



## CRCNA XXXV December 5<sup>th</sup>, 2020 Minutes

Meeting Opened 9:05 am Via zoom

Opening Prayer and Reading of Concepts:

Clean time observed for: Matt D, 3years Karen C. 22 years Congrats!!!!

Approval of Minutes: Approved

Visitors: None

### **Chair: Written**-CRCNA XXXV 12/05/20

It has been quiet for the last two months. I have worked with Mark and Greg to correct some discrepancies in the accounting spreadsheet. Hopefully, this will work good for the next season. Mark and I worked to get the taxes done for the year. Total taxes came to 235.00 and will go out Monday.

The merchandise subcommittee completed their responsibility to distribute all merchandise ordered from online. Overall merchandise made a profit of 863.43. If there is to be a mailing option in the future, we will need to charge a bit more as there was a loss of 115.35 on postage. We will be approving the extra amount over budget later in our meetings. The banner for CRCNA XXXIV has been printed and placed into storage.

Currently our open subcommittee chair positions are Print & Display, F & E, and Merchandise. Currently the only active Liaisons are from Boulder & Mile High. Please let the fellowship know we need a Vice Chair and a Vice Treasurer. The next regional meeting will be 01/17/21 via zoom at 10:00AM.

Our next meeting will be via zoom on 01/02/21 at 9:00am.

Happy Holidays!!!

In Loving Service,

Joann D

**NOTE:** wants to focus on the timeline.

Joann has been given T-shirts for silent auction.

### **Vice Chair: Open**

### **Treasurer: Written-**

5 Dec 2020 CRCNA XXXIV Final Treasurer Report.

To make a long story short. CRCNA XXXIV began with seed money of \$10,000.00. We collected \$5,694.30. We had expenses of \$7114.42. That left us with a loss of \$1420.12 leaving us with an available bank balance of \$8579.88. Of the \$5694.30 revenue \$2825.10 was in Merchandise sales, \$312.00 was collected for shipping. Registration collected \$2324.20. F&E collected \$233.00. Of \$7114.42 in expenses \$4425.00 was for two deposits at Embassy Suites. Administration spent \$492.75. Merchandise bought \$1534.32 and spent \$427.35 on shipping, \$115.35 more than collected. The total taxable income this year was \$2825.00. Sales taxes on this came to \$235.00.

In the CRCNA XXXIV Budget, on page 5, it shows Merchandise budgeted \$50.00 for postage but after collecting only \$312.00 online it came to \$427.35 putting them over budget. I have no reason to believe this will not be approved in committee as per the CRCNA guidelines. Also, I noticed that the Hotel and Hospitality budget for hotel deposit is only \$5,212.50 but we have 5 installments of \$2212.50. This need not be a Hotel and Hospitality line item, since in the Financial Statement spread sheet it is listed under a separate detail in the Income Statement sheet.

In year's CRCNA XXXV budget all the line items for each subcommittee will conform to the line items in the Financial Statement subcommittee details from now on for simplicity. Otherwise, if a new line item is required

by any subcommittee it will have to be added by the Regional Treasurer. I cannot do it myself as I do not have the authority to do so.

Joann and I have discussed the possibility of donating money to Region from the profit that we have made. Yes, we made profit. This discussion centered on how we have already paid the first two deposits for the Embassy Suites which rolled over to CRCNA XXXV. That left us with a starting balance of \$5575.00 in the bank this year. Our available balance now is \$8579.88 leaving us with a surplus of \$3004.88. Joann and I think that the Registration and F&E amounts we collected of \$2324.20 and \$233.00 respectively, since they too roll over to next year should be exempt from this amount. That would leave \$447.68. This will be discussed in new business.

**CRCNA EXPENDITURE VOUCHER**

CRCNA IS NOT TAX EXEMPT, but does have a Colorado Resale Sales Tax Exemption License. Sales tax should not be paid on items that are to be resold.  
 CRCNA's Resale Sales Tax Exempt number is 27-41880-0000. For vendors who may require it, CRCNA FEIN is 742-40-5650.

