

CRCNA XXXVII Meeting Minutes

Meeting: March 11, 2023 Held On Zoom

9:00 a.m. Open Meeting

Serenity Prayer

Clean Time Celebrations:

Erica H. – 5 Years

12 Concepts read

Roll Call

Approval of Minutes from February; approved

CRCNA XXXVII

Administrative Reports:

- **XXXVII Chair: Lindsey B.**

CRCNA XXXII Chair Report

Hi everyone,

I helped our new merchandise chair, Jessica get some current action items organized. I also attended her pre-convention logo meeting and we all chose a great one! I will present the finalized budget at Region next weekend. As always, happy to help support any subcommittee and the admin committee where I can.

Grateful to serve,

Lindsey B. CRCNA XXXVII Chair

- **XXXVII Vice Chair: EMPTY**

- **XXXVII Treasurer: Nick P.**

Hi All,

Not much to report this month. Sounds like signers have been switched or updated and that new cards and account access will be granted soon. My interpretation of the email thread is that a card will either be issued to my home address or to the regional PO box. I will follow up with Jay the CFO to confirm.

As of this time still no online access and no moneys have been spent last month so the income statement will look the same. As I mentioned last month I will update the income statement and ensure it matched online reports once access is granted. I'm sorry I did not follow up with Jay sooner.

- **XXXVII Vice Treasurer: EMPTY**

- **XXXVII Secretary: Matt D.**

Hello all,

Thank you all for getting reports in. I appreciate it a ton.

Nothing else to report.

Thanks for letting me be of service,

Matt D.

Subcommittee Reports:

● **XXXVII Program Chair: Ian D.**

2 new members

Starting to review speaker tapes

Ian's google form is working great instead of the old paper "analog" way

Continuing to search for diversity in the committee that is inclusive of everyone, including areas outside of Mile High Area

Open Discussion:

- Ian verified access to speaker tape recordings for all panel members.
- Some members have lost access after an undetermined amount of time of which Ian has to resend a follow up invitation in order to access the speaker drive again.
- Book mark the speaker tape cloud drive instead of going back through the email to access the drive-Get with emily if you have any difficulties

Speaker tape evaluation forms:

- encouraging members to start listening to tapes and submitting evaluation forms.
- Ian has been working on streamlining the speaker tape submission and evaluation process and moving to online submissions instead of doing things on paper.
- Ian received the list of last year's email addresses.
- Committee is wanting to send out a short and concise questionnaire for workshop, marathon meeting topics, likes/dislikes of last year's workshops/marathon meetings, and speaker suggestions. Just another opportunity for members to give their input on the convention, specifically relating to the workshops, meetings.
- Bennett will be including the questionnaire with march's minutes as well
- Sandra posed a question: can we suggest speakers that don't submit speaker tapes for workshops? Main speakers must have recordings for the panel to listen to, but not for workshops.
- We are still in need of more committee members to be of service. Even if out of state, and don't intend on coming to CRCNA, as long as their opinions on speaker submissions and workshop topics are good will we decided as a group that they are welcome to serve

Budget:

- Keeping same budget as last year, Although they underspent, we agreed to keep it as-is. Will be going to vote at regional assembly.
- All are encouraged to attend march 19th regional assembly.

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

Completed Business:

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

Current Business:

- Reserved guest rooms 3 main speakers, audio production taper, jewelry vendor (king/queen)
- Hotel has posted guest rooms on their website
- HH will launch rooms officially on at the Kick-Off event
- Working with F&E to coordinate the Fellowship Room (aka Hospitality Room)
- Final budget complete and below
- Table Gifts - Presented to CRCNA in Feb, place order soon

Needs for Hotel Meeting on March 24th at 3pm virtual

- Please send a draft list of needs, wants, or questions for the hotel mtg in March
- Guest Rms - Numbers of rooms for Nov 8th thru Nov 13th
- AV rate list for AV equipment, mic podiums, WiFi, screens, labor, with 25% & tax, etc
- Convention rooms we have this year - each day and times including JQ Board Rm
- Fellowship Rm options - games, art, music, munchies, coffee, water, etc

