



CRCNA XXXV September 11, 2021 Minutes

Meeting Opened 9:04 am

Opening Prayer- Third Step Prayer

Reading of Concepts: Kathleen L

Clean time observed for: Kathleen L 09/10 34 years, Kurt B 09/03 33 years

Approval of Minutes: Approved

Visitors: Dave A, James R, Bob D, Jaqueline B, Dylon S, Tyler

Chair Written Report:

CRCNA XXXV Chair Report Joann D. 09/11/2021

We are now sixty days away from convention time. We have so much left to do and I want to thank everyone for your service. This last month I finalized arrangements with Mark Masters (Comedian) and MA (Blues Band).

Our next event is two weeks away on Saturday September 25, 2021. We will be setting up at 4:30pm and cleaning up at 9:00pm. Bob and I will be attending, and I do hope most everyone on the committee will too.

I am still recommending both Friday and Saturday night entertainment be for registered participants only and that we sell day passes this year.

The AV Contract was returned to the Hotel this last week by CNAC.

I have also been in contact with Nar Anon. They have been requesting a table close to our registration. I believe we should be able to do this for them.

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 on 10/02/21 at 9:00am. This is an in person meeting to be held at Crossroads Community Center 10451 Huron Street Northglenn, CO 80234.

In Loving Service,

Joann D

Vice Chair Written Report:

CRCNA Vice Chair Report Mike H. 09/11/2021

I attended another 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 have contacted the cash register rental person and still have not heard back. I will try again and start looking for other options.

I am not sure if I will be attending the Sept 25th event as I may be out of town.

I have been actively recruiting people to serve on CRCNA XXXVI.

Thank you for allowing me to serve

Mike H

Treasure Written Report:

CRCNA XXXV Treasure Report Mark M. 09/11/2021

11 Sept. 2021 Treasurer Report

Starting balance was \$17,624.98. Deposits were made of \$821.73, \$624.37, \$415.90 from PayPal and \$659.40 from the Speaker Jam and \$9.50 from square. Expenses were \$300.00 for Speaker Jam cash boxes, \$468.00 for table gifts, and a \$2.00 bank charge. That leaves us with a balance of \$19,385.88. There were \$78.00 in PayPal charges and \$0.50 in Square Up charges.

Joann and I completed a cost analysis spread sheet to determine our projected expenses for this year.

XXXV

	Registration Revenue		Expense
Early Bird Pre Registration	\$6,055.00	Office Supplies	-\$165.00
			-
On Site Registration	\$2,610.00	Registration Packet Items	\$5,175.00
Newcomer Donation	\$150.00	Registration	-
Breakfast Purchase	\$341.00	Badges/Lanyards	\$2,325.00
Dinner Purchase	\$1,750.00		
	\$4,675.00		
Total	\$15,581.00		

Total -
\$7,665.00

Hotel&Hospitality Revenue	Expense
	-
	\$12,000.00
Food & Beverage	0
Banner Hanging Fees	-\$700.00
Table Gifts	\$468.00
	-
Audio Visual	\$6,000.00
Hospitality Room	\$550.00
Space Rental	\$0.00
Centerpieces	\$0.00

-
\$17,682.0
0

Total

Administration
Revenue

Expense

Bank/CC Fees	-\$602.44
Rent	\$0.00
Permit/Tax Renewal	\$0.00
Taxes	-\$4.00
T-Shirts Admin Convention	\$0.00
Table Cloth/Markers	\$0.00
Office Supplies	\$0.00
Cash Registers	-\$550.00
Radio Rental	-\$460.94
Basic Texts	\$0.00
Hardware/Software	-\$433.23
Miscellaneous	\$0.00

Total \$1,039.67

Total \$2,860.94

Programs
Revenue

Expense

Speaker Rooms	-\$387.00
Speaker Gifts	\$0.00
Speaker Flights	-\$286.96
Speaker Meals	\$0.00
Speaker Registration	\$0.00
Workshop	
Expense	-\$50.00
Postage/Copies/Supplies	\$0.00

Total -\$286.96

Total -\$437.00

Merchandise
Revenue

Expense

Pre-Convention T
\$15.00
Cap
\$25.00

\$735.00

Merchandise Purchase

-\$1,493.38 Total

\$100.00

\$5,000.00 \$3,506.62

\$140.00

Fleece PO \$35.00
Zip Hoody \$40.00
LS T
\$22.00
SS T
\$20.00

\$680.00

\$220.00

\$460.00

Sweat Pants \$30.00	\$90.00
Leggings \$35.00	\$0.00
Mug \$10.00	\$410.00
Total	\$2,835.00

