

January 4, 2020 - CRCNA XXXIV Meeting Minutes

Open at 8:49

Reading of Concepts – Joann D.

Roll Call – Dave A. Chair, Zach V. Web and Information, Joann D., Kathleen L. Programs, Mark M. Treasurer, Paul M. Mile High Liaison, Jeff R. Merchandise, Patrick M. OTW Liaison, Leonard H. Boulder Liaison, Katie V. H&I, Lena S. Registration, David C. F&E – Absent with notice

Chair Report – Dave A. - crcnachair@nacolorado.org

Chair report to CRCNA XXXIV

01/04/20

I am grateful for the number of positions we have filled. Regardless of suggested clean time, I feel we have a strong, experienced committee and will put forth a wonderful convention for the fellowship. We have a member interested in running for Vice Chair. A mistake was made when we elected the vice treasurer at a normal CRCNA mtg. They are supposed to be elected at the region as are all administrative positions. At this point it doesn't really matter as we moved forward.

I have information to pass along to Dave C. about 2 possible venues for the pancake breakfast in April. Ideally, that will get nailed down prior to our February meeting so that we can get the word out to the fellowship in a timely fashion. The woman who has been making the quilt for many years would like to bow out. Last year we had 2 quilts so I will contact Brenda and Dave will see if the other woman is still interested.

Updated time lines were sent out and hard copies are available. Please look at them for any mistakes or other issues so we can all be on the same page. Please pass along any desired changes to me so that we all have the same version. Also, please review the guidelines for your position so that all necessary tasks and direction are known. There could easily be something that has been overlooked that needs to be on the timeline or understood. Did everyone get the email with the timelines attached? Did everyone get the invite for the [crcna34](#) google group that Zach created? That will immensely useful.

When reserving the church I told them we had to pay rent but an amount was not discussed. Does anyone know what we paid for the facility on Washington? As far as future meetings, the first Saturday in July is the 4th so we need to decide on either the last Saturday in June or the second Saturday in July or leave it as is for the morning of the 4th. Please give as much notice as possible for any conflicts regarding missing our meetings so we have no surprises.

A question for web – do we have a writable version of last year's flyer about the logo contest? If so, that can be updated and copies made for the January Regional. While the guidelines state we are to vote on the logo at our March meeting, I would think that we could wait until April as it is to be revealed at the Pancake Breakfast in April. That would give us time to receive more entries from which to choose.

Lastly, in lieu of a secretary, please make sure your reports are sent to me, and a wider audience if at all possible. I will put together the minutes for the time being. It may be necessary to buy a new laptop for the secretary and at least a new battery for the treasurer's laptop. We need to have reliable hardware and paid for software for this committee. The use of personal laptops should not be required or necessary. For now I will violate that dictum as I have a very reliable laptop.

Any questions?

Dave A.

Vice Chair Report – Open

Secretary Report – Open, Zach V. taking minutes today.

Treasurer Report – Mark M. - crcnatreasurer@nacolorado.org

CRCNA XXXIV 4 January 2020 Kickoff Treasurer Report

The bank balance as of 13 Dec. 2019 was \$16,408.00

The preliminary total taxable income is \$8395.00

Estimated taxes are around \$800.00

That leaves approximately \$15,608 left for this year's convention. The deposit of \$2212.50 was paid out of CRCNA XXXIII funds. That means we would have \$17,020.50 to start this convention. Traditionally CRCNA donates to Region from the proceeds from the convention. The year before there was not enough to do so. Last year's convention had 9,348.80 left after all bills were paid except the taxes. If we assume that this amount was all that was necessary to pull off last year's convention, then we should be able to donate nearly half of what is now in the bank account to Region. Until we have a final tax filing and know what we owe in taxes this is just a ballpark figure for discussion.

