**CRCNA XXXVI Minutes                                        Meeting : March 12, 2022 Held In Person and Zoom Hybrid**

**9:00 Open Meeting – Serenity Prayer**

**Introductions of CRCNA 36 Members**

**Clean Time Celebration: Tiffany, 32 Years**

**12 Concepts read by Mike P**

**Introduction of New Members: Sean (Boulder Liason)**

**Administrative Reports:**

o    **Chair**: **Mike H:**   CRCNA XXXVI Chair Report 03/12/2022 We still have the Fundraising and Entertainment subcommittee chair position open. Let’s all please continue to get the word out and recruit people for this position. In the meantime I will be working with our vice chair to fulfill those responsibilities. I prepared a budget for F&E and ran it by the rest of the admin committee. We will be gathering all budgets so I can present a full budget to Region on the 20th. Our next planning meeting for the kickoff event is March 20th from 9am to 10am. It will be a zoom meeting. I will be going to the storage unit before that meeting to inventory supplies we can use for that event. I have received the 2nd key to the storage unit. Please ask for donations of shirts to make the quilt. I will ask the P&D chair to make a flyer. I am looking at a location more central to the Denver area for future in person meetings. We will alternate in person and online meetings. April - Zoom May - In person Denver June - Zoom July - In Person Denver August - Zoom September - In Person at Hotel October - Zoom Thank you for allowing me to serve Mike H  Proposed Budgets sent to group for Admin and F&E.

·         Asking for shirt donations for quilt

·         Actively looking for quilt makers and one person may be able to do this

·         $80.00 was refunded for missing merchandise

o    **Vice Chair**:**Lindsey B**: Hi CRCNA Team,

I attended the merchandise sub committee meeting on 3/2 and the preconvention merchandise logo was chosen. I think the preconvention merch is going to turn out great! I will be attending the next F&E Pancake Breakfast adhoc on Sunday, 3/20 to help wrap up the planning for that event.

NoThank you!

Lindsey B.

**o    Treasurer: Mike P**: (see attached financial statement)

·          Access to the bank account is complete.

·         Unable to Itemize Early Bird Registration-decided that discount will be applied to registration fee and not food

o    **Vice Treasurer**: Nick P: Nothing new to report

o    **Secretary**:**Beth R**: Mail was checked and no new mail, existing mail has been distributed.

·   Difficulty finding reports to include in Minutes, will work with Alanna to include those

·   Having difficulties with Google Docs, will do all minutes in Word Document going forward

**Subcommittee Reports:**

**·         Hotels & Hospitality Chair: Tiff S**.: **Had a zoom Meeting on 3/9/22, 4 people in attendance**

**Discussed:**

Banquet Tables

Fill in Foods for the Hospitality Room.

We are curious when the website will start

 I found last years AV Invoice, we paid $5,731.79

I verified with Taylor that that price would not change. I have included that price in my budget. I also asked Taylor about additional Room’s before and after and she has yet to get back to me. I left another message on 3/9/22

I will keep trying.

I believe I am to contact Marriot Suites and Spring Hill for Overflow.

I also would like a board explain rules of Hospitality Room.

**In Loving Service,**

**Tiffany**

·         In contact with Taylor at the Hotel-awaiting more info from the hotel

·         No changes in contract prices

·         Room Block Rates are for Wednesday-Monday

·         Budget submitted

·         Outlying hotels will offer special rates, but are not contracted. Can be used for overflow

·         Informational sign is needed for the Hospitality Room

·         Arranged for DOC workers for Pancake Breakfast

·         Hotel Rooms are available now to book

**o    Program Chair:  Tamara**:    I hope you all received my last email with the January minutes, the list with numbers and emails to each of your said ad hoc as well as the requested sample budgets for your review. If you have not received this please let me know so I can send your way before our next meeting, this Sunday, February 27th at 6:30pm.

By now you have hopefully connected with each other and from the prior email with the attached guidelines and responsibilities to that one, you all have a better understanding of the duties at hand. These will definitely better assist in that process.

Thank you to those of you that have reached out with questions. Again, please know Ozzie and myself are always here to help!!

Regarding your questions on last year’s sample budget:

The (8) was for room nights – 3 main speakers and the NA Historian, two nights for each, equaling the eight.

Clarity around hotel rooms for main speakers is as follows:

For every 50 rooms they book for CRCNA, we get one free night (comp= comped in above questioned 2021 sample budget) for main speakers.

