unless prior approval is given.
- Keeps an accurate and separate record of Newcomer donations.
- Writes specifications, conducts bidding, and recommends the award of the contract for rental of cash registers for the convention
- Co-signs the CRCNA bank account, deposits all revenues in a timely manner, and balances the bank account with records at least once per month.
- Disburses CRCNA funds as directed by CRCNA.
- Prepares and distributes to all CRCNA members the appropriate financial forms for income/expenditure tracking, bringing a supply of these forms to each CRCNA meeting.
- Makes disbursements as approved by CRCNA and only if accompanied by completed, correct forms to which receipts have been attached.
- Provides a copy of the CRCNA bank account bank statement (as often as they are received) in all Treasurers' reports.
- Keeps a careful and thorough record of all contributions and expenditures, providing this information and accounting in writing at each CRSC and submits a final written CRCNA financial report which is included in the end CRCNA report from the Chair to the CRSC.
- Prior to the convention, the Treasurer will obtain 3 locked bank bags. On Sunday, following the close of the Convention, the Treasurer and at least one other Administrative Committee member will make the deposit.
- Attends all CRSC meetings.
- Keeps a careful and thorough record of all contributions and expenditures, providing this information and accounting in writing as directed to the CRSC for the purpose of tax filing and completion of the legal financial responsibilities of CRCNA.
- Forwards all receipts to the CRCNA Chair at the close of CRCNA and, in the case of an IRS audit, has financial records of CRCNA up-to-date.
- Verifies that the post office box and storage shed bills get paid each year.

JOB DESCRIPTION FOR C.R.C.N.A. ADMINISTRATIVE SECRETARY

The CRCNA Secretary is responsible for producing, obtaining and maintaining the written records of the proceedings of the CRCNA committee. This elected trusted servant functions as an information resource to all concerning CRCNA.

TASKS:

- With the CRCNA Administrative Committee, gathers information from the previous CRCNA final report to inventory and reproduce a relevant packet for each Administrative Committee member and each Subcommittee Chair for the upcoming CRCNA.
- Keeps accurate minutes of each CRCNA general meeting and maintains the current (and past) CRCNA archives.
- Types and distributes copies of these minutes to each CRCNA Administrative Committee member, to each Subcommittee Chair, to the CRSC no later than 10 days following a CRCNA meeting, and maintains a copy in the CRCNA archives.
- Keeps on file all CRCNA committee and subcommittee reports.
- Furnishes administrative committee members and subcommittee chairs with whatever documents (with the exception of the financial forms to be gotten from the Treasurer) that are required for performance of their duties.
- Keeps on hand at each CRCNA meeting a list with phone numbers of administrative committee members, the subcommittee meetings and Chairs, providing a current list to the CRSC Secretary for CRSC minutes (note: telephone numbers will not be posted on the CRCNA web site).
- Assembles a final written report along with the CRCNA Chair to the CRSC of all CRCNA activities, finances and meetings.
- Submits all current (and any future) CRCNA records, information and archives to the CRSC when finished.
- Attend any CRSC meeting only in the event that neither the CRCNA Chair nor the Vice Chair can attend.
- The Secretary or another Administrative Committee member checks CRCNA P.O. Box on a weekly basis (twice a week in the last months before the convention), distributing items as necessary to appropriate subcommittee Chairs; items of question are given to CRCNA Chair.
- CRCNA mailing address is PO Box 1437, Denver, CO 80203. However, CRCNA mail can be forwarded if deemed necessary by CRCNA Administrative Committee.
- Will route promptly any inquiry received concerning CRCNA information to the appropriate committee or service body.

JOB DESCRIPTION FOR C.R.C.N.A. LIAISON

TASKS:

General:

- Attends every CRCNA Committee meeting with written report.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

Specific:

- Attend every CRCNA committee as a voting member representing their Area's conscience.

JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE: HOTEL & HOSPITALITY

TASKS:

General:

- ***Suggested clean time 2 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

Specific:

- Gets input about banquet/breakfast menus and prices.
- Handles ALL the details on coffee, locations and process of re-supply.
- Negotiates room rates, makes sure meeting and workshop room dimensions are adequate, checks for complimentary rooms (to be used for out-of-town main speakers).
- Watches out for open-ended charges, especially coffee.
- Proposed hotel contract due by February.
- Spends the necessary time talking to the hotel before and during the convention to keep all charges in line.
- Sets up a walk-through the hotel for the entire CRCNA committee to determine specifics about meeting rooms and locations before the contract is finalized and again one month before the CRCNA convention.
- A final walk-through/rehearsal occurs on the night before the convention begins.
- Is responsible along with CRCNA Chair for working with the hotel staff during the convention to keep down confusion.
- Obtain from hotel room registration information needed for CRCNA registration form.
- Plans for, provides supplies and refreshments, and manages/ maintains a recovery-oriented, non-fiscal Hospitality Room at the convention site. Fellowship sponsored time slots can be set. Establishes with CRCNA Committee the menus and prices of convention banquet.

APPROVAL NEEDS:

- Banquet and breakfast options, costs to Fellowship and menus are approved by the CRCNA Committee and reported by the CRCNA chair to the CRSC at the April CRSC meeting.

RELATIONSHIPS:

- Works with the Program and Fundraising & Entertainment Subcommittees to establish a functional schedule for workshops, activities and other events.
- Works with the Registration, Merchandise and H & I Subcommittees to coordinate space and/or tables at the convention.

JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE: PROGRAM

TASKS:

General:

- ***Suggested clean time 4 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March at the CRSC.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

Specific:

- Plans all workshops and meetings at the convention, keeping within the theme of the convention and in keeping with our spiritual principles.
- Attempts a balance of workshops for newcomers, service-oriented members allowing for spiritual discussions.
- Schedules the workshops so they do not overlap; allowing for ease of attendance choice if following a series of related topics.
- Taking into account historical considerations and the nature of all groups currently active in the Colorado Region, generate a topic list (Marathon meetings and/or Workshops) that is sensitive to those special interests and additional needs currently comprising the fellowship of the Colorado Region of Narcotics Anonymous. (Approved April 2006)
- Formulates a list of topics (gathered by a subcommittee-approved method) first and then, matches speakers to the topics.
- Selects all speakers, chairpersons and (if they desire) all readers involving addicts from all parts of the region.
- Selects workshop participants in a way that attempts to balance among all the Service Areas in the Colorado Region (but not exclusive to the Colorado Region), so that each Service Area has an equitable opportunity to actively participate in the workshop program.
- Main speakers should be chosen as soon as possible.
- If financially able, CRCNA pays for travel (lodging is through hotel-awarded complimentary rooms) and convention registration with (Sat) banquet and (Sun) breakfast costs for the Friday night, Saturday night and Sunday morning main speakers.
- Air travel for the main speakers (if from out-of state) is arranged to get the lowest fares possible.
- Contacts in writing and confirms all speakers twice before the convention, and follows-up with thank you letters after the convention is over.
- Schedules all events to take place within the convention.
- Prepares the written program for printing.
- Arranges for the taping of speakers, and gets all speakers to sign release forms. (The eighth tradition allows us to hire a special worker to tape for us. We may, or may not, retain all rights to the tapes produced, depending upon the decision of the CRCNA Committee, the Program Subcommittee, and the arrangements with the person/company doing the taping).
- Chairs are selected for all marathon meetings, if possible, keeping in mind the needs of our smoking and nonsmoking members.
- Marathon meetings generally run from 3:00 PM the first day of the convention until 10:00 AM on the morning of the final day.
- Taping and all other outside services will have written contracts with receipts for CRCNA Treasurer.

APPROVAL NEEDS:

- Main speakers need CRCNA Committee approval.
- CRCNA program content/topics (along with marathon meetings topics) are approved in late May or early June by the entire CRCNA Committee, and are taken to the July CRSC by the CRCNA Chair for CRSC approval.

SUBCOMMITTEE: PROGRAM (cont.)

RELATIONSHIPS:

- This is a regional convention, and care is taken to involve members from all over Colorado. Speaker or workshop participants reflect their experience of RECOVERY in N.A. and are members who base their recovery on powerlessness over addiction, identify themselves as addicts and attend N. A. meetings to sustain their recovery. These qualifications assure that N. A. members will get an N. A. convention. The best speakers for conventions are those who address recovery as if their lives depend on it as well as the lives of their listeners. Some specific suggestions would include that speakers at main meetings (Friday Kick-Off, Saturday Banquet and Sunday Morning) have at least 5 years clean, and Friday Night Kick-Off speaker should be from Colorado. No member of any convention subcommittee shall speak at any CRCNA meeting.
- Works with the Printing & Display Subcommittee to prepare flyers to solicit speakers and to prepare the final printed Program for CRCNA.
- Works with the Registration, Convention Information and Fundraising & Entertainment Subcommittees to distribute flyers soliciting speaker tapes for review.

SOME HISTORICAL CONSIDERATIONS:

For the majority of CRCNA's held thus far, the following patterns have been used:

Friday Kick-Off meeting is to be chaired by CRCNA Program Committee Chair with readers being members of the Program Committee or their designees.

Readings for Friday night and Saturday night to be traditional NA readings: *Who, What, Why*, etc.

Saturday Banquet:

- Chaired by CRCNA Chair with readers being as follows:
- Host/Hotel & Hospitality Chair; Printing & Display Chair;
- Merchandise: Chair; CRCNA Treasurer, and CRCNA Secretary.
- Clean Time Count Down - Chair of CRSC.
- Roll Call of States – RD.

Sunday Breakfast:

- Chaired by CRCNA Vice Chair with readers being as follows:
- Fundraising & Entertainment Chair, Convention Info/H&I Chair, Program Chair, Registration Chair, plus one other reader.
- Readings can be from any piece of conference approved NA literature – reader's choice.

JOB DESCRIPTION FOR C.R.C.N.A SUBCOMMITTEE: PRINTING & DISPLAY

TASKS:

General:

- ***Suggested clean time 2 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in.
- Requests disbursements and brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

Specific:

- Comes up with the convention logo and theme by March CRCNA meeting for final CRCNA Committee approval at March CRSC.
- Possible logos/themes are developed by contest or by contacting graphic artists or by soliciting entries from the fellowship.
- Approved logo with theme, artwork, dates and place need to be in photographic and screening-ready form. All entries become property of CRCNA.
- Designs flyers, registration forms, the convention banner, signs and displays to be used at the convention.
- Arranges for printing of CRCNA program and tickets for banquets, dances, and so forth.
- Printing and all other outside services will have written contracts with receipts for CRCNA Treasurer.
- CRCNA programs need to be small, pocket-sized is best
- The NA logo is a registered trademark and, any time it is used, the ® symbol must be included.
- All printed information from CRCNA must be in keeping with our spiritual principles and be in good taste.

APPROVAL NEEDS:

- CRCNA logo and theme need approval of the entire CRCNA Committee at the March CRCNA meeting.
- CRCNA registration forms and program format need approval of entire CRCNA Committee.

RELATIONSHIPS:

- Works with Program, Registration, Convention Information, and Merchandise so these subcommittees have what is needed.
- Works with all Subcommittees to produce attractive, noticeable signage as requested.

JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE:
FUNDRAISING & ENTERTAINMENT

TASKS:

General:

- ***Suggested clean time 5 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

Specific:

- Raises funds that are used to reduce the overall cost of the convention package to our members.
- Arranges venues, times and types of appropriate fundraisers for CRCNA. These functions should be announced by flyer a minimum of one month prior to the event and should not conflict with any area or regional event if possible.
- Works with the Treasurer to have a written contract for ALL services needed: venues, bands/DJ's: food, etc.
- Requests disbursements for fundraisers, accounting for these funds on the approved financial forms with receipts.
- Collects revenues from the fundraisers, accounting and submitting these funds on the approved financial forms to the CRCNA Administrative Committee member who was assigned to that event.
- Keeps careful watch over incoming funds to prevent losses and accounting errors.
- Ensures flyers and a schedule of all events are distributed to the fellowship in a timely manner.
- Flyers need to be approved by a CRCNA Administrative Committee member before flyers are printed.
- Selects bands or disc jockeys for pre-convention events. Provides committee with estimated costs.
- All convention entertainment must be approved by CRCNA committee.
- Books the convention entertainment as soon as possible.
- Oversees group/area events that are intended to be a part of CRCNA celebration.
- Prepares alternative locations/times for outdoor events in case of inclement weather.
- Has sufficient members to handle any site clean-up, arranging to keep events in accordance with our spiritual principles while we are out in the community.
- CRCNA has a resale sales tax exemption license only.

APPROVAL NEEDS:

- ALL CRCNA fundraising events, entertainment, and convention entertainment need approval of the CRCNA Committee; costs of each event with anticipated revenue generated need to be clearly spelled out, reported at each CRCNA meeting, and included in the Subcommittee's budget. After each event, an accurate and final financial report is given to the CRCNA Committee.
- Flyers need to be approved by a CRCNA Administrative Committee member before flyers are printed.

RELATIONSHIPS:

- Works closely with the Program and Hotel & Hospitality Subcommittees to coordinate entertainment activities at the convention.
- May work with the Printing & Display Subcommittee in preparation of all the flyers and events that are scheduled through this Subcommittee.
- Works with the Registration and Merchandise Subcommittees to accommodate their needs.

JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE: MERCHANDISING

TASKS:

General:

- ***Suggested clean time 5 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- CRCNA has a resale sales tax exemption license only.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

Specific:

- Efforts of this committee are based strictly on the need to generate funds to ensure the success of CRCNA.
- Gets bids (at least 3 per item) for clothing, T-shirts, sweatshirts, mugs, etc.
- Polls CRCNA Committee members and the fellowship at large for ideas of items desired.
- Purchased items for resale and all outside other services will have written contracts with receipts for CRCNA Treasurer.
- CRCNA will not sell merchandise on consignment.
- Has sufficiently trained members to distribute and sell CRCNA merchandise items at CRCNA events and at any other regional or area event (where allowed).
- Care must be taken to plan these pre-convention sales as experience has shown the pre-convention sales of the same merchandise in the region may lead to decreased sales at the convention.
- Efforts should be made (along with registration flyers) to get some merchandise (i.e., mugs and T-shirts) to the NA World Convention, WSC, and to any other NA sponsored event as approved by the CRCNA Committee and Merchandise Subcommittee. Addicts taking these items will sign a contract for numbers and types of items plus their costs with the Merchandise Committee. Monies then received will be funneled back through the CRCNA Treasurer.
- Efforts to get favorable financial terms and delayed payment until after the convention are very helpful.
- Merchandise delivery dates should be no later than 2 weeks prior to the convention.
- Maintain a CRCNA merchandise shop during the convention with sufficiently trained members.
- An Alternative Merchandise Session will be scheduled on the Sunday of the convention in order to provide an opportunity for ONLY NA groups, committees, areas, and regions to recoup the costs of producing merchandise previously offered for sale and left over from past events, activities, and programs. Such entities must sign off on their responsibility for full adherence to any operating statutes (permits, licenses, etc.) or tax laws of the State of Colorado – holding all other CRCNA-related entities harmless – and must apply for space on forms approved by CRCNA. CRCNA reserves the right to limit or deny space.
- Provides double copy receipts from cash registers for all merchandise transactions - one copy for the member and the other for CRCNA records.
- Is responsible for storage of all items in a secure place when CRCNA convention store is closed.
- Is responsible for the acquisition and sale of NA Conference approved literature and other NA items selected for sale at the convention with CRCNA Committee approval.
- Establishes a clear-cut, fiscally sound method with CRCNA Treasurer for ensuring accurate records of and receipts for monetary transactions before, during and after the convention.
- At the end of the convention passes all remaining merchandise, which has been itemized and accounted for onto the next CRCNA Administrative Committee at the November RSC.
- Only one assigned person to be working the cash register at a time.
- Money pick-ups will be made as often as necessary.

SUBCOMMITTEE: MERCHANDISING (cont.)

- At the time of a pick up a total is run on register and initialed by operator. The Treasurer leaves new bank in register for next operator to start.
- Chair or Vice Chair and Treasurer and Subcommittee Chair transport money pick ups to a designated, secured area to be counted, receipted and signed off. The Treasurer fills out deposit slip for each pick up. The deposit slip and money are to be put in locked bank bags and then put in hotel vault.

APPROVAL NEEDS:

- The entire CRCNA Committee approves all saleable items, types of items for sale, costs to CRCNA and costs to the Fellowship.

RELATIONSHIPS:

- Works very closely with the CRCNA Treasurer to ensure financial success by using approved forms, following approved methods of payment, item tax assessing, accounting and collecting. Financial records need to be accurate and up-to-date at all times.
- Works closely with the Program and Hotel & Hospitality Subcommittees to coordinate CRCNA convention store hours to be most effective.
- Works very closely with the Printing & Display Subcommittee to finalize camera-ready artwork that is suitable and works for cups, T-shirts, signs, any other printing, screening, or embroidering.
- Works with the Fundraising & Entertainment Subcommittee to sell approved items at all pre-convention events.

JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE: REGISTRATION

TASKS:

General:

- ***Suggested clean time 5 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

Specific:

- Obtains a mailing list from previous CRCNA.
- Prepares a current, computerized mailing list for current and future use.
- Prepares a registration flyer, having compared and evaluated previous formats, taking care to include all information that might be needed by the Program, Marathon Meetings and Entertainment Subcommittees plus the hotel.
- Sets costs of pre- and regular convention registration. These costs are approved by the CRCNA Committee and are included in the registration flyer.
- Sets, with CRCNA Committee approval, the cut-off dates for pre-registration prices. (Usually, cut-off time for pre-registration is one month to two weeks prior to the convention).
- Establishes clear deadlines/agendas for registration packet inclusions, buttons made, packets stuffed, etc.
- Operates effectively with sufficient addicts at the registration table for CRCNA fundraiser events and at the convention.
- At the time of a pick up a total is run on register initialed by operator. The Treasurer leaves new bank in register for next operator to start.
- Chair or Vice Chair and Treasurer and Subcommittee Chair transport money pick ups to a designated secured area to be counted, receipted and signed off. The Treasurer fills out a deposit slip for each pick up. Deposit slips and money are to be put in locked bank bags and then put in hotel vault.
- Keeps a careful watch over in-coming monies at all times by developing accurate methods with trained volunteers.
- Maintains the registration table hours at the convention so as to ensure registration of all addicts who attend.
- Establishes a clear-cut, fiscally sound method (with CRCNA Treasurer) for ensuring records of and receipts for monetary transactions before, during and after the convention.
- Double copy receipts from cash register are used for all convention site registration transactions.
- One copy for member and the other for CRCNA records.
- Establishes with CRCNA Chair the cut-off times for banquet and breakfast ticket sales, having established through the CRCNA Committee (with the Hotels & Hospitality Subcommittee) the meal prices and ranges for adults/children and registration costs
- Prepares for the Saturday main meeting the convention statistics: number in attendance, years of clean time, distance traveled by attendees and any other items of interest such as number of states represented, etc.
- All outside services (i.e. laminator rental) will have written contracts with receipts for CRCNA Treasurer.

SUBCOMMITTEE: REGISTRATION (cont.)

APPROVAL NEEDS:

- The CRCNA Committee approves costs of both CRCNA pre-registration and registration.
- The CRCNA Committee approves date of pre-registration end.
- The CRCNA Committee, before the annual CRCNA Kick-Off Fundraiser, approves registration flyer format.
- The CRCNA Committee approves registration packet contents.

RELATIONSHIPS:

- Works with the Printing & Display Subcommittee to prepare a registration flyer by April.
- Works with the H & I Subcommittee for "registering" all non-paying attendees for record accuracy.
- Works with the Convention Information Subcommittee to attract addicts to attend and for distribution of registration flyers to the regional fellowship, other areas and regions, WSC, and the NA World Convention. A mailing needs to go out at least 4 months prior to the convention.
- Works with the Fundraising & Entertainment Subcommittee to register attendees at CRCNA events starting with the Kick-Off fundraiser.
- Works with the Hotel & Hospitality Subcommittee to include banquet and breakfast costs as well as hotel information on the registration flyer.
- Check with Merchandise to see if they have needs for printing on the registration flyer.

**JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE:
CONVENTION INFORMATION & CRCNA WEB SITE**

TASKS:

General:

- ***Suggested clean time 5 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget with knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

Specific:

- Inform N.A. members about CRCNA through registration flyers, web postings, etc.
- Is available at the convention at all times for questions. Prepares an approved press packet and letter for non-NA people attending the convention.
- Contacts the "NA Way" with the dates and location of the convention as soon as they are available.
- Contacts the WSO for lists of other regions and areas for mailing flyers as soon as they are ready, keeping this list up to date. Paper flyers must be mailed to surrounding regions.
- Gets flyers to the World Convention and WSC along with any other NA region/area conventions as possible.
- If there are needs for outside services, there will be written contracts with receipts for CRCNA Treasurer.
- Write and test code on Internet Explorer and Netscape to insure pages are readable and functional.
- Process requests for reciprocal links in a timely manner, removing time dated links after the events have passed.
- The site must be maintained and updated on a regular basis from begin to end of the CRCNA cycle.
- Notify the Colorado fellowship of all CRCNA activities and meetings.
- Publish a printable registration form for downloading by fellowship members.
- Inform the NA fellowship of the upcoming convention via the Internet and email.
- Publish activity flyers on the web site according to the guidelines for the Fundraising & Entertainment Subcommittee.
- Respond to and forward all CRCNA related email to concerned parties.
- Remember our web site may be the first and only contact the fellowship outside of Colorado and the public in general has with our convention. Please use standards of good taste and ease of accessibility in all aspects of web design.
- The 'Broadcast' mailing list is designed primarily to inform those persons on the mailing list of events and announcements directly pertaining to the upcoming Colorado Regional Convention of Narcotics Anonymous. For questions concerning this guideline – please contact the CRCNA Committee Chair or the Convention Information/Webmaster Chair via the website at <http://nacolorado.org/crcna/> and clicking on the 'contact us' button.

1. Introduction

The list is moderated, which means the Convention Information/Webmaster (CIW) Chair Subcommittee designee selectively enters all entries to an assigned database. CRCNA Chair and Vice Chair has access to add, modify, or delete entries. Broadcasting events or announcements are available to CRCNA Committee Chair, Vice Chair, and Convention Information/Webmaster Chairpersons only.

Control of the use of distribution lists is necessary because:

- excessive and extravagant use could impose heavy strains on network and filestore resources, etc;
- inappropriate use will cause a negative reaction from those who receive the mail;

- CRCNA CIW Privacy Policy (see below) forbids excessive use or unofficial use of this list.