SUBCOMMITTEE: Merchandise

EVENT/REASON FOR EXPENSE: Shipping

PAYABLE TO WHOM: Jeff Ramos

WHENEVER POSSIBLE, ATTACH ORIGINAL DETAILED RECEIPTS

Date	BUSINESS NAME	Total Amount Paid	Budget Line Item for Purchase	If not budgeted, Vote/Action & Date
10/31/20	USPS	\$ 311.45	Yes	
10/31/20	USPS	\$ 115.90	Yes	
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
<b>GRAND TOTAL PAID:</b>		<b>\$ 427.35</b>	<b>Yes</b>	

Jeff Ramos  
Subcommittee Chairperson (Printed)

Joann Rochester  
Chairperson Approval Signature

11/10/20  
Date

Payment information:  
 Date: 11/19/20 Check #: 1006 Amount of Check: \$ 427.35 Posted: \_\_\_\_\_

Notes:

**Income Statement**

## Consolidated P&L

	Current Year	Budget	Variance
Revenue			
Registration	\$ 2,324.20	\$ 2,324.20	\$ -
F&E	\$ 233.00	\$ 233.00	\$ -
Merchandise	\$ 3,137.10	\$ 6,274.20	\$ (3,137.10)
Expense			
Registration	\$ -	\$ 7,665.00	\$ (7,665.00)
F&E	\$ -	\$ 3,000.00	\$ (3,000.00)
Merchandise	\$ 1,961.67	\$ 10,050.00	\$ (8,088.33)
Programs	\$ -	\$ 4,085.00	\$ (4,085.00)
H&I	\$ -	\$ 1,445.00	\$ (1,445.00)
Hospitality	\$ -	\$ 23,480.00	\$ (23,480.00)
Printing	\$ -	\$ 1,792.50	\$ (1,792.50)
Administration	\$ 727.75	\$ 3,957.50	\$ (3,229.75)
<b>Net Income (Loss) before Donation</b>	\$ 3,004.88	\$ (46,643.60)	\$ 49,648.48

Regional Donation	\$ -	\$ -	\$ -
<b>Net Income (Loss) after Donation</b>	\$ 3,004.88	\$ (46,643.60)	\$ 49,648.48

## Stats

Early Bird	27	-	27
Pre Registration	-	-	-
On Site Registration	-	-	-
<b>Total Registrations</b>	27	0	27
Profit on Merchandise	37%	-60%	-158%

## 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)	\$ 3,004.88	
Ending Balance	\$ 8,579.88	Amount should tie with Bank Account Balance
	\$ 8,579.88	Bank Balance

