

## CRCNA XXXIV April Minutes

Meeting Opened 8:45 am Via zoom

Opening Prayer and Reading of Concepts:

Clean time observed for: No one

Approval of Minutes: Approved

Visitors: Steve K. CNAC Board member and Eric C. Region Vice Chair

**Chair:**

Steve K from CNAC stated that the contract has a 6-month advance notice, states that we have to May 13<sup>th</sup> to cancel w/a fee of \$2200.00. Eric C (Region Vice-Chair) stated we should gather a few other proposals to be prepared for several options: cutting the convention to just Saturday or prepare other options.

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

**Vice Chair:** Present -No report

**Treasurer: 4 April 2020 CRCNA Treasurer Report**

Starting with the \$10,000 seed money from CRCNA 33 and after paying back \$4425.00 hotel deposits to Embassy Suites I deposited \$5575.00 into the new First Bank account. There was already \$10.00 in the account as a newcomer donation to initially open the account bringing the balance to \$5585.00. there have been dispersals to sub-committee chairs Of Programs of \$175.00 for supplies, F&E of \$100.00 for rent for the Pancake Breakfast, \$441.85 to Merchandise for pre-convention merchandise and \$86.91 for checks and a monthly bank charge for online bill pay. There were three \$5.00 deposits from Square for tests that are designated as newcomer donations less a \$0.69 charge bringing the new bank balance to \$4578.40.

I pasted this from the Regional report because there has been no bank activity since then.

### Income Statement

**Colorado Regional Convention of Narcotics Anonymous  
2020**

Consolidated P&L	Current Year	Budget	Variance
<b>Revenue</b>			
Registration	\$ 25.00	\$ -	\$ 25.00
F&E	\$ -	\$ -	\$ -
Merchandise	\$ -	\$ -	\$ -
<b>Expense</b>			
Registration	\$ -	\$ -	\$ -
F&E	\$ 100.00	\$ -	\$ 100.00
Merchandise	\$ 441.85	\$ -	\$ 441.85
Programs	\$ 392.20	\$ -	\$ 392.20
H&I	\$ -	\$ -	\$ -

Hospitality	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -
Administration	\$ 87.60	\$ -	\$ 87.60
<b>Net Income (Loss) before Donation</b>	\$ (996.65)	\$ -	\$ (996.65)

Regional Donation	\$ -	\$ -	\$ -
<b>Net Income (Loss) after Donation</b>	\$ (996.65)	\$ -	\$ (996.65)

### Stats

Early Bird	-	-	-
Pre Registration	-	-	-
On Site Registration	-	-	-
<b>Total Registrations</b>	0	0	0

Profit on Merchandise	#DIV/0!	#DIV/0!	#DIV/0!
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### Balance Sheet

Hotel Deposit	\$ 4,425.00	\$ -	\$ 4,425.00
Cash Drawers	\$ -	\$ -	\$ -
<b>Total Balance Sheet</b>	\$ 4,425.00	\$ -	\$ 4,425.00

### Bank Reconciliation

Starting Balance - Balance Sheet	\$ 10,000.00	Starting Balance includes Ending Bank Balance and Ending Balance Sheet Balance
Net Income (Loss)	\$ (996.65)	
Ending Balance	\$ 4,578.35	Amount should tie with Bank Account Balance
	\$ 4,578.40	Bank Balance
	\$ (0.05)	

This is also from the Regional report. Since then I entered the \$0.05 surplus as a newcomer donation so that the income Statement zeroes out.

\$ 4,578.40	Bank Balance
\$ -	

I still currently do not have the debit card in my possession. I do not know where our PO Box is located or how to open it. This is a moot point now as we are under only essential a travel restriction. I don't know if there is a time limit CO 80549 so that I can activate it.

I have contacted the new Vice Treasurer, James, to begin training him to be able to act as Treasurer in my absence. I am in the high-risk group and this is a serious problem for me. Although most of you may feel comfortable gathering in the coming months I myself will not be comfortable with this until they develop a vaccine for this. Really, neither should you as I am

seeing that even the young and healthy are not immune to serious consequences from contracting this disease. I hope you all are well and don't have to find out the hard way.

This is the budget that I submitted to Region which was approved. I know some of these budgets were not really discussed much but they can be amended if necessary, with committee approval. After all some of the committee's requirements do not change much from year to year so there is no need to re-invent the wheel here.

This is the new budget.

