

Colorado Regional Service Committee Meeting

September 12, 2004

10:00 a.m.

Colorado Springs, Colorado

Meeting was called to order at 10:05 a.m.

Opened with Serenity Prayer

Roll Call:

CRSC Chair- Jim H. – Absent

CRSC Vice Chair- Torri F.

CRSC Treasurer- Steve K.

CRSC Secretary- Brenda E.

R.D.- Chuck C.

R.D.A.- Don T.

CRSC Webservant- Don T.

CRSC Outreach- Don T.

CRSC Mtg. Coordinator- Linda L.

CRSC Literature- OPEN

CRSC H&I- OPEN

CRSC PI- OPEN

CRCNA Chair- Dave R.

CRCNA Vice Chair- Neal H.

CRCNA Treasurer- Johann M.

Boulder RCM- Rob L.

Mile High RCM- Jason H. & Brad K.

Mountain West RCM- Vicky K.- Absent

Off The Wall RCM- Karen C. & Christopher L.- Absent

Pikes Peak RCM- Linda L. & Mary Kay A.

Serenity Unlimited RCM- Absent

Southern RCM- Kent- Absent

Minutes were approved without exception.

Reports:

Chair- No Report

Vice Chair- No Report

Treasurer's Opening Balance: \$5,252.92

R.D.- Talked about NAWS News. Meetings in Iran; 13th Step in N.A. (predators); No calls returned on N.A. phonelines. What can N.A. do to improve image with outside professionals?

R.D.A.- No Report

CRSC Webservant- Written Report

Morning All,

Still working on getting meeting database ready to go. Hopefully I will be able to report by November that it is ready. Have posted the RDA WSC 2004 report and will be adding links to it Monday or Tuesday this week. It can be found however at:

http://www.nacolorado.org/WSC_2004_Online_Report/WSC_2004_Report_to_CO_Region.htm

I have had the following e-mail exchange with the librarian in the Limon correctional Facility:

Hi! I am the librarian at Limon Correctional Facility. I was asked to see if I could locate a couple of Narcotics Anonymous books.

What would be the proper procedure to do this?

Thank you!

Phyllis Wilson
Limon Correctional Facility (LCF)
49030 State Highway 71
Limon, CO 80828
(719)775-9221 x 3240
FAX (719)775-7676

At this point in time I do not have funds available but I will keep this in mind when I do.

Thanks for your help.

I am also going to check with my programs co-ordinator and see if he has funds.

The information is much appreciated.

Phyllis

Don;

Thank you for your offer. I would like 2-Narcotics Anonymous (Basic Text) and 2-The NA Step Working Guides.

I am quickly getting this together, the facility is on lock down and so I am not in my library taking care of business as usual.

The mailing address is Limon Correctional Facility, 49030 Hwy 71 South, Limon, Colorado 80826.

nj

Have a good week!

Phyllis

AS a result I will be making a proposal to the CRSCNA to fulfill this request. I am getting many family requests for Nar-Anon information and I am filling them as instructed to by this body. Many groups are starting to use the events calendar and it seems to be fairly painless to use. I will be ironing out the kinks and fixing the bugs this week

In Loving Service,

Don T

CRSCNA Web Servant

CRSC Outreach- Reported on Areas that are struggling.

CRSC H&I- OPEN Position

CRSC PI- OPEN Position

CRSC Meeting Coordinator- Written report

TO: COLORADO REGIONAL SERVICE COMMITTEE

DATE: September 12,2004

SUBJECT: Regional Meeting Coordinator Report

Pikes Peak Area - 9/12/04 Meeting of the COLORADO REGIONAL SERVICE COMMITTEE

Hopefully, this venue is meeting our needs. And, I would like to thank Carly W., the Activities Chair from the Pikes Peak Area, for all her help. She is the one responsible for locating and securing the venue. Plus, she's bringing lunch! I will be turning in some receipts to Steve K. for the food and snacks for reimbursements. I am at this point still several hundred dollars under my proposed budget for 2004.

Mile High Area - 11/14/04 Meeting of the COLORADO REGIONAL SERVICE COMMITTEE

Will be held in Arvada, CO at the Panera Bread restaurant and bakery. They serve breakfast, lunch and pastries - so bring your money and appetites. The budget costs for this venue is zero IF we consume at least \$50.00 worth of food...I

told the manager that would be no problem!!