Revenue				Expenses				
Item	Amount	Cost	Total	Jiffy Shirt				
<b>Registration</b>				Item	Amount	Cost	Total	
Early Bird	27		\$35.00	\$945.00	Merchandise			
Banquet	16		\$55.00	\$880.00	SSTS/M/L/XL	40	\$2.57	\$102.80
Breakfast	12		\$35.00	\$420.00	2XL	10	\$4.35	\$43.50
Newcomer Donation	7			\$79.20	3XL	4	\$5.63	\$22.52
Sub Total				\$2,324.20	Sub Total			\$168.82
F&E					PO Hoody XL ASH	2	\$9.82	\$19.64
Dessert Bar	5	\$17.00		\$85.00	XL COLOR	6	\$10.15	\$60.90
Chance to Win	8	\$2.00		\$16.00	2XL	4	\$12.32	\$49.28
Virtual Kickoff I				\$87.00	3XL	3	\$13.45	\$40.35
Virtual Kickoff II				\$45.00	Sub Total			\$170.17
Sub Total				\$233.00	Zip Hoody M/L/XL	12	\$15.87	\$190.44
<b>Merch:</b>					2XL	3	\$20.59	\$61.77
SSTs	45	\$20.00		\$900.00	3XL	3	\$22.80	\$68.40
PO Hoody	15	\$30.00		\$450.00	Sub Total			\$320.61
Zip Hoody	16	\$35.00		\$560.00	Cap	6	\$7.80	\$46.80
Cap	6	\$25.00		\$150.00	Sub Total			\$46.80
Leggings	4	\$30 One at \$25.00		\$115.00	V neck T			
Sweatpants	6	\$30.00		\$180.00		4	\$3.04	\$12.16
Sweatpants	2	\$25.00		\$50.00		4	\$4.07	\$16.28
V neck	10	\$20.00		\$200.00	Sub Total			\$28.44
Mug	22	\$10.00		\$220.10	Sweat Pants			
Sub Total				\$2,825.10		3	\$9.93	\$29.79
shipping	52	\$6.00		\$312.00		5	\$11.46	\$57.30
Sub Total				\$3,137.10	Sub Total			\$87.09
<b>Total</b>				\$5,694.30	Tax			\$36.99
					<b>Total</b>			\$858.92
					Leggings	3	\$12.99	\$38.97
						1	\$14.99	\$14.99
					Discount			-\$2.70
					Tax			\$2.32
					Sub Total			\$53.58
					Mugs	36		\$270.82
					Sub Total			\$270.82
					Quarantine Screens	100	\$2.77	\$277.00
					Sub Total			\$277.00
					Decals	8	\$6.00	\$74.00
					Sub Total			\$74.00
					Shipping			\$427.35
					Sub Total			\$427.35
					<b>Total</b>			\$1,102.75
					<b>Merch Total</b>			\$1,961.67
					<b>Admin</b>			
					Bank CC Charges			\$274.86
					<b>Taxes</b>			\$235.00
					Office Supplies			
					Zoom Fee		\$69.90	
					Microsoft 365		\$102.99	\$172.89
					Meeting Space			\$45.00
					<b>Total</b>			\$727.75
					<b>Programs</b>			
					Postage/Copies/Supplies		-\$175.00	
					<b>Total</b>			\$4,425.00
					<b>Hotel</b>			\$4,425.00
					<b>Grand Total</b>			\$7,114.42

<b>CRCNA XXXIV</b>			Revenue	Expenses	
Draft Budget Worksheet					
2020					
Number	Item	34 Budget			
<b>100</b>	<b>Administrative</b>				
101	Bank Charges (Include Checks) Analysis Fee	\$1,200.00		-\$274.86	
102	Nextel Radios	\$310.00			
103	Digital Cash Registers	\$750.00			
104	Postage/Copies/ Agendas, Supplies	\$550.00		-\$172.89	
105	Sales Permits/Tax Renewals	\$27.50			
106	Squares	\$110.00			
107	Meeting Space	\$450.00		-\$45.00	
108	Taxes State/City	\$670.00		-\$235.00	
	Total Administrative	\$4,067.50			
	Under/Over			-\$727.75	Sub Total
<b>200</b>	<b>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</b>	<b>Fundraising &amp; Entertainment</b>				
301	CRCNA Entertainment (Friday & Saturday Nights)	\$3,000.00	\$101.00		
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	\$132.00		
	Total Fundraising & Entertainment	\$8,200.00			
	Under/Over				
<b>400</b>	<b>Merchandise</b>				
401	Convention Merchandise	\$10,000.00	\$2,825.10	-\$1,534.32	
402	Sales Tax				
403	Postage/Copies/Supplies	\$50.00	\$312.00	-\$427.35	
	Total Merchandise	\$10,050.00			
	Under/Over			-\$1,961.67	Sub Total
<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				Sub Total
<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	\$2,324.20		
	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		-\$4,425.00	
705	Banner Hanging Fees	\$825.00			
706	Food & Beverage Contractual	\$11,500.00			
	Total Hotel	\$28,692.50			
	Under/Over			-\$4,425.00	Sub Total
<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				
			\$5,694.30	-\$7,114.42	-\$1,420.12
					\$10,000.00
					\$8,579.88

**Vice Treasurer:** Position Open

**Secretary:** Mailbox was checked Saturday and nothing in it for us. I haven't tried our lap top since Joann has updated our software.