<b>CRCNA XXXIV</b>		
Draft Budget Worksheet		
2020		
Number	Item	34 Budget
<b>100 Administrative</b>		
101	Bank Charges (Include Checks) Analysis Fee	\$1,200.00
102	Nextel Radios	\$310.00
103	Digital Cash Registers	\$750.00
104	Postage/Copies/ Agendas, Supplies	\$550.00
105	Sales Permits/Tax Renewals	\$27.50
106	Squares	\$110.00
107	Meeting Space	\$450.00
108	Taxes State/City	\$670.00
	Total Administrative	\$4,067.50
	Under/Over	
<b>200 Print &amp; Display</b>		
201	Banner Printing 1@	\$114-\$140
202	Signs	\$305.50
203	Prize for Logo Winner	\$27.50
204	Registration Printing	\$255.00
205	Program Printing	\$520.00
206	Postage/Copies/Supplies	\$500.00
	Total Print & Display	\$1,608.00
	Under/Over	
<b>300 Fundraising &amp; Entertainment</b>		
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
	Under/Over	
<b>400 Merchandise</b>		

401	Convention Merchandise	\$10,000.00
402	Sales Tax	
403	Postage/Copies/Supplies	\$50.00
	Total Merchandise	\$10,050.00
	Under/Over	
<b>500</b>	<b>Programs</b>	
501	Main Speaker Hotel Rooms (8 x \$141.19 x 2night each + 12.75% tax)	\$1,300.00
502	Main Speaker Registration Packages ( 3 X _____ )	\$0.00
503	Main Speaker Meals ( 4x 60 dinner) (4 x 4 breakfast)	\$360.00
504	Main Speaker Travel	\$2,000.00
505	Appreciative Gift Baskets ( 5 x 50)	\$250.00
506	Workshop Expenses Included in Supplies	\$0.00
507	Postage/Copies/Supplies	\$175.00
	Total Programs	\$4,085.00
	Under/Over	
<b>600</b>	<b>Registration</b>	
601	Registration Badges and Lanyards (1000 X_____)	\$2,325.00
602	Registration Packet Items	\$5,175.00
603	Postage/Copies/Supplies	\$165.00
	Total Registration	\$7,665.00
	Under/Over	
<b>700</b>	<b>Hotel</b>	
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)	\$5,212.50
705	Banner Hanging Fees	\$825.00
706	Food & Beverage Contractual	\$11,500.00
	Total Hotel	\$28,692.50
	Under/Over	
<b>800</b>	<b>Hospitals &amp; Institutions</b>	
801	Newcomer/H&I Literature (Basic Texts)	\$1,420.00
802	Postage/Copies/Supplies	\$25.00
803	Table Cloth/ Printing	\$55.00
	Total Hospitals & Institutions	\$1,500.00
	Under/Over	
	Total Budgeted Expenses	\$65,868.00
	Under/Over	

This budget is larger than last years by about \$700.00. I incorrectly stated it was under by \$1000.00 in the report to Region due to an error on my part and difficulties arising from the state of this computer and recent events. The computer is acting strangely. The mouse works intermittently and when I try to access the settings for it it says it is working properly but at the same time it is saying it does not recognize it. When the alert flashes on it causes the settings menu to blink on and off. This can't be a good thing and I hope it isn't affecting other systems on the computer such as data storage. Why I say this is that I cannot find the spread sheet that I used in the Regional report when I'm sure that I saved it multiple places. Now I am unsure if that's even the case. Recent events have affected me in ways that I was not even aware of. As this thing progresses, I am getting more and more stressed and fearful of how this will play out. We are looking at 30-40% unemployment in the months ahead. They are now talking about breakdowns in the supply chain and food shortages due to illnesses. Our economic system is geared for failure in these circumstances. It is predatory and that means it will starve when there is no more prey to feed on. When no one has any money to pay their bills it will affect everyone, even those who have a guaranteed income. The ripple effects of this are going to become tidal waves soon. I really hope I am wrong, but I can't blissfully go forward into the meat grinder without taking some precautions. I applaud you all for your positive outlook for the prospects of things returning to normal within a month but even the most hardened critics of this event are starting to extend the shutdowns into July now. As I have previously stated I will not be comfortable being present at gathering with others in enclosed spaces until there is a vaccine available and I can get it. That puts us way past the convention date as scheduled. That is why I am training James to be a present at functions if I am unable to. We had a Zoom meeting last Thursday and we will be having many more before this is over. I am writing this now at 4 AM because I cannot sleep due to the anxiety caused by these weighty matters.

