

CRCNA XXXVII Meeting Minutes

Meeting: February 11, 2023 Held On Zoom

9:00 a.m. Open Meeting

Serenity Prayer

Clean Time Celebrations:

12 Concepts read

Roll Call

Approval of Minutes from January; approved

CRCNA XXXVII

Administrative Reports:

- **XXXVII Chair: Lindsey B.**

Hi everyone,

Not much coming through the pipeline this month. I worked with Kathleen and Nick on reviewing the CRCNA XXXVI budgets vs the final treasurer report to try and help spot where the convention may have over or under budgeted. We concluded that a lot of the miscellaneous expenses that we were billed by the hotel are usually dumped into the Hotels & Hospitality bucket, so it may make sense to increase that budget this year. Looking forward to ironing out all budget and timeline details and happy to help any subcommittee where I can.

Grateful to serve,
Lindsey B. CRCNA XXXVII Chair

Will be out of town in march, will be at crcna meeting but may have limited availability while gone

- **XXXVII Vice Chair:**

- **XXXVII Treasurer: Nick P.**

Currently there is still no update with first bank, so I do not have any information regarding balance or outgoing moneys. Mike P and I were able to use his CRCNA card to make a payment to the copy shoppe for H&H

Things to note:

- subcommittee budgets are coming up soon so please reach out if you need any assistance.
- Subcommittees need to fill out the appropriate form when requesting funds (CRCNA expenditure vouchers)
- **While we are in this in-between phase with the bank, please allow extra time to get payment ready and processed.**
- Current Balance 9837.83

Thanks, Nick

- **XXXVII Vice Treasurer:**

- **XXXVII Secretary: Matt D.**

Hello all,

I checked the P.O. box a few weeks ago, nothing for CRCNA. I appreciate everyone getting the reports in, it helps a ton putting the notes together, so thank you.

Nothing else to report.

Thanks for letting me be of service,
Matt D.

Subcommittee Reports:

- **XXXVII Program Chair: Ian D.**

The current committee met Sunday January 29th virtually to conduct introductions and discuss timelines, budget submission, speaker evaluation process, ad-hoc needs, the need for additional participation both as a whole and focused on BIPOC and LGBTQ+ representation on the committee.

We elected a secretary to keep minutes of our meetings going forward.

We discussed a call for speakers flyer designed by the Chair, as discussed at the last CRCNA meeting. We also submitted it to P&D for hard copy.

Committee members volunteered to attend area meetings around the region where possible with the intent of showing up in person to show our commitment to garnering Region wide participation.

Set up the ad hoc for Marathon meeting topics

Committee will continue to work together on Workshop topics once theme and logo are decided upon. Asking the Registration Chair for the email list of prior year registrants for purposes of sending out a questionnaire for Workshop topic input.

We developed an evaluation form in Google Forms that feeds into a scoring spreadsheet for use in evaluating speakers. Chair moved speaker recording files up to personal cloud and granted access for evaluation by committee members.

We will be meeting every 4th Sunday from 4:30-6P on the CRCNA Committee Zoom Channel. Will request same budget as last year

- **XXXVII Hotels & Hospitality Chair: Kathleen L.**

Old Business:

Complete:

Form Subcommittee, Preconvention Meeting with Hotel (Sales/AV), Prepare Timeline, Budget Questions/Budget Draft, Timeline Reviewed and Adjusted, Meal Prices (Contracted) send to P&D, Budget Formulated, Timeline Final

New Business:

Meet with Hotel on March 24th after Region approves budgets

(Guest Rms/Hospitality Rm Options/AV/Convention Rms Days Times)

Guest Rms - Numbers for 11/08/2023 thru 11/13/2023, Reserve Rms - Main Speaker/Taper

Table setting options & Hotel needs draft throughout Convention Center

Please send a draft list of needs, wants, or questions for the hotel mtg in March

Possible salad bar in breakfast area during Friday evening Hospitality Room - games, music, etc

Upcoming Business:

Table Gifts - Present to CRCNA and Place Order

Place Main Speakers/Taper Names on Guest Rooms

Ask Admin and Subs for AV and Hotel Needs by June, submit to hotel after July Region