Print and Display Revenue

	Expense
Registration Printing	-\$255.00
Program Printing	\$0.00
Banner Printing	-\$350.00
Office Supplies	\$0.00
Signs	-\$195.00
Prize for Logo Winner	\$0.00
Total	-\$800.00

H&I Revenue

	Expense
Basic Texts	\$0.00
Necomer Registrations	\$0.00
Merchandise	\$0.00
Office Supplies	-\$25.00
Miscellaneous	\$0.00
Total	-\$25.00

\$1,500.00

Balance Sheet

-\$350.00 -\$810.94

Hotel Deposit	\$ (8,850.00)
Cash	\$ -
Drawers	\$ -
Total Balance Sheet	(2,212.50)
Total Balance Sheet	-\$11,062.50

F&E Revenue

		Expense
Admission Sales Speaker	\$95.00	Quilt -\$159.48
Jam	\$368.90	Park -\$50.00
Admission Sales	\$107.00	Speaker -\$65.00
Food Sales	\$0.00	Jam -\$300.00

Velvet				
Rope	\$205.00	Mex Bingo		-\$300.00
Food				
Sales	\$0.00	OTW		-\$300.00
Quilt				
Tickets	\$102.00	Poker		-\$400.00
Food				
Sales	\$0.00	Fri nite		-\$900.00
Dessert				
Bar	\$425.00	Sat nite		-\$900.00
Food				
Sales	\$0.00	Miscellaneous		\$0.00
Admission Sales			Total	-\$574.48
Food				
Sales	\$0.00		Total	-\$2,800.00
	Total	\$1,302.90		

All the amounts in blue are actual and the ones in black are projected.

		\$19,718.90	
Revenue Total	\$22,144.10	\$2,425.20	rollover
Expenses			
Total	-\$3,394.49		
	-		
Expenses	\$28,763.32		
	-		
Sub Total	\$10,013.71		
Balance Sheet	-\$8,850.00		
Dep #5	-\$2,212.50		
	-		
Sub Total	\$21,076.21		
Credit	\$11,062.50		
	-		
Grand Total	\$10,013.71		

According to our contract All deposit and payments will be applied to your master account in the form of credits. Some of the projected expenses are taken from previous CRCNAs and some from our budgeted expenses.

Income Statement

Colorado Regional Convention of Narcotics Anonymous 2021

Consolidated P&L	Current Year	Budget	Variance
Revenue			
Registration	\$ 15,581.00	\$ 10,300.00	\$ 5,281.00

F&E	\$ 1,302.90	\$ 1,431.00	\$ (128.10)
Merchandise Expense	\$ 2,835.00	\$ 6,274.20	\$ (3,439.20)
Registration	\$ -	\$ 7,665.00	\$ (7,665.00)
F&E	\$ 574.48	\$ 4,875.00	\$ (4,300.52)
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	\$ 468.00	\$ 24,580.00	\$ (24,112.00)
Printing	\$ -	\$ 1,145.00	\$ (1,145.00)
Administration	\$ 1,085.40	\$ 4,762.50	\$ (3,677.10)
Net Income (Loss) before Donation	\$ 18,235.88	\$ (38,927.30)	\$ 57,163.18

Regional Donation	\$ -	\$ -	\$ -
Net Income (Loss) after Donation	\$ 18,235.88	\$ (38,927.30)	\$ 57,163.18

Stats

Early Bird	168	-	168
Pre Registration	58	-	58
On Site Registration	3	-	3
Total Registrations	229	0	229
Profit on Merchandise	47%	-69%	-165%

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)	\$ 18,235.88	
Ending Balance	\$ 19,385.88	Amount should tie with Bank Account Balance
	\$ 19,385.88	Bank Balance
	\$ -	

Mark M

Vice Treasurer: Position Open

Secretary Report

CRCNA XXXV Secretary report Red B. 09/11/2021

Picked up mail from mailbox. I have one letter each for the Chair and the Program Chair. Please verify your contact information when the updated contact list is sent out.

Subcommittee Reports:

Hotel/Hospitality Written Report:

CRCNA XXXV Hotels and Convention Chair Report Kurt B. 09/11/2021

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 Two room night reserved with 8 rooms available. We have doubled our count to TWO.

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.