**Vice Treasurer:** April 4<sup>th</sup> Vice Treasurer report

I have been in contact with Mark M and becoming familiar with the forms, reports and spreadsheets to help be up to speed with the position. Am happy to be on board.  
ILS, James R.

**Secretary:** I got the laptop and its working; Zach gave me a mouse! Thank you

**Liasons:**

BFE-Not present

Mile High-Paul L; Present-All meetings are on Zoom in Mile High Area. Has concerns for communication in Mile High!!

Boulder-Lenard H. -Area zoom meetings. He has many groups that have donated books. Having trouble w/google groups email.

Off the Wall-Patrick-No Area in our Area!

Ute Pass-Not present

**Subcommittee Reports:**

**Hotel/Hospitality:** Cost of food was negotiated on contract. Committee will vote on cost of dinners. We did \$55.00 for all dinners.

**Programs:** Suggestions for fundraising-Bingo, Talent shows online. Discussion about opening Colorado speakers please submit tapes, CD's.

## Written Report:CRCNA XXXIV Program Subcommittee

**Date:Report for April 4, 2020**

### **Old Business/Timeline Review**

- Main Speakers will be ready for review by this committee during our May mtg
- Workshop & MM schedule will be ready for review in June
- Taper is chosen and contract is ready for CNAC signature
- The presentation "The Early Days" provided by Chris B. – travel expenses has been paid

### **New Business**

- Basic Text Book Drive on hold during quarantine
- Suggestion – postpone Pancake Breakfast and have a Talent Show! It might be fun. Breakup the intensity of this month. We can have an online Talent Show with musicians, stand up comedians, karaoke, etc. Maybe open with a speaker. In the invite link, we can have a spot for donations through Venmo or PayPal. BYOS (Bring Your Own Snacks!) and fellowship together online. We can debut the Theme/Logo and the amazing Preconvention Merch! Just a thought...

Category	Amount Requesting	Date of Disbursement
Clerical Supplies	\$175	<b>Paid</b> 01/04/2020
NA Historian Travel	\$217.20	<b>Paid</b> 03/07/2020
Main Speaker Travel	\$1,780	07/11/2020
Gifts	\$250	09/05/2020
Room Nights	Depends on comp room nights \$1130	Hotel Contract Date
Banquets/Breakfasts	\$360	Hotel Contract Date

**Next meeting April 11, 2020 (online)**

### **Print/Display:**

Banner is \$45.00 needs 5 days to order, waiting on the green light.

Logo winner, gets a free registration!! The winner is Zach.

### **Written Report to CRCNA 34 Print & Display Report April 3, 2020**

I have received and updated flyers as needed. Unfortunately, most of the flyers were designed in previous years in a program I do not have (and is not cheap) so I will need to update them with my own flair as required.

### **As for the timeline – I am playing catch up.**

\*I have been asking for people to help with the subcommittee – no luck yet.

\*I received some information for the registration brochures and have put together a rough draft for the committee to review. I will make updates based on today's meeting and send out as required.

\*May's event flyer – the Pancake breakfast is updated and already on websites.

\*The banner place that I use (and is less expensive than OfficeDepot) is currently still open. I just need the committee to approve the revised logo (font and registration mark placement) and I will get printed next week. I also need to confirm size.

\*I have not had any additional requests for flyers as the planning of events is chaotic to say the least. I am currently working from home and can have rough drafts turned within hours for review.

**The only thing I need at this moment is:**

\*Requested size of banner

\*Current printer we've been using so I can get quotes.

\*What is the prize we provide for logo winner? There is a budget item of \$27.50

\*Does each item printed get approved by CRCNA Committee or just chair and committee it is serving?

Thank you for letting me be of service

Angie R

**Fundraising/Entertainment:** Dave is representing. We haven't received any funds from lakeside Amusement park. Dave has not contacted the contact @Eliches yet (social distancing). Suggest a Virtual revealing of our Logo, w/our Speaker/sponsee instead of Pancake Breakfast.

**Merchandise:** Presented 3 bids for Jewelry. Committee will make the decision.

**Written Report submitted:** *April 4<sup>th</sup> 2020 CRCNA Merchandise report.*

Hello All,

I hope everyone is doing well in these hard times.

The first thing I would like to speak about is the pre CRCNA shirt. At this time, I have not ordered the logos or garments. After speaking with others, it felt like we should wait or not move forward with that shirt at all. There is just no certain time frame of when things will go back to normal. We imagine people will not be in a financial place to purchase these shirts. As chair I feel I should return the money that was dispersed to me at the last meeting. (\$441.85) I feel this is being prudent with NA funds.