Included in the Programs CRCNA Meeting report per our subcommittees request to get a more diverse committee through involvement with the various surrounding Areas, we included the Programs Committee Recruit flyer as well as the Call for Speaker flyer for each to post on their Area’s Web Page. This was also posted to Mile High website and our Regional website. Please note that copies were made and distributed throughout our last Area meeting for folks to take back to the home groups as well. The CRCNA Web Chair has posted throughout various NA social media sites as well!

To obtain the best balance among all the Service Areas in the Colorado Region per our guidelines, it was suggested by a member of our committee that we reach out to the CRCNA Area Liaison’s requesting strong, solid NA speakers from each of their Areas for possible workshop speakers, this was included in our report as well. At this time please know we have not received any suggestions. I will speak to this again at the next CRCNA meeting.

I hope this helped to answer the questions from the previous meeting and look forward to seeing you ALLLLLL-

A sincere thank you to each and every one of YOU for your service and a heart filled thank you for letting me serve!

Tamra

·         Budget and Timeline submitted

·         Requesting Speaker Tapes for committee to review

·         SPAD book to be used for Marathon Meetings

·         Will work with Tiffany to resolve questions around room needs for DOC and H&I

·

o    **Print & Display Chair: Ryan:**Called Ian D. previous P & D Chair to discuss responsibilities after being voted into this year’s position.

Met up with Ian D. after and outside of regular meetings and discussed P&D responsibilities.

 Communicated with the Web Chair on the deadline for receiving theme & logo submissions. 3/31/22 is the deadline for theme & logo submissions.

 I have remained an active and visible member from Parker meetings to Boulder meetings and in between. I have announced the need for theme & logo submissions at every meeting. I have also announced the need for F & E to be filled.

 I will need the timeline (folder or binder) for P & D in physical or digital form moving forward.

I will need my budget moving forward and a revamp on where to get the forms I’ll need from the Treasurer.

 I will make a flyer for t-shirt - quilt submissions. When is the deadline? Any suggestions on what to display on the flyer?

 ILS

Ryan B

·         Liaisons to bring T-Shirts to Committee

·         Vendors Obtained

·         Budget Obtained

·         Print Programs vs Phone Download

o **Fundraising & Entertainment Chair:   OPEN**

·         Mike has prepared a generous budget

·         Need to consider guidelines and revisions for F&E Chair to have an emphasis on Entertainment instead of Fundraising

o    **Merchandise Chair:  Ernie S**:    Ernie Opened the meeting at 6:04 pm Attendees: Ernie S, Karl W, Debra W, Kathleen L, Daniel A, Sohail H, Jordan B, Mike H and Lindsey B Opened with the Serenity Prayer, Twelve Concepts of NA were read. Introductions were made. Review last meeting. Submitted timeline and budget both were approved. Timeline will be updated as necessary. We are not selling literature. Zach and CRCNA web server will put poll together for merchandise. We are not conflicting with Registration. Pre-convention merchandise will not be sold online. We will get merchandise to Jordan for Grand Junction. All pre-convention events we attend we will bring merchandise. Anyone who would like to attend those events is welcome. There is a line in the purchasing information document about bids for merchandise. We should make a limited run for each event and don’t need bids for that since under $500. Mike agreed. Mike added he will be at a convention May 20-22, he will take registration flyers and merchandise. Voting procedure. First round of 16 designs each person gets two votes. One run through for review and then another to vote. Private message votes to Ernie. Votes to “everyone” will not be counted, only private message. Kathleen made presentation. Ernie collected first round votes. Top three were then voted on. Second round, one vote per design. Tie vote. It was agreed to vote on the two. Two presented. One was chosen. Ernie thanked and congratulated the artists. We will work to get the proper copyright and we will discuss with Zach. Ernie will get release for artwork to artist. Pre-convention vs. convention artwork discussion. Design is attached. Kathleen discussed NA licensed vendor rules. Mike will investigate registration and trademark rules. Discussion about the color of design, shirt color, shirt style, decals or silk screen. Further discussion about screen vs. decal, and does it make sense to have one color screen that lasts for years, or a decal that may come off. Suggested and agreed upon shirt colors: dark green, heather grey and white. More discussion on shirt colors and type of printing. Options will put together and emailed around. It was suggested we should start with grey shirts for the first event, move to green for the next event and so on. Women’s racerback and men’s t-shirt was agreed upon. Discussion about what supplies, etc. do we need for Unity Days. Do we need a table, cash drawer, does Ernie have the square, banners, volunteers, and are we doing chance to win? Discussion about what we are donating. Ernie will follow-up. Kathleen will send info from PR on banners, flyers to Ernie. Closing the meeting at 7:15 pm