**Liasons:**

BFE-**Not represented**

Mile High-**Not represented**

Boulder- Matt D. **present** He has nothing to report

Off the Wall-**Not represented**

Pikes Peak-**Not represented**

Ute Pass-**Not represented**

**Subcommittee Reports:**

**Hotel/Hospitality:** No Written report: Not present

**Programs: Written:**

December 5, 2020

CRCNA XXXIV

Program Closing Report

**Preliminary Program Duties**

- Program schedule was created and topics in place
- Main speakers were selected
- Marathon Meeting schedule and topics were put into place
- Taper contract was signed
- Narcotics Anonymous Historian was booked
- Colorado Historian was on board with the program schedule
- Convention rooms were arranged according to program schedule
- All of the above was approved by CRCNA, CRSCNA, and CNAC

All parties were notified of postponement

**Financial Report**

- The Narcotics Anonymous Historian's plane ticket was purchased - \$217.20
- Programs was allotted funds in their budget for incidentals - \$175
- The NA Historian returned the plane ticket funds - \$217.20
- Programs returned the allotted funds from their budget - \$175
- Budget expenses closed out at zero

All CRCNA XXXIII & XXXIV CD's, Readings, Reports, etc were inventoried, organized, and store.

ILS, Kath L

NOTE: Programs was asked not to send reports to CNAC or Region, only to CRCNA. (By the Chair).

**Merchandise: Written**

CRCNA 34 Merchandise final report.

I would like to start with thanking everyone for their love and support. This was a very tough year for all of us. I know I learned a lot about myself and service. And for that alone I consider CRCNA 34 a win!

I will be going over hard number that where provided to me from Mark our treasurer shortly. I wanted to start with a few important facts that I feel should be passed along to the incoming Merch chair. I think we have a great idea with producing items in house. But it was more work than I had imagined. I think the profit margins was worth it. I just urge the next chairperson to give me a call and chat when they are coming up with next year's game plan.

- Next area of concern was shipping. We most definitely lost money on shipping. I will urge the committee to up the freight charge next year if that continues to be an option.

- Vendors- Jiffy Shirts, Amazon, Designs by Dusty, Expression's, Pro Corp inc,

As I have stated along the way, when we talk about money we get away from the spirituality of things. But as was also stated, crcna is a fundraiser to help carry the message for our region throughout the year. This has and always will be a touchy subject in recovery. With that all said, here this year's numbers...

#### Revenue

##### **Merch:**

SS Ts	45	\$20.00	\$900.00
PO Hoody	15	\$30.00	\$450.00
Zip Hoody	16	\$35.00	\$560.00
Cap	6	\$25.00	\$150.00
Leggings	4	\$30 One at \$25.00	\$115.00
Sweatpants	6	\$30.00	\$180.00
Sweatpants	2	\$25.00	\$50.00
V neck	10	\$20.00	\$200.00
Mug	22	\$10.00	\$220.10
Sub Total			\$2,825.10
shipping	52	\$6.00	\$312.00
Sub Total			\$3,137.10

#### Expenses

##### **Merchandise**

SST S/M/L/XL	40	\$2.57	\$102.80
2XL	10	\$4.35	\$43.50
3XL	4	\$5.63	\$22.52
Sub Total			\$168.82
PO Hoody XL	2	\$9.82	\$19.64
ASH			
XL COLOR	6	\$10.15	\$60.90
2XL	4	\$12.32	\$49.28
3XL	3	\$13.45	\$40.35
Sub Total			\$170.17
Zip Hoody	12	\$15.87	\$190.44
M/L/XL			
2XL	3	\$20.59	\$61.77
3XL	3	\$22.80	\$68.40
Sub Total			\$320.61
Cap	6	\$7.80	\$46.80
Sub Total			\$46.80
V neck T			
	4	\$3.04	\$12.16
	4	\$4.07	\$16.28
Sub Total			\$28.44
Sweat Pants			
	3	\$9.93	\$29.79
	5	\$11.46	\$57.30
Sub Total			\$87.09
Tax			\$36.99
<b>Total</b>			\$858.92

