

CRCNA XXXIV March Minutes

Meeting Opened 8:45 am

Opening Prayer and Reading of Concepts:

Clean time observed for: Katie V 2 yrs. and Jeff R 3 yrs. CONGRATS!!!!!!

Approval of Minutes: Approved

Chair: Chair report to CRCNA XXXIV 03/07/20 Lena and I met at the storage shed and got a great feel for what is there. There are 2 coolers missing, one small and one large. And the large one left in there is missing its lid. I will inquire at the regional meeting in a couple of weeks if anyone knows of their whereabouts.

Attended CNAC meeting and raised the issue of banquet costs. To a person they were all in favor of having members pay the full price. Joann and I met with the hotel staff on Tuesday so she has more to report. Met with Mark, Greg and Coy over zoom and got a good handle on the spread sheet moving forward. Starting off with it balanced will help us immensely. Deposited the leftover money from CRCNA XXXIII. Put together the budgets for H&H, F& E and the administrative committee. We are purchasing new batteries for Mark and Karen if possible. Last month I allowed the meeting to descend into chaos over the discussion of meal prices which really doesn't need to be done until today. We have timelines to help us and plenty of time before the convention so let's not get ahead of ourselves. Any additions or changes to timelines can be put forth today. Per instruction flyers are ready and are on the table. Thanks for letting me serve, Dave A

*Dave gave Merchandise and Registration a square. Going to order a square for Fundraising and Treasurer.

Vice Chair: It has been a busy month. I had to go back to the Hotel to negotiate our banquet pricing. After several phone calls, Dave, the hotel, and I had a conference call on 3/3. The result is that we negotiated a tiered pricing agreement, addendums to the current contract and the following two years. Our beef meal is 45.00, chicken and vegetarian are 39.00. Breakfast will remain the same at 26.00. I will be finalizing this within the next week. I attended the Registration and Program meetings this month. I was able to get on the phone with our registration committee. This committee has a good amount of support. It was good to hear the willingness to serve and I plan on attending this month in person. Program is going well. They are listening to speaker recordings and are getting closer to selecting our main speakers. I also went to the church for the breakfast to give them our rental fee and to tour the facility. I was so happy I did as there was a communication error on their part. The result is that I believe we got a better deal. We will be setting up in the gymnasium. The entrance will be on the eastside of the building. We will have an industrial kitchen and will be away from the other event that will be happening. I will be picking up the necessary keys and a receipt on April 8th while I am in Denver. I believe we will be able to start setting up at 7am the day of our event but will confirm this by our next meeting. In Loving Service, Joann D

*Discussed the prices for chicken Santa Fe, could be lunch portions, she will check in to it this week.

Treasurer: The starting balance was \$5585.00. Expenses were 361.91. \$175.00 for Programs \$100.00 to F&E for rent \$81.91 for check order and \$5.00 bank charge. The ending balance as of now is \$5223.14. The \$5.00 is for online Bill pay and is a monthly charge. I can have that disabled if the committee doesn't want to pay for this. I would like to keep it as it is more convenient since I don't have to be physically present to pay bills or write checks that can be lost or not cashed. I don't agree with the check cost. I'm pretty sure I was quoted an amount less than \$81.91. I spoke to the Regional Treasurer and he is looking into that. I also ordered a debit card. Those should be in the CRCNA PO Box by now.

Pay Pal and square are now linked to the 1st Bank account. I will provide the log in information for each subcommittee upon request. I would like to set up a Square training session on the proper use of the Square card readers and cash registers as I don't know how to use them myself.

I hope everyone has their budgets to give me. I must present them at the next CRSCNA meeting on the 22nd of March. I know they must be approved in committee. You can give them to me after the meeting or email me at 359mxn@gmail.com. I will then put them into the proposed budget sheet and provide copies for anyone who

wants them. So far, I have Programs and I am submitting an Admin one to Dave and Joann. If you would like I can give you a copy of last year's budget proposals for reference.