- Hannah Newman is our latest and greatest account Manager.
- 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. We will have to have each group sponsor the hospitality room and be responsible for cleaning up when their block is done. We should have a board stating the guidelines for the HOSTILITY ROOM. (typo)
We made a signup sheet and I want to check with the powers at be how that is going. I think we will lock out the room when we do not have a 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.

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. (That never happened so I hope we have information at this meeting)

Table gifts were ordered late in the month of August. Since we were late, they are late getting received. I assume that they will get to me sometime this month.

Center pieces were started. I had a great plan but then when I quoted the materials, they were way out of our price range. Does anyone know what a centerpiece should cost for an event like this? If they are paying \$55 a ticket, I would think it should cost \$20 a table. I will come up with a creative inexpensive design and present it at our next meeting.

I have been announcing our convention and asking for volunteers. I hope some of them are here today and have a few that want to do service. I am asking the committee chairs to talk to me at break. I have name and contact information, so I will pass that on to you.

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. 09/11/2021

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/Submitted to Web
Main Speakers	Complete/July
Program Schedule/Topics	Complete/Approved thru CRSCNA
Register Speakers	Complete/July
Speaker Flight	Complete/July
Convention Rooms to HH	Complete/July
AV Needs to HH	Complete/July
August Speaker Jam	Complete/August
Hotel Needs to H&H	Complete/September
Print Needs to P&D	Complete/September

New Business

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

Elections

Program Subcommittee Vice Chair Open

CRCNA XXXV Program Subcommittee Hotel Needs

Speaker check-in Rotunda Friday 10am thru Saturday 3pm

1 8ft table with cloth and 5 chairs

Colorado DOC Aspen/Elderberry Friday morning 8am to noon

2 8ft tables with cloths and 4 chairs, front of room

Room set classroom style – tables (cloths Optional), chairs facing front (50ct)

Podium, Mic, Screen

Colorado History Carter Lake A&B Friday 10am thru Sunday 2pm

8 8ft banquet tables, cloths, 3 tall rounds cloths, 5 chairs

Program Taper Snowberry Friday 10am thru Sunday 2pm

6 8ft tables with cloths, 4 chairs

Marathon Meeting Big Thompson Friday noon thru Sunday 10am

Double circle of chairs

Workshop Rooms

Mountain Holly Friday noon thru Saturday 5:30pm

Podium, Mic

Theater style chairs to capacity

River Birch A, B, C Saturday 7am thru Saturday 5:30pm

Podium, Mic (Screen & 1 8ft banquet with cloth Saturday 2:30pm to 4:30pm)

Theater style chairs to capacity

Aspen/Elderberry/Goldenglow Saturday 6am thru Sunday 8:30am

Podium, Mic

Theater style chairs to capacity

Main Speaker Meetings

Friday 6pm to midnight – Mountain Holly, Pinion Pine

Stage, Podium, Mic

Theater style, chairs to capacity

Saturday 6pm to midnight – Mountain Holly, Pinion Pine, River Birch

Stage, Podium, Mic

Room set per Hotels & Hospitality Committee

Sunday 7am thru 1pm – Mountain Holly, Pinion Pine

Stage, Podium, Mic

Room set per Hotels & Hospitality Committee

******Standard Chairs & Tables, Black Cloths**

CRCNA XXXV Program Subcommittee P&D Needs

QR Code laminated 4up (12ct)

Speaker Sign-In table sign

Taper sign for easel (incorporate sign with Merchandise Information)

Marathon Meeting sign for easel

Colorado History sign for easel

Possible Program schedule signs for easel

Kathleen L

Merchandise Written Report:

CRCNA XXXV Merchandise Report Karl W. 09/11/2021

We met on the 8/31 and had 5 in attendance.

1. Both vendors were contacted and told our Tax ID is not valid, as of now neither one will go back a charge us Tax.
2. Book Drive total is 70 as of 8/31.
3. I've been contacted by 2 alternative merchandise vendors.
4. Merchandise will be ordered at the end of this month. (I will be asking for help with that.)
5. Still seeking volunteers to help @ CRCNA, have 5 so far.
6. Will bring 5 prize items for the event in CS.

Next Merch meeting is 9/28 @7:00PM.

ILS

Karl W. Merchandise Chair CRCNA XXXV.

Registration Written report:

CRCNA XXXV Registration Report Lena S. 09/11/2021

Good Morning Family!

Pre-Registration has closed & we are currently at 265 TOTAL registrations to date.

An order for Medallions for swag bags was placed last week & the remainder of the items will be ordered this upcoming week. We expect to receive all items in the second week of October.