- Possible salad bar evenings where the breakfast area is (hotel driven)

New Business:

- Table setting options & table gifts - place order
- Prepare for April Square & PayPal training

Upcoming Business:

- Create table centerpieces
- June - organize convention center area with Sub Chairs

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

Hotel CRCNA XXXVII

Audio Visual

\$10,000 + 25% Service Charge \$2,500 + 6.7% tax \$670 = \$16,325 \$13,170.00

Centerpieces

\$600.00

Fellowship Room Supplies (water, coffee, creamer, paper goods etc)

\$750.00

Table Gifts

\$600.00

Banner Hanging Fees 37 Pipe & Drape @ \$20 each

\$740 plus 25% \$185, State Tax \$34.22, & City Tax \$27.75 = \$987 \$987.00

Food & Beverage Contractual

\$12,000 add ++ \$3,000 = \$15,000 \$15,000.00

Pipe & Drape - Merchandise, Quilt, H&I, Programs

8 x \$20 = \$160 + 25% Service Charge \$40 + 6.7% tax \$10.72 = \$215.00

Total Hotel

This includes Service Fees, Labor, State and City Tax **\$31,322.00**

- **XXXVII Print & Display Chair:**

Completed Business

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

Current Business

Create flyer for Merch Art Gallery, will have copies at the April mtg

Donated art that will then be auctioned off. Will create an "art gallery" to showcase the art before auction

Helped with the PowerPoint presentation for Precon graphic

Attended Merch Precon graphic selection

Helped registration formulate reg form, will have copies at the April mtg

Upcoming Business

Table signs for Kick-Off event for Merch, Reg, Programs (?), H&I (?), H&H (?)

Preconvention Registration Forms and other printing needs

Help CRCNA Web with Logo/Banner

Gather printing needs from Sub Chairs

Budget:

Print & Display

Banner Printing 1@ canvas \$120.00

Signs \$400.00

Prize for Logo Winner (preregistration) \$35.00

Registration form Printing \$255.00

Program Schedule Printing \$450.00

Flyer Printing \$250.00

Name Tags & Banquet/Event Tickets during Convention \$250.00

Office Supplies \$50.00

Total Print & Display \$1,810.00

Want to create standardized banners to reuse every year

Need to inventory the storage unit.

● XXXVII Fundraising & Entertainment Chair: Beth R.

Meeting held March 16, 2023

- Discussed purpose and functions of the committee and roles

Beth: Chair

Nathan: Co-chair

Jessica: Secretary

Ally: Treasurer & Contracts

- 4/22 Save the date for Pancake Breakfast

- This is the CRCNA Kickoff because there's no Unity Days this year

- *Need to find 2 speakers, sponsor & sponsee

- *Need a location by 3/11

- The usual location is 8085 Hampden but they don't have ovens

- Must allow smoking

- Nice to have a stage to hang a banner

- \$500 budgeted to spend on a space

- Approx 200-250 people

- *Nathan will inquire about clubhouse

- Does have stoves

- Can we use electric griddles?

- Do they offer free coffee?

- Beth working with Heidi on finding a hospital or institution to cook as a service project

Budget:

- \$600 food & supplies

- committee goes on a shopping trip

- *Consider Vegan or GF option to be more inclusive?

- Pancakes, bacon, sausage, fruit, pastries & coffee

- Submit graphics by 3/26 for Theme & Logo contest

- Graphics from last years' 2nd place winner will be on the kickoff merchandise this year

- Announce the Basic Text Book Drive at every meeting if possible to promote

- Programs committee is looking for speakers

- Beth submitted budget for approval \$10,530

- We may or may not hold a summer event

- Kathleen is managing hotels & making a quarterly visit to the hotel to ensure there aren't any surprises like last year & anyone can join her to see hotel

- Reviewed timeline

- *Looking for NA t-shirts for quilt maker

- Will need to look for items for silent auction in July

- We will meet twice in Oct, Beth will send us an email

- Need ideas for activities like cornhole

- Comedian? Will need to do some entertainment idea planning

- Next meeting Thurs. 3/16 @6pm

****Actions: Recovery Center contacted, issues with outside food for space. Currently contacting two other locations for pancake breakfast and will have a location secured by March 27th for Pancake Breakfast on 4/22/23

● XXXVII Merchandise Chair: Jessica H.