Welcome all the new sub-committee chairs. I have put together packs of relevant forms to be used when requesting monies from the treasury. On top is the request for funds form which is used when requesting funds for cash to make change at fundraising events. This does not require anything more than the signature and mailing address of the person making the request. This same form will be used for making requests for funds for budgeted items for your sub-committee. In that case but you can request the total amount needed but I need you to use the next form, the expenditure voucher to list each separate budget item if there are more than one. Or if not budgeted each expenditure must be approved by a vote at the CRCNA committee. This should also be accompanied by a contract or estimate or bill from the parties owed to. The request for funds form is also used to get reimbursements for budget items paid for in full. Again, each separate budget item should be listed on the expenditure voucher form

and accompanied by receipts. There are separate income forms for F&E, Registration and Merchandise. These forms are for income generated from events other than CRCNA. FYI, any expenses that are over or not on your budgets will have to be approved by the committee. Let's talk about budgets. Last year's draft budget worksheet, which is included in your folder, is the allotted funds for each sub-committee for the entire year. The total budget for all eight sub-committees comes to \$65,621.02. This seemed to be a little high to me, so I added up all the expenses from the Financial sheet from last year the total came to \$37,308.22. The Subcommittee sub sheets are as follows:

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Administration	Current Year	Budget	Variance
Expense			
Bank/CC Fees	\$ 1,000.35	\$ 200.00	\$ 800.35
Rent	\$ 265.26	\$ 450.00	\$ (184.74)
Permit/Tax Renewal	\$ -	\$ 27.50	\$ (27.50)
Taxes	\$ 1,478.04	\$ -	\$ 1,478.04
T-Shirts Admin Conventior	\$ -	\$ -	
Table Cloth/Markers	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ 550.00	\$ (550.00)
Cash Registers	\$ 538.67	\$ 750.00	\$ (211.33)
Radio Rental	\$ 264.00	\$ 310.00	\$ (46.00)
Basic Texts	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ 110.00	\$ (110.00)
Total Expenses	\$ 3,546.32	\$ 2,397.50	\$ 1,148.82

There is a problem with this sheet that is true of all of the sub-committee sheets in that the budget is subtracted from the expenses and should be the other way around so that when over budget the variance is a positive and should be a negative. So, in this instance all positive values should be negative and visa/versa. Notice that the Bank fees are way over budget from last year. This is because Square and Pay Pal charge a fee on every purchase and apparently that wasn't accounted for in this sheet. Otherwise everything is within budget.

Print & Display	Current Year	Budget	Variance
Expense			
Registration Printing	\$ 80.93	\$ 715.00	\$ (634.07)
Program Printing	\$ -	\$ 1,820.00	\$ (1,820.00)
Banner	\$ -	\$ 233.60	\$ (233.60)
Office Supplies	\$ 445.61	\$ 242.00	\$ 203.61
Signs	\$ -	\$ 110.00	\$ (110.00)
Prize for Logo Winner	\$ -	\$ 27.50	\$ (27.50)
Total Print & Display Expense	\$ 526.54	\$ 3,148.10	\$ (2,594.06)

There are problems with this sheet as the office supplies is over budget, but the Transaction Sheet doesn't reflect that.

H&I

Expense

Current Year**Budget****Variance**

Basic Texts	\$ 616.61	\$ 1,420.00	\$ (803.39)
Necomer Registrations	\$ -	\$ -	\$ -
Merchandise	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ 25.00	\$ (25.00)
Miscellaneous	\$ 20.67	\$ 55.00	\$ (34.33)
Total Hospitality Expense	\$ 637.28	\$ 1,500.00	\$ (862.72)

Programs

Expense

Current Year**Budget****Variance**

Speaker Rooms	\$ -	\$ 650.00	\$ (650.00)
Speaker Gifts	\$ -	\$ 300.00	\$ (300.00)
Speaker Flights	\$ 546.75	\$ 1,600.00	\$ (1,053.25)
Speaker Meals	\$ -	\$ 195.00	\$ (195.00)
Speaker Registration	\$ -	\$ 75.00	\$ (75.00)
Workshop Expense	\$ 520.00	\$ 330.00	\$ 190.00
Postage/Copies/Supplies	\$ -	\$ 175.00	\$ (175.00)
Total Expenses	\$ 1,066.75	\$ 3,325.00	\$ (2,258.25)

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Merchandise

Revenue

Current Year**Budget****Variance**

CRCNA Merchandise	\$ 9,732.00	\$ -	\$ 9,732.00
Alternative Merchandise	\$ 676.67	\$ -	\$ 676.67
Silent Auction Items	\$ 745.00	\$ -	\$ 745.00
	\$ -	\$ -	\$ -

