



CRCNA XXXV August 07, 2021 Minutes

Meeting Opened 9:02 am Via zoom
Opening Prayer- Third Step Prayer
Reading of Concepts: Red B
Clean time observed for: Lena S 08/02/2016
Approval of Minutes: Approved
Visitors: none

Chair Written Report:

CRCNA XXXV Chair Report Joann D. 08/07/2021

This month I attended the Merchandise and a portion of Registration Sub Committee meeting. Merchandise reported convention merchandise sold to date and otherwise was noneventful. Registration reported their numbers and spoke about covering or events.

Our next event is two weeks away on Saturday August 21, 2021. We will be setting up at 2:00pm and cleaning up at 10:00pm. I have two commitments on this day. I plan on arriving by 4:00pm and will help where I am needed. Pikes Peak has agreed to do an event with us on September 25. Currently it will be a speaker meeting and Bingo. They are in the process to see if the facility will allow food or not.

I have spoken with an upbeat Blues Band for our Friday night entertainment. They have agreed to 800.00 for payment. They are a four-piece band and are normies. The keyboardist is the husband of one of our members. They will play for about 1 hour and then will be open for a jam session if anyone would like to join them. I have also spoken with a comedian who has agreed to 900.00 and he will bring two other comedians with him for Saturday night entertainment. These are all within budget. I would like to recommend both Friday and Saturday night entertainment be for registered participants only. I would also like to recommend we sell day passes this year.

I have sent the AV Contract to CNAC for review and signature. I have also signed the proposal for BearCom for our radios.

Currently our open subcommittee chair positions are Fundraising and Entertainment. Please let the fellowship know we need a Vice Treasurer. The next regional meeting, which is a Regional Assembly will be 09/18/21, virtually via zoom at 10:00AM.

Our next meeting will be our hotel walk thru on 09/11/21 at 9:00am. This is an in person meeting at the hotel. There is a very good chance that we will meet in person in October (10/02/21), please be prepared.

In Loving Service,

Joann D

Vice Chair Written Report:

CRCNA Vice Chair Report Mike H. 08/07/2021

I attended the most recent H&I subcommittee meeting and caught up on what they are planning. I reviewed the options for comedians and helped the chairperson choose one.

I contacted the company we have rented cash registers from in the past and requested two preprogrammed registers for the weekend of the convention that we would pick up and return. I have not gotten a quote yet.

I got the wifi code for the facility for the August 21st event.

Thank you for allowing me to serve

Mike H

Treasure Written Report:

CRCNA XXXV Treasure Report Mark M. 08/07/2021

Our previous balance was \$17,334.52.

Deposits of \$1,658.18, \$923.32, \$657.19, and \$1,496.41 from PayPal and \$15.00 for one pr convention t-shirt, more on that later, brought us to \$20,426.44.

Expenses of \$2,212.50 for the fourth hotel deposit, \$286.96 for speaker flights and \$2.00 bank charge brings that balance to \$17,924.98. There were \$158.90 in Pay Pal charges. I wrote a check for the rent for the Speaker Jam of \$300.00. With that check pending it brings our available balance to \$17,624.98.

That single pre-convention t- shirt that was sold was also charged shipping but it wasn't deposited in the bank first so I can't put it in the spread sheet or it won't match the bank balance. There is a receipt, and it will be put into the document binder for posterity.

Income Statement

**Colorado Regional Convention of Narcotics Anonymous
2021**

Consolidated P&L	Current Year	Budget	Variance
Revenue			
Registration	\$ 13,825.00	\$ 10,300.00	\$ 3,525.00
F&E	\$ 927.00	\$ 1,431.00	\$ (504.00)
Merchandise	\$ 2,658.00	\$ 6,274.20	\$ (3,616.20)
Expense			
Registration	\$ -	\$ 7,665.00	\$ (7,665.00)

F&E	\$ 274.48	\$ 4,875.00	\$ (4,600.52)
Merchandise	\$ 1,493.38	\$ 10,600.00	\$ (9,106.62)
Programs	\$ 286.96	\$ 2,660.00	\$ (2,373.04)
H&I	\$ -	\$ 645.00	\$ (645.00)
Hospitality	\$ -	\$ 24,580.00	\$ (24,580.00)
Printing	\$ -	\$ 1,145.00	\$ (1,145.00)
Administration	\$ 1,005.40	\$ 4,762.50	\$ (3,757.10)
Net Income (Loss) before Donation	\$ 16,774.98	\$ (38,927.30)	\$ 55,702.28

