

Colorado Regional Service Committee of Narcotics Anonymous
Regional Assembly, Grand Jct. CO
July 20, 2008

ANNOUNCEMENTS:

1. CRCNA XXII Program committee is looking for the oldest running meeting in each area. If this is your group please let them know the meeting name, when it was established and time/location of the meeting.
2. PR Ad Hoc meeting is Saturday, August 16, 2008, noon to 3pm at the Philip S. Miller Library, 100 S. Wilcox, Castlerock,

ACTION ITEMS:

1. Please keep the Regional Web chair informed of updates to meeting times and locations
2. RCM's to get the phone line information sheet filled out for their area phone lines.
3. RD will contact Mountain West RCM.
4. Alan H and Don T will get a formalized meeting list together for MWA
5. CRSC secretary to update and distribute the new guidelines

OPEN W/ SERVICE PRAYER – about 10:13 a.m.

ROLL CALL:

Chair - present
Vice Chair- present
Treasurer – present
Secretary - present
RD - present
RDA – present
Webservant - present
CRCNA Chair (Jay B.) - present
CRCNA Vice Chair (Tina) - present
CRCNA Treasurer (Peggy) - present
PI – present
H&I - present
Ad hoc chair 800 Number (Carlos G.) – present
Budget Ad Hoc - absent with notice
Incorporation (Chuck C.) absent with notice
RCM Boulder (Leslie) - present
RCM Mile High (Joann and Brian) - present
RCM Mountain High (Reece) present
RCM Mountains West (Sandy) absent without notice
RCM Off The Wall (Newt) – present
RCM Pikes Peak (Jayme and Steven) – present
RCM Serenity Unlimited (Talle) - absent with notice
RCM Southern- absent
19 GSR/GSRA- See addendum A for complete list

Approved minutes for May with amendments: 2 motions #19 needs renumbered 19 & 20; missing Ad Hoc report needs inserted

REPORTS:

REPORT FROM THE CHAIR: by Denise

No written report as we will have plenty of other business today.

REPORT FROM THE VICE CHAIR: by Carlos

It is good to be involved in Regional Service after a lengthy absence. The Regional Service Committee is to be commended for improvements implemented over the last few years. I am still trying to get up to speed regarding the current business process(s) and changes to the Guidelines, much has changed, not only at the regional level, but the WSC also.

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One of the major changes is the WSC creation of a Public Relations approach to providing what were formerly known as PI, H&I, Phone line services. The Public Relations Handbook, which was printed in 2006, is now NA approved Service Literature, recognizes the interlinking and interdependent relationships between the previously stand alone service bodies. As such, I was (am) somewhat confused at the CRSCNA's decision not to implement the currently approved service structure. I hope to better understand the reluctance of our body to embrace the collective experience and decision of the WSC. As with many things in my personal recovery, I hope that we may re-evaluate our position on this issue and possibly come to a different conclusion or at least clarify our reasons for the decision made at the last RSC.

As assigned, I have researched possible phone line solutions for the ASCs not currently served by a phone line. An info line with local phone service and a digital answering machine, which would make meeting information available, can be set up activated for approximately \$100.00 (one time set up and machine purchase) with an ongoing monthly service fee of \$15.00. An answering service, which could take messages and refer calls to volunteers, can be established for approximately the same initial charges and monthly costs of \$30-\$50 depending on the volume of calls and whether or not a live person answers the call. These are the primary short term options to address immediate needs, while a more substantial planning, evaluation, and implementation of long range goals of the RSC regarding possible regional phone services. I have provided documentation of these options to the Chair.

Thank you for the opportunity to be of service,

Carlos G

DISCUSSION AND QUESTIONS:

- Responses in regards to the previously defeated PR motion were:
 - Concern that the other 3 option were not fully understood and folks wanted more input and information
 - Concern was raised about the proposal's implied move from an resource emphasis to acting subcommittees
 - Concern raised about creating new positions when there are already unfilled positions
 - Concern was expressed about not doing what is currently in front of us in favor of writing new guidelines and proposals

REPORT FROM TREASURER: by Don T

CRSCNA TREASURER'S REPORT --- July 20, 2008

Since the close of the Regional service Committee Meeting on May 18, 2008 donations have been received from one Area (Mile High) and one Group (True Blue) totaling \$159.42 --- resulting in a current (or opening) balance of \$2704.20. All of the donations received during the current report period are listed on the accompanying page. There were no expenditures during this period.

The Regional checkbook and the latest US Bank statement have been reconciled, with 1 check for \$400.00 to the Marriot Courtyard Hotel outstanding and no variance.

In Loving Service,
Don T

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CRSCNA TREASURER'S REPORT

May 18 to July 19, 2008

	<u>CURRENT REPORT PERIOD</u>		<u>CURRENT YEAR TO DATE (2008)</u>
OPENING BALANCE - January 1, 2008			\$2,147.10
OPENING BALANCE - May 19, 2008	\$3,850.95		

INCOME:			
Area Donations			
Boulder Area	\$130.56		\$1,664.76
Mile High Area	\$84.52		\$142.02
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	\$200.00		\$700.00
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	\$0.00		\$30.00
Keep It Serenly Simple Group	\$0.00		\$16.63
Northside Young in Recovery Group	\$0.00		\$21.60
True Blue Group	\$74.90		\$228.34
Other Income			
			<u>\$0.00</u>
 TOTAL INCOME	 \$489.98		 \$3,863.35
 EXPENDITURES:			
		<u>Check #</u>	
Prior Report Period YTD Expenditures	XXXXX		\$1,626.55
Donut Hole LLC	\$155.00	310	\$155.00
Marriot Hotel - Learning day and Assembly Venue	\$400.00	311	\$400.00
Talle Meehan	\$43.33	312	\$43.33
Terry C -- H&I Copies	\$38.40	313	\$38.40
NAWS	<u>\$1,000.00</u>	316	<u>\$1,000.00</u>
 TOTAL EXPENDITURES	 \$1,636.73		 \$3,263.28

