

CRCNA XXXVII Meeting Minutes

Meeting: January 14, 2023 Held On Zoom

9:00 a.m. Open Meeting

Serenity Prayer

Clean Time Celebrations:

12 Concepts read

Roll Call

Approval of Minutes from December; approved

CRCNA XXXVII

Administrative Reports:

- **XXXVII Chair: Lindsey B.**

Hi everyone,

I was able to schedule all CRCNA meetings on the regional calendar, the details are as follows (discuss in old business):

- o January, March, May, July, August and October are virtual
- o February, April, June, September and November are hybrid
 - February, April and June meetings will be held at 1178 Mariposa St, Denver, CO 80204
 - September and November meetings will be held at the hotel
- o Always on the second Saturday from 9AM-noon except the November meeting will be the Thursday before the convention on 11/9 at 6PM

Kathleen made a great flyer for the open positions over the last month, I am hoping it got some traction. I also want to thank Grant and Matt for helping sort out other logistics, such as the zoom account scheduling and email organization.

Kathleen, Mike H and I had a debrief meeting with the hotel yesterday afternoon, here are the highlights:

- The hotel enjoyed working with us, they appreciated how organized we were and how polite our attendees were.
- We had an overall great experience with the hotel, the staffing was great and the BEOs were executed accurately.
- Some things that didn't go great:
 - o We were only made aware of the changes in hospitality room rules in September (including the coffee debacle), which didn't give our fellowship a lot of notice to change their plans for the hospitality room donation. These rules are now out in the open so we can all plan better next year.
 - o The restaurant staffing was minimal, this next year they anticipate on being fully staffed, but our volume of attendees still won't be able to be 100% accommodated this year due to the size of the restaurant.
 - o We didn't love the quality of pizza (or the price) that we purchased from the hotel for the hospitality room. This year they will work on a more extensive catering menu for us, although they do charge at a hefty premium.

- Some ideas for this year:

- o Set up a fund through the CRCNA website for homegroups or individuals to donate towards staffing the coffee bar and pre-purchase cups (or gallons) of coffee.
- o Give the hotel a ballpark budget for details like AV and work backwards from there to have them accommodate our most important needs first, being overall more proactive with logistics with the hotel so there isn't such a mad dash to the finish line. I know

Kathleen is already on the ball

I am looking forward to chairing the convention this year. It is my commitment to support each subcommittee and the administrative committee so please let me know how I can help.

Grateful to serve,

Lindsey B. CRCNA XXXVII Chair

- **XXXVII Vice Chair: None**
N/A
- **XXXVII Treasurer: Nick P.**

There is really nothing to report this month. CNAC is working to get the account and signers set up for new admin committee. There seems to be a hold up with first bank and this process is severely delayed. Due to the fact that that I am not yet set up on the account: balances and statements are currently unavailable.

Please reach out with any concerns.

Thanks,
Nick

- **XXXVII Vice Treasurer: None**
N/A
- **XXXVII Secretary: Matt D.**

Hello all,

I checked the PO box, 3 items all for Nick. I sent him an email with scanned pdfs of the mail, I have original copies stored if needed. I will be drilling down on the contract list so the communication problems don't persist into February.

Thanks for letting me serve,
Matt D.

Subcommittee Reports:

- **XXXVII Program Chair: Ian D.**
Have 9-10 volunteers for committee, taking speaker suggestions and working to transfer to a cloud drive so everyone has access. Budget will be prepared and finalized, not expecting having to change budget from last year. Asked liaisons to bring to their areas that diversity of speakers as well as diversity of age, race, LGBTQ+, etc.. across Colorado is high priority. Possibly send out a survey to get feedback from fellowship for different types of workshops and topics etc.. Programs@nacolorado.org to submit speaker tapes
- **XXXVII Hotels & Hospitality Chair: Kathleen L.**

**** For readability of all minutes, full report from H&H chair is at the end of this document****

- **XXXVII Print & Display Chair: None**
- **XXXVII Fundraising & Entertainment Chair: Beth R.**

Hello all. Here is the report for our Subcommittee.

A few Members of NA have joined the Subcommittee and we are continuing recruiting efforts.

Our First official meeting will be **1/19/23 at 4pm on Zoom** for the purposes of planning.

