



## CRCNA XXXV March 6th, 2021 Minutes

Meeting Opened 9:11 am Via zoom  
Opening Prayer and Reading of Concepts:  
Clean time observed for: JoAnn D 37years!!!  
Approval of Minutes: Approved  
Visitors: none

### **Chair Written Report:**

CRCNA XXXV Chair Report Joann D. 03/06/2021

This month I attended the Merchandise & Program Sub Committee meetings. Pre-Convention merchandise is coming soon, and the Program committee is up and running. I have confirmed with Dave R for the CRCNA Slideshow to be seen at our April event. The program committee has confirmed our speaker for this event and has graciously agreed to put together the PowerPoint deck. I will chair and each subcommittee will have a spot to speak about the happenings of their committee.

I spoke with Marsha who was contracted to create our quilt. I learned that the quilt still needs to have the quilt stitching done. Her contact flaked on her and I provided her with another resource.

Currently our open subcommittee chair positions are Print & Display, F & E, and H & I. Please let the fellowship know we need a Vice Chair and a Vice Treasurer. The next regional meeting will be 03/21/21, virtually via zoom at 10:00AM. The next Regional Assembly will be held virtually on 4/17/21 at 10:00AM.

Our next meeting will be via zoom on 04/03/21 at 9:00am. In Loving Service, Joann D

### **Vice Chair: Open**

### **Treasurer Written Report:**

CRCNA XXXV Treasurer Report Mark M. 03/06/2021

Joann and I went over the budget and completed those subcommittees that are vacant at this time. Those being Hospitals and Institutions and Fundraising and Entertainment. I have received the latest updated Financial Statement spread sheet from the Regional Webmaster.

Joann and I had the line-item Hardware/Software added to the Administration budget for \$805.00 to cover the cost of 2 new laptops at \$300.00 apiece and \$205 for the subscription to Microsoft 365.

I noticed that the Programs budget has a line item, Historian Travel, that is not in the Financial Statement. If this is to be a permanent item, then I will have to have the Regional Webmaster add it to the Financial Statement. Or we can just include it as Speaker Travel and save the hassle of updating the spreadsheet again. \*Will be under Speaker Travel

I do not have the proposed budget for Registration.

At this time, I would like to propose purchasing a laptop for the Treasurer that is within the proposed budget for Administration if approved.

### **Vice Treasurer: Position Open**

**Secretary:** Mailbox was checked and nothing in it for us, I am dropping off a speaker cd to Programs this week.

**CRCNA Liaisons:**

**BFE** Not represented

**Mile High** Present Paul M is the new Liaison for Mile High-welcome back, we have missed you!

**Boulder** Matt D. Not Present

**Off the Wall** Present Ernie S. Sent the flyers to Web servant.

**Pikes Peak** Jerri Ann K. Out of Town

**Ute Pass** Not represented

**Subcommittee Reports:**

**Hotel/Hospitality Written Report:**

CRCNA XXXV Hotels and Convention Chair Report Kurt B 03/04/ COVID

Hello Fellow committee members,

I met with the hotel and convention director, Louann Hoehne and her associate on Feb 18.th We spoke about many different things including attendance and room sized and room nights.

The dates for our convention are November 11-12 2021 thru 11-14-2021

- Per the governor's orders, we are under COVID YELLOW. This means that each large room can only hold 150 people. We have 4 large ballrooms which puts us at a max capacity of 600 people
- We are expected to be in Condition Blue – 175 people by November. That could change and we could add more to the capacity if COVID vaccinations reaches 70% in the county.
- One of the changes to our registration form should be to add a column. I may suggest we ask the attendees how many in their household are attending. We could keep this as a counter and set seats up accordingly. We could set chairs up with a physical count of 2, 3, 4, 5 etc...
- The hotel could assist us in that process. Chairs will be set up for social distancing and the hotel has stated they will work with us on this process. Looking for ideas and ways to work this out logistically.
- They were also interested in how we plan to hold banquet rounds and velvet rope area. We may have to review how we will set up seating.

Another part of the discussion was to use ZOOM format in our meetings. This will allow participation when the rooms are at capacity.

Hospitality room will also be an issue. At this time, we will only be able to have 12 people at a time. This may have to be changed. We may have to control the room using security or having home groups sign up limiting capacity.