(NET) ENDING BALANCE - July 19, 2008	\$2,704.20		\$2,747.17
OPENING BALANCE - July 19, 2008	\$2,704.20		\$2,747.17

BANK ACCOUNT-CHECKBOOK RECONCILIATION as of July 19, 2008

Latest Bank Statement Date - June 30, 2008

Balance Shown on Latest Bank Statement:	\$2,975.85		\$2,975.85
Adjustments to Bank Statement -		Net Adjustment:	<u>(\$271.65)</u>
Outstanding Deposits:	\$128.35	Adjusted Bank Balance:	\$2,704.20
Outstanding Checks & Charges:	<u>\$400.00</u>	Checkbook Balance:	<u>\$2,704.20</u>
Net Adjustment:	(\$271.65)	VARIANCE:	\$0.00

CRSCNA TREASURER'S REPORT			
May 18 to July 19, 2008			
	CURRENT		CURRENT YEAR
	REPORT PERIOD		TO DATE (2008)
OPENING BALANCE - January 1, 2008			\$2,147.10
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Southern Area	\$0.00		\$0.00
Group Donations			
Crestone Group	\$0.00		\$40.00
Flattop Addicts Group	\$0.00		\$20.00
Golden Group	\$0.00		\$65.00
Keep It Serenly Simple Group	\$0.00		\$16.63
Northside Young in Recovery Group	\$0.00		\$21.60
True Blue Group	\$74.90		\$245.57
Other Income	-		\$75.00
			-
TOTAL INCOME	\$489.98		\$3,990.58
EXPENDITURES:		Check #	
Prior Report Period YTD Expenditures	XXXX		\$1,796.75
Donut Hole LLC	\$155.00	310	\$155.00
Marriot Hotel - Learning day and Assembly Venue	\$400.00	311	\$400.00
Talle Meehan	\$43.33	312	\$43.33
Terry C -- H& I Copies	\$38.40	313	\$38.40
NAWS	<u>\$1,000.00</u>	316	<u>\$1,000.00</u>
TOTAL EXPENDITURES	\$1,636.73		\$3,433.48

(NET) ENDING BALANCE - July 19, 2008	\$2,704.20		\$2,704.20
OPENING BALANCE - July 19, 2008	\$2,704.20		\$2,704.20

BANK ACCOUNT-CHECKBOOK RECONCILIATION as of July 19, 2008			
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Net Adjustment:	(\$271.65)	VARIANCE:	\$0.00
Don T. - CRSCNA Treasurer July 20, 2008			

as amended changes in Bold Italic Font

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REPORT FROM RD: by Don

○ **Since May**

No Regional Delegate Activities, I did however sit down with the Regional Delegate Alternate and offered her my support as she steps into the role of Regional Delegate, if affirmed at the assembly today

○ **World Services Updates:**

The Just for Today Meditation e-mail subscription page has changed to:

<http://www.jftna.org/jft-subscription.htm>.

The 2007 membership survey was by far the most successful, in regards to the numbers of members who responded. 13,500 members responded at WCNA 32, online or by mail and fax. Although we are an anonymous fellowship, these surveys help clear up misperceptions about our fellowship in the professional community and other organizations. The most repeated misconception about our fellowship is that "there is no recovery in NA," well the data collected indicates that is not true. The average of the self-reported clean-time by the respondents is 9.09 years clean. Although this survey is hardly scientific, and no one is claiming that it is, our traditions protecting the anonymity of our members prevent such an undertaking, so it is the best we can do at this time.

The entire survey can be found online at:

http://www.na.org/PR/NA_Membership_Survey.pdf

There is also a link on the Regional Service Committee page at nacolorado.org

Basic Text, Medallions and Youth IPs

The 6th Edition of the Basic Text is planned for release in October 2008

Medallions in bronze finish with Roman Numerals are planned for release in October 2008

IP 13 By Young Addicts for Young Addicts and For the Parents and guardians of Young People in NA were released in July 1, 2008. These IPs will have a very distinctive new look, and it the plan of the WSO to continue changing the look of our IPs when they are revised, to help avoid confusion.

WCNA-33 will be held in Barcelona Spain August 20 -23, 2009.

WCNA-34 will be held in San Diego, CA August 20-23, 2011.

World Unity Day will be August 31, 2008 copies of the flyer are available today.

○ **Some Comments**

Up to now I have been mostly silent about my concerns over the direction the sub-committees of the CRSC have been taking. It is my hope that with the election of a new chairs, that the focus of our subcommittees change to better reflect our guidelines, the Guide to Local Service and better support our area and the addict who still suffers.

Submitted in Loving Service,
Don Tilleman Regional Delegate CRSC

REPORT FROM RD2: by Brenda

She discussed the leadership document. Is planning on attending the Rocky Mountain Zonal Forum and has submitted a expense voucher.

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REPORT FROM WEB SERVANT: by Don T

Web Servant Report for July Regional Assembly

Since November

- Regional Meeting list last updated: July 18, 2008
- Website Stats

Month	Unique Visitors	Number of Visits
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	1865	2942
June 2008	2050	3151
July 2008 (to date)	1225	1915
Daily Averages 07/2008	66.22	103.51

Submitted in Loving Service,
Don T

DISCUSSION AND QUESTIONS:

- As you can see, many people are checking this page for meeting locations, please keep us informed of updates to meeting times/location

REPORT FROM CRCNA CHAIR REPORT: by Jay
July 20, 2008

Good morning!

Well! With 96 days remaining until the 22nd annual convention, our committee is beyond awesome and well ahead of schedule! I've attached our approved topics with supporting discussion (thanks to our awesome regional secretary) and our current budget with year to date expenses.

We still have plenty to do though! The hotel is nearly sold out with maybe 25 rooms remaining for Saturday and another 25 rooms for Friday! We've already started setting up overflow options and will release those as soon as we're able. Additionally, half of the banquet and breakfasts are sold! If you have not made your hotel and/or meal reservations – we strongly recommend doing so as soon as possible! As I said, our committee is awesome! We continue to work with the World Service Office in hopes of their involvement in program content – bringing info and support from a world service level on topics like H&I, P&I, and more!