Southern Area - 1/9/05 Meeting of the COLORADO REGIONAL SERVICE COMMITTEE
 Heads up you (Southern Area) are up again...I will be contacting you and maybe we can use that same church we used in April. They liked us!

Boulder Area - 3/13/05 Meeting of the COLORADO REGIONAL SERVICE COMMITTEE
 Heads up you (Boulder Area) are up again...I will be contacting you and maybe we can use that same hospital place with the comfy chairs??....

Thanks for letting me be the CRSC RMC (Regional Meeting Coordinator) as it has been fun and addict-experience-intensive. I am enjoying myself!!

Submitted lovin' service still,
 Linda L.

CRCNA Chair- Written Report

CRSC

CRCNA XVIII Chair's Report

Sunday, September 12, 2004

As of today we are 26 days from the start of CRCNA XVIII. The convention planning is progressing nicely. All of the subcommittee positions are filled. Additionally, Pat D. of Aurora has joined the Hotel and Hospitality Subcommittee as Hospitality Room Coordinator. If a group would like to host a time slot in the Hospitality Room, please contact Pat at 720-261-9557 or pdavidson@restsource.com. We only have one participating area Liaison, Erin A. from Mile Hi Area. We still have plenty to do and request and encourage participation from all Areas within the Colorado Region.

Our September Nights Fundraising Event has been cancelled. Advance ticket sales was very sparse, and given the costs associated with putting on this event it made more sense to the CRCNA Committee to cancel the event rather than lose money. This has been a rough year for Fundraising and Entertainment, much of which is attributed to the late start the committee got this year. I strongly encourage people to participate in next year's CRCNA Committee starting with their first meeting in January as the impact of early participation is huge. Registrations as of September 11 are as follows:

		Early Bird Reg.	Pre Reg.	Reg.	Total Registrations	Banquets	Breakfasts	Items	
Last Year	Total Units	71	62	3	136	44	40	63	
	Unit Price	\$15.00	\$20.00	\$25.00		\$35.00	\$20.00	\$12.00	TOTAL
	Total Price	\$1,065.00	\$1,240.00	\$75.00	\$2,380.00	\$1,540.00	\$780.00	\$756.00	\$5,531.00
This Year	Total Units	138	41	3	182	61	59	43	
	Unit Price	\$15.00	\$20.00	\$25.00		\$35.00	\$20.00	\$15.00	TOTAL
	Total Price	\$2,070.00	\$820.00	\$75.00	\$2,965.00	\$2,135.00	\$1,180.00	\$645.00	\$7,000.00
Variance	Total Units	67	-21	0	46	17	19	-20	
	Unit Price	\$15.00	\$20.00	\$25.00		\$35.00	\$20.00	\$15.00	TOTAL

	Total Price	\$1,005.00	(\$420.00)	\$0.00	\$585.00	\$595.00	\$400.00	(\$111.00)	\$1,469.00
--	--------------------	-------------------	-------------------	---------------	-----------------	-----------------	-----------------	-------------------	-------------------

We are now taking full cost registrations at \$25.00 per registration. Registration forms can be printed off the CRCNA website at www.nacolorado.org/crcna.

To date, CRCNA has 291 room nights reserved, well above our contracted number of 240 room nights. We have signed an addendum to ensure additional room nights at the convention rate of \$99.00. The deadline for reserving a room at this rate has been extended to September 24. After the deadline, there is no guarantee that the \$99 rate will be available, so please let everyone in your area know that they should reserve their room before September 24. Additionally, some issues have come up with room rate availability. There are plenty of rooms available at that rate. If you, or anyone you know of runs into a problem reserving a room at that rate, please have the person with the problem contact us at crcna@nacolorado.org or call me at 720-244-7029. There is a remedy for these issues and we will work out any such issues. An announcement will be sent this week in a CRCNA e-mail broadcast. If you are not on the CRCNA e-mail list and wish to receive CRCNA e-mail, see me before I leave today to give me your e-mail address.

An issue has arisen with the Town of Vail vending permit. The permit asks for a character investigation for everyone who will be selling merchandise. The hotel volunteered that many groups do not submit this paperwork, and that we may wish to consider this. I would like feedback from this body on what to do. I feel it is not practical from a number of standpoints for us to submit this information.