Hotel Budget:

| | |
|--|----------|
| Audio Visual with service charge and tax | \$13,170 |
| Center Pieces | \$600 |

| | |
|---|----------|
| Hospitality Rm Supplies - water, coffee, paper goods, etc | \$750 |
| Table Gifts | \$600 |
| Banner Hanging with pipe & drape, service charge, tax | \$987 |
| Pipe & Drape - Merch, Quilt, H&I with fees | \$215 |
| Total Hotel with Service Fees, Labor, and Tax | \$31,322 |

HH budget includes AV and F&B +++ fees per conversation with Chair

Whose budget does the hotel coffee concessions go under? \$600 plus 25% \$150 (plus tax?) = \$750

Childcare was discussed and decided that because of cost, and time management the issue will be dropped for this year's CRCNA

● **XXXVII Print & Display Chair:**

Old Business

Completed:

Save the Date Flyer, Theme & Logo Flyer, Pancake Breakfast Flyer, BT Book Drive Flyer, Elections Flyer March, H&I Intro Flyer, Prepare Timeline, Call to Speakers Flyer(Ian), Budget Draft

New Business

Form Subcommittee

Upcoming Business

Unity Days & Pancake Breakfast Prep for Merch and Reg

Preconvention Registration Forms

Help CRCNA Web with Logo/Banner

Budget:

| | |
|--------------------------|---------|
| Banner Printing 1@ vinal | \$120 |
| Signs | \$400 |
| Prize for Logo Winner | \$35 |
| Registration Forms | \$125 |
| Program Schedule | \$450 |
| Flyer Printing | \$250 |
| Name Tags, Tickets | \$200 |
| Office Supplies | \$50 |
| Total P&D | \$1,630 |

The above flyers are attached to the email and will be printed for our mtg

● **XXXVII Fundraising & Entertainment Chair: Beth R.**

Working on having members join Subcommittee, to date; 6 total committee members, first meeting with only 1 member able to join, but have added 5 more interested for the 6 total

- Meeting held on 01/19/23 with co-chair designated (Nathan M), positions to be further designated at February meeting
- Future Meeting Dates decided and scheduled (for Web Chair to post to CRCNA site):

| Date | Time | Location | Day |
|----------|--------|----------|----------|
| 02/16/23 | 6:30pm | Zoom | Thursday |
| 03/16/23 | 6:30pm | TBD | Thursday |
| 04/13/23 | 6:30pm | TBD | Thursday |
| 05/25/23 | 6:30pm | TBD | Thursday |
| 06/22/23 | 6:30pm | TBD | Thursday |
| 07/20/23 | 6:30pm | TBD | Thursday |
| 08/17/23 | 6:30pm | TBD | Thursday |
| 09/14/23 | 6:30pm | TBD | Thursday |
| 10/12/23 | 6:30pm | TBD | Thursday |

10/26/23 (final meeting)6:30pm TBD Thursday

- **Pancake Breakfast will be April 22nd-Thank you** Kathleen for the beautiful Flyer!!

Working on securing a site location in central Denver

- Secured and confirmed Quilt Maker-asking for T-shirt donations to make quilt, if we can all spread the word-would love to see some shirts from all Areas in Colorado.
- Draft Budget created and submitted for this Committees approval:
 - Question regarding variance and money spent last year that was not in budget (to ensure we are covering all areas of expenses)
 - Question regarding absent numbers for Quilt Raffle (does this incoming revenue go into another budget, and what was the total dollar amount of raffle ticket sales?
 - For next meeting:
- Confirm location of Pancake breakfast and recruit volunteers to staff event
- As afore mentioned: assign positions/duties for incoming members

- **XXXVII Merchandise Chair:**
Empty

- **XXXVII Registration Chair:**

Proposed Budget

- Badges & lanyards - \$2,325
- Packet items - \$5,175
- Office Supplies - \$165
- Total - \$7,665

*Currently going based on last year's budget. Will follow up with Kathleen for any additional expense breakdown information. That will help me research exact costs of items and shop around to find out the best price and what is reasonable/expected to pay.

- Updates
 - Started recruiting members to help with registration at the convention
 - Working on the timeline for submission next month
 - FYI service carnival will be happening again in June – planning to set up a registration table
 - I'm part of the Mile High Area Subcommittee and Unity Day was brought up. So far, no subcommittee has been formed and is currently not in the works to occur. Please let me know if you'd like to be of service to make that happen. Would be another event for us to set up a registration table.
 - Thank you to Kathleen for the wealth of information.