Additionally, we have two CRCNA events remaining! The Boulder Luau on August 2nd will be a pig roast (turkey available too) starting at 11am, a speaker meeting, and a preview of the play "The Committee".

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Then, on September 20th, the return of the Talent Show and Chili Cook-off! Copies of the Boulder event are available here and online! Hope to see you there!

CRCNA continues it's effort in the Tag your Sponsor initiative, and recruiting volunteers to help committees like registration, merchandise, and serenity keepers! The program committee is reaching out for your idea of local speakers that you feel have a message to be heard! See our flier and/or the website with contact info. And as always, volunteers are always welcome in all areas of the convention process! Please join us at our next committee meeting on August 16th, at 11am at the Englewood Public Library.

Hope to see you in Boulder and 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

REPORT BY CRCNA VICE CHAIR: by Tina

Report covered in CRCNA Chair report

REPORT BY CRCNA TREASURER: by Peggy

Report covered in CRCNA Chair report

REPORT FROM PI: by Linda L

TO: COLORADO REGIONAL SERVICE COMMITTEE

FROM: LINDA L., Former CHAIR OF PI SUBCOMMITTEE

DATE: June 20, 2008

SUBJECT: REPORT OF COMMITTEE ACTIVITIES

PI Subcommittee members-at-large (Tawni C, Chuck C, plus Brian S) and I met on June 20th. Unfortunately, Area Chairs could not make it - Boulder sent notice.

PI Committee Nomination for Regional PI Chair:

Our committee proudly nominates Tawni C for the position of Regional PI Chair. She served the former Foothills Area in this capacity - oh - we'll let her tell you when she qualifies.

However, the PI Committee members present at our last meeting and I look forward to working with her when she is voted in - we will all stay a part of the committee.

Profession Symposium:

We voted to put this on hold until the Regional PI Committee has a Chair.

Regional Database:

Discussion centered on are we using this? (= No), why (need a presentation from Don along with codes to access this AND the message board he set up for this), and will set up after a new Chair arrives

Proposal Activities:

Obviously, this Committee is deeply disappointed at the Regional Assembly's vote to not approve either the PR and the 800# proposals. This Committee spent hours developing, vetting and finalizing these proposals. However, the group conscience spoke - so, moving on....

We did discuss the following:

1. Colorado Region needs an 800# - we also firmly believe that we are not carrying the message if a new, using, or distressed addict has to push a bunch of button to hear when/where there meetings. It was unanimous that this Committee (those present on 6/20/08) believe that an addict needs to talk with an addict when they phone CO's phone line. We (to a person) know that **trained** addicts can answer about CO NA. We all discussed how when we first got here or if with time we were under stress wanting to use,

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pushing button and/or leaving messages for someone to sometime call back is NOT the answer. Thus, we will continue to observe and comment on the process of the second Phone line Adhoc Committee....

2. Because this Committee is looking forward to a new Chair, regrouping, reengaging the Areas and their PI Chairs, and getting on with the Professional Symposium that even NAWS/WB is excited about, we have two proposal to forward to the CRSC. We understand that these proposals involve CRSC Guideline changes. We would, however, like to present them today because the GSR's are present, we would like to have these proposal voted on by the CRSC at its September meeting, and confirmed by the Fellowship at the April, 2009 Assembly. This process of Guidelines changes is covered in Article 2. Section G. of the CRSCNA Guidelines.

In addition, the Outreach Proposal is familiar to us all since it was part of the PR proposal presented first to this body in November, 2007. It is being pulled out and presented as a separate proposal (same verbiage as before in PR proposal) because it is work that needs to get done to carry the NA message and it is work that the Regional PI Committee believes is too much for them to tackle with all that they have on their agenda.

The second proposal is presented as an attempt to coordinate the efforts of PI, H&I, Phone line (Adhoc at this time) Web and Outreach (hopefully). Since NA CO does not want a PR committee format, this second proposal can still achieve the melding of these committees' efforts, avoiding duplication, while stressing access and the interrelatedness of these committees

PROPOSAL #1.:

To make Outreach a Standing Subcommittee of the CRSC (See attached Guidelines description)

Intent: Since the creation of a PR Subcommittee did not occur, the work needing to be done in Outreach far exceeds the abilities of the RDA and the Regional PI Committee as defined in the currently approved CRSC Guidelines. Therefore, Outreach needs to be a separate Standing Committee if we (the CRSC) truly are going to fulfill our primary purpose of carrying the message of NA and accomplish our vision.

PROPOSAL #2.:

To establish a quarterly (as a minimum) meeting of the Chairs of PI, H&I, Web, Phonenumber (Adhoc at present), and Outreach (if Proposal #1. is approved) with the first meeting being called together during August or September of 2008.

Intent: As stated above: to coordinate the efforts of PI, H&I, Phone line (Adhoc at this time) Web and Outreach (hopefully). This proposal can still achieve the melding of these committees' efforts, avoiding duplication, while stressing access and the interrelatedness of these committees

Needs:

Regional PI needs addicts. PLEASE LET ADDICTS KNOW IF THEY WANT TO DO SERVICE TO CONTACT ME (719-390-7484 or 720-244-4291 or mll312@comcast.net).

Area PI Chairs NEED your SUPPORT!! THEY NEED YOU TO PARTICIPATE!

Remember, it is frequently a PI Presentation that precedes H&I into a facility.

Our NEXT meeting is tentatively set (pending the new Chair's approval) for Saturday, August 16, 2008 @ 10111 W. 26th St in Denver @ 11a-1p.

PLEASE tell your Area PI Chairs AND interested addicts- Thank you!!

SECRETARY NOTE: PI meeting changes after the assembly are inserted in blue

Dear All,

The first meeting of the newly formed Regional PR Adhoc Committee will be as follows:

Saturday, August 16, 2008

noon to 3pm

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at the Philip S. Miller Library
100 S. Wilcox

Note: Wilcox Street is an exit from I-25 on south end of town Castlerock, CO 80104

If you plan on attending, please email me at mll312@comcast.net so that I can have the correct # of handouts available. In addition, would all committee chairs, resource people (H&I, Web, OutReach, and etc.) please RSVP.