2. Allowable Use

2.1 Communications/Letters/Circulars/Announcements/News

There will be a requirement that all Broadcasts should be of interest to a majority (over 51%) of recipients who have opted to be informed of events, announcements, important news (cancellations), and changes to the CRCNA Primary

Event, or sub-events. The Broadcasts will be of substance, and a direct reflection on the professional representation of the CRCNA Committee as a whole.

The messages can be generated ONLY by:

- The CRCNA Committee Chairperson
- The CRCNA Committee Vice Chairperson on the Chairperson's Behalf
- THE CRNCA Convention Information/Webmaster Subcommittee Chairperson

PDF (Adobe Acrobat) files are the preferred attachment form for all Official Convention Information flyers, announcements, bulletins, etc. (see Sec 3 for disallowed attachments). Links to the CRCNA Main Webpage are allowed and suggested in order to keep the overall message within a reasonable size when more detailed information is required.

2.2 Other Categories

No other categories will be acceptable use of the Broadcast List or functions.

3. Disallowed Use

The following will not be allowed:

- Messages containing subjective attachments that may contain harmful viruses (e.g. Word Documents, Spreadsheets, Executables, and Archives) or formatted text (e.g. HTML format mail.) that references offsite (non-inclusive) data.
- Personal items: e.g. for sale, advertising, births, messages, farewells, etc.
- Items initiated by individual committee members of a non-general nature.
- Repeat reminders of a message already circulated.
- "Thank you" messages from a previous email.
- Excessively long messages (more than say 40-50 lines).
- Anything prohibited by the Narcotics Anonymous Traditions (e.g. Commercial sales, endorsements, etc.)

4. Mechanism for Distribution

Access to the distribution lists will be restricted (see Privacy Policy below). Distribution will only be available through the CRCNA email system provided by the Regional Colorado Narcotics Anonymous web server. The

CRCNA Committee Chairperson and/or CIW Sub-committee Chair appoint access to this server. All Broadcasts will be a representation of the CRCNA Committee as a whole.

5. Privacy Policy

The CRCNA Committee will under no circumstance solicit, distribute, or make public the Broadcast Email List for any reason. Access to the List will remain restricted except to those detailed in Section 1 of this document and ONLY per the allowed use as described in Section 2 of this document. Deviation from this policy may result in disciplinary action by the CRCNA Committee and/or Civil or Federal action depending on the severity of the deviation.

6. Collection

From time to time, or per event, the CRCNA Committee or CIW Subcommittee will collect emails to add to the current Broadcast list. Other Subcommittees or regions may submit email addresses to the CRCNA Committee or CIW Subcommittee. IT IS HIGHLY SUGGESTED that any forms passed around for such a purpose specifically detail the reason for the collection and indicate that at any time removal of an address can be accomplished by a simple reply email asking for such removal.

7. Removal

At any time the recipient of the Broadcast can ask to be removed from the Broadcast List by replying to the Broadcast and stating that request. A simple "please remove" will suffice. Under no circumstance will a reply email be sent to that recipient stating the action has been taken. In this sense, 'no news is good news' will be the standing rule and is most likely expected by the recipient.

8. Changes

Changes to this guideline can be submitted to the CRCNA Committee at any time, and can be amended or updated by the CRCNA Committee at any time without notice.

For questions concerning this guideline – please contact the CRCNA Committee Chair or the Convention Information/Webmaster Chair via the website at <http://nacolorado.org/crcna/> and clicking on the 'contact us' button.

(Approved April 2005)

APPROVAL NEEDS:

- Press packet and all letters or information mailed on behalf of CRCNA needs CRCNA Committee approval.

RELATIONSHIPS:

- Works with Registration Subcommittee to distribute and/or mail CRCNA registration packets. Works to attract addicts to attend the convention and distributes registration flyers to the regional fellowship, other areas and regions, WSC, and the NA World Convention. First e-mailings need to go out at least 4 months prior to the convention and the second e-mailings go out 2 months before the convention.
- Works with the Hotel & Hospitality Subcommittee to distribute information ensuring that all information is up-to-date and accurate.

JOB DESCRIPTION FOR C.R.C.N.A. SUBCOMMITTEE:
HOSPITALS & INSTITUTIONS

TASKS:

General:

- ***Suggested clean time 2 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget w/knowledge and use of approved forms for income and expenditures are due to CRCNA meeting in March.
- Requests disbursements and/or brings in revenues on the approved financial forms and accompanied by all receipts as required.
- Proposal of subcommittee timelines and deadlines are due at the CRCNA meeting in March.
- Strives to include people from all Service Areas in the Colorado Region in the subcommittee, so that each Service Area may have an equitable opportunity to participate in the subcommittee (Approved April 2003).
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

Specific:

- Tracks all non-paying attendees as a method of assuring necessary funds for holding CRCNA remain available.
- Attracts NA members, taking care not to promote CRCNA.
- Generates a list of H & I facilities near to the location of CRCNA to contact, asking area H & I subcommittees to help.
- Gets the convention message (by phone or correspondence) to residents, patients and clients of hospital and institutions through the directors or contact personnel at the facility.
- First contact is in May-June.
- An information letter about NA and CRCNA should be drafted, typed, printed and sent out to these institutions in July.
- A second letter with more specific information (including a tentative program schedule) about CRCNA should go out at the end of August, followed by September phone contacts with the help of area H & I members.
- Plan and staff an H & I table adjacent to the registration table at the convention.
- Works with Registration Subcommittee to distribute and/or mail CRCNA registration packets.
- Distributes registration flyers to the regional fellowship, other areas and regions, WSC, and the NA World Convention. Mailings need to go out as voted on by the subcommittee.
- Work with CRCNA Treasurer around funding of H & I and non-paying attendees.
- The H & I table needs a large noticeable sign and addicts available to welcome the newcomers.
- Keep a sign-in book so careful records are kept of H & I attendees and also use this log in method to record the numbers of institutions that participated.