The CRCNA Program Committee has selected workshop speakers, some of whom are in this room today. The program is going to the printer this week

CRCNA XVIII Treasurer Johann M. will deliver the CRCNA financial report.

CRCNA welcomes support from all Areas of the Colorado Region. Our next CRCNA Meeting is at 11:00 AM, Saturday, September 25, 2004, at the Anderson Room in the Englewood Public Library.

Yours in Service,

Dave R.

CRCNA XVIII Chair

CRCNA Treasurer- Written Report- Beg. Bal.-\$8,836.84 End Bal.- \$10,271.86

		Itemized Categories					
9/10/2004		5/1/2004 Through 9/10/2004				Page 1	
Cat/Sub	Date	Account	Num	Description	Memo	Cl	Amount
INCOME							
Uncategorized							
	5/8/20...	Checking	DEP				682.00
TOTAL Uncategorized							<u>682.00</u>
F & E Income							
	6/11/2...	Checking	DEP			R	794.00
	9/1/20...	Checking	DEP				443.25
	9/1/20...	Checking	DEP				505.00
	9/1/20...	Checking	DEP				44.00
TOTAL F & E Income							<u>1,786.25</u>
Interest Earned							
	8/25/2...	Checking		Interest Earned		R	0.32
TOTAL Interest Earned							<u>0.32</u>
Merch Income							
	6/11/2...	Checking	DEP			R	18.00
	8/16/2...	Checking	DEP				426.00
	8/16/2...	Checking					0.00
	9/1/20...	Checking	DEP				373.00
TOTAL Merch Income							<u>817.00</u>
Prereg Income							
	6/11/2...	Checking	DEP			R	150.00
	6/11/2...	Checking	DEP			R	235.00
	6/11/2...	Checking	DEP			R	297.00
	6/24/2...	Checking	DEP			R	1,415.00
	8/24/2...	Checking	DEP			R	692.00
	8/16/2...	Checking	DEP				577.00
	8/16/2...	Checking	DEP				630.00
	9/1/20...	Checking	DEP				955.00
	9/1/20...	Checking		Deposit			955.00
TOTAL Prereg Income							<u>5,906.00</u>
TOTAL INCOME							
							<u>9,191.57</u>
EXPENSES							
Uncategorized							
	5/8/20...	Checking	1855	Missing			0.00
	5/8/20...	Checking	1856	Missing			0.00
TOTAL Uncategorized							<u>0.00</u>
Administration							
	8/12/2...	Checking	1861	Neal Helman	Banner	R	-45.97
TOTAL Administration							<u>-45.97</u>
Fundraising & Ent							
	5/8/20...	Checking	1852	Odd Fellows	Hall Rental	R	-130.00
	5/8/20...	Checking	1853	Steve Nelson	DJ	R	-100.00
	7/11/2...	Checking	1863	Larry Nash	DJ		-100.00
	7/11/2...	Checking	1864	**VOID**Bart Keck	Food	R	0.00
	7/11/2...	Checking	1865	Washington Childrens Ce...	Hall Rental	R	-100.00
	7/11/2...	Checking	1870	Bart Keck	Food	R	-750.00
	8/14/2...	Checking	1872	Kenneth Stereck	Reimbursement of ...		-72.24
	8/14/2...	Checking	1873	Bethlehem Lutheran Chur...	Rental Church		-100.00
	8/14/2...	Checking	1875	Knights Of Columbus	Hall Rental		-150.00
	8/14/2...	Checking	1876	**VOID**Steve Nelson	DJ	R	0.00
	8/14/2...	Checking	1877	Steve Nelson	DJ		-100.00
TOTAL Fundraising &...							<u>-1,802.24</u>
Hospitals & Institutions							
	7/11/2...	Checking	1866	NAWS	Books for Newcom...	R	-767.71