Completed Business:

Formed subcommittee

Pre convention logo selected, meeting with subcommittee to choose color and location of pre convention logo

Obtained 3 bids for convention merchandise

Current Business:

Three bids attached, Chaos Inc, Mother Cutter, Color me impressed

Pre convention design

Got in contact with Rich and Liz, haven't received t shirt bid from them, but they are prepared to do Jewelry bid.

Upcoming Business:

Jewelry bid for May

Order pre convention merchandise

Silent auction and online sales

Subcommittee is moving a long and making decisions on preconvention shirts.

Received the three bids and will be using the service CRCNA used last year.

Bid: \$6,000 Colored me impressed

Merchandise Budget March 2023

Convention Merchandise \$11,000.00

Sales Tax \$1,200.00

Postage/copies/supplies \$50.00

Total \$12,250

Jewelry bids are coming in and will let committee know as info comes up

- **XXXVII Registration Chair: Sarah J.**

Knows a member that is willing to provide ASL translation. Talk was about covering their registration and room. Sarah will get with the member and find out their level of willingness in terms of what they want as well as send over contact information.

- ❖ 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.**

Hi all,

I've created a shared google drive for us to use for uploading files and sharing information this year. Everyone who is in the google group should have permission to access and work within the drive. To start, I created a folder for each subcommittee or relevant position.

To access the shared drive, just go to <https://drive.google.com/drive/u/0/> and the CRCNA XXXVII drive should be under "Shared Drives"

We received some great submissions for the theme and logo contest this month. I have uploaded the files submitted to the shared google drive under the Web & Info folder. I've also created a google slides presentation with all of the submissions and any relevant info shared about the entry when they sent it over.

I've also been contacted by a potential interested vendor who included a proposal, this is also included in the Web & Info folder in the google drive.

I also would like to apologize for missing an email from Jessica about getting the zoom account set up. I will try to be more vigilant with my email communications moving forward! Also, if it seems like I'm taking a while to respond, I personally will not take offense to anyone reaching out to me directly via text (303) 503-9354.

Thanks for allowing me to be of service!

Grant K

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

Completed Business

- Team assembled and solidified, facilities divided up for calls, researched custom sheets

Current Business

- Begin calling facilities, try to have all calls made March-April, Tamara and Sarah from OTW helping to get fliers to facilities up north and adding to list of facilities

Upcoming Business

- Handout fliers, get logo to print sheet

Budget

- Basic Text: \$620

- Office Supplies: \$100

- Miscellaneous: \$200 (pizza for DOC training), \$40 (sheet with logo and plastic liner for table)

- 3 Dinner/Dessert packets for Speakers: \$246 (if prices are the same as last year)

- Total: \$1,206

Need to get rooms for H&I speakers. Not necessarily buying rooms but at least reserving a few for them.

LIASION REPORTS:

BFE: None

Boulder: None

Mile High: Hidy F.

Nothing to report

Mountains West: None

Off the Wall: Tamara J.

Nothing to report

Pikes Peak: None

Serenity Unlimited: None

Ute Pass: None

Elections:

P&D Nomination – None

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: Jessica H.
- 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:

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

Completed

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.

New Business:

Conversation around lowering/raising price of registration.

Invite CRRMCO and Women's retreat to have a table at the pancake breakfast.

If you have contracts take them to the board, Chair of the board is Mike H, and he needs to sign those. The Board meets quarterly. Amounts over \$1000, and you can get them to Lindsey.

Mile high asked: Is there a possibility to have a booth at CRCNA to encourage service?

Committee said yes and we should encourage other areas as well.

Motion to Close

Adjourn Meeting

Thank you for letting me be of service,

Matt D.

Next CRCNA XXXVII Meeting:

April 8th 9:00am - Noon - On Zoom And in Person

1178 Mariposa St, Denver, CO 80204