

CRCNA XXXIII Minutes for March

Regular meeting cancelled due to weather conditions

Vice Chair:

I set up a meeting for F&E and to see what we could do to get the events going for CRCNA. I had 5 other ladies show up on Friday, February 15th and we put together a menu for the Sponsor/Sponsee Pancake Breakfast. We discussed assignments and the ladies are looking for speakers. We also talked about other events and will be working hopefully put something together for May and then Lakeside is in June. I have a good group of ladies working on helping F&E for CRCNA. Our next meeting is Friday, March 8th @ 6:00-7:00. We will be meeting at IHOP and the address is 3090 N. Chestnut Street, Colorado Springs. CRCNA is still in need of a F&E chair.

I have CRCNA guidelines with some changes to pass out to everyone. Please look them over and make changes. I will be submitting those to Eric C., Regional Vice Chair as he is updating these for the Regional Assembly. Our guidelines will be submitted for approval at the September Regional Assembly as we will not make the April assembly. Please get your changes to me if you see any.

I will not make the April 6th meeting as I have a plant that is in outage for the next 6 weeks. I probably will not make the regional assembly on April 20th . I will try to get the Pancake Breakfast off that day. April is a tough month for me due to my work commitments. I will do my best to serve the committee to the best of my ability. I apologize for my work situation, but I have a commitment there too.

Thank you, Zach and Max, for putting the pancake breakfast flyer together and posting it! I greatly appreciate your hard work and efforts!

If you have any questions, please feel free to contact me.

H&H:

CRCNA XXXII		
	Draft Budget Worksheet	
	2018	
Number	Item	32 Budget
100	Administrative	
101	Bank Charges (Include Checks) Analysis Fee	\$ 200.00
102	T-shirts Admin Convention	\$ 284.00
103	Nextel Radios	\$ 310.00
104	Cash Registers	\$ 210.00
105	Postage/Copies/ Agendas, Supplies	\$ 550.00
106	Sales Permits/Tax Renewals	\$ 27.50
107	Cleantime Countdown (Basic Texts)	\$ 660.00
108	Squares	\$ 110.00

Spent Apr

109	CRSC Disbursement (Year End Profit Less \$10K-Leave as "zero" for budgeting)	\$ -
110	Table Cloth & Markers	\$ 55.00
111	Meeting Space	\$ 360.00
	Total Administrative	\$2,766.50
200 Print & Display		
201	Banner Printing	\$ 233.60
202	Signs	\$ 110.00
203	Prize for Logo Winner	\$ 27.50
204	Registration Printing	\$ 715.00
205	Program Printing	\$ 1,820.00
206	Postage/Copies/Supplies	\$ 242.00
	Total Print & Display	\$ 3,148.10
300 Fundraising & Entertainment		
301	CRCNA Entertainment (Friday & Saturday Nights)	\$3,000.00
302	CRCNA Quilt for Raffle	\$500.00
303	Pancake Breakfast- Logo Kickoff (Supplies, Food, Hall, Tables, Chairs)	\$1,500.00
304	May Event	\$800.00
305	June	\$1,200.00
306	July	\$800.00
307	August	\$1,000.00
308	September	\$600.00
309	October	\$600.00
310	Postage Copies and Supplies	\$400.00
	Total Fundraising & Entertainment	\$10,400.00
400 Merchandise		
402	Convention Merchandise	\$9,900.00
403	Sales Tax	\$1,210.00
404	Postage/Copies/Supplies	\$55.00
	Total Merchandise	\$ 11,165.00
500 Programs		
501	Main Speaker Hotel Rooms (3 x 99 x 2night each + 12.75% tax)	\$ 734.00
502	Main Speaker Registration Packages (3 X _____)	\$ 75.00
503	Main Speaker Meals (3x _____ dinner) (3 x _____ breakfast)	\$ 180.00
504	Main Speaker Travel	\$ 1,650.00
505	Appreciative Gift Baskets (3 x _____)	\$ 110.00
506	Workshop Expenses	\$ 330.00