Itemized Categories

5/1/2004 Through 9/10/2004

9/10/2004

Page 2

Cat/Sub	Date	Account	Num	Description	Memo	Cl	Amount
TOTAL Hospitals & In...							-767.71
Merchandise							
	5/8/20...	Checking	1854	Mickey Alaricio		R	-34.50
	5/8/20...	Checking	1857	Mickey Alaricio		R	-50.00
	6/12/2...	Checking	1858	Alan Saval	Registration Flyer ...	R	-18.94
	6/12/2...	Checking	1859	Visual Flair	T-Shirts	R	-200.00
	7/11/2...	Checking	1867	Visual Flair	T-Shirts	R	-450.00
TOTAL Merchandise							-753.44
Preregistration							
	6/12/2...	Checking	1862	Patty Hudson	Stamp	R	-148.37
TOTAL Preregistration							-148.37
Printing & Display							
	7/11/2...	Checking	1868	Neal Helman	Brochures	R	-280.00
	7/11/2...	Checking	1869	Neal Helman	Banner-Duplicate?	R	-280.00
TOTAL Printing & Dis...							-560.00
Programs							
	6/12/2...	Checking	1860	Gil Lawson	Airline Tickets	R	-56.70
	7/14/2...	Checking	1871	Brenda Meyer	Airline Tickets	R	-268.20
	8/14/2...	Checking	1874	Harold Brown	Airfare		-196.70
TOTAL Programs							-521.60
TOTAL EXPENSES							-4,399.33
Balance Forward							
Checking	5/2/20...	Checking		Opening Balance		R	4,044.60
TOTAL Checking							4,044.60
TOTAL Balance Forw...							4,044.60
OVERALL TOTAL							8,836.84

1021
 350.
 1971. deposit
 9/11
 10,271.86
 ending balance

AREA RCM Reports:

Boulder- Written report

CRSC - 9/12/04 - Boulder Area RCM Report - Rob L

Things in Boulder are going well. Meetings are good, phonline is getting a high volume of calls, new H&I meetings are happening, PI reports that the radio public service announcements are done and should be on the air this month, and all of our bills are paid.

In loving service, Rob

Mile High- Written Report

Mile High Area Report

As of last month the Mile High Area is meeting at a new place. Address is 1212 Mariposa in Denver.

Activities - A new chair was just elected so there are none at this time.

HPI - currently going in to 15-20 facilities always needing volunteers, and always getting request for new meetings.

PAI - professional mailings are going good and are working, they are starting a new IP project that will be about distributing IP's to ~~distributing~~ facilities such as emergency room's etc.

Outreach - currently writing around 10-15 letters a month, and they are starting meetings on wheel's. there guidelines are approved

Phoneline - going good a couple spot's are open.

WEB - a new MHASC Area meeting list was proposed, and waiting for approval by the group's.

New Business - MHASC is bringing a proposal

Mountain West- Emailed report

Hello everyone,

Sorry I am unable to attend the meeting this weekend. Mountains West Area to my understanding is still not meeting. I spoke with the only standing service member, and he is at a loss at to what to do. I was told we would get together to discuss our areas status and what to do about starting up a new area. But as of yet I have heard nothing. We as a group here in Craig have discussed and would like to go ahead and start a new area. I have spoke with Heidi in Rangely and she is very much interested. She will call me back next week She says meetings are still going in Rangely but not very well attended at this time. Spoke with Reese in Steamboat,

meetings are still going, attendance is fair to low. Spoke with Greg in Meeker, meeting not doing well at all. Meetings here in Craig are still going and attendance is still good. We as a group feel that if a new area was started, we as a whole could help each other out and get the word of recovery out more efficiently. I believe that we could use some direction in how to go about starting up this new area for us. Wish we could be there for some input at this time, sorry again.

I do have a request from a member from our group, We would like to ask for a donation from the region to purchase 10 Large Print Line Numbered Basic texts. We have gone to our current Area Treasurer for this request and he is unsure what to do with Mountains West Areas funds and paperwork. He, Reese, was going to contact Torri in regard to direction in this matter.

To contact me you can email me at: NAVicky02@aol.com or call me at 970-824-5335 home or 970-629-1794 cell.

In loving service
Vicky

Pikes Peak- Written report

COLORADO REGION OF NARCOTICS ANONYMOUS PIKES PEAK AREA RCM REPORT

September 12, 2004

The Pikes Peak Area of NA (PPANA) met August 5th and September 2, 2004. Our donation to the Colorado Region is \$100.00.

Currently the position of secretary for the PPASC is open. We thank Amy for her dedication and service to this position that she completed and wish she, Bob and their family the best in their move to Georgia.

A PPA pool party was held in August and was a great time for all who attended. The Pig Smoke hosted by the Pallbearers group was once again a huge success. We thank Pallbearers for this yearly fun filled event with great food and fellowship. The Labor Day picnic was also well attended.