Consequently, since there was no Regional Chair for PI elected at the Regional Assembly and since this date had been set aside for a CRSC PI meeting (see my PI report from Regional Assembly), I am holding the PR Adhoc meeting instead. Thus, RCM's would you kindly inform your Area PI Chairs that Regional PI will not meet again until there is a new Chair person. Thank you!

For all who respond or RSVP, I will be mailing the agenda and any other handouts...

NA Hugs to all,

Linda L.

CRSC PR Adhoc Chair

Thank you for letting me be of service,
Hugs and still lovin' service,
Linda L., former/acting?/holdover for a new Chair - CRSC PI
Committee

PROPOSAL FOR
Outreach to become a Standing

1. The main focus of Outreach is to bring isolated groups and/or addicts in to the larger NA community. The focus tends to be on groups and/or addicts who are geographically isolated, but may also include assistance to groups and/or addicts isolated by such things as personal choice, language, cultural differences or location within a locked facility that is not served by any Hospital and Institutions (H&I) subcommittee. Outreach does not start or run committees plus starting or running committees/groups is best left to the individuals who will be attending the group or committee regularly.
2. Outreach should be done in teams and is best handled by the Area Service Committee (ASC) that the group (or addict) geographically lies in or the one that is closest to the group. If a local area service committee does not exist, or if the local ASC does not have an outreach committee, then the Outreach Subcommittee can be asked to assist.
3. Groups and areas may have different needs that arise. The Outreach Subcommittee is here to provide information and support for the groups and areas that may have outreach needs.
4. What are the responsibilities of the Outreach Subcommittee?
 - Facilitate communications between the groups and addicts in need and the Area Service Committee best suited to assist them.
 - Facilitate communication with outlying regional locations to provide information about NA - its message and resources/ services.
5. Will contact Area Service Committees that have not attended the CRSCNA for 2 consecutive meetings to see if there is anything that the region can do to assist them.
6. Provides Outreach needs to groups and meetings in locations without Area Coverage.
7. Presides over and organizes all meetings of the Regional OutReach Subcommittee.
8. Prepares a report to be presented at each CRSC meeting detailing the activities of the Outreach Subcommittee. Attends every CRSCNA meeting.
9. Coordinates and is responsible for all work done by the Outreach Subcommittee.
10. Maintains communication with NA World Services and informs Area Outreach subcommittees of its activities.
12. Maintains a close working relationship with the other CRSC Standing Subcommittees and Adhoc Committees in order to coordinate efforts and avoid duplication of services.

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13. Suggested clean time: 4 years
14. Is nominated and elected at the CRSC.

DISCUSSION AND QUESTIONS:

- There have been 8 requests for PI work in recent history but no report of their disposition. Have they have been taken care of? Regional PI has not directly done the panels but has passed it on to the areas when possible. There is not a plan for Pead's yet, but Boulder will help
- There seems to be a lot of effort put into new guidelines, but not so much in the day to day business.
- So far, all requests have been met.
- Solution, include the resolution of request in the subcommittee report to the Region-the single point of accountability.

REPORT FROM H&I: by Terry C

H&I Subcommittee CRSCNA 07/20/08

We have accomplished much since our first H&I Regional meeting last month. The main focus was the Sterling Correctional facility and making sure that a clear Narcotics Anonymous message was being given. I am happy to report that we have two NA members that are in the process of being cleared and they were able to get temporary clearance to join the existing meeting. They were so excited to see that not only do they carry a clean NA message, but they run a tighter meeting inside than out. They said the traditions are being upheld and they give gratitude to the couple that come in every Tuesday and allow the inmates to run their own meeting. If it weren't for this couple, the meeting would not be happening. It has grown so big that they need to have two meetings back to back, each an hour long. I sent some literature there, but they need more, especially basic texts. Our 2 NA members will go in at least once or twice a month, and eventually go in a different night of the week so they can have more weekly meetings. The process is starting and God has been definitely showing up. We sure can use more men volunteers for the Sterling facility as well as Canon City.

The Regional H&I Subcommittee have been given much support from Mile High, Off The Wall and the Pikes Peak Areas. We personally have turned in at least 7 applications for DOC Clearance; the draw back has been that so far they are all women volunteers. We have requests for H&I meetings at Camp George West as well as DRDC, they both require DOC clearance. Since both facilities are located within the Mile High Area we will work together to get the men volunteers we need to start those two facilities. Camp George West is of great importance since they are a reentry program back into society. They will have half a chance if they are given the Narcotics Anonymous message that no addict need die from the horrors of addiction. I firmly believe that together we stand and divided we fall. I have applications with me for the DOC clearance so please let your areas know that we certainly need all the help we can get.

We would like to be able to send Basic Texts into the prisons, even before we are cleared to go. The facilities are in desperate need of our literature. I would like to ask for 50 Basic Texts to start, giving each major facility 5 Basic Texts each to put in their libraries.

I am honored to serve as the CRSCNA H&I Chair. Our next H&I subcommittee meeting will be at the Donut Hole on August 16th at 1:00pm. I know that there is much to be accomplished by few but together we can bring this message to the so many still suffering addicts incarcerated around our region.

In loving service, Terry C. 303-437-4461

DISCUSSION AND QUESTIONS:

- H&I would be willing to answer inmate letters that are received at the Regional PO Box using JPay account on line.
- A proposal to set up the account will be handled in new business.

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REPORT FROM 800 NUMBER AD HOC: by Carlos

Included in Vice Chair report

DISCUSSION AND QUESTIONS:

- The current proposal deals with a short term, low cost solution to be available to the smaller areas if they request it.
- There was no response from the Area phone lines on the survey—it will be placed on the to-do list again. Several areas said they are working on the requested info.
- Vail has had a pager for 11 years which receives roughly 5 request a month and they seem to be happy with the response
- What is more important is that there is somebody to actually answer the phone
- Expressed belief that we could have trained, informed addicts to fully man a regional phone line.