Regional Donation	\$ -	\$ -	\$ -
Net Income (Loss) after Donation	\$ 16,774.98	\$ (38,927.30)	\$ 55,702.28

Stats

Early Bird	168	-	168
Pre Registration	38	-	38
On Site Registration	-	-	-
Total Registrations	206	0	206

Profit on Merchandise	44%	-69%	-152%
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Balance Sheet

Hotel Deposit	\$ 8,850.00	\$ -	\$ 8,850.00
Cash Drawers	\$ -	\$ -	\$ -
Total Balance Sheet	\$ 8,850.00	\$ -	\$ 8,850.00

Bank Reconciliation

Starting Balance - Balance Sheet	\$ 10,000.00	Starting Balance includes Ending Bank Balance and Ending Balance Sheet Balance
Net Income (Loss)	\$ 16,774.98	

Ending Balance	\$ 17,924.98	Amount should tie with Bank Account Balance
	\$ 17,924.98	Bank Balance
	\$ -	

Mark M

Vice Treasurer: Position Open

Secretary Report

CRCNA XXXV Secretary report Red B. 08/07/2021

Please confirm your contact information when the contact sheet is mailed out.

Subcommittee Reports:

Hotel/Hospitality Written Report:

CRCNA XXXV Hotels and Convention Chair Report Kurt B. 08/07/2021

Hello fellow committee members,

- Rooms are sold out. As far as I know there is no way to add another room block in our weekend. We are contracted for the next few years with this hotel, but it appears that we will run into the same situation in the following years where no weekend will work for just NA and Naranon to be the hotel guests.

The overflow hotels are as follows.

Marriot Suites in Loveland or SpringHill Suites has completed the 10 rooms and has added 10 kings and 10 queens to our block.

My Place in Loveland has one room night reserved with 9 rooms available.

We will contact Candlewood Suites and Holiday Inn (if necessary) but they require a contract. The first two hotels do not so we have contacted them first.

- We have another new contact person at the Embassy Suites. Stephanie has been re-assigned and we are now communicating with Hannah Newman. She will be our latest manager to take over our account.
- We have finalized the AV and Sound contract with the hotel and stripped it down to what is necessary. We are now at a total including the taxes and 25% hotel surcharge to under \$6k. That gives us the ability to add additional services if we have a comedian or other forms of entertainment that may use a mike. For those who are asking, the budget for this service was \$10k.

- I have also finalized the request for the Hospitality Room. Due to certain discussions from other members of this body, we have worked out details that we will have to adhere to. We will have to have each group sponsor the hospitality room. I suggest we start by having an early sign-up sheet for each hour. I think we will have to shut the room down during the hours where we cannot have a host group sponsor. We will not be allowed to bring food out of the room. All food will have to be consumed with-in the room. We will have coffee, but we will have to figure out who will be paying for the coffee.

Directly stated from the Hotel Director – Lou Anne Hoehne (full transparency) *We will not allow crock pots, hot pots, air fryers, etc. in that room. My understanding is that you will be making coffee, bringing in prepackaged Danish, perhaps ordering in pizza. We assume you will provide paper plates, cups, napkins, etc. for this. That is the extent of what we will allow. As Joann and I discussed yesterday, we are in the business to generate revenue especially in light of the fact that our industry in particular has been decimated by the pandemic. These are all items that we sell and would prefer to do that but will be happy to honor the contract.*

We will provide extra trash cans in that room for you and ask that you maintain its overall cleanliness. Trash bags can be placed just outside the room and our housekeepers will remove them.

We can discuss how to handle this room at a committee level, but it will have to be sponsored every hour on the hour and we will have to produce some guidelines that not everyone will be happy with.

- We received a quote from the hotel to hang the banners. Since we assume we have 35 or 34 banners depending on if we have one from last year. At \$20 a banner that is approximately \$700.00.
- We have also secured the hotel conference room for our onsite meeting which will be held on September 11th at 9:00 am. Please make arrangements for all committee and subcommittee members and volunteers to attend.

H & I Matt contacted me this month and we should have the needs for the Friday orientation meeting and the SUNDAY Spiritual Breakfast dialed in this month of August.