Items that will be discussed include:

Organizing with the Hotels and Hospitality Subcommittee to potentially create an Entertainment/Activity Room with and alongside the Hospitality Room. As the ability to provide vast amounts of food has changed, we would like to discuss adding games (table games, corn hole, cards, and other activities) to the Hospitality Room to continue to provide an inviting space for fellowship, refreshments and activities.

We are proposing that the Pancake Breakfast be held on April 22, 2023. With a discussion and confirmation of a suitable site to host

the event.

We will discuss and explore talent for the popular events; such as, DJ, Band, Comedian, Poker Night and Bingo

We will discuss the possibility of a planned and structured live auction in conjunction with the silent auction (is this appropriate for the Entertainment committee to lead or is this best handled by Merchandise?)

We will also review/revise the budget.

Thank you for allowing me to be of service.

Beth R

- **XXXVII Merchandise Chair: None**

- **XXXVII Registration Chair: None**

- **XXXVII Convention Information & Website Chair: Grant K.**

Completed Items:

- Gained access to necessary web admin accounts thanks to help from previous web chairs and regional web chair.
- Created an anonymous Facebook account named "Crcna Web" that I (and future web chairs) can use to post flyers and upcoming events to facebook groups.
- Made updates to CRCNA website to remove information for last year's convention and began inserting information for this year's convention.
- Uploaded flyer for this month's meeting to the website.
- Set some pages of the website to hidden for now until we need them (registration, hotel information, etc.)
- Updated the google groups members list to include members involved with the new convention.
- Was able to get Lindsey access to the crcna chair official nacolorado.org email.

Upcoming Action Items:

- I will need to collect a list of who holds what position, so that I can add their email to the contact list for that position's official nacolorado.org email address, and update the website (currently have just placed TBD for what's unknown to me). Once I have added your contact information, you will receive an email to set the password for the official email account.
 - Continue to make sure the google groups members are correct and updated.
 - Update some plugins on the website
 - Spend some time learning about how we use the WooCommerce plugin and Paypal/Square.
 - Update the website with each subcommittees meeting schedules once I have this information (This is another area where I have placed TBD as a placeholder)
- I would like to thank everyone for being patient with me as I gained access to our accounts and got familiar with some of this stuff. Glad to be of service and help out whenever and however I can, so feel free to give guidance/direction whenever I may be missing something.

-Grant K.

- **XXXVII Hospitals & Institutions Chair: Erica H.**

Will be building a committee, have the contact list from previous chair and will be calling and beginning the process.

LIASION REPORTS:

BFE: None

Boulder: None

Mile High: Hidy F.

No report, looking forward to service with CRCNA

Mountains West: None

Off the Wall: Tamara J.

No report, looking forward to service with CRCNA

Pikes Peak: none

Serenity Unlimited: None

Ute Pass: None

Committee Roll Call:

Elected members: All present

Members Online:

Alys S.

Ty. G.

Members In-person:

Administrative Committee:

- Chair: Lindsey B. - Present
- Vice Chair:
- Treasurer: Nick P. - Present
- Vice Treasurer:
- Secretary: Matt D. - Present

Subcommittees:

- Program Chair: Ian D.
- Hotels & Hospitality Chair: Kathleen L. - Present
- Print & Display Chair: N/A
- Fundraising & Entertainment Chair: Beth R - Present
- Merchandise Chair: N/A
- Registration Chair: N/A
- Convention Information & Website Chair: Grant K. - Present
- Hospitals & Institutions Chair: Erica H. - Present

LIAISON REPORTS:

See CRCNA 36 Liaison reports

- BFE: None
- Boulder: None
- Mile High: Hidy F. - Present
- Mountains West: None
- Off the Wall: Tamara J. – Present
- Pikes Peak: Tony V.
- Serenity Unlimited: None
- Ute Pass: None

Elections:

- P&D –
 - No nominations
- Merchandise –
 - No nominations
- Registration –
 - Sarah J. nominated
 - Sarah J. qualified and elected to the position

Old Business:

CRCNA meetings set up on the regional calendar

o January, March, May, July, August and October are virtual

CRCNA XXXVI & XXXVII Agenda December 10th, 2022

February, April, June, September and November are hybrid

February, April and June meetings will be held at

1178 Mariposa St, Denver, CO 80204

- September and November meetings will be held at the hotel
- Getting google groups and emails set up
- Clean time requirements for open positions:
 - **Vice-chair and vice treasurer – 4 years suggested**
 - **Subcommittee chairs – 5 years suggested**
- Go over any questions on the timeline

New Business:

Subcommittee meetings should start getting scheduled, they do get posted on the regional calendar. When dates, times and info are solidified for meetings email crcnaweb@nacolorado.org for placement on the region website.