We may want to consider changing our F&E dance and large gatherings to a more controlled even such as live music or comedian.

The poker game will also need to be reviewed in order to follow COVID compliance. We need to get a hold of the vendor to see if they have their own safety practices.

I asked the hotel to review our room mix between kings and double beds to make sure we had a good mix for both.

The hotel will still be serving Alcoholic drinks during happy hour. We cannot change that as of now. We may want to add something in our program to make addicts aware.

Budget could be difficult depending on what media is added to meetings and how the banquet turns out. I will request my budget to be \$24,580

Thanks for letting me serve. Your humble servant, Kurt Breuer, Hotel and Hospitality Chair  
 abaynard@yahoo.com

**Programs Written Report:**

CRCNA XXXV Program Chair Kathleen L. 03/06/2021

Vice Chair: Open

Marathon Meeting Lead: Jim M

Speaker Seeker: Trino F.

Subcommittee Members/Guests: Joann D. Karl W.

Current Business

- Continue Listening to Speaker Tapes Thru May 1, 2021
- Program Timeline Due March
- Program Budget Due March

Program Budget

Category	Amount Requesting	Disbursement Date
Clerical Supplies	\$175	Varies
NA Historian Travel	\$450	July, 2021
Main Speaker Travel	(\$125 x 3) \$375	July, 2021
Gifts	(\$35 x 4) \$140	July, 2021
Room Nights	(8) w/o comp \$1160 * with comp \$290	Hotel Contract Date
Banquets/Breakfasts	(\$55 x 4 + \$35 x 4) \$360	Hotel Contract Date
<b>Total</b>	<b>w/o comp \$2,660 * with comp \$1,790</b>	

Program Timeline

Item	Draft due to CRCNA	Due to CRCNA	Due to CRSCNA
Program Timeline	February	March	
Program Budget	February	March	April
Taper Bids	March		June
Workshop/MM Topics	April	June	July
Main Speakers	April	June	July
Program Schedule	April	June	July
Register Speakers		June	
Speaker Flights/Gifts		July	
Program to P&D	August	September	
Finalize Workshop Speakers		September	
Submit Program to Taper		September	
Workshop Chairs/Readers	September	October	
Hotel Needs to H&H		September	
Confirm Speakers/Chairs		October	
Final Report		December	

Taper Bids – see attachments

Basic Text Book Drive – overview

Elections - Program Subcommittee Vice Chair – Open

Next Program Meeting – March 26, 2021 at 3:30pm ID: 691 241 1364 Password: Programs

### **Merchandise Written Report:**

CRCNA XXXV Merchandise Report Karl W. 03/06/2021

Present – Karl W. Merch Chair, Joann D. CRCNA XXXV Chair, Mary J., James R., Glen F., Zach V.  
Discussion

- Preconvention T Shirt
- Chose stealth logo for black preconvention T
- Make first small order (50) then (50) more if needed

Convention Merchandise

- Mugs, Shirts, Hoodies, Leggings, Ball Caps, (pants/shirts)

Merchandise Proposed Budget

- Convention Merchandise \$10,000
- Miscellaneous \$100
- Postage/Copies/Supplies \$500
- Total \$10,600

Have contacted 3 merchandise vendors, one is pending

2 Jeweler's, they are waiting on a logo from us

ILS, Karl W.

### **Registration Written report:**

CRCNA XXXV Registration Report Lena S. 03/06/2021

Good Morning Family not much activity since the last meeting.

Met with the subcommittee & rolled out info from the last committee meeting.

Dates & prices for registration were reviewed and set as follows:

- Earlybird \$35 by 6/30/21
- Pre-reg \$45 by 8/31/21
- Regular \$50 start 9/1/21

The subcommittee has flyers and has been making announcements at events.

Open items: update registration form, get H & I binder from Katie in Mile Hi Area

In Loving Service, Lena

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

CRCNA XXXV Web/Info Report Mike H. 03/06/2021

I made updates to the following in the past month:

- CRCNA meeting schedule page [nacolorado.org/crcna/crcna-meeting-schedule](http://nacolorado.org/crcna/crcna-meeting-schedule)
- Regional Calendar [nacolorado.org/calendar](http://nacolorado.org/calendar)
- Flyers on the main CRCNA page [nacolorado.org/crcna](http://nacolorado.org/crcna)
- Meeting info on the CRCNAInfo Facebook page  
[www.facebook.com/groups/1179871145454833](https://www.facebook.com/groups/1179871145454833)
- Set [crcnamerch@nacolorado.org](mailto:crcnamerch@nacolorado.org) email to forward to Karl W
- Added proposal form to Guidelines and Forms [nacolorado.org/crcna/crcna-guidelines-forms](http://nacolorado.org/crcna/crcna-guidelines-forms)

If you want to schedule a zoom meeting for your subcommittee let me know and I will set one up for you using the CRCNA zoom account.