I will not be at the next F & E event as I will be finishing my last triathlon of the year.

I will highly encourage attendance by the Registration Subcommittee today in our meeting & let Joanne know how many to expect.

CRCNA XXXIV Early Bird Registration	27	\$945	
CRCNA XXXV Early Bird Registration	173	\$6,055	
CRCNA XXXV Pre-Registration	55	\$2,475	
CRCNA XXXV Regular Registration	3	\$150	
Raffled Registrations	2		
Speakers/Historians	5		
Friday Dessert Bar	30	\$510	
Saturday Banquet	101	106	\$5,555

Sunday Breakfast	62	67	\$2,170
NewComer Donations			\$336
Quilt	59		\$118
Velvet Rope	41		\$205
Total Registration Generated			\$18,509
TOTAL REGISTERED TO DATE			265

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

\$2,325	Badges/Lanyards
\$5,175	Registration Packets
\$165	Admin Supplies
\$7,665	

UPDATED ESTIMATE:

Pens	\$.78 x 1000	= \$780
Magnets	\$1.31 x 1000	= \$1,310
Medallions	258 x \$3.50+shipping/insurance/casts	= \$1,085

Sanitizer/Masks	will be added
Bags	will be added
	\$3,175

Lena S

Website and Information Written report:

CRCNA XXXV Web/Info Report Mike H. 09/11/2021

I posted information about the September 25th event and the upcoming elections. I have regularly provided summary spreadsheets to Merchandise and Registration.

I had Zack update the registration price while I was out of town. Thanks Zack!

Timeline of future website action...

Sept 30th Close Online Merchandise

Oct 31st Close Online Registration

Online Store Sales for CRCNA 35 \$19,073.00

Registrations / Meals / Misc

Item Name	Quantity
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Early Bird Registration Total	200
Pre-Registration	58
Full Registration	3
Friday Night Dessert Bar Total	30
Quilt Chance to Win Total	59
Saturday Night Banquet - Beef Plate Total	53
Saturday Night Banquet - Chicken Plate Total	37
Saturday Night Banquet - Vegetarian Plate Total	11
Sunday Morning Breakfast Total	62
Newcomer Fund Donation Total	336
Velvet Rope Seating for Saturday Main Speaker Meeting Total	41

Merchandise

Item Name	Quantity
Ballcap (Black) Total	4
Fleece Pullover 1/4 Zip (No Hood) Total	4
Full-Zip Hooded Fleece Total	17
Large Coffee Mug Total Total	41
Long Sleeve T-Shirt Total	10
Pre-Convention Short Sleeve T-Shirt Total	37
Short Sleeve T-Shirt Total	23
Leggings	0
Sweatpants	3

I have attached recent spreadsheets for merchandise and registrations summaries.

Thank you for allowing me to serve

Mike H

Print/Display Written Report:

CRCNA XXXV P&D Report Ian D 09/11/2021

I have requested a status report on the banner which I have not received at the time of this report.

Programs and I have been working through the master program to be published via the on line link.

I am requesting that all committee chairs and administrative staff submit their printing needs/requests to me in writing at their earliest convenience to avoid last minute confusion and ensure all needs are met.

ILS

Ian D

Hospitals/Institutions:

CRCNA XXXV H&I Report Matt D. 09/11/2021

Outreach is ongoing. This month we will update our flier with a program, a map of the convention, and instructions on where to come check in.

We have finalized our program format and speakers.

We would like to get our lit order submitted and are requesting to spend \$439.50 of our \$600 budget

(200) – white booklets

(15/ea) - IP #7,8,13,16,17,23

(4) Basic Texts

(2) Just for today

Matt D

Fundraising/Entertainment: Position Open

Elections:

- CRCNA XXXXVI elections will be held at the next Regional meeting on September 18, 2021

CRCNA Liaisons:

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

Old business:

- September 25 Mexican Dinner and Bingo in Colorado Springs

New Business:

- Dave A from OTW will be selling Basic Texts at the convention Friday and Saturday afternoon and evening.

Open Discussion:

We have only one more meeting before CRCNA.

We discussed how the committee would be identified while at the convention. More to come on that.

Registration will include admission to all entertain events at the convention.

Meeting Closed: 12:50 pm

Next Meeting:

We will have an in-person meeting October 2, 2021, at the Crossroads Community Center starting at 9:00 am. The address is 10451 Huron Street, Northglenn CO, 80234