



## **CRCNA XXXV January 2nd, 2021 Minutes**

Meeting Opened 9:05 am Via zoom

Opening Prayer and Reading of Concepts:

Clean time observed for:

Approval of Minutes: Approved

Visitors: Jerri Ann from Pikes Peak

**Chair: Written**-Happy New Year! All remains quiet for now. I updated the timeline and hope everyone has had a chance to review. Mark came across a discrepancy in his reporting that resulted in an additional 132.00 being sent to the Region as a donation. This brought our total donation to Region for CRCNA XXXIV to 579.68. Mark will report his findings soon.

Currently our open subcommittee chair positions are Print & Display, F & E, H & I 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 02/06/21 at 9:00am. In Loving Service, Joann D

### **Vice Chair: Open**

### **Treasurer: Written**- 2 Jan 2021 CRCNA XXXV Treasurer Report

Our beginning balance for this year is \$8,000.20. that is \$132.00 less than in the CRCNA XXXIV report due to an error on my part. That \$132.00 came from the Fundraising and Entertainment budget that was not meant to be rolled over to this year. Hence, we donated that additional amount to Region making our total donation to Region \$579.68. This was necessary for us to begin this year with the \$10,000.00 allowed for our seed money in the guidelines. So now the actual amount rolled over is now \$2,425.20. Subtracting this from the new balance of \$8,000.00 leaves \$5,575.00. That is \$10,000.00 seed money less the two Embassy Suites deposits of \$4,425.00. I hope this clarifies our financial standing to everyone.

That said we are in way better shape than last year with almost \$2500.00 more in disposable income.

Enclosed in this report are the subcommittee sample budgets both hard copy and as attachments. One is blank and one has the budget amounts from last year as suggested amounts only. You may notice some changes from last years budgets. This is because last year budget line items did not match the line items in the Financial Statement spreadsheet subcommittee details. This led to having to make some judgement calls as to where some of last years purchases applied. In this year's budgets I have matched the line items from the Financial Statement spreadsheet to the ones in the sample budget. I am not able to add line items for any of the subcommittees except for Merchandise and Fundraising and Entertainment. To add line items in any of the other subcommittee details requires special administrative access code that only the Regional Treasurer has.

For those of you who are new subcommittee chairs there are two forms that you will have to fill out to request funds. One is for budgeted items the other for cash for making change at events. Any purchases of more that \$500.00 will require three separate bids and there is a form for that. Any purchases will have to be itemized and be accompanied by the receipts. There is a form for that also. All income from fundraising must itemized on an income report form. There is one for registration, Merchandise and Fundraising and Entertainment. All these forms are posted on the [nnacolorado.org](http://nnacolorado.org) website.

# CRCNA XXXV

## Draft Budget Worksheet

2021

Number	Item	35 Budget
<b>100</b>	<b>Administrative</b>	
101	Bank Charges (Include Checks)CC Internet Fees Analysis Fee	\$1,200.00
102	Radio Rental	\$310.00
103	Cash Registers	\$750.00
104	Office Supplies	\$550.00
105	Permits/Tax Renewels	\$27.50
106	Squares	\$110.00
107	Rent	\$450.00
108	Taxes	\$670.00
109	Basic Texts	
110	Miscellaneous	
	Total Administrative	
	Under/Over	
<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	Office Supplies	\$500.00
	Total Print & Display	
	Under/Over	
<b>300</b>	<b>Fundraising &amp; Entertainment</b>	
301	CRCNA Convention Entertainment (Friday & Saturday Nights)	\$3,000.00
302	Pancake Breakfast- Logo Kickoff (Supplies, Food, Hall, Tables, Chairs)	\$1,500.00
303		
304	Other Events to be Scheduled (4)	\$2,500.00
305		
306		
307		
	Total Fundraising & Entertainment	
	Under/Over	
<b>400</b>	<b>Merchandise</b>	
401	Convention Merchandise	\$10,000.00
402	Miscellaneous	0