507	Creative Project Expense	\$ 330.00	
508	Postage/Copies/Supplies	\$ 55.00	
	Total Programs	\$ 3,464.00	
600	Registration		
601	Registration Badges and Lanyards (1000 X _____)	\$ 2,200.00	
602	Registration Packet Items	\$ 4,950.00	
605	Postage/Copies/Supplies	\$ 165.00	
	Total Registration	\$ 7,315.00	
700	Hotel		
701	Audio Visual	\$ 10,000.00	8k+23%
702	Centerpieces	\$ 605.00	
703	Hospitality Room Supplies (water, coffee, creamer, paper goods etc...)	\$ 550.00	
704	Convention Center Deposit (when applicable)	\$ 3,000.00	
705	Banner Hanging Fees	\$ 825.00	
706	Food & Beverage Contractual	\$ 11,070.00	9k+23%
707	Table Giveaways	\$ 660.00	
	Total Hotel	\$ 26,710.00	
	Meeting costs		
800	Hospitals & Institutions		
801	Newcomer/H&I Literature (Basic Texts)	\$ 1,430.00	
802	Postage/Copies/Supplies	\$ 27.50	
803	Logo on Table Cloth Printing	\$ 55.00	
	Total Hospitals & Institutions	\$ 1,512.50	
	Total Budgeted Expenses	\$66,481.10	

	CRCNA XXXII		
	Draft Budget Worksheet		
	2018		
Number	Item		32 Budget
100	Administrative		
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Spent Apr

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105	Postage/Copies/ Agendas, Supplies	\$ 550.00
106	Sales Permits/Tax Renewals	\$ 27.50
107	Cleantime Countdown (Basic Texts)	\$ 660.00
108	Squares	\$ 110.00
109	CRSC Disbursement (Year End Profit Less \$10K-Leave as "zero" for budgeting)	\$ -
110	Table Cloth & Markers	\$ 55.00
111	Meeting Space	\$ 360.00
	Total Administrative	\$2,766.50
200 Print & Display		
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202	Signs	\$ 110.00
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204	Registration Printing	\$ 715.00
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206	Postage/Copies/Supplies	\$ 242.00
	Total Print & Display	\$ 3,148.10
300 Fundraising & Entertainment		
301	CRCNA Entertainment (Friday & Saturday Nights)	\$3,000.00
302	CRCNA Quilt for Raffle	\$500.00
303	Pancake Breakfast- Logo Kickoff (Supplies, Food, Hall, Tables, Chairs)	\$1,500.00
304	May Event	\$800.00
305	June	\$1,200.00
306	July	\$800.00
307	August	\$1,000.00
308	September	\$600.00
309	October	\$600.00
310	Postage Copies and Supplies	\$400.00
	Total Fundraising & Entertainment	\$10,400.00
400 Merchandise		
402	Convention Merchandise	\$9,900.00
403	Sales Tax	\$1,210.00
404	Postage/Copies/Supplies	\$55.00
	Total Merchandise	\$ 11,165.00
500 Programs		
501	Main Speaker Hotel Rooms (3 x 99 x 2night each + 12.75% tax)	\$ 734.00

502	Main Speaker Registration Packages (3 X _____)	\$ 75.00	
503	Main Speaker Meals (3x _____ dinner) (3 x _____ breakfast)	\$ 180.00	
504	Main Speaker Travel	\$ 1,650.00	
505	Appreciative Gift Baskets (3 x _____)	\$ 110.00	
506	Workshop Expenses	\$ 330.00	
507	Creative Project Expense	\$ 330.00	
508	Postage/Copies/Supplies	\$ 55.00	
	Total Programs	\$ 3,464.00	
600 Registration			
601	Registration Badges and Lanyards (1000 X _____)	\$ 2,200.00	
602	Registration Packet Items	\$ 4,950.00	
605	Postage/Copies/Supplies	\$ 165.00	
	Total Registration	\$ 7,315.00	
700 Hotel			
701	Audio Visual	\$ 10,000.00	8k+23%
702	Centerpieces	\$ 605.00	
703	Hospitality Room Supplies (water, coffee, creamer, paper goods etc...)	\$ 550.00	
704	Convention Center Deposit (when applicable)	\$ 3,000.00	
705	Banner Hanging Fees	\$ 825.00	
706	Food & Beverage Contractual	\$ 11,070.00	9k+23%
707	Table Giveaways	\$ 660.00	
	Total Hotel	\$ 26,710.00	
Meeting costs			
800 Hospitals & Institutions			
801	Newcomer/H&I Literature (Basic Texts)	\$ 1,430.00	
802	Postage/Copies/Supplies	\$ 27.50	
803	Logo on Table Cloth Printing	\$ 55.00	
	Total Hospitals & Institutions	\$ 1,512.50	
	Total Budgeted Expenses	\$66,481.10	