Expense

Postage/Copies/Supplies	\$ -	\$ 50.00	\$ (50.00)
Silent Auction Items	\$ -	\$ -	\$ -
Merchandise Items	\$ 5,328.00	\$ 9,000.00	\$ (3,672.00)
supplies	\$ 60.00	\$ 1,200.00	\$ (1,140.00)
0	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -
0	\$ -	\$ -	\$ -
Total Merchandise Profit	\$ 5,765.67	\$ (10,250.00)	\$ 16,015.67

Pancake Breakfast

	Current Year	Budget	Variance
Revenue			
Admission Sales	\$ 309.50	\$ -	\$ 309.50
Food Sales	\$ 2,015.78	\$ -	\$ 2,015.78
Expense			
Event Rent	\$ 250.00	\$ -	\$ 250.00
Event Supplies	\$ 1,126.44	\$ 1,500.00	\$ (373.56)
Event Food	\$ -	\$ -	\$ -
Event Profit	\$ 948.84	\$ (1,500.00)	\$ 2,448.84

Lakeside

	Current Year	Budget	Variance
Revenue			
Admission Sales	\$ 300.00	\$ -	\$ 300.00
Food Sales	\$ 1,145.90	\$ -	\$ 1,145.90
Expense			
Event Rent	\$ -	\$ -	\$ -
Event Supplies	\$ 1,229.98	\$ 1,200.00	\$ 29.98
Event Food	\$ -	\$ -	\$ -
Event Profit	\$ 215.92	\$ (1,200.00)	\$ 1,415.92

Other Events

	Current Year	Budget	Variance
Revenue			
Admission Sales	\$ -	\$ -	\$ -
Food Sales	\$ -	\$ -	\$ -
Expense			
Event Rent	\$ -	\$ -	\$ -
Event Supplies	\$ 1,017.37	\$ 2,500.00	\$ (1,482.63)
Event Food	\$ -	\$ -	\$ -
Event Profit	\$ (1,017.37)	\$ (2,500.00)	\$ 1,482.63

Convention

	Current Year	Budget	Variance
Revenue			
Admission Sales	\$ -	\$ -	\$ -
Food Sales	\$ -	\$ -	\$ -
Expense			
Event Rent	\$ -	\$ -	\$ -
Event Supplies	\$ 200.00	\$ 3,000.00	\$ (2,800.00)
Event Food	\$ -	\$ -	\$ -
Event Profit	\$ (200.00)	\$ (3,000.00)	\$ 2,800.00

0

	Current Year	Budget	Variance
Revenue			
Admission Sales	\$ -	\$ -	\$ -
Food Sales	\$ -	\$ -	\$ -
Expense			
Event Rent	\$ -	\$ -	\$ -
Event Supplies	\$ -	\$ -	\$ -
Event Food	\$ -	\$ -	\$ -
Event Profit	\$ -	\$ -	\$ -

0

	Current Year	Budget	Variance
Revenue			
Admission Sales	\$ -	\$ -	\$ -
Food Sales	\$ -	\$ -	\$ -
Expense			
Event Rent	\$ -	\$ -	\$ -
Event Supplies	\$ -	\$ -	\$ -
Event Food	\$ -	\$ -	\$ -
Event Profit	\$ -	\$ -	\$ -

Other Expense

F_E Quilt	\$ 200.00	\$ -	\$ 200.00
F_E CRCNA Events	\$ 2,676.50	\$ -	\$ 2,676.50
F_E Miscellaneous	\$ 600.00	\$ -	\$ 600.00
Total Other F&E Expenses	\$ 3,476.50	\$ -	\$ 3,476.50

Net Income (Loss)	\$ (3,529.11)	\$ (8,200.00)	\$ 4,670.89
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Registration