·         2 Print designs chosed and shown to committee

·         25 pieces for first event

·         Vendor will ship merchandise

·         No deposit needed for proposed vendors

·         Online sales available with unlimited colors

·         Seeking approval for online pre-reg sales: Ask if any free shipping options, ask for online company to give report updates

·         Suggestion for tracking of what sells well for future/upcoming conventions

·         Online sales available for Pancake Breakfast

·         Suggestion to put QR code on poster for online sales

·

o    **Registration Chair**: **Kath L:** **CRCNA XXXVI** **Registration Subcommittee Report March 2022**

**Registration Subcommittee:**

Chair Kathleen L.

Sub Members:  Trino F., Red B., Lyndsay M., James R.

**Old Business:**

Form Subcommittee Complete

Timeline Draft & Budget Complete

Review Reg Form w/CRCNA Update with inputs Complete

Swag Bag Items – Neckwallet, Pen, Magnet, Bookmark Complete

SquareUp Training Complete

**Current Business:**

Unity Day Needs Bank ($100)

SquareUp Swipers/andQuilt Ticket Questions

Other events we will be attending but not limited to are:

Pancake Breakfast, URMRCNA, NA World PR Week, and other F&E, Area’s, and Regions

Sales to Date: Subtotal:   $262 Fee:   $8.42 Total:   $253.58

·         Registration forms are being handed out

·         Swag Bags/Neck Wallets shown and will include a pen, bookmark, program and magnet

·         $100.00 requested for Unity Days

·         Committee will attend several events and have a table for registration

·         Decided that Raffle Tickets will only be sold at the Convention itself, not before hand

·         **B**reak for 10 Minutes

o    Meeting re-joined with Serenity Prayer

o    **Convention Information & Website Chair**:  **Alanna:** Not much to report this month. Updated flyers are on the website. All subcommittee meetings are on the regional calendar. Regional web chair informed me no committee or subcommittee flyers will be added to their home page (or website) to avoid seeming like they have preference. But all future flyers will be added to our website flyer page and the bigger announcements flyers will be added to the homepage of th CRCNA website. All event info will be added to the regional calendar along with our event calendar and website. All subcommittee emails are also approved to send through Google Groups. We currently have 7 logo submissions, should I send each submittor a template email stating they will need to sign over the rights to the logo in order to win the prize ? Thank you for letting me be of service. Alanna M

·         **Hospitals & Institutions Chair**:  **Matt D**   H&I March 12th Not too much to report in the past month. We met to see how out-reach is going. So far, decent. We added another member to sub-committee so that is exciting. We have a generic save the date flier we have been sending to facilities as we get a hold of them. We started a light discussion on who we should be looking to for speakers and what our them or topic would be. This month’s goal. Get in-touch with each areas’ H&I chair and get an updated facility list to add to ours. ILS Matt

·         Matt is also in contact with chair for DOC

·         **Liaison Reports:**

o    BFE:

o    Mile High:

**o    Boulder:** **Sean, introduced to this committee**

o    Mountains West:

o    Off the Wall:

**o    Pikes Peak**: **Tony V :**Tony will inquire about Mexican Dinner and bring back to committee

o    Serenity Unlimited:

o    Ute Pass:

Tony V was present but had to leave before report given. No other liaisons present.

*Encourage Members to ask for liaison participation at local Area meetings*

**Elections:**

o    Fundraising & Entertainment Chair:   OPEN

**Old Business:**

1.       Pancake Breakfast will be on April 23, 2022 from 9-12 with help needed from 8am-1pm. Planning meeting will be on Zoom 3/20/22 at 9am

**New Business** :

1.     Budgets: All Budgets presented/adjusted, discussed and approved

·         Administration

·         Programs

·         .Hotels/Hospitality

·         Print and Display

·         F&E

·         Merchandise

·         Registration

·         Website

·         H&I

 2. Next meeting will be on Zoom

3. Logo Deadline is March 31, 2022 and committee will vote on Logo

4. Proposed and Passed to pay facility for this meeting time/space: $40.00

**Next Meeting**:  April 9, 2022 on Zoom

**Meeting Adjourned.**

**Thank you for letting me be of service.**