403	Postage/Copies/Supplies	\$50.00
	Total Merchandise	
	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	Speaker Flights	\$2,000.00
505	Speaker Gifts ( 5 x 50)	\$250.00
506	Workshop Expenses Included in Supplies	\$0.00
507	Postage/Copies/Supplies	\$175.00
	Total Programs	
	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	Office Supplies	\$165.00
	Total Registration	
	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	Table Gifts	
705	Banner Hanging Fees	\$825.00
706	Food & Beverage Contractual	\$11,500.00
	Total Hotel	
	Under/Over	
<b>800</b>	<b>Hospitals &amp; Institutions</b>	
801	Basic Texts	\$1,420.00
802	Office Supplies	\$25.00
803	Merchandise	
804	Miscellaneous	
805	Newcomer Registrations	
	Total Hospitals & Institutions	
	Under/Over	
	Total Budgeted Expenses	
	Under/Over	

**Vice Treasurer:** Position Open

**Secretary:** Mailbox was checked Saturday and nothing in it for us.

**Liasons:**

**BFE-Not represented**

**Mile High-Not represented**

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

Off the Wall-**Not represented**

Pikes Peak-Jerri Ann K -representing Pikes Peak! Welcome!!

Ute Pass-**Not represented**

### **Subcommittee Reports:**

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

### **Programs: Written:**

CRCNA XXXV

Program Report for January 2021

### **Form Subcommittee**

Chair Kathleen L.

Vice Chair Open

Marathon Meeting Lead Jim M.

Sub Members 5 Current

### **Begin Gathering CD's**

Have numerous CD's and E-tapes in our library

Will launch a flyer for speakers

### **Prepare Timeline**

Will review the Program timeline and have it finalized for the March due date

Will review the Program budget and have it finalized for the March due date

We are considering keeping the budget we amended to 50%

### **Program Sub meetings**

First mtg is Friday Jan 1, 2021 at 3:30pm MST

Last Fri of the month moving forward

ID: 691 241 1364 Password: Programs

**Merchandise:** OPEN

### **Registration: Written report:**

Happy New Year to all!

I am unable to make it today as I am out of town on a much needed post holiday break for the weekend. I have touched base with Joanne & will follow up with her later this week with any questions.

Not too much to report over here. I have reached out to my subcommittee to confirm active members and currently have 2 from last year. I will revisit the time/days of the month that we will be having subcommittee meetings & will provide that info to Mike H to update by end of this week. I will also be actively recruiting new subcommittee members for this year. Looking forward to another productive year with you all, In Loving service, Lena S

**Website and Information: Written report** CRCNA XXXV Website and Information Chair Report 1/2/2021 I have been verifying my access to the various accounts the previous Web Chairperson supplied to me and I posted information about today's committee meeting on the regional calendar, the CRCNA Info Facebook page, and the crcna34@googlegroups.com email list. Thanks for allowing me to serve Mike H

**Fundraising and Entertainment. Position OPEN**

**Hospitals/Institutions: Position Open**

**Print/Display: Position open:**

**Elections:**

F&E: Open

Print/Display: Open

Vice Treasurer: Open

Merchandise: Karl W was elected our New Merchandise Chair. WELCOME

Hospital/Institutions: Open

**Old business:**

- Joann , Chair will get w/outgoing Merchandise chair again this month to deliver everything for the new Merchandise Chair.
- Budgets are due for all Subcommittee chairs.
- Whats up App (used for communication) is not to used for Business.
- We actually donated \$579.68 to Region after clarity.

**New Business:**

- Missing reports, No shows was discussed and according to our guidelines we will hold chairs accountable.
- Theme/Logo contest will end in March, Kathleen is making flyer. Unveiling @April CRCNA meeting.

**Motion: CRCNA** meetings till April are to be on Zoom. Passed.

**Open Discussion:**

Programs meets on the last Friday of every month. Merchandise w/let us know when there 1<sup>st</sup> meeting is.

**Meeting Closed: 10:49**

**Next Meeting February 6th, 2021 @9:00**

*(Updated by Info/Web 1/12/21)*