Thank you for the opportunity to be of service.

-Sarah J

- **XXXVII Convention Information & Website Chair: Grant K.**

Worked on this month:

- Continued to update old data on the website to reflect the current year for CRCNA XXXVII.
- Uploaded information for the Theme & Logo contest, and the Basic Text Book Drive to the website. I've cleaned up the front page of the website and placed these fliers in their own page, which can be accessed from the links on the menu on the right side of the website.

- Continuing to keep plugins on the website updated.

As of now the crcnaweb@nacolorado.org email has not received any submissions for the theme & logo contest.

I have not received any notice of any subcommittees meeting schedules to update on the website, though I see some in the reports this month, and can work on getting that updated as soon as possible.

Thanks to Kathleen for input on the website and catching some typos/mistakes. I'm here to serve so please let me know any ways we think we could improve on the website.

Have been posting flyers to various groups via CRCNA info on facebook

● **XXXVII Hospitals & Institutions Chair: Erica H.**

Solid foundation of H&I subcommittee has been formed but I could still use a few more helpers

- We've had our first in person meeting and have gone over the tasks
- Facilities have been added to the list of facilities passed down to me from last year's chair
- Phone numbers have been added to the list of facilities, along with some facility point of contacts... the goal is to have as many email addresses as possible so that we are able to send out the Save the Date flier
- Calling will begin in March along with sending out Save the Date fliers
- Budget Draft
- Basic Text: \$620 tentative
- Office Supplies: \$50-\$100 (Sharpies, clipboards, stuff to build photobooth)
- Miscellaneous: \$200 (pizza for DOC training), \$40-\$100 (sheet with logo and plastic liner for table)
- Complete registration packets for 3 speakers for H& I workshop
- Max Total: \$1,020 (including basic text \$, excluding registration packets)

LIASION REPORTS:

BFE: None

Boulder: None

Mile High: Hidy F.

Absent

Mountains West: None

Off the Wall: Tamara J.

Nothing to report, welcome to input. Excited to part of CRCNA 37.

Pikes Peak: None

Serenity Unlimited: None

Ute Pass: None

Elections:

P&D Nomination – None

Merchandise – Jessica H.

Nominated - Qualified - Elected

Committee Roll Call:

Administrative Committee:

- Chair: Lindsey B.
- Vice Chair: **Empty**
- Treasurer: Nick P.
- Vice Treasurer: **Empty**
- Secretary: Matt D.

Subcommittees:

- Program Chair: Ian D. -

- Hotels & Hospitality Chair: Kathleen L.
- Print & Display Chair: Kathleen L. (stepping in)
- Fundraising & Entertainment Chair: Beth R
- Merchandise Chair: - - -
- Registration Chair: Sarah J.
- Convention Information & Website Chair: Grant K. -
- Hospitals & Institutions Chair: Erica H. –

All elected admin and subcommittee chairs are present.

Old Business:

- Subcommittee meetings should start getting scheduled, they do get posted on the regional calendar. When dates, times and info are solidified for meetings email crcnaweb@nacolorado.org for placement on the region website.
- Theme and logo flyer
- Open Discussion:
 - Signage for P&D is templated so it does not require deep knowledge of graphic design, members that do have more experience will also help. So, if someone is interested in print and display, please attend the next meeting.
- April 22, 2023 is the proposed date for the sponsor/sponsee pancake breakfast - tentative
- By the next meeting come with budget questions, Nick P. will do his best to get last year's budgets to current chairs, so they have a reference.

New Business:

Budgets and timelines are due in the March meeting.

Action Item for Grant: looking into Google drive for easy access to all documents for CRCNA

Any questions on expense reports OR money request forms direct to Nick P.

If cost is above \$250 you should be getting multiple quotes and getting competitive bids

Chain of command forms should be filled out any time money changes hands. Specifically, middlemen between person A – Person B and then Treasurer.

Motion to Close

Adjourn Meeting

**Thank you for letting me be of service,
Matt D.**

Next CRCNA XXXVII Meeting:
March 11th 9:00am - Noon - On Zoom Only