Addendum A
CRCNA Hotel Bid Process Guidelines

1. General Bid Information

- Bidding is open to all Areas in the Colorado Region
- Those Areas interested in hosting CRCNA should include in their bid a "group conscience" statement which includes why the Area desires to host the convention and how hosting the convention will help the Area to carry the message of recovery.
- An Area is eligible to host the convention only once in any three-year period. However, if less than three Areas submit bids in a given year; this requirement is waived for that year only.
- For an Area to be eligible to host the convention. A member of the Area must be willing to assume the position of Hotel and Hospitality Subcommittee Chair should that Area's bid be awarded.
- An Areas bid should include a commitment from its members, that they are willing to serve on the Subcommittees and will assist with set up, tear down, and any prep work needed.
- An Area is eligible to host the convention provided that there is at least one Hotel in the Area, which has enough rooms, meeting areas, and eating facilities to accommodate an attendance figure based upon the average attendance from the previous two years convention figures. The bid should include a letter of intent (from each Hotel that the Area has approached) stating that the Hotel can accommodate such a convention.

2. Bid Procedure Timeline

- A bid procedure packet will be distributed to all Areas at the **January CRSC meeting** for the following year's CRCNA. The packet will include the "Hotel Search Fact Sheet," one of which must be completed and submitted for each Hotel under consideration.
- Bids must be submitted at the **July CRSC meeting** for the following year's CRCNA.
- The winning bid for the following year's CRCNA will be awarded in **October** at the current **CRCNA**.

CRCNA 22 Proposed Budgeting Spreadsheet

#	Category	CRCNA 22 Budget	CRCNA 21 Actual	CRCNA 20 Actual	CRCNA 19 Actual	3 YR AVG
INCOME			INCOME	INCOME	INCOME	
1	Interest Income	5.00	2.43	9.38	17.65	9.82
2	Total Pre-registrations (CRCNA 22 estimated - total inclusive)	12490.00	11705.00	10633.00	3890.00	8742.67
2.1	Traditional Pre-Registrations					
	Early Bird Registrations - (\$20x145)					
	Pre-Convention Registrations - (\$25x133)					
	Full Priced Registrations - (\$35x179)					
2.2	Online Pre-Registrations					
	Early Bird Registrations - (note price ie:\$20)					
	Pre-Convention Registrations - (note price ie:\$25)					
3	Registration Merchandise Sales	1500.00	0.00	0.00	1704.00	568.00
3.1	By Mail					
3.2	At Events					
3.3	Out of State Sales					
3.4	On-Site					
3.9	Registration Cash Bank Return					
4	Registrations On-Site	5000.00	6489.00	7409.00	8030.00	7309.33
4.1	Daypass Registrations					
4.2	On-Site Registrations					
5	For the Newcomer	800.00	844.41	19.73	823.33	562.49
5.1	Newcomer Donations					
6	Merchandise	14000.00	12295.76	16574.76	14710.50	14527.01
6.1	Pre-Convention Sales					
	Sponsor / Sponsee Breakfast - Denver					
	Ice Cream Social - Estes Park					
	Mexican Dinner / Dance - Colo Springs					
	Just For Today Group - 9th Spring Fling - Evans					
	Mile High Area Picnic - Arvada					
	By Mail - Denver					
	Aint Dead Yet BBQ					
	Mile High Area Picnic - Craig					
	Mile High Area Picnic - Chatfield Res					
	NA Matinee Picnic - Lakewood					
	Chili Cookoff - Longmont					
	Unity Days - Denver					
	Regional Assembly - Loveland					
	Pallbearer's Pig Smoke & Talent Show					
	Various Meetings					
	Advance Funds Returned					
6.2	On-Site Merchandise Sales					
	Cash					
	Credit					
	Gift Certificates					
6.3	Commission - Jewelry Sales					
6.4	Commission - Tape Sales					
6.9	Merchandise Cash Bank Return					
	Page 1 Total Income	33795.00	31336.60	34645.87	29175.48	31719.32

