**CRCNA XXXVIII Committee Meeting Minutes**

**April 13, 2024**

**9:02am Open Meeting – Serenity Prayer**

**Clean Time Celebrations:** Ricky 7 yrs, Kelly 7 yrs, Gari 35 yrs

**Ricky read 12 Concepts**

**CRCNA 38 Committee Roll Call**

**New members-** Paul W is the new OTW Liaison, Jen S. helping Matt w/hospitality

**Liaisons Reports:**

**Pikes Peak: Rob V**

 Nothing to report.

**Mile High: Herb B**

 Nothing to report.

**Boulder: Kelly J**

Printed out flyers for groups, they seem to like the paper flyers.

**Off the Wall: Paul W**

Nothing to report.

**Others: BFE, Mountains West, Serenity Unlimited, Ute Pass**

 None present.

**Elections**

 **Open Admin Positions (need to be elected at Region):**

* **Vice Treasurer** (suggested clean time – 5 years)

 **Open Subcommittee Positions (need to be elected at CRCNA Meeting):**

* **Print and Display Chair** (suggested clean time – 4 years)
* **Registration Chair** (suggested clean time – 4 years)
	+ **Brandi J elected! Congrats and welcome, Brandi!**

**Administrative Reports:**

**Chair: Dan B.**

Hello again CRCNA 38 Committee! I’ve had a fairly busy month. I would like to say that I was able to go out and round up a few members to fill our vacant positions but I wasn’t able to do this. I thought I had a registration chair lined up but last week he let me know that he didn’t have the time to commit. I’ll be filling in registration duties until we get someone to step up.

On March 17 I attended the Regional Committee Meeting via zoom and presented our budgets, which I’m happy to say were approved! So we can move forward as planned.

Sage and I attended Unity Day on March 23, we set up a table and handed out info for CRCNA. A photo of the table is on Google Drive (under Print & Display, named “Unity Day Table”). I’d like to say thanks to Sandra and Matt D. for helping to man the table for part of the day. The Regional Vice Chair Matt D. met me that day as well to hand off the storage key.

On March 24 I attended a CRCNA Programming Subcommittee Meeting, where we discussed Regional PR’s request to hold an event at the beginning of CRCNA this year where professionals in the community would be invited to attend a PR presentation.

I met with several members of this committee at a hotel walk-thru on April 2. In attendance were Programs, F&E, H&H, our Vice Chair, the salesman for the hotel, and myself. We did a thorough walk-thru. Several concerns were addressed, including if we could have more meeting space before the convention starts so we could accommodate the Regional PR request for workshop space. Unfortunately, we cannot get any more space due to another convention that will be ending that morning and already has the rooms reserved. There were some concerns brought up about placement of banners in the banquet room, I’m sure Matt has something in his report today and we’ll discuss it then. We went to the hospitality room and have decided that the rooms next to this room need to be set aside for convention attendees who can keep an eye on the hospitality room and possibly one room for newcomers to use for resting, showers, etc. All in all it was a great day, I wish everyone could’ve been there!

After the walk-thru, James and I met Gari at the Storage Unit to look at inventory for F&E. Gari hauled out several boxes of things needed for the Pancake Breakfast and determined the other stuff we’d need to pick up at a later date. I took pictures of the things we have, so if anyone wants to see these or wants to meet up at the storage unit to go through anything, just let me know.

I attended a CNAC meeting on April 6. Not a lot of discussion relevant to the CRCNA committee, except a discussion about the NA Colorado tax exempt status. They’re working on getting me the certificate that we’d need to make tax-exempt when we buy supplies.

On a final note, Thursday I had a conversation with Matt about meal pricing. I’m sure it’ll be in Matt’s report so we’ll discuss it when we get to that point.

Thank you for letting me serve! Looking forward to another month of trying to get our sh\*t together! 😊

 Dan B. - CRCNA 38 Chair

 ***Discussion today:***

* Hotel room next to hospitality for newcomers- Matt will use his budget to reserve room. Discussed having committee members to help keep an eye on the room.

**Vice Chair: Dave R. absent without notice, Dan will reach out to him**

**Treasurer: Ricky M.**

Hello Guys!

Here is my report for the committee meeting 04/13/24. Hope this finds you all well! I see there has been a lot of work going into your subcommittees and I’m grateful for the chance to serve with you all.

-This past month I was able to pick up some checks from the CRCNA bank account in hopes that when you all need funds it’ll make it fast and seamless. I do ask that if you need funds, please have the foresight to fill out the advanced funds form and email it over with ample time to work with…enough time for me to mail a check or meet up with you. Please do your best not to wait until the last second as life is busy and I am not always in a spot where I can drop everything and make it happen. Without question we will make it all work.

-I was also able to get the login for the CRCNA paypal account thanks to Grant this month! Thanks so much to Grant for his assist with that. Just putting this out there… This will definitely be the quickest way to receive funds on a moments notice without a doubt. It also makes it very easy for me to track. If this is something your willing to do, that would be great!

-You should all have access to” Funds Request” forms in the packet Sage sent out, and I believe without looking it is on the CRCNA drive. Let me know if I can be of assistance.

\* Just a friendly reminder for all purchases --- Please Keep your receipts to turn in to me. I know there will one offs that it won’t happen, but the more the better as I look to have as detailed records of transactions as possible\*

CRCNA38 Bank Balance as of 04/13/24 : $6750.00

Reach out with any questions and look forward to a great meeting!

Just For Today,

Ricky M

CRCNA38 Treasurer

**Vice Treasurer: OPEN**

**Secretary: Sage B.**

Hello again! The minutes were emailed out promptly after our last meeting. This month I’ve mostly been focusing on helping with the responsibilities of Print & Display. I printed out the flyers for our table at Unity Day, and sat with others at the table for most of the day. It was a blast!

In preparation for the Pancake Breakfast, I’ve been preparing the signs and flyers we’ll need. These include:

* H&I Invitation Table