LEARNING DAYS will be held by the Pikes Peak Area H&I, PI and Phone Line subcommittees on October 23, 2004 from 2:00-5:00 PM at Academy Christian Church, 1635 Old Ranch Road, Colorado Springs, CO 80908. We hope other Areas in the Colorado Region will join us. It's a pot luck so bring a dish to share.

We look forward to a GREAT CRCNA XVIII in Vail this year!

Thank you for allowing us to be of service.

In loving service,
Mary Kay A. & Linda L.

Serenity Unlimited – Email to a Pikes Peak RCM from an addict in the area.

Well, we are struggling a bit. We've been having trouble getting a quorum together the last 4 or 5 times we have met. We've had our Vice Chair, Secretary, and Treasurer resign and only the secretary position has been filled. We're having our next Area meeting Sat. August 14, 2004 at 6:00 pm in Grand Junction at Sherwood Park. One of the topics will be the viability of Serenity Unlimited and how we can hold together or reform it in a better way. There's been talk of reforming with just Grand Junction because of issues with travel (I suspect we'll get a good turnout and lively discussion from folks in Delta and Montrose who've been made aware of this). Our local meetings here in Grand Junction are growing and we have at least one well attended meeting every day and 2 on Monday. Delta Oh No Name Group on Friday nights is still a well attended and extremely stable meeting with good recovery. Montrose has 3 meetings that are struggling but viable. Telluride has 2 meetings and will be putting on a "Standing On Higher Ground" retreat after a 10 year hiatus. It's a wonderful camping facility over Labor Day weekend.

On Monday, I sent Don T. an updated accurate meeting list, as well as our Standing On Higher Ground flyer to post for us. However, we're still looking forward for a Friday night speaker and a Saturday morning speaker. In summary, we're still here and we'll be here for the future. We're small but tenacious out here in the west!
Woody S.

CRSC TREASURER'S REPORT

12-Sep-04

Opening Balance - July 11, 2004 \$6,452.92

Expenses:	Amount	Check #
Knights of Columbus - July Regional Assembly	\$100.00	193
Courtyard by Marriott - September CRSC	\$100.00	194
NAWS - Donation	\$1,000.00	195

Receipts:	Amount	Check #	YTD
Mile High Area			\$100.00
Mountain West Area			
Off The Wall Area			\$400.00
Pikes Peak Area			\$100.00
Serenity Unlimited Area			
Clean & Serene Group			\$47.80
Golden Group			\$65.00
Southern Area			\$20.00
CRCNA XVII			\$1,324.17
Chuck Cocoran-Voided #180			\$150.00

Total Receipts \$0.00

Total Expenses \$1,200.00

Ending Balance - July 11,2004 \$5,252.92

Opening Balance - September 12, 2004 \$5,252.92

Steve K, CRSC Treasurer

Old Business:

Nominations and Elections:

PI Chair- Still Open
H&I Chair- Still Open

Open Discussion/Sharing:

Discussion on having a round table discussion at CRCNA in a room on "Meet The Region". This would be open to all and an opportunity to ask questions to the regional members and bring up any questions that anyone may have.

Discussion around regional members and CRCNA committee members showing up for events held by CRCNA. Would like to see more support from these committee members.

New Business:

1. CRCNA registration forms- Discussion about professional statements printed on the forms relating to altitude sickness. Statements will be removed from registration forms.
2. Hospitality room- Discussion about groups financially supporting the hospitality room. This is optional if groups would like to support, but not required. Supporting the hospitality room is up to each group conscience.
3. Discussion on costs of signers for hearing impaired addicts. Will provide if a need arises. Large discussion on all additional needs for addicts.

Proposals:

1. To establish a prudent reserve for the CRSCNA of \$5000.00. Any amount above that should be sent as a donation to NAWA after each regional meeting.

Intent:

1) to ensure that we can pay the bills of our region. Our regional budget for the past 3 years has never exceeded \$5000.00. This will ensure that even if we have \$0.00 in receipts for an entire year, we can finance the needs of our region.

2) to maintain unity in the region so we do not have to spend time at the regional meeting arguing what to do with our excess funds. When we can instead spend our time carrying the message and discussing the needs of addicts in Colorado.