Secretary: I have submitted a budget to Chair, to be added to administration budget. I will need a mouse for the lap top. Karen

Liaisons:

BFE-Not present

Mile High-Paul L; Present

Boulder-Not present

Off the Wall-Patrick; Present

Pikes Peak-Not present

Serenity Unlimited-Not present

Ute Pass-Not present

Subcommittee Reports:

Hotel/Hospitality: Discussion of the Desert bar, registration suggested we move it to Saturday instead of Friday. Desert bar is a ticketed item \$12.00- \$17.00 Variety of cheesecakes, carrot cakes. Going to be a time for socializing and fellowship.

Discussion was brought up that we do reserved seating this year, rope off ticketed bought seats in the front row, committee voted and it passed, we will implement it this year.

Kurt B was elected as new Chair, congrats.

Programs: CRCNA XXXIV Program Subcommittee Minutes Date: February 22, 2020 * Time 9am to 11am * Location:1923 59th Ave, Greeley, CO

Call to Order – 9:03am Chair - Kathleen L. - Britt B Marathon Meeting Lead – Jim M. Joanne D. Old Business/Timeline Review

- Speaker review and scoring continues, we have 6 possible for Friday Night Kick-Off from Colorado
- Program schedule and MM drafts are being put together with a deadline of May
- Budget is in place with the requested disbursement dates (see below) • We have a couple of possibilities for the 3rd taper proposal, waiting to hear back New Business
- Budget in swag bag, T-shirt, and coffee mug for Colorado history archives • Adjusted program schedule & times/DOC Friday 8am to 5pm River Birch A, B, C/H&I Sat
- Basic Text Book Drive/Flyers – Check with Liaison's to see if the Areas have any questions
- Announcements for workshop speakers throughout Colorado, Chair and VC announce it at Region Budget proposal draft for review by CRCNA Chair & Treasurer Category Amount Requesting Date of Disbursement Clerical Supplies \$175 01/04/2020 NA Historian Travel \$217.20 03/07/2020 Main Speaker Travel \$1780 07/11/2020 Gifts \$250 09/05/2020 Room Nights Depends on comp room nights \$1130 Hotel Contract Date Banquets/Breakfasts \$240 Hotel Contract Date

* The historian from Naws Chris B will be here at CRCNA to present the Early years of NA.

Print/Display: Kathleen /Zach have been working on that and found a company to work with, Banner and signage.

Has a budget submitted. Newly elected Chair Angie R, Congrats

Fundraising/Entertainment: Position Open

*Dave reported that we still don't have any return from Lakeside, still working on it. Discussion of seeking Elitches park for event instead of Lakeside this year. Katie has contact w/facility and gave Dave the information to seek an event at amusement park.

Merchandise: Again, the merch subcommittee had a great meeting. The main things we talked about and look to get approved today is our budget. The pre-convention t-shirt. And we would also like to speak about upcoming events and our presence at these events. So we will start with our budget. We had originally spoke about \$10,000. We still feel this is an accurate number. This year we feel we are going to do really well as a committee, and this will translate to better merch sales. Please allow me to go over the attached spread sheet. Next thing we would like to speak about is the pre-convention t-shirt. I have three bids to show the difference in cost depending on how we go about producing our shirt. First of all, if we have an outside source heat press them we would be charged \$15/per x 55 shirts for a total of \$825. If we have them screen printed, we would pay \$800 for 55 shirts. If we do them in house, we would spend around \$250 for the logos, \$185 for the blank shirts, \$20 to rent the heat press. This would put us at a est total of \$455. That would mean we would pay under \$9 / each. If this is the way the committee decides to go, I would just ask for guidance on how to go about getting funds. I would have to order these items online. If I could use a crcna card or get a check made out to myself and use my card to place the order. Either way is fine. Just want to make it easy for all. I still have a few things I need to iron out on the art with FM expressions. And that may take a couple days to finish. One thing worth mentioning is we would really like to move fast on these so we can get these produced so she can sell them at Unity Day. And that leads me into the last thing I want to speak about. Unity days. As I had stated in the group text, Angie had reached out to Roark. Our subcommittee had talked about selling our shirt there and she just got the conversation started. I hope no one feels we were stepping on anyone's toes or anything. We know that everything needs to be discussed as a committee and we agree 100%. I too have now been in touch with Roark. More than anything to speak about printing options. But we did discuss Unity Day and crcna support for each other. He said he was happy to get us a table set up. I told him that I know it is important for our committees to speak about this but feel that we are all on the same page. UNITY! LOL! So all in all, if our budget is approved, the committee agrees to fund our pre CRCNA shirt and we agree to have a presence at unity day, Then we are moving right along as scheduled. We are very excited to keep moving along with our new logo, shopping for items, locating vendors, online store, printed merch flyers, etc... Lots yet to be done. In loving service Jeff R.
*It was consensus at meeting to allow Merchandise to create and print Preconvention T-shirts in House. The Theme and logo contest is over, we voted and have voted a new Theme and Logo for CRCNA. Revealed @Pancake breakfast.