CRCNA 22 Proposed Budgeting Spreadsheet

#	Category	CRCNA 22 Budget	CRCNA 21 Actual	CRCNA 20 Actual	CRCNA 19 Actual	3 YR AVG
INCOME			INCOME	INCOME	INCOME	
7	Fund Raising & Entertainment	5000.00	2532.55	7413.36	5486.14	5144.02
	Convention Auction - Cash					
	Convention Auction - Credit					
7.1	Auction					
7.2	Raffle - INACTIVE					
	On-Site Convention Raffles					
7.3	Live Entertainment					
7.4	Dance					
7.5	Pre-Convention Admissions					
	Sponsor Sponsee Breakfast - Denver					
	Mexican Dinner / Dance - Colo Springs					
	Poker Run - Conifer					
7.6	Pre-Convention Auction					
	Sponsor Sponsee Breakfast - Denver					
	Mexican Dinner / Dance - Colo Springs					
	Poker Run - Conifer					
7.7	Prize Givaways	1000.00				
7.9	F&E Cash Bank Return					
8	Hotel Food & Beverage Sales		5900.00	0.00	6088.00	3996.00
8.1	Banquet Sales (\$35x140)	4900.00				
8.2	Breakfast Sales (\$20x100)	2000.00				
9	Misc Income (does not include transfers)			2466.77		822.26
	Page 2 Total Income	12900.00	8432.55	9880.13	11574.14	9962.27
	Page 1 Total Income	33795.00	31336.60	34645.87	29175.48	
		46695.00	39769.15	44526.00	40749.62	41681.59
#	Category	CRCNA 22 Budget	CRCNA 21 Actual	CRCNA 20 Actual	CRCNA 19 Actual	3 YR AVG
EXPENSES			EXPENSES	EXPENSES	EXPENSES	
#	Administrative					
#	Category	Budget	Total	Total	Total	
101	Bad Check Fees	25.00	8.50	0.00	22.50	10.33
102	Bad Checks	50.00	15.00	0.00	0.00	5.00
103	Bank Charges	200.00	189.66	554.27	440.68	394.87
	Service Fees					
	Misc Charges					
104	Insurance	0.00	0.00	0.00	0.00	0.00
105	Equipment Rentals	380.00	344.00	230.00	931.45	501.82
	Radio Rental					
	Cash Registers					
	Misc Equipment Rentals					
106	Credit Card Fees	250.00	384.43	0.00	216.94	200.46
107	Postage / Copies / Supplies	250.00	220.77	859.11	282.66	454.18
	Binders					
	Office Supplies					
	Computer Ink / Supplies					
	Postage					
108	Sales Permits / Tax Renewals	50.00	0.00		56.98	18.99
	Sales Permits					
	Sales Tax Penalties					
109	Misc Administrative		0.00	648.24	73.41	240.55
	Donation to WSO for participation	750.00				
	WSO Rooms (2x rooms, 2x nights = 4 nights)	340.00				
	"CRCNA Banner"	200.00				
110	Newcomer Fund Year End Literature Purchase	600.00		595.79	0.00	198.60
	Total Administrative	3095.00	1162.36	2887.41	2024.62	2024.80

CRCNA 22 Proposed Budgeting Spreadsheet

#	Category	CRCNA 22 Budget	CRCNA 21 Actual	CRCNA 20 Actual	CRCNA 19 Actual	3 YR AVG
EXPENSES			EXPENSES	EXPENSES	EXPENSES	
Print & Display						
201	Banner Design	0.00		0.00	0.00	0.00
202	Banner Printing	250.00	309.90	355.15	105.08	256.71
203	Signs	75.00	0.00	170.15	12.00	60.72
204	Main Logo Development	0.00	200.00	0.00	0.00	66.67
205	Prize for Logo winner (1x reg 20, 1x dinner 35)	55.00	0.00	0.00	0.00	0.00
206	Shipping	0.00	0.00	0.00	0.00	0.00
207	Brochure Development	0.00	0.00	0.00	0.00	0.00
208	Brochure Printing	350.00	568.09	931.75	155.80	551.88
209	Program Development	0.00	0.00	0.00	0.00	0.00
210	Program Printing	250.00	223.38	214.32	0.00	145.90
211	Postage / Copies / Supplies	50.00	51.45	0.00	66.06	39.17
212	Misc Printing	0.00	0.00	237.68	218.18	151.95
	Total Print & Display	1030.00	1352.82	1909.05	557.12	1273.00
Fundraising & Entertainment						
301	Convention Dance	750.00	0.00	300.00	680.00	326.67
302	Convention DJ	750.00	0.00	350.00	300.00	216.67
303	Convention Live Entertainment (possible)	0.00	3000.00	1300.00	784.32	1694.77
	Contractual Expense					
	Hotel Room					
304	Misc Convention Entertainment	0.00	0.00	0.00	238.25	79.42
305	Convention Decorations	0.00	0.00	0.00	0.00	0.00
306	Sponsor / Sponsee Breakfast - Logo Kickoff		660.00	566.00	497.06	574.35
	Hall Rental	350.00				
	Food & Beverage	450.00				
	Misc (ie: DJ)	0.00				
307	Loveland Poker Run		0.00	570.00	93.35	221.12
	Hall Rental	150.00				
	Food & Beverage	200.00				
	Misc (ie: DJ)	0.00				
308	Chili Cookoff - Talent Show		616.63	0.00	0.00	205.54
	Hall Rental	350.00				
	Food & Beverage	300.00				
	Misc (ie: DJ)	0.00				
309	Mexican Dinner / Dance / Poker Run		0.00	840.00	351.31	397.10
	Hall Rental	300.00				
	Food & Beverage	400.00				
	Misc (ie: DJ)	0.00				
310	Boulder Pig Roast		0.00	0.00	0.00	0.00
	Hall Rental	350.00				
	Food & Beverage	400.00				
311	Postage / Copies / Supplies	50.00	174.14	0.00	13.29	62.48
312	Misc Entertainment Expense		217.21	684.25	710.37	537.28
	Auction Sales Tax	150.00				
	Inactive - Raffle Winner Registrations	0.00				
	Materials for Quilt	250.00				
	list additional here					
313	Prize Givaways	1000.00				
399	F&E Cash Bank	50.00				
	Total Fundraising & Entertainment	6250.00	4667.98	4610.25	3667.95	4315.39