REPORT OF THE INCORPORATION AD HOC: report by Chuck, read by Teresa

Incorp Ad-hoc Report

Sent our version of the bylaws to the lawyer and they returned with what they would like to see. This went back and forth several times and I finally met with them to go over the do's and don'ts. We will put the final version together and will have a version out to everyone by the beginning of September. Once we have the bylaws complete we will start working on the Standard Operating Procedures (SOP) otherwise known as guidelines.

What are Bylaws? Generally, bylaws are the rules agreed upon for the internal operation of the organization, such as the time and place of the annual meeting (s), or the number of board members required to constitute a quorum for the conduct of business. They do not tell us what business we do, but how/when we do business. If we incorporate as a non-profit the IRS looks at the bylaws as a safety net against financial abuse.

Spoke to several different regions about their incorporations. The main issue that they have is not filing the right paperwork or not filing it in a timely fashion. Finding members to serve on the board is also a problem for the other regions. It will be important to have leadership and experience on the Colorado Regional Board (CRB).ILS

Chuck C.

RCM BOULDER REPORT: by Leslie

[Get copy of report](#)

RCM REPORT MHA: by Joann

Mile High Area RCM Report to Region

July 20, 2008

Joann D

In the last two months the Mile High Area has been doing well. We had nominations in May and elections for all positions except one RCM and our CRCNA liaison in June. The following is a list of our new trusted servants.

Chair – Alan T

Vice Chair – Mac Mc

Secretary – Robbie L

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Treasure – Sammy
Treasure Assistant – Open
RCM – Brian S
Activities – Lindsay
H & I – Valerie
Literature – Scott H
Outreach – Ron T
Phoneline – Angela
Public Information – Jason
Training – Open
Website – Mike H

Subcommittees are doing well.

Activities continue to plan and have events, usually once every two months. The last event was a picnic in the park with a speaker meeting held over the 4th of July weekend.

H & I continues to run strong. They are always looking for volunteers and continue to receive requests for new meetings. H & I is in need of men to serve on this committee. Every two months they have training for new volunteers.

Literature is going well and inventory is being managed at more acceptable levels. We continue to see a steady level of orders.

Outreach consistently receives about 40 letters for inmates and returns about 30-35 letters per month. They are working on some new ideas for service currently.

Public information is running steady. Their poster campaign has gone well.

We have several Phone line slots open and continue to need volunteers. The Area has instructed this committee to do some research into improving our current system.

Our Website is running well and gets updated regularly. We also continue to update our meeting list monthly.

The Area Planning Tool Ad-Hoc continues to move forward through the process. They have begun 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

DISCUSSION AND QUESTIONS:

- A discussion began about how an area this size could not have a quorum and can the Region help. Points made:
- Perhaps reviewing how we are serving the groups will help. Do they feel they would not be missing anything relevant by leaving?
- What are we teaching newer people about the role/responsibility of service?
- MHA is taking steps towards solutions including rearranging the agenda, area planning tool, and possible outreach effort

RCM REPORT MOUNTAIN HIGH: report by Reece

Good morning everyone,

Hayden group has 1 meeting a week. The last Saturday of the month is a step study. A spiritual principles meeting will be discussed at the next group conscience.

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Meeker group is still going on. Two addicts from Craig have been supporting that as often as they can

Steamboat group attendance has been 2-15. At the next "437 Club" meeting the group will request space for an NA literature rack. The NA group has a member on the Club Board. They have a \$200.00 donation to region. I apologize for not having the donation with me; I left it home under my keyboard. It will be sent to the CRSNA treasurer as soon as I get back.

Grateful to be of service
Reece F

DISCUSSION AND QUESTIONS:

- Reece questioned his position as RCM for an area that does not meet. He was the last guy elected-that was several years ago
- Many felt it was important and appreciated that he attends the CRSC meetings and keeps the line of communication open
- It can help to recruit people to service with a positive spin about service instead of talking about the negative aspects of long, arduous, laborious, grueling, onerous, tedious, combative, egoistic meetings

RCM REPORT Mountain West:

The Vice Chair did contact Sandy as requested and had expected him to be present today. Alan H from the area reported that 16 meetings were visited and confirmed to still be open. He is making an effort to get a packet of information to all the meetings and get a list of emails so they can keep in touch. They hope to be getting a meeting list together soon. They are supporting a new group in Eagle. The Vail meeting is celebrating it's 1 year on July 29th. He liked the idea of a virtual meeting and will explore that further. Alaska does virtual service meetings.

RCM REPORT OFF THE WALL: report by Newt:

Hi folks:

All is well in the area. We are currently doing an Area Service Inventory. H&I is very busy with many commitments and doing well in fulfilling them

Area Chair: Chris B
Area Vice Chair: Mike L
Area Literature: Mike M – reelected
Area phone Line: Ellen

News letter, merchandise and PI positions are still open.
Our next meeting is Aug 3rd in Sterling at 508 S. 10th Ave
Our groups are also very involved in supporting CRCNA XXII
I.L.S. Newt L

RCM REPORT PIKES PEAK 1--report by Jayme

**Pikes Peak Area RCM Report
July 2008 Regional Assembly**

Hello from the Pikes Peak Area! We are doing well and thriving with new meetings. We have 3 new meetings which are all meeting at our Area Service Office. Sunday at 10 AM is a Traditions Study Tuesday at 6 PM is a Newcomer Meeting focusing on the IPs

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Wednesday at 6 PM is a Fire Bomb (open and read) Meeting.

We are also excited to have a meeting move from their previous location into the ASO. Principles Studies which used to meet Friday nights at 9 PM will now meet at 5:30 on Fridays at the ASO.

There are also rumors of another meeting on Friday nights at the ASO starting for Young People. I am keeping my fingers crossed for that one.

Activities has also been busy, fabulous and fun! There have been picnics and scavengers hunts, softball games and we even tried to go to Elitches, which I believe we will be making another attempt at in August. Just got wind of that Thursday night. The Fourth of July picnic I missed, but I heard it was a blast. Sorry, I was on the bike cruisin' the countryside.