If you want any assistance with testing that your subcommittee email is getting to you please let me know.

I have no budget to submit as I don't anticipate spending any money.

My proposed timeline is as follows:

- 4/10 Prepare Online Registration & Merchandise 4/24
- Open Online Registration & Merchandise 5/1

- Notify Surrounding Regions and NAWS 6/?
- Update Online Registration Price 7/18
- Open Hospitality and Marathon Meeting signups 8/?
- Close Online Merchandise 9/?
- Update Online Registration Price 11/10
- Close Online Registration

Thank you for allowing me to serve Mike H

**Print/Display Written Report: Position remains open**

CRCNA XXXV P&D Report (Open) 03/06/2021

Flyers: Event, BT Drive, Registration Form, Hotel, Theme/Logo

PowerPoint: April Event

Program Timeline: Due March (below)

Program Budget: Due March (below)

Print & Display Budget and Timeline

CRCNA XXXV Print and Display Subcommittee Estimate				
Budget Item	Quantity	Unit Cost	Total Cost	Timeline
Registration Forms Full Color	1000		\$230	April 2021
Registration Forms B/W 2up	300 600 total		\$22	April 2021
Vinyl Banner 4x6 Full Color			\$114	
Canvas Banner 4x6ft Full Color	1		\$140	April 2021
Signage 8.5x11 Full Color Card Stock	15	.50	\$7.50	October 2021
Signage 11x17 Full Color Card Stock	10	.80	\$8	October 2021
Signage 24x36 Full Color with foamboard	5	\$22	\$110	October 2021
Table Signs 11x17 Full Color, Card Stock	10	\$7	\$70	October 2021
Program Booklet Color Front, B/W Inside	1000		\$520	October 2021
Logo Winner	1	0	0	April 2021
<b>Total</b>			<b>\$1,107.50</b>	

Work with Web Subcommittee on Logo dimensions, etc for Merch, Reg, and P&D needs  
Follow the lead of CRCNA XXXV to execute the timeline

**Hospitals/Institutions:** Position Open

**Fundraising/Entertainment:** Position Open

**Elections:**

F&E: Open

Print/Display: Open

Vice Treasurer: Open  
Hospital/Institutions: Open

**Old business:**

- Budgets are due for all Subcommittee chairs
  - Registration will submit Budget to Joann for review
- Hotel is open for Reservations
  - Link/Portal for booking rooms @hotel
  - Will look into adding more rooms – queens/kings
  - Will track room reservations monthly
  - Keep in touch with hotel staff in regard to convention room capacities – Ball rooms/Workshop rooms, MM room, Merchandise room, CO history room, Poker room, Desert room, etc
- Virtual Event
  - April 24<sup>th</sup> 6pm to 8pm MT
  - Jeanne S. from Washington State (was CO) will be the speaker
  - JoannD. will chair the event, Mike H. will have the QR coder and provide tech assistance
  - Launch theme & logo, convention registrations, convention merchandise
  - Submit slides to Programs for event

**New Business:**

- Launch preconvention merchandise asap
- H&H and Registration will meet following this mtg to discuss reg form information
- Web chair will look into laptop which are cost effective with desired needs for Regional use
- Web chair will also look into MS Office 365 vs Google Doc – cost and applications
- Requesting 3 CRSCNA laptops for subcommittees to sign out as needed
- Will close Registration online store October 31, 2021
- Will close Merchandise online store late August/early Sept – will revisit

**Open Discussion:**

- PO Box had some issues but should be resolved
- WhatsApp is a good avenue for communication purposes
- Put QR Coder on website for CRCNA XXXV donations

**Meeting Closed:** noonish

**Next Meeting:** April 3, 2021 9:00am MT

Zoom ID 290 350 0360  
Password CRCNARocks