Registration: Good Morning Family, lots of activity since last month and continued excitement moving forward!

I am happy to report another successful meeting with lots of enthusiasm and commitment from the registration sub-committee. Was happy to have Joanne D. present via dial-in which was approved and supported by the group conscious of this sub-committee.

I briefed the committee on important information/deadlines (see below) from last month committee meeting & encouraged continued announcements at meetings (specifically regarding CRCNA Committee Positions still open)

- o Announcements:
Positions Filled - Vice Chair, Joanne D Greeley & Secretary, Karen C Ft Collins
Positions still open - Vice Treasurer, Print & Display, Hotels & Hospitality,
Fundraising & Entertainment (filled in by committee big job)
- o Logo Contest Deadline 3/6/20 (flyer)
- o Call For Speakers 4/15/20 (flyer)
- o Basic Text Book Drive (Group Consc) - registration sub-committee all committed to attend their home groups to roll this out & get a commitment at some point before CRCNA.

Stressed the importance of the Pancake Breakfast being our first opportunity to get people registered. Encouraged ANNOUNCE ANNOUNCE ANNOUNCE:) as well as emphasizing ***ALL HANDS ON DECK*** . Asked the committee to be available 8am-1pm & ensured them they would have necessary square training for POS transactions at our March sub-committee meeting. After reviewing the number of pre-registrations sold at last years pancake breakfast which were 15 for a total of \$525 I challenged the committee to get 20+ this year as I know we are more

than capable of it. Encouraged announcements at all meetings to let people know who their registration committee is.

Culture, Objectives, Prices & Principles discussed in order to support the commitments to transparency. Reviewed what CRCNA is, how important our roles as the registration sub-committee are, especially in light of the challenging conversations regarding prices from members. Reminded committee that we do in fact have financial objectives through registration sales. Compared the last two years and how important fiscally sound decisions impact the outcome. On that note, I passed around the draft registration form and showed them specifics so we can handle questions regarding prices in a positive manner in order to help our Region better understand that costs of everything go to pay for the convention itself. We discussed having some basic and consistent positive lingo to use when approached by individuals who are reluctant to pay current year prices.

I shared the following registration info that is confirmed as of now:

\$35 - Early-Bird, \$40 - Up to Convention/Pre-Reg, \$45 - Onsite & \$40 - 1 day.

Reviewed budget & would like to ask for an increase of \$185 which would take our totals to:

Office Supplies \$165 remains same as projected, Registration Packet Items \$5,175, Registration Lanyards \$2,325

We distributed the increase of \$185 proportionally based on last percentages.

There were two items I found to be erroneous from last year. There is only a \$79.32 variance that was found when I looked at and added up actual invoices from last time. This committee has displayed interest & commitment in practicing sustainability of resources to the maximum extent. Following the discussion about budget we discussed the need to check inventory before even beginning to look at swag items in order to make prudent decisions.

Upon completion of inventory (attached below), we found an excess of bags (529 various) and lanyards (141 not year specific "guide me") plus (249 that are year specific "2019").