With the focus no longer on the pre crcna shirts I have been spending time looking into items we will be selling online as well as at the convention. I have added these items to a spread sheet with the item, description, source, link and cost. All these items have been carefully selected due to their style, cost and availability. I looked at many differ vendors and did my best to be prudent with each item as well as looking for the best quality and style available. I did speak with Dave on the phone about getting 3 bids for each item. We discussed that being nearly impossible, as each vendor offers so many different types. I do feel I did my absolute best to locate the best item for the best deal using many different sources. We have decided to go with a few different color options. Mainly white, black, blue and purple for the main items. Some of the other items will be in white, black, blue, red as I could not find a purple option. All of these links are on the spread sheet and I ask that you take a moment and look through some of them. Any feedback will be greatly appreciated.

Next items of focus will be getting bids for our logos. Ultimately, I am feeling most comfortable using FM Expressions for the heat transfer logos. They are the best company when it comes to the heat transfer items. I am familiar with them and would like to stick with them for our heat transfer logos. If we start going to a bunch of other companies, we start to waste money on art set ups and things of that nature. I will be looking for an embroider next.

Angie has done a great job doing the final touch ups to our logo and that is now ready to move forward with getting bids. We will also be starting to get our online store put together. This is going to be a joint venture between Zach, Angie and myself.

The last thing I want to bring up is the jewelry vendor we would like to use. I am going to attach the proposals I have gotten from 3 people and I would hope we could discuss this as a committee. Please follow the links to their web sites to see the items available to our convention. It looks to be 2 good options at this moment. The third option was the gentleman from last year and I have been asked to find someone new this year. I tend to agree that a new vendor is a good idea as well. Now my vote would be for Serenity Sam as our Jewelry vendor. He is giving the least amount back to us on paper, but his items look to be the best of all and that

would translate to better sales and in the long run a better return to the convention. I am not sure if this is something that needs voted on or if I can do what I feel is right for the convention. I just ask we have a small discussion about this topic as we will want to get someone on contract sooner then later.

<https://serenitysam.com/>

<https://www.serendipityrecoveryjewelry.com/contact-page>

There is a lot of good progress being made. I look forward to things going back to normal sooner then later. I have total faith that our convention will go on as planed and be one of the best conventions to date. If you have any questions or concerns and would like to chat please give me a call anytime.

In loving service, Jeff R.

**Registration:** Committee has agreed to put the swag bag items on the back burner, the turn around time is short, can be ordered easily.

Straw poll-dinner tier pricing-NO. Committee has voted to have flat fee for Dinner. \$55.00.

Discussion on the quilt, our quilt maker is on guarantee, not able to receive t-shirts.

**Written report: CRCNA XXXIV REGISTRATION SUBCOMMITTEE REPORT**

Good Morning Family, grateful to be clean, healthy & able to be of service today. Not much activity since last month due to circumstances around COVID requiring rescheduling of meetings and events.

I am happy to report continued excitement and commitment from the committee members that have continued to show up and support this committee.

Since our regular sub-committee meeting was cancelled I rescheduled a meeting via zoom. The three of us met and I updated them on the March CRCNA Committee meeting and let them know we would be meeting this Saturday as well as the Unity Day Committee and that I would debrief as soon as possible.

We reviewed the deadlines for April and I assured them that these were flexible deadlines and that we would work things out as we find out more information.

### **Website: CRCNA XXXIV Web and Information Monthly Report – April 2020**

The website and the CRCNAinfo group has been kept up to date with current fliers. Web and Information has nothing else to report this month. Depending on committee consensus on how to proceed, if we decide to do so, the next step is to populate the webstore and determine if it will open at the Pancake Breakfast (May 23<sup>rd</sup>) or sooner.

In Grateful Service,

Zach V.

**Hospitals/Institutions:** Katie wants to get a number of books being donated from groups.

Elections: Fundraising/ Entertainment-Still open

Open Discussion:



Old business: pancake breakfast in May (tentative w/Virus). Discussion on Selected seating-has been tabled.

New Business: Karen will put the PO Box mailbox key outside in a baggie for Dave to pick up. Joanne spoke about a new Virtual Event (Pancake Breakfast-Speaker/Sponsee Zoom meeting). Steve K will have to May 13<sup>th</sup> to cancel.

Meeting Closed 11:45.