CRCNA 22 Proposed Budgeting Spreadsheet

#	Category	CRCNA 22 Budget	CRCNA 21 Actual	CRCNA 20 Actual	CRCNA 19 Actual	3 YR AVG
EXPENSES						
Merchandise			EXPENSES	EXPENSES	EXPENSES	
#	Category	Budget	Actual	Actual	Actual	
401	Bags	50.00	0.00	0.00	22.46	7.49
402	Credit Card Phonelines (for events - NOT at the conference)	0.00	0.00	0.00	25.00	8.33
403	Pre-Convention Merchandise	1500.00	2100.12	1463.53	1462.50	1675.38
404	On-Site Merchandise	7325.00	12507.35	7360.30	6405.25	8757.63
406	Shipping	150.00	0.00	0.00	0.00	0.00
407	Equipment Rental	0.00	0.00	0.00	0.00	0.00
408	Sales Tax	850.00	870.82	0.00	913.57	594.80
409	Postage / Copies / Supplies	25.00	9.11	0.00	65.62	24.91
410	Misc Merchandise Expense	100.00	961.07	66.00	187.48	404.85
499	Merchandise Cash Bank	50.00	0.00	0.00	0.00	0.00
	Total Merchandise	10000.00	16448.47	8889.83	9081.88	11473.39
Program						
#	Category	Budget	Actual	Actual	Actual	
501	Main Speaker Hotel Rooms	COMP	0.00	0.00	491.52	163.84
502	Main Speaker Registration Packages (3x20)	60.00	0.00	0.00	100.00	33.33
503	Main Speaker Meals (3x35, 3x20)	165.00	0.00	0.00	188.00	62.67
504	Main Speaker Travel	1100.00	488.80	694.20	783.60	655.53
505	Appreciative Gift Baskets	200.00	0.00	30.00	144.10	58.03
506	Creative Project Expense	350.00	557.96	0.00	744.39	434.12
507	Postage / Copies / Supplies	75.00	82.85	450.44	178.44	237.24
508	Misc Program Expenses	50.00	135.26	699.74	0.00	278.33
	list					
	Total Program	2000.00	1264.87	1874.38	2630.05	1923.10
Registration						
#	Category	Budget	Actual	Actual	Actual	
601	Registration Badges & Lanyards	120.00	106.76	159.51	211.32	159.20
602	Registration Packet Items	3820.00	3113.82	5042.14	2659.60	3605.19
603	Registration Items / Merchandise	1060.00	1040.59	971.00	1075.95	1029.18
604	Registration Item Sales Tax	0.00	0.00	0.00	111.55	37.18
605	Equipment Rental	120.00	0.00	0.00	0.00	0.00
606	Postage / Copies / Supplies	230.00	283.30	453.16	112.11	282.86
607	Misc Registration Expense	50.00	214.00	258.00	152.07	208.02
	Refunds					
	Misc Expenses					
699	Registration Cash Bank	50.00				
	Total Registration	5450.00	4758.47	6883.81	4322.60	5321.63

CRCNA 22 Proposed Budgeting Spreadsheet

Hotel & Hospitality						
#	Category	Budget	Actual	Actual	Actual	
701	Audio Visual	750.00	654.05	2353.60	0.00	1002.55
702	Hotel Electrical Fees (if required by band, etc.)	0.00	0.00	0.00	0.00	0.00
703	Staging / Risers	0.00	0.00	0.00	0.00	0.00
704	Center Pieces	0.00	0.00	200.00	0.00	66.67
705	Hospitality Room Rental	265.00	0.00	0.00	200.00	66.67
706	Hospitality Room Supplies	500.00	139.33	446.60	784.88	456.94
707	Marathon Meeting Room Rental - COMP PER CONTRACT	0.00	0.00	0.00	0.00	0.00
708	Merchandise Room Security (re-keys, etc)	50.00	50.00	0.00	0.00	16.67
709	On-Site Convention Office Room Rental	0.00	0.00	0.00	0.00	0.00
710	Facility Fees (when conv is separate to hotel site)	0.00	0.00	0.00	5584.41	1861.47
	Facility Rental	n/a				
	Service Fees	n/a				
	Phone Lines	n/a				
	Room Turn Fees	n/a				
711	Convention Center Deposit (when applicable)		0.00	0.00	0.00	0.00
712	Hotel Service Charges		320.00	0.00	0.00	106.67
	Service Fees (DOES NOT INCLUDE F&B 20%)	200.00				
	Phone Lines \$75 ea (1x Reg, 1x Merch, 1x Jewelry)	225.00				
713	Hotel Deposit	1000.00	0.00	1000.00	0.00	333.33
714	Ballroom / Meeting Room Setup Fees / Room Turns	1800.00	0.00	0.00	0.00	0.00
715	Banner Hanging Fees	525.00	210.00	0.00	0.00	70.00
716	Food & Beverage (contractual)					
	Meals	4500.00	5000.00	5000.00	4980.00	4993.33
	Coffee (up to 40 gallons or 640 cups)	1000.00	1240.00	654.00	0.00	631.33
	Service Fees (20%)	1200.00	1249.00	1130.80	996.00	1125.27
717	Postage / Copies / Supplies		42.06	0.00	0.00	14.02
718	Sales & Use Taxes (Includes F&B Sales Tax)	462.00	501.16	254.43	368.52	374.70
719	Misc Hotel & Hospitality	100.00	295.42	0.00	99.76	131.73
720	Table Giveaways	500.00	295.42	0.00	99.76	131.73
	Total Hotel & Hospitality	13077.00	9996.44	11039.43	13113.33	11383.07
		CRCNA 22	CRCNA 21	CRCNA 20	CRCNA 19	3 YR AVG
#	Category	Budget	Actual	Actual	Actual	
EXPENSES		EXPENSES		EXPENSES	EXPENSES	
Hospitals & Institutions						
801	Literature	300.00	187.96	392.79	565.51	382.09
802	Shirts	400.00	535.00	0.00	0.00	178.33
803	Registration Packets	400.00	528.00	0.00	351.40	293.13
804	Postage / Copies / Supplies	15.00	0.00	0.00	0.00	0.00
805	Misc H&I Expense	20.00	0.00	0.00	31.35	10.45
	Total Registration	1135.00	1250.96	392.79	948.26	864.00
		CRCNA 22	CRCNA 21	CRCNA 20	CRCNA 19	3 YR AVG
		Budget	Actual	Actual	Actual	0.00
	Total Expenses	-42037.00	-40902.37	-38486.95	-36345.81	-38578.38
	Total Income	46695.00	39769.15	44526.00	40749.62	41681.59
		4658.00	-1133.22	6039.05	4403.81	3103.21