	Current Year	Budget	Variance
Revenue			
Early Bird	\$ 9,062.55	\$ -	\$ 9,062.55
Pre Registration	\$ 6,827.27	\$ -	\$ 6,827.27
On Site Registration	\$ 13,095.00	\$ -	\$ 13,095.00
Newcomer Donation	\$ 1,175.00	\$ -	\$ 1,175.00
Breakfast Purchase	\$ 1,470.00	\$ -	\$ 1,470.00
Dinner Purchase	\$ 6,210.00	\$ -	\$ 6,210.00
Expense			
Office Supplies	\$ 160.31	\$ 165.00	\$ (4.69)
Registration Packet Items	\$ 4,551.54	\$ 4,950.00	\$ (398.46)
Registration Badges/Lanyards	\$ 1,616.23	\$ 2,200.00	\$ (583.77)
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Total Registration Profit	\$ 31,511.74	\$ (7,315.00)	\$ 38,826.74

Hospitality

	Current Year	Budget	Variance
Expense			
Space Rental	\$ 1,200.89	\$ 6,005.42	\$ (4,804.53)
Centerpieces	\$ -	\$ 605.00	\$ (605.00)
Banner Hanging Fees	\$ -	\$ 825.00	\$ (825.00)
Hospitality Room	\$ 550.00	\$ 550.00	\$ -
Food & Beverage	\$ 1,128.11	\$ 11,500.00	\$ (10,371.89)
Table Gifts	\$ 605.00	\$ -	\$ 605.00
Audio Visual	\$ 6,762.50	\$ 10,000.00	\$ (3,237.50)
Total Hospitality Expense	\$ 10,246.50	\$ 29,485.42	\$ (19,238.92)

I put this one last for a reason. As you can see there is no line item for the hotel deposit. It is instead put in the Balance Sheet that is within the Income Statement Sheet, which follows, for some reason. It should be part of Hotel and Hospitality.

This is the Income Statement Sheet based on the data entered in the transaction sheet.

Consolidated P&L	Current Year	Budget	Variance
Revenue			
Registration	\$ 37,839.82	\$ -	\$ 37,839.82
F&E	\$ 3,771.18	\$ -	\$ 3,771.18
Merchandise	\$ 11,153.67	\$ -	\$ 11,153.67
Expense			
Registration	\$ 6,328.08	\$ 7,315.00	\$ (986.92)
F&E	\$ 7,300.29	\$ 8,200.00	\$ (899.71)
Merchandise	\$ 5,388.00	\$ 10,250.00	\$ (4,862.00)
Programs	\$ 1,066.75	\$ 3,325.00	\$ (2,258.25)
H&I	\$ 637.28	\$ 1,500.00	\$ (862.72)
Hospitality	\$ 10,246.50	\$ 29,485.42	\$ (19,238.92)
Printing	\$ 445.61	\$ 3,148.10	\$ (2,702.49)
Administration	\$ 3,546.32	\$ 2,397.50	\$ 1,148.82
Net Income (Loss) before Donation	\$ 17,805.84	\$ (65,621.02)	\$ 83,426.86
Regional Donation	\$ -	\$ -	\$ -
Net Income (Loss) after Donation	\$ 17,805.84	\$ (65,621.02)	\$ 83,426.86

Stats			
Early Bird	-	-	-
Pre Registration	-	-	-
On Site Registration	-	-	-
Total Registrations	0	0	0
Profit on Merchandise	52%	#DIV/0!	144%

Balance Sheet			
Hotel Deposit	\$ 12,212.50	\$ -	\$ 12,212.50
Cash Drawers	\$ -	\$ -	\$ -
Total Balance Sheet	\$ 12,212.50	\$ -	\$ 12,212.50

Bank Reconciliation		
Starting Balance	\$ 9,348.80	
Net Income (Loss)	\$ 17,805.84	
Ending Balance	\$ 14,942.14	Amount should tie with Bank Acc
	\$ 9,348.80	Bank Balance
	\$ 5,593.34	

This does not agree with the bank account or the Transaction Sheet. I will be going over these problems with the CRCNA XXXIII Treasurer, Regional Treasurer and the spread sheet designer to try and clear up these issues. Welcome to CRCNA XXXIV.