INVENTORY:

Small bags with CRCNA 2019 - 133
Large bags blank - 172
CRCNA 2019 Stickers - 66
CRCNA 2019 Agenda - 56
CRCNA 2019 Red Pen - 14
Plastic zip loc bags - 18
Plastic ID Holders Larger - 72
Lanyard White "CRCNA 2019.." - 84
Lanyard Purple "CRCNA 2019" - 25
Blue NA CRCNA XXVII Bag - 1
Raffle Tickets - 3 full rolls 2 half rolls

Small bags blank - 34
CRCNA 2019 Magnets - 47
White NA Plastic Bags - 190
NA Little White Books - 8
CRCNA 2019 Purple Pen 1
Plastic ID Holders - 400 (8 boxes)
Lanyard White "Guide me.." - 91
Lanyard Blue "CRCNA 2019" - 140
Lanyard Green "Guide Me.." - 50
Blue Roll of Tickets - 1

Each committee member will find 2 vendors and we will begin looking for swag items in our next meeting. I would like to ask the CRCNA committee for support in sustainably finding ways to excess this remaining inventory with registration this year in order to practice the utmost prudence.

The committee has brainstormed & would like to use the 141 lanyards from 2019 that say "guide me" along with the 190 white plastic bags with NA symbol on them from 2018 for newcomer registrations. Last year we had 57 out of the 79 counted registrations were newcomers. That would leave us with roughly 80-100 of these bags & lanyards along with the 339 assorted bags left over. What this means is that we really are only left ordering about 500-800 bags which we will be ordering with no year, etc. on them, NA stickers in order to reuse the bags with 2019 sticker on them & apply to the blank bags, & lanyards.

Status of additional square equipment needed. Please make sure it is a committee & not registration cost when purchased. Need to talk with Zach or Mark to get units, etc. as I will be training sub-committee at next meeting. Discussed any known absences, etc.

Joanne D will be joining us live at our next meeting (March 14).

Elizabeth will not be in attendance at our next meeting but can dial in.

Lena regrettably will not be at Pancake Breakfast due to previous family arrangements. Need to discuss a solid action plan and have it approved by the committee. Have brainstormed a little with Joanne & plan on asking for support. Kathleen/Karen.

QUILT: UPDATE (ALLY)

NEW BUSINESS: OPEN PRE-REG AT CRCNA

Thank you all for the continued opportunity to be a part of something beautiful. In Loving Service
Lena

Website: Zach fixed the laptop and going to get Secretary a mouse.

CRCNA XXXIV Web and Information Monthly Report – March 2020

The convention listing is on na.org, after having some trouble getting the listing to appear, Fellowship Services stepped in to help. The CRCNA website is up to date and all contact info is correct. Social media has been kept up to date. Thank you to other committee members that have helped with this.

Web and Information requires no budget.

Approximate timeline: March - July

March/April – work with Merchandise subcommittee to finalize merchandise stock images for webstore.

March/April – Create product images for banquets and registrations. This will be theme and logo and the name of the banquet or registration.

April – Test and verify webstore checkout, payment system and reporting tools.

April 25th – After theme and logo reveal at Sponsor/Sponsee pancake breakfast, open webstore with registrations at early bird rate and merchandise.

April 25th – Post printable registration form on nacolorado.org/crcna.

April 25th – Post to social media that webstore is open for registration, merchandise and banquets.

May – Email registration to areas and surrounding regions.

June – Adjust registration price when Early Bird ends, usually around Lakeside event (or similar).

July – Open marathon meeting signups and any hospitality related signups, if needed for desert bar (or similar).

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 or if you know of any members that have web experience and are willing to serve.

In Grateful Service, Zach V.

Hospitals/Institutions: There were two other women there, besides me that showed it. It may have been small, but man those ladies have a heart and passion for service. We went over the timeline for CRCNA, and decided that Friday will not work for us, because inmates would not be able to come Friday night, a lot of rehabs cannot be there late, and just attendance overall would not be ideal. We talked about the Basic Textbook Drive and how I will need to put a deadline on that so I can purchase what we would need for CRCNA. I also need to see what we have for the white plastic bags, to hand out to newcomers, along with a lanyard and a little white book. So looking at budget for that. Talked briefly on speakers for the H&I presentation. Lastly, we talked about getting a google doc together that we would be able to share with each other and add hospitals and institutions in Colorado to call to invite to CRCNA. We will be meeting on the 21st at noon @ prosper oats in Denver. Katie
*Katie brought leftover bags from prior Conventions that were given to her and she gave them to Registration.

Elections:

Print/Display-Angie R.

Host/Hospitality-Kurt B

Fundraising/ Entertainment-Still open

Meeting Closed 11:45.