Theme and logo flyer

Open Discussion:

Signage for P&D is templated so it does not require deep knowledge of graphic design, members that do have more experience will also help. So, if someone is interested in print and display, please attend the next meeting.

April 22, 2023 is the proposed date for the sponsor/sponsee pancake breakfast - tentative

By the next meeting come with budget questions, Nick P. will do his best to get last year's budgets to current chairs, so they have a reference.

Motion to Close

Adjourn Meeting

**Thank you for letting me be of service,
Matt D.**

Next CRCNA XXXVII Meeting:
February 11th 9:00am - On Zoom & In-person
1178 Mariposa St, Denver, CO 80204

CRCNA XXXVII H&H Report January 14, 2023

Timeline Items:

January	Form Subcommittee Preconvention Meeting with Hotel (Sales/AV) Prepare Timeline Budget Questions/Budget Draft Timeline Reviewed and Adjusted	(Ongoing) (Complete) (Complete) (Complete) (Complete)
February	Meal Prices (Contracted), Send to P&D Budget Formulated Timeline Final	
March	Meet with Hotel (Guest Rms/Hospitality Rm Options/AV) Contracted Convention Rms Days/Times Guest Rms Hospitality Rm Options Reserve Rms - Main Speaker/Taper Table setting Options Throughout Convention Center	
April	Table Gifts - Present to CRCNA and Place Order Place Main Speakers/Taper Names on Guest Rooms Ask Admin and Subs for AV Needs by June Ask Admin and Subs for Hotel needs (at least a draft) by June	
May	Meet with Program Chair to Begin Convention Center Layout Create Hospitality Room Supplies List	
June	Gather AV Needs for Hotel mtg in July Gather Hotel Needs for Hotel mtg in July	
July	Meet with Hotel (Program Schedule/Convention Rms) Sign AV Contract - AV Staff/CNAC Begin BEO with Hotel Staff Submit Current F&B to Hotel Launch Sign-Up Link for Hospitality Rm with List of Items	
August	Prepare Itinerary for Sept Walk-Thru (CRCNA/Hotel/Hybrid) Gather Questions, Needs, etc to Streamline Walk-Thru Finalize Convention Rm Needs and Layouts Finalize F&E Needs	
September	Introduce Hotel Staff to CRCNA Committee Walk-Thru Meeting with Hotel Staff Make Sure all Centerpieces, Table Gifts, Other Needs are Delivered, Sorted, Ready to Go	
October	Meet with Hotel (Finalize all CRCNA Needs/Hotel/AV) Submit Up to Date F&B to Hotel	
November	Final F&B to Hotel CRCNA mtg at Hotel Thursday Evening Set Signs, Merch Rm, Reg Rm, Hospitality Rm CRCNA XXXVII	
December	Final Report, Numbers, Etc	
January (2024)	Post mtg with Hotel	

CRCNA XXXVII H&H Report January 14, 2023 (Continued)

Draft Budget:

700 Hotel CRCNA XXXVI		
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	\$600.00
705	Banner Hanging Fees	\$825.00
706	Food & Beverage Contractual	\$12,000.00
	Total Hotel	\$24,580.00

700 Hotel CRCNA XXXVII		
701	Audio Visual	\$12,000.00
702	Centerpieces	\$605.00
703	Hospitality Room Supplies (water, coffee, creamer, paper goods etc...)	\$550.00
704	Table Gifts	\$600.00
705	Banner Hanging Fees (is there a ++ for this?)	\$825.00
706	Food & Beverage Contractual (add ++)	\$12,000.00
	Total Hotel	\$26,580.00

We still have some questions about the budget and very open to suggestions

We will have more on the Hospitality Room once we meet again with the Hotel Staff in March Our thoughts at this time are:

- o Music
- o Talen Show
- o Games

During our meeting with the staff yesterday Jan 13, we talked about having F&B ideas prepared for the March mtg and be on the same page

Maybe Groups & Areas would like to head up something fun like music, art, talent show, games, etc