Last but not least, we will submit a bid packet to have CRCNA XXIII in Colorado Springs in 2009 today. Hope to see you in the Pikes Peak Area next year!

Loving Service Still,

Jayme

DISCUSSION AND QUESTIONS:

PPASC donated \$200.00 to CRSC

RCM REPORT SERENITY UNLIMITED: RCM not present

RCM REPORT SOUTHERN: RCM not present

No report – no representative present

OLD BUSINESS

Proposal #: withdrawn by second

To bring Western Service Learning Days to Colorado

Intent: To increase educational opportunities in Colorado

Maker: Talle RCM SUANA

Second: Joann RCM MHA

Proposal #2: re-tabled

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: re-tabled

- Cost is \$100.00 start up and \$15.00 month maintenance
- Cons: too vague, no guidelines, no substitute for a 1-800 line
- Is there a liability issue
- Clarified the motion is to approve and make it available should an area decide to use it, not necessarily to get the phone lines now
- Groups did not know the cost and could not make an informed decision
- Decided to table so that groups can decide now that they cost is known

ELECTIONS

PI Chair: no nominations

RD: Brenda nominated, second, and elected. Qualified with 1 year as RDA, 17 years clean, multiple service positions at the group, area, region, zonal forum and CRCNA level

RDA: no nominations

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Outreach resource: will be filled by Linda until the RDA position is filled

NEW BUSINESS

Proposal #1: Passed, 1 stand aside

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 ATTACHMENT B end of minutes)

1-Step By Step Corrections Listed (NOTE: see ATTACHMENT B end of minutes)

2-Proposed Revised Guidelines in Review Form (NOTE: see ATTACHMENT C end of minutes)

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:

Question and discussion:

- What is the cost? It is on-line, may be some cost for copies
- Who judged as non-substantive and why was this necessary? Substantive was defined as anything that would change a position or duties. It is needed to address the recommendations of the CRCNA review Ad Hoc
- Stand aside opinion was that it pushes CRCNA away from the region and towards becoming to autonomous

Proposal #2: Passed, 1 stand aside

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:

A current RFP Info Sheet (NOTE: see APPENDANCE A end of minutes)

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:

Question and discussion:

- The current RPF does not include all the needed information. As CRCNA grows, more details are needed

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- Stand aside opinion was that it pushes CRCNA away from the region and towards becoming to autonomous

Proposal #3: Passed, 1 stand asides

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:

Question and discussion:

- Stand aside opinion was that it pushes CRCNA away from the region and towards becoming to autonomous

Proposal #4: Passed, 1 stand asides

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"

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 D, Email Broadcast Policy".

Maker: Jay B – CRCNA XXII Chair

Second:

Question and discussion:

- Stand aside opinion was that it pushes CRCNA away from the region and towards becoming to autonomous

Proposal 5#: Passed, 2 stand asides

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 [insert] to the newcomer [end insert] during the next convention cycle.

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

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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:

Question and discussion:

- Funds should not be held aside, it is earmarking
- What about service to the newcomer who does not come to CRCNA? The newcomer fund is meant to defray the cost of newcomers attending CRCNA
- In the past few years, there would not be any extra because the number of newcomers who can not pay far exceed the money collected for the newcomer. That is not to say there hasn't been extra in the past, it was not tracked.
- There is an overwhelming(lopsided) amount of regional resources spent on CRCNA, not just money but also time and trusted servants.
- The newcomer fund is useful for newcomers who come into the program without funds
- It is bad business practice to set money aside like this
- The original intent was to use the fund to cover the cost of newcomer registration, and if there was any left over it should be used to purchase books for the following cycle
- We should use the money for newcomers if that is what it was collected for
- Friendly amendment was accepted to clarify that if extra was available for books, the book would go to newcomers.
- Stand aside opinion was that it pushes CRCNA away from the region and towards becoming to autonomous and the second was that it was earmarking funds

Proposal 6#: Blocked

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 treasures 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:

- Set aside request for friendly amendment that would require the assistant be elected by CRSC, attend all CRSC meetings and prepare a report for each CRSC meeting
- Blocked based on 5th Concept: "For each responsibility assigned to the service structure (CRCNA treasury) a single point of decision and accountability should be clearly defined."

Proposal #7: submitted for discussion only, will be re-submitted in September

To Make Outreach a standing subcommittee of the CRSC

Intent: Since the creation of a PR Subcommittee did not occur, the work needing to be done in Outreach far exceeds the abilities of the RDA and the Regional PI Committee as defined in the currently approved CRSC guidelines. Therefore, Outreach needs to be a separate standing subcommittee if we (the CRSC) truly are going to fulfill our primary purpose of caring the message of NA and accomplish our vision.

Maker: Linda L

Second: Joann D

See Outreach proposal in the PI report

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Question and discussion:

- We can use this as a trail for the PR umbrella structure
- This should be discussed between now and the next assembly
- The 4 service models have not been clarified or clearly stated why we decided on the model we did
- We need to decide which of the 4 models we want to use first
- Pikes Peak has been using the umbrella model which is working well
- This sounds like the region is moving into direct services
- Discussed appointing an Ad hoc, but then this was already reviewed by PI
- DECISION: Appoint a PR Ad Hoc:
- Intent: all existing Ad Hocs and Subcommittee chairs will meet to decide on the most effective PR model and report, if possible, at the September CRSC. Work should be conducted in the context of 7 planning process from the PR handbook.

Proposal #8: Withdrawn

To establish a quarterly (as a minimum) meeting of the subcommittee chairs and any ad hoc chairs with the first meeting being called together during August or September 2008

Intent: To coordinate the efforts of PI, H&I, Phone line (ad hoc at this time) Web and Outreach (hopefully). This proposal can still achieve the melding of these committee efforts, avoid duplication, while stressing access and the interrelatedness of these committees.