Lastly, I have an invoice for the table gifts that I am ordering from Serenity Sam. I spoke to him in Tucson. He gave us a wholesale price of **\$454.50** While these gifts are set up for both men and women, I figure that they can be shared with others. No need to be gender specific in these changing times.

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. 08/07/2021

Subcommittee Members

Chair Kathleen L

Vice Chair Open
Marathon Meeting Lead Jim M
Speaker Seeker Trino F
Workshop Reader Lead Amy J.

Old/Current Business/Main Focus

Taper Selection	Complete 2 Tape Audio Productions
MM Schedule	Complete see attached
Main Speakers	Complete
Program Schedule/Topics	Complete see attached
Register Speakers	Complete/July
Speaker Flight	Complete/July
Convention Rooms to HH	Complete/July
AV Needs to HH	Complete/July

August Speaker Jam August 21, 2021 8085 E Hampden Ave, Denver, CO (ADY mtg place) 2pm to 11pm – Event 3pm to 10pm 4 speakers Taylor F. Boulder, Mike M. OTW, Allison P. MH, Kevin W. PP 2pm set up (speaker room, merch, registration, food area, etc) 3:30pm to 6:30pm speakers (3), chance to win between speakers 6:30pm potluck/Drawing for chances to win 7:15pm speaker 8pm to 10pm DJ/Fellowship Committee Needs for Speaker Jam: ▪ Mike H and crew – Set Up ▪ CRCNA Admin – Front door/Sides ▪ Programs – Meatball sandwiches/Set Up/Clean Up ▪ Registration – Side dishes ▪ Merchandise – Cases of water, ice tea, etc, coolers/ice and Chances to Win ▪ Hotels – Deserts ▪ H&I – Chips, dips, etc ▪ Print & Display – Sides ▪ Liaisons – Side dishes, MH/OTW – Set Up, PP/Boulder – Clean Up

New Business

Speaker Gifts	September
Finalize Workshop Speakers	September
Program Schedule to P&D	August/Final September
Submit Program to Taper	August/Final September
Submit Program to Embassy	August/Final September
Create QR Code Link	September (On back of name tags?)
Workshop Chairs/Readers	September/October
Hotel Needs to H&H	September Final
Touch base w/Speakers/Chairs	October/November

Final Report

December

Elections Program Subcommittee Vice Chair Open

Katheen L

Merchandise Written Report:

CRCNA XXXV Merchandise Report Karl W. 08/07/2021

We met on 7-27, four people were present.

Will be working with Liaison's on Lit order.

September 30 is the cutoff for online sales.

Cups will be shipped out 8-24.

We spoke with two vendors that are willing to sell merchandise on Sunday.

How many tables will be available for merchandise and the auction?

We need information on the card reader?

We will be getting prizes for the poker tournament.

Our next meeting is August 31, 7:00 pm.

Karl W

Registration Written report:

CRCNA XXXV Registration Report Lena S. 08/072021

Good Morning Family!

Registration met last month and is in the process of finalizing items for swag bags this month. They will be ordered per the timeline. (September)

Three people from the Registration Subcommittee will be at the Speaker Jam, however we are unsure of the times. Will confirm today and let Kathleen know.

With a budget of \$7,665 as follows:

\$2,325	Badges/Lanyards
\$5,175	Registration Packets
\$165	Admin Supplies

Updated Estimate:

Masks	\$2.38 x 1000 = \$2,380	-Removed
Pens	\$.78 x 1000 = \$780	
Magnets	\$1.31 x 1000 = \$1,310	

Stickers	\$0.92 x 1000 = \$920	-Removed
Medallions	\$1000	Added
Sanitizer/Masks	Will be added	
Bags	Will be added	
Total	\$3,090	\$

All of these are based on the highest price between types of each item

We revisited a special medallion for early bird registration, and it looks like we will likely order this from Serenity Sam. 4-6 weeks turnaround, decision will be made today, and we will let Serenity Sam know by mid-August.

Our idea to upcycle bags has had to be revisited to do such in a different manner as cost of stickers just to cover the old ones was not a reasonable purchase. Our alternate idea will be to buy the remainder of new plain bags.