Made by: Steve K.- CRSC treasurer

Seconded by: Mary Kay A.- Pikes Peak RCM

Result: Tabled to Regional Assembly - Policy change to guidelines

2. BASC (Boulder Area Service Committee) would like to see the CRSC set an annual budget, add 10% as a prudent reserve, and donate the remaining funds to World.

Intent: To follow the spirit and intent of our 7th Tradition and our 11th Concept of Service.

Concerns: In the conscience of the groups in the Boulder Area that the Colorado Region should not hold on to an excessive amount of funds in its treasury. Our 11th Concept of Service states that "N.A. funds are to be used to further our primary purpose, and must be managed responsibly". How do funds that never leave the bank account carry any message to the addict who still suffers? In answer to the question, "what is an excessive amount of funds?" Our area proposes that the CRSC creates a budget each year, adds 10%, and that this is a prudent amount of money to keep in our treasury. The BASC would like to see any funds in excess of this amount to be forwarded up our service structure.

Made by: Rob L.- RCM Boulder

Seconded by:

Result: Tabled to Regional Assembly.- Policy change to guidelines.

3. That the CRSCNA purchase and donate: 2 Basic Texts (paper back) and 2 Step Working Guides to the Limon Correctional Facility Library.

Intent: To carry the message.

Discussion costs: 2 Basic Texts @ \$9.70

2 Step Working Guides @ \$7.30

Shipping Costs @ \$3.50
Total Cost - \$37.50

Made by: Don T.- CRSC Webservant
Result: Approved

4. The MHASC (Mile High Area Service Committee) would like to request a disbursement of \$1,668.60 to include the following items for Hospitals and Institutions:

White Books	900 @ \$.63	\$567.00
IP's	3600 @ \$.19	\$684.00
Basic Texts	6 @ \$9.70	\$ 58.20
Just For Today	6 @ \$7.70	\$ 46.20
Introduction Guides	132 @ \$1.70	\$224.40
Key Tags	240 @ \$.37	<u>\$ 88.80</u>
Total		\$1,668.60

Intent: To carry our message to the addict who still suffers that cannot make it out to a meeting of N.A.

Result: Approved

Closing Treasurer's Report: \$3,485.35

Donation to NAWS: \$1,000.00

Treasury Ending: \$2,485.35

Meeting adjourned at: 1:40 p.m.

Next Regional Meeting will be November 14th, 2004 in Arvada at Panera Bread. Address is 7739 Wadsworth Blvd. (corner of 77th & Wadsworth Blvd.).

ANNOUNCEMENTS:

If having problems getting a room through hotel for CRCNA until Sept. 24, 2004 deadline, please contact Dave R. 720-244-7029; email: crcna@nacolorado.org

Need full name and phone number from person needing help.

To reserve a spot in hospitality room for groups, please contact Pat D. 720-261-9557; or email at: pdavidson@restsource.com.

September Nights is cancelled in Ft. Collins..... This was CRCNA fundraiser.

CRCNA wants to remind all addicts that each hotel room at the convention will have a refrigerator, so you can store hospitality goodies.

Need H&I and PI Regional Chairs – Need Literature Resource Chair

TO DO LIST/TAKE ACTION LIST:

1. CRCNA to attend the "Ray of Light" meeting to explain the fund flow of CRCNA and apologize for any miscommunication of using money to help out the hospitality room at CRCNA.
2. Don T. and Linda L. to work with Mountain West and find some resolution the area may need help with. Get Don T. the information for Mountain West.
3. Torri F. to attend Off The Wall Area Service Committee meeting. Contact Christopher L.- RCM.
4. Linda L. to stay in contact with Serenity Unlimited and get Don T. the contact information.
5. Linda L. to keep in contact with Kent from Southern Area and send information to Don T.
6. Chuck C. to establish Outreach guidelines.
7. **Need H&I and PI Chairs – Need Literature Resource Person**
8. Linda L. to keep an active list of trusted servants of areas and regions.
9. CRCNA – Find room and time slot for "Meet The Region" round table discussion at the convention. Chuck C. to chair- email Dave R. to remind him.
10. Steve K. to adhoc a committee on CRSC money budgets. To prepare information on prudent reserves and regional needs.
11. Don T. to help Mike with the Delta Correctional Facility in the Serenity Unlimited Area. Linda L. to send contact information to Don T.