Maker: Linda L

Second: Joann D

Proposal #9: Passed

To replenish literature stock for the H&I that has been sent to the Sterling Facility. 10 Basic Texts @ \$12.50 = \$125.00

Intent: To be able to send literature to DOC facilities at their request. Our literature is defiantly needed to reach the still suffering addicts that are incarcerated

Maker: Terry C

Second: Joann D

Question and discussion:

- How are they distributed? They are going to individuals and maybe into the library
- The books have been delivered to Sterling, the motion is to restock H&I supplies
- Perhaps we could get more of the cheaper white books to individuals, reach more people with less funds.

Proposal #10: Tabled

To set up a Narcotics anonymous JPay Account to respond to inmate letters and inquiries through H&I

Intent: To be able to respond to inmate inquiries within 24 to 48 hours. This will give an immediate hope to the still suffering addicts who are incarcerated.

Maker: Terry C

Second: Don T

Question and discussion:

- Who is responsible for this? There needs to be something written about who, what, and where the responsibilities are

Proposal #11: Passed

To amend the CRSC Guidelines to include the following vision statement:

The Colorado Regional Service Committee of Narcotics Anonymous exists to support our member groups and areas in their effort to carry the message to the addict that still suffers. It is our vision that every addict has the opportunity to find recovery in Narcotics Anonymous regardless of where they live within the Colorado Region.

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Intent: To provide the means to measure and guide the decision-making of the Colorado Regional Service Committee

Maker: Don T

Second: Talle M

Proposal #12: Passed, one assent

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 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,

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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:

January	April	July	September	November
<p>"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.</p>	<p>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.</p>	<p>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.</p>	<p>Subcommittee to present proposed budget to CRSC; CRSC to review, discuss and revise as necessary.</p>	<p>Final budget for coming fiscal year to be submitted by the subcommittee to CRSC for approval.</p>

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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:

- Clarifies who does what in the process
- Concerns were raised about stretching too thin, we already have unfilled positions
- The people involved are current position holders, RCM will be appointed if there are not enough volunteers.
- More concerns about recruiting people.
- There always a core of committed people at Region who want to continue serving through the structure.
- Where is the budget outline developed at the start? It will be used by the committee but they decided not to put it in the guidelines as it needs to stay dynamic
- Has there been a problem with the budget? Is it so broken we need to fix it?
- The budget subcommittee will be setting the spending priorities and the CRSC will vote on the decisions
- The idea is to get equal participation in the budget process, anyone with a proposal can attend the meetings and present it
- Reservation was about the presenter of the proposal not being present

Proposal #13: Passed

For the PPANA to formally submit bids to host CRCNA 23 in Colorado Springs. We have assembled 4 proposals from area hotels that are more than capable of hosting a convention

Intent: To host CRCNA 23 in Colorado Springs to help carry the NA message through the Pikes Peak Area
Maker: R. Steven R

Second: John M

Question and discussion:

P.P.A.N.A. Bid Proposal

We are proud to present bid proposals for CRCNA 2009. The PPANA is quite excited about the prospect of hosting a convention next year. We would be honored to represent the Colorado Regional Convention to our community.

The Area gathered a group conscience to form an adhoc committee to tender bids from area facilities. We have spent a great deal of time in the process. The PPANA maintains a strong commitment to host CRCNA 23. We are the second largest city in Colorado and have not hosted a convention since 2001.

CRCNA 19 was held in Pueblo, which is part of The Southern Region. That region has struggled to come together. The Southern area of Colorado is largely unrepresented in NA. We feel that hosting a regional convention would help bring the message closer to the Southern part of Colorado. Colorado Springs is also home to a very large military community which was expanded this year. With current stresses placed on our Nation's military, drug abuse has become epidemic. Colorado Springs is also a central point to a very large rural area. Methamphetamine has had a very large impact on our rural communities. For these reasons, we feel that hosting a Regional Convention in Colorado Springs next year would be of great value to the PPANA to carry the message to the still suffering addicts.

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As the Chair of the Bid Proposal Adhoc Committee, I have had numerous member's voice support for hosting CRCNA 23. Our fellowship is well aware of the hard work involved in putting on a convention, and is ready to jump in. As Chair, I am more than willing to Chair the Hotels and Hospitality subcommittee, or perform in any other capacity that the CRCNA committee deems beneficial. The PPANA wishes to thank you for your consideration.

- All the info needs to be passed to the CRCNA XXII Vice Chair

DISBURSEMENTS:

\$268.38	food cost for the Assembly
\$ 73.71	copies
\$125.00	H&I basic text
\$393.50	Travel expenses RD to RMZF

CLOSING TREASURER REPORT:

in		\$ 359.42
out		\$ 860.59
total		\$ 2043.61
	DONATION TO WORLD	\$ 0
Ending	balance	\$ 2043.61

DECISIONS MADE:

- Amend CRCNA guidelines as outlined in proposals 1, 2, 3, 4, 5, 12
- Appointed a PR Ad Hoc directing all existing Ad Hoc and Subcommittee chairs will meet to decide on the most effective PR model and report, if possible, at the September CRSC. Work should be conducted in the context of 7 planning process from the PR handbook.
- Amend the CRSC guidelines by including the vision statement outlined in proposal #11 and to incorporate the budget subcommittee as outlined in proposal #12
- To have Pikes Peak area host CRCNA XXIII

OPEN DISCUSSION:

CRCNA is too autonomous, we would like to see Regional resources directed to more practical things

- We would like CRCNA to be reigned in so there is less disparity between CRCNA and the CRSC in terms of personnel, money and votes
- CRSC has a full participation voting process, the CRCNA Administration folks have a vote because they are required to come to CRSC
- The last 4 years there has been a big change in the process, sort of an explosion
- CRCNA is operating on the list of recommendations they were given by the Ad Hoc committee

We spent an estimated \$6000.00 to get to the assembly. The idea was to boost the local fellowship, however only 2 people are here. Is this an efficient use of resources? We could have sent \$2000.00 in literature and had a bigger impact.

- We could look into new technologies like Webinars to more efficiently reach out.
- We have bunched so much of our resources into a few sacred cows

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- One person who that drove from Sterling, felt that it is worth the resources to let the more remote areas know that the Region cares enough about the local fellowship to reach out.

The Service Learning days were lightly attended by the same people. Is this a waste of time?