CRCNA XXXIII Web and Info Monthly Report – March 2019

Convention dates and information reported to World and is published on the NAWS event calendar and will appear in the NA Way.

Sponsor and Sponsee Pancake Breakfast, CRCNA XXXIII Theme and Logo contest and Call for Speakers fliers have been posted to website and Crcnainfo. Pancake Breakfast has been added to the Regional calendar. All future events will be posted as soon as fliers are available. The website has been updated with contact email for all committee members, as well as dates for CRCNA subcommittee meetings, F&E and Programs subcommittee meeting dates, times and locations.

Web and Info requires no budget.

Proposed Approximate Timeline:

April 27th – Open online Early Bird Registration, merchandise, banquet and breakfast pre-sales.

End of June – End Early Bird pricing around time of Lakeside event (exact date determined by Registration subcommittee)

Begin full price registration sales.

Weekly sales reporting until October then daily reporting until webstore closes two days before convention.

Treasurer:

CRCNA XXXIII

Draft Budget Worksheet

2019

Number Item 33 Budget

100 Administrative

101 Bank Charges (Include Checks) Analysis Fee \$ 200.00

102 Golf Cart \$ 300.00

103 Nextel Radios \$ 310.00

104 Cash Registers \$ 210.00

105 Postage/Copies/ Agendas, Supplies \$ 550.00

106 Sales Permits/Tax Renewals \$ 27.50

107 Cleantime Countdown (Basic Texts) \$ 660.00

108 Squares \$ 110.00

109 CRSC Disbursement (Year End Profit Less \$10K-Leave as "zero" for budgeting) \$ -

110 Table Cloth & Markers \$ 55.00

111 Meeting Space \$ 360.00

Total Administrative \$2,782.50

200 Print & Display

201 Banner Printing \$ 233.60

202 Signs \$ 110.00

203 Prize for Logo Winner \$ 27.50

204 Registration Printing \$ 715.00

205 Program Printing \$ 1,820.00

206 Postage/Copies/Supplies \$ 242.00

Total Print & Display \$ 3,148.10

300 Fundraising & Entertainment

301 CRCNA Entertainment (Friday & Saturday Nights) \$3,000.00

302 Pancake Breakfast- Logo Kickoff (Supplies, Food, Hall, Tables, Chairs) \$1,500.00

303 Lakeside \$1,200.00

304 Other Events to be Scheduled(4) \$2,500.00

Total Fundraising & Entertainment \$8,200.00

400 Merchandise

402 Convention Merchandise \$9,000.00

403 Sales Tax \$1,200.00

404 Postage/Copies/Supplies \$50.00

Total Merchandise \$ 10,250.00

500 Programs

501 Main Speaker Hotel Rooms (3 x 99 x 2night each + 12.75% tax) \$ 650.00

502 Main Speaker Registration Packages (3 X _____) \$ 75.00

503 Main Speaker Meals (3x _____ dinner) (3 x _____ breakfast) \$ 195.00

504 Main Speaker Travel \$ 1,600.00

505 Appreciative Gift Baskets (3 x _____) \$ 300.00

506 Workshop Expenses \$ 330.00

507 Postage/Copies/Supplies \$ 175.00

Total Programs \$ 3,325.00

600 Registration

601 Registration Badges and Lanyards (1000 X _____) \$ 2,200.00

602 Registration Packet Items \$ 4,950.00

605 Postage/Copies/Supplies \$ 165.00

Total Registration \$ 7,315.00

700 Hotel

701 Audio Visual \$ 10,000.00