Leggings	3	\$12.99	\$38.97
	1	\$14.99	\$14.99
Discount			-\$2.70
Tax			\$2.32
Sub Total			\$53.58
Mugs	36		\$270.82
Sub Total			\$270.82
Quarantine Screens	100	\$2.77	\$277.00
Sub Total			\$277.00
Decals	8	\$6.00	\$74.00
Sub Total			\$74.00
Shipping			\$427.35
Sub Total			\$427.35
<b>Total</b>			\$1,102.75
<b>Merch Total</b>			\$1,961.67

Total profit \$1175.43 This is a 37% profit margin We had hoped for a larger margin but would still consider this a total success under the circumstances.

The only reimbursement to myself is for the shipping cost of \$427.35. I believe Joanne has this on our agenda to speak about.

We ended up with a bag of miscellaneous decals that can be used for swag next year. We also have a couple extra-large decals that could be used for quarantined shirts if wanted. We have many extra of the actual red quarantined lettering in the bag. But would need more of the white eye logo if that was going to be used properly. We ended up with 14 extra mugs. And a half bag of shipping bags.

As I said before I hope that the incoming chair reaches out. I would love the chance to share my experience with them. I would also be willing to participate on a limited basis on the merch committee. I would be happy to do my part to keep this method of production going if the committee sees fit.

In closing I want to thank everyone for their love and service to this fellowship. I know I would not be the man I am today if I did not have strong people like you all to show me how to be a productive member of society.

In loving service, Jeff R.

#### **Registration: -Written:**

Good morning. Hope this finds you all healthy & well! Due to unforeseen circumstances and a change in work schedule I will be unable to attend via zoom this morning, however, I will be listening in. I touched base with Joanne earlier in the week to advise her of this.

There have been no changes since the final report given in October. These were the final numbers. A spreadsheet with registrants' information is on file to use next year for roll-over registration.

Early Bird: 21, Banquets: 16, Breakfasts: 12, Desserts: 5

Zach was of great help with producing reports for registration & I'd like to thank him for his timeliness & support.

It's an honor & privilege to continue serving this committee as Registration Chair.

In Loving Service

Lena S

#### **Website and Information: Written report**

#### **CRCNA XXXIV Web and Information Final Report – December 2020**



This is my final report, I am happy to have served CRCNA for the past 3 years! I will work with the new web and info chair to get the [cncnaweb@nacolorado.org](mailto:crcnaweb@nacolorado.org) account turned over. Mike has already been made admin of the WhatsApp group and has been added as an admin of the Facebook group. I will remain available and able to help with any other issues or questions that may come up.

Thank you for letting me serve! Zach V.

NOTE: Zach has removed all past CRCNA trusted servants.

**Fundraising and Entertainment.** Position OPEN

**Hospitals/Institutions: No Written report: Resigned**

**Print/Display: Position open:**

**Elections:**

F&E: Open

Print/Display: Open

Vice Treasurer: Open

Merchandise: Open

Hospital/Institutions: Open

**Old business:**

- Merchandise will box up all merchandise and meet Joann @Johnson's Corner Sunday to deliver everything for the new Merchandise Chair.
- Taxes of \$235.00 was paid
- Region is providing Zoom account; Mike has administrated the link.
- Closeout Celebration for CRCNA XXXIV has been tabled and asked to be removed from agendas.

**New Business:**

- Donation of \$447.68 to Region, per Guidelines. Closing out CRCNAXXXIV any funds above our seed money gets passed on.
- Outgoing Merchandise chair is dropping off all Merchandise to our Chairperson, Joann D.

**Open Discussion:** F&E organize a slide show for a Kickoff event? How do we contact Areas to request the need for Liaisons from each area, especially since our meetings are on Zoom? (No travel needed). Kathleen volunteered to create a flyer for Mike (webmaster) to distribute.

**Meeting Closed: 10:49**

**Next Meeting January 2nd, 2021 @9:00**