Hotels and Hospitality Report – Open

Programs Report - Kathleen L. crcnaprograms@nacolorado.org

CRCNA XXXIV Programs Report:

The timeline will be reviewed at each subcommittee meeting

- December - Subcommittee formation
- January - Hotel walk-thru, begin speaker tape review and scoring
- February - Proposed Taper contract for CNAC review, Final budget ready to submit at March CRCNA mtg, Hotel space submitted to Hotel Subcommittee
- March - Theme/Logo voted on by CRCNA, finalize H&I workshop times/space
- April - Main speaker selection, Workshop/MM topics for CRCNA & CNAC for May • May - Workshop Speakers, presenters, schedule reviewed
- June - Completed Prog & MM schedule, travel expense form ready to be submitted to CRCNA & CNAC for July meetings
- July - Submit table, chair, AV, linen, easel, etc to Hotel Sub; Launch Marathon Meeting signup list; Program schedule, posters, signage, etc. submitted to P&D
- August - Follow up with all speakers, presenters, PR, H&I, CNAC
- Sept - Have all workshop chairs & readers in place with folders
- Oct - Freak out lol
- Nov - Have a miraculous convention of recovery

Elections

Vice Chair - Guideline description discussion - Nominations/Volunteers
Program Subcommittee Vice Chair is Britt B.

Secretary - Guideline description discussion - Nominations/Volunteers
Remains open/Zach is filling in

MM Leads - Guideline description discussion – Nomination/Volunteers List topics,
build SignUp Genius, Track MM Chairs, Oversee MM at Convention Marathon
Meeting Lead is Jim M.

Speaker Tape Scoring

Starting Date Jan 2020 End Date April 2020
Guideline description discussion

Open Discussion

- Hotel walk-thru Jan 24th at 1pm. Meet at the hotel lobby at 12:45pm. CRCNA, CNAC, & CRSCNA are welcome to attend
- PO Box key and who checks the box, frequency

- Overview of Hotel contract with current convention room space – more space is needed and how do we go about requesting this before the hotel rents the space to another event. Suggestion is to contact Mike P. at CNAC and Dave A. CRCNA for guidance (see convention center map below)
- NarAnon – who is the contact person and what is our role
- Program schedule shell in place and need input from H&I, PR, PI, & RD (see below)
- Discussion of MM starting between 1pm to 3pm on Friday and ending at 10am on Sunday
- Clarification of Hospitality room supplies – coffee/water station, etc. Do we have stations in workshop rooms?
- Speakers – the workshop and presenter speaker pool will primarily come from the Colorado Region and the Upper Rocky Mountain Zonal Forum Regions/Areas. We will work with P&D to design an announcement flyer for speaker tape requests and submissions. Taping can be submitted through email, mail, or hand delivered. If someone has a suggestion but does not have a tape, please submit request by email or mail
- History of CRCNA will have the Snowberry room available for display of CRCNA memorabilia and history. This room will be locked when not attended. Will contact Alan F. for details on what he will need – tables, chairs, etc.
- History of Narcotics Anonymous presentation by NAWS will be Sat Nov 14th from 3:30pm to 5pm. Will ask CRCNA & CNAC for input on any financials
- We have 2 Taper contracts and are seeking a 3rd for review
- Will begin gathering and scoring speaker tapes
- Seeking other Colorado NA members to listen to speaker tapes
- Discussion on DOC liaison, room needed, tables/chairs, etc.

Budget

Beginning budget Proposal

Category	Amount Proposed	Amount Requested	Amount Paid	Amount Difference
Speaker Rooms	\$129+ x 8 = \$1,032+tax			
Speaker Gifts				
Speaker Travel	\$1,500			
NAWS Donation For Presentation				
Speaker Meals	\$40 x 5 = \$200			
Speaker Registration	\$35 x 5 = \$175			

Workshop Expenses				
Clerical Supplies	\$175			
Totals				

Last Year's Financials

Programs	Current Year	Budget	Variance
Expense			
Speaker Rooms	\$ -	\$ 650.00	\$ (650.00)
Speaker Gifts	\$ -	\$ 300.00	\$ (300.00)
Speaker Flights	\$ 546.75	\$ 1,600.00	\$ (1,053.25)
Speaker Meals	\$ -	\$ 195.00	\$ (195.00)
Speaker Registration	\$ -	\$ 75.00	\$ (75.00)
Workshop Expense	\$ 520.00	\$ 330.00	\$ 190.00
Postage/Copies/Supplies	\$ -	\$ 175.00	\$ (175.00)
Total Expenses	\$ 1,066.75	\$ 3,325.00	\$ (2,258.25)