ATTACHMENTS:

- APPENDANCE A – GSR Attendee List
- ATTACHMENT B – CRSC PROPOSAL #1
- ATTACHMENT C – CRSC PROPOSAL #1

CLOSE with a prayer, 5:00pm

APPENDANCE A – GSR Attendee List

Curtis S	GSR	Souls Surviving	OTW
Rich R	GSR	Northern Lights	OTW
Jared D	GSRA	Northern Lights	OTW
Brenda E	GSR	True Blue	PPA
Chris S	GSR	Northern Lights	OTW
Keegan W	GSR	Golden Group	MHA
Veta F	GSR	Out of the Clouds	PPA
John M	GSR	Lamplight 1-2-3	PPA
Leslie S	GSR	So Fresh so Clean	BA
Diane S	GSR	Happy Hour	MHA
Steve D	GSRA	Happy Hour	MHA
David Y	GSRA	Courage to Change	PPA
Ted D	GSR	Do or Die	PPA
Kevin W	GSR	Pallbearers	PPA
Alan H	GSR	Vail Valley Candle Light	MWA
Bob D	GSR	Natural High	MHA
Chris G	addict	Clean Serene Freak	OTW
Shawn C	GSR	Southern Serenity	MHA
Mike L	addict	Clean Serene Freak	OTW

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.

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**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 guidelines – grammatical & format update

- 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**.

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 monies are not turned away. CRCNA has a resale sales tax exemption license only, renewable annually in November. All purchases of non-resalable 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.

CRCNA has an administrative committee consisting of a Chair, Vice Chair, Treasurer and Secretary. Since CRCNA is a subcommittee of the CRSC, these positions will be elected at the November CRSC. The Chair, Treasurer and Secretary have terms until the conclusion of all business for the CRCNA to which they were elected. The Vice Chair position will roll over to Chair for the next CRCNA if approved by CRSC vote of confidence confirmed at the November CRSC. Nominees to these positions need to be present to qualify at the November CRSC. Suggested clean time for all four positions is a minimum of 5 years abstinence from all drugs.

* 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 at the July Assembly. 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 CRSC.
- An addict seeking any of these positions shall be present at the November CRSC to qualify.
- Suggested clean time is a minimum of 5 years continuous abstinence from drugs.
- 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 CRSC.
- 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.

All Changes are denoted by red bold italic font

- 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 CRNA meetings, including those CRCNA meetings held at each 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 announce 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 the 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 approved 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 same date unless prior approval is given.
- Keeps an accurate and separate record of Newcomer donations.
 - ***Newcomer Fund: Passed April 2002 "To spend all newcomer monies on Basic Text Books"***
- 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, depositing all revenues in a timely manner, and balancing 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 RSC 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.

All Changes are denoted by red bold italic font

- 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. LIASON

TASKS:

General:

- 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.
- All reports to any CRCNA meeting are due at the time of the meeting, in writing.
- 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.
- All reports to any CRCNA meeting are due at the time of the meeting, in writing.
- ***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.

All Changes are denoted by red bold italic font

- Plans for, provides supplies and refreshments, and manages/ maintains a recovery-oriented, non-fiscal Hospitality Room at the convention site. Fellowship sponsored time slots Establishes with CRCNA Committee the menus and prices of convention banquet and generates a sign up sheet.

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 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 at the CRSC.
- All reports to any CRCNA meeting are due at the time of the 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:

- 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 and spiritual discussions.
- Schedules the workshops so they do not overlap and 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, match 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 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 follow-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, 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.

All Changes are denoted by red bold italic font

- 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 July CRSC by the CRCNA Chair for CRSC approval.

RELATIONSHIPS:

- This is a regional convention, and care is taken to involve members from all over Colorado. Speaker or workshop participants reflects 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.

All Changes are denoted by red bold italic font

- 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 CRCNA meeting at the March RSC.
- 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 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.
- All reports to any CRCNA meeting are due at the time of the 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:

- 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 entire 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 these Subcommittees' needs.

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

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.
- 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).
- All reports to any CRCNA meeting are due at the time of the meeting, in writing.
- 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.
- Assesses 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 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, again, 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 statues (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, as its interests may appear.
-
- Double copy receipts from cash registers for all merchandise transactions - one copy for the member and the other for CRCNA records.

All Changes are denoted by red bold italic font

- 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 (if desired and then, CRCNA Committee approved).
- 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.
- 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 item tax assessing, paying, 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 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.
- *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).
- All reports to any CRCNA meeting are due at the time of the meeting, in writing.
- 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.

All Changes are denoted by red bold italic font

- 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 and 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 on 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 a the convention statistics: number in attendance, years of clean time, distance traveled by attendees and any other items of interest such as # number of females/males attending, number of states represented, etc.
- All outside services (i.e. laminator rental) will have written contracts with receipts for CRCNA Treasurer.

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. First mailings need to go out 4 months prior to the convention and the second mailings go out about 2 months before 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 2 years*** (Approved July 2006)
- Chair or subcommittee designate attends every CRCNA Committee meeting with written report of subcommittee activities.
- Preparation of proposed budget v/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).
- All reports to any CRCNA meeting are due at the time of the meeting, in writing.
- Questions on process and procedure are referred to the CRCNA Administrative Committee and to the Convention Guidelines Handbook of Narcotics Anonymous.

Specific:

- Inform all N.A. members about CRCNA through registration flyers, travelling to outlying areas.
- 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" and 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 is need for outside services, there will be written contracts with receipts for CRCNA Treasurer.
- Write and test html 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 only 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 mailings need to go out 4 months prior to the convention and the second mailings go out about 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).
- All reports to any CRCNA meeting are due at the time of the meeting, in writing.
- 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 for an H & I table adjacent to the registration table at the convention.
- Works with Registration Subcommittee to distribute and/or mail CRCNA registration packets.
- Works to attract addicts to attend the convention. Distributes registration flyers to the regional fellowship, other areas and regions, WSC, and the NA World Convention. First mailings need to go out 4 months prior to the convention and the second mailings go out about 2 months before the convention.
- 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.