702 Centerpieces \$ 605.00

703 Hospitality Room Supplies (water, coffee, creamer, paper goods etc...) \$ 550.00

704 Convention Center Deposit (when applicable) \$ 3,304.00 \$3,000.00

705 Banner Hanging Fees \$ 825.00

706 Food & Beverage Contractual \$ 9,900.00

707 Table Giveaways \$ 660.00

Total Hotel \$ 25,844.00

Meeting costs

800 Hospitals & Institutions

801 Newcomer/H&I Literature (Basic Texts) \$ 1,430.00

802 Postage/Copies/Supplies \$ 27.50

803 Logo on Table Cloth Printing \$ 55.00

Total Hospitals & Institutions \$ 1,512.50

Total Budgeted Expenses \$62,377.10

CRCNA XXXII

Draft Budget Worksheet

2018

Item 32 Budget

Administrative

Bank Charges (Include Checks) Analysis Fee \$ 200.00

T-shirts Admin Convention \$ 284.00

Nextel Radios \$ 310.00

Cash Registers \$ 210.00

Postage/Copies/ Agendas, Supplies \$ 550.00

Sales Permits/Tax Renewals \$ 27.50

Cleantime Countdown (Basic Texts) \$ 660.00

Squares \$ 110.00

CRSC Disbursement (Year End Profit Less \$10K-Leave as "zero" for budgeting) \$ -

Table Cloth & Markers \$ 55.00

Meeting Space \$ 360.00

Total Administrative \$2,766.50

Golf Cart

trailer lock

Print & Display

Banner Printing \$ 233.60

Signs \$ 110.00

Prize for Logo Winner \$ 27.50

Registration Printing \$ 715.00

Program Printing \$ 1,820.00

Postage/Copies/Supplies \$ 242.00

Total Print & Display \$ 3,148.10

Fundraising & Entertainment

CRCNA Entertainment (Friday & Saturday Nights) \$3,000.00

CRCNA Quilt for Raffle \$500.00

Pancake Breakfast- Logo Kickoff (Supplies, Food, Hall, Tables, Chairs) \$1,500.00

May Event \$800.00

June \$1,200.00

July \$800.00

August \$1,000.00

September \$600.00

October \$600.00

Postage Copies and Supplies \$400.00

Total Fundraising & Entertainment \$10,400.00

Merchandise

Convention Merchandise \$9,900.00

Sales Tax \$1,210.00

Postage/Copies/Supplies \$55.00

Total Merchandise \$ 11,165.00

Programs

Main Speaker Hotel Rooms (3 x 99 x 2night each + 12.75% tax) \$ 734.00

Main Speaker Registration Packages (3 X _____) \$ 75.00

Main Speaker Meals (3x_____ dinner) (3 x _____ breakfast) \$ 180.00

Main Speaker Travel \$ 1,650.00

Appreciative Gift Baskets (3 x _____) \$ 110.00

Workshop Expenses \$ 330.00

Creative Project Expense \$ 330.00

Postage/Copies/Supplies \$ 55.00

Total Programs \$ 3,464.00

Registration

Registration Badges and Lanyards (1000 X _____) \$ 2,200.00

Registration Packet Items \$ 4,950.00

Postage/Copies/Supplies \$ 165.00

Total Registration \$ 7,315.00

Hotel

Audio Visual \$ 10,000.00

Centerpieces \$ 605.00

Hospitality Room Supplies (water, coffee, creamer, paper goods etc...) \$ 550.00

Convention Center Deposit (when applicable) \$ 3,304.00

Banner Hanging Fees \$ 825.00

Food & Beverage Contractual \$ 9,900.00

Table Giveaways \$ 660.00

Total Hotel \$ 25,844.00

Hospitals & Institutions

Newcomer/H&I Literature (Basic Texts) \$ 1,430.00

Postage/Copies/Supplies \$ 27.50

Logo on Table Cloth Printing \$ 55.00

Total Hospitals & Institutions \$ 1,512.50

Total Budgeted Expenses \$65,615.10