Programs was clearly under way under budget for some things and over for others;

Subcommittee Future Location

Embassy Suites Friday, Jan 24, 2020, at 1pm Walk-thru

Subcommittee Mtg, Jan 25th, 2020, 9am to 11am, 1923 59th Ave, Greeley, CO

Subcommittee will meet 4th Saturday of each month

David C. F&E – Absent with Notice

Jeff R. Merchandise - crcnamerch@nacolorado.org

CRCNA XXXIV Merchandise Report:

No real exciting news to speak of at this time. Just received last year's info from Kathleen. Thank you for all of that info. Looking forward to going over all this info at our first official subcommittee meeting.

Our monthly subcommittee meeting will be held on the 3rd Sunday of each month at 12 at Big daddy bagels at 4800 Baseline rd. Boulder CO. 80303. This meeting will be held right after the Sunday morning tune up meeting next door at the Alano club. We hope to make this a fun Sunday morning event with a lot of participation. Fliers have been sent out and announced at meetings.

So far we have a very solid team put together. At this first meeting we will be going over all info from last year. We will be coming up with our initial budget. We will also be working out details for the logo contest. Fliers to come shortly after. Start polls of items wanted by members. And anything else that this body would like to have us work on at this time.

So as I said before, not much to speak of now. Definitely more to come next month. We look forward to getting this show on the road! If you have any questions or concerns please feel free to reach out any time.

Jeff R.

Web and Information Report – Zach V. - crcnaweb@nacolorado.org

CRCNA XXXIV Web & Info Report:

This month I will be working on some readability issues on the website and may make some layout and design changes. Thank you to members that have given suggestions.

I have submitted this year's CRCNA convention details to na.org.

I am looking for another committee member that is proficient in web design and would be able to make a commitment to serving as the vice chair of this committee. Please contact me if interested.

In Grateful Service, Zach V.

Registration Report – Lena S. – crcnaregistration@nacolorado.org

Forming subcommittee, have help from last year's chair, have not settled on a meeting location, possibly will be at crossroads church, will announce soon.

H&I Report - Katie V. – crcnahi@nacolorado.org

CRCNA XXXIV H&I Report:

I am on the panel of the Denver Cares meetings on Monday nights at 7:30pm-8:30pm, I have a couple of people who are interested from that panel to me in the subcommittee. I am also wanting to get some of the residents from that rehab to come check out the subcommittee meetings. The meetings will be held the last Monday of the month. I am also still trying to figure out a place to meet.

I will be having the first subcommittee meeting this month, and during that meeting I will be having each member get to know each other. I will also be going over what the subcommittee of H & I for CRCNA entails, and will also be going over a timeline of what we will be doing the next 11 months.

I definitely have over 8 people interested, and after my Monday night meeting with definitive numbers, I will be getting a group chat going and the meeting place lined up and

ready to go for January 27th. Once I figure out the meeting place and time I will update everybody on the "WhatsApp," Katie V.

Mile High Liaison – Paul M. - Questions about lit at convention. Clarify where pancake breakfast will be. It is projected be in Mile High, CRCNA committee is looking for new location.

Boulder Area Liaison – Leonard H. – Nothing to report at this time, glad to be here.

OTW Area Liaison – Patrick M. – Nothing to report, will pass on fliers at ASC.

Old Business:

None

New Business:

1. Theme and Logo contest – Flier will be made by members of this committee and sent through for approval w/release asap. Guidelines say we must vote at March 7th meeting on theme and logo. This gives us two months to run the contest.
2. Move July 4th meeting to July 11th – consensus achieved.
3. CRCNA meeting location – will remain at Crossroads church for now and possibly the whole year, rent will be paid at \$15.00 per meeting.

Elections:

H&H – No nominations, no one present to run.

P&D - No nominations, no one present to run.

Close 11:30

Next Meeting

February 1, 2020

8:45 A.M. to Noon at the Crossroads Church – 10451 Huron St, Northglenn – Room 201