August timeline:

Registration at Speaker Meeting, Pre Reg closes, Update numbers

September Timeline:

Hotel walkthrough 9/11 (my schedule is clear for that), order swag by 9/15, get hotel needs to hotel (what exactly do they need?), Registration at Event (Springs on 25th? – unable to attend)

Questions: How many bags does H&I need?

Early Bird Registration	2	\$7,000
Pre Registration	12	\$540
Friday Dessert Bar	23	\$391
Saturday Banquet	75	\$4,125
Sunday Banquet	54	\$1,890
Newcomer Donations		\$200
Quilt	46	\$92
Velvet Rope	31	\$155
Total		\$14,393

Lena S

Website and Information Written report:

CRCNA XXXV Web/Info Report Mike H. 08/07/2021

I posted information about the August 21st and September events.

I entered all the Marathon Meeting topics and turned on the sign-up page.

I created a sign-up page for the Hospitality room.

I have provided summary spreadsheets to Merchandise and Registration.

They are attached with this report as well.

Timeline of future website action...

Sept 1st Stop Pre-Registration and start full Registration

Sept 30th Close Online Merchandise

Oct 31st Close Online Registration

Online Store Sales for CRCNA 35 \$17,294.00

Registrations / Meals / Misc.

Item Name	Quantity
Early Bird Registration Total	200
Pre-Registration	42
Friday Night Dessert Bar Total	30
Quilt Chance to Win Total	58
Saturday Night Banquet - Beef Plate Total	48
Saturday Night Banquet - Chicken Plate Total	35
Saturday Night Banquet - Vegetarian Plate Total	8
Sunday Morning Breakfast Total	61
Newcomer Fund Donation Total	326
Velvet Rope Seating for Saturday Main Speaker Meeting Total	40

Merchandise

Item Name	Quantity
Ballcap (Black) Total	4
Fleece Pullover 1/4 Zip (No Hood) Total	3
Full-Zip Hooded Fleece Total	16
Large Coffee Mug Total	39
Long Sleeve T-Shirt Total	9
Pre-Convention Short Sleeve T-Shirt Total	37
Short Sleeve T-Shirt Total	20
Leggings	0
Sweatpants	3

I have attached recent spreadsheets for merchandise and registrations summaries and the full online store orders.

Thank you for allowing me to serve

Mike H

Print/Display Written Report:

CRCNA XXXV P&D Report Ian D 08/07/2021

First, allow me to apologize for missing the meeting again this month. Kathleen and I have had some conversations around my transition.

I have the materials and information. I will be reaching out to get the banner started and understand that I need to prepare a flyer for the next event...which is forthcoming.

I will begin putting together some different templates for use as digital wayfinding signs at the hotel, as well as sketching out the beginnings of the digital program. As discussed, the plan seems to be to create a QR code that links to a centralized website. We'll likely also put together laminated print schedules to post in a few convenient locations throughout the venue.

Again, apologies for the missing again today, and for the delay getting the next event flyer together. Thank you for letting me be of service.

Ian D

Hospitals/Institutions:

CRCNA XXXV H&I Report Matt D. 08/07/2021

Not a lot of new evolution this month. I did speak with Terry. We need one dedicated phone line for Sunday call-in. Due to COVID we will be lucky to get 5 facilities on this call. Currently, 3 have committed.

Timeline for our committee

Finalize speakers 8.14

Finalize lit order 8.14

Create sign up sheet and get commitments for people at the "booth" during CRCNA 8.28

Ongoing – outreach and reminders

Next meeting 8.14.2021 via goTo

Matt D

Fundraising/Entertainment: Position Open

Elections:

- Vice Treasure position is elected by the Region. Next meeting is 09/18/2021 at 10:00 am. This is the Regional Assembly
- CRCNA XXXV Subcommittee Chair Elections
 - F&E is still open

CRCNA Liaisons:

BFE Not represented
Mile High Paul M. absent
Boulder Matt D. present
Off the Wall Ernie S. present
Pikes Peak Jerri Ann K. present
Ute Pass Not represented

Old business:

- August 21 speaker jam is on.
- Saturday night entertainment
- Friday night entertainment

New Business:

- Table gifts for banquet

Open Discussion:

Meeting Closed: 12:00 pm

Next Meeting:

September 11, 2021. Meeting will happen both virtually and in person at the CRCNA XXXV hotel convention center.

Zoom ID 290 350 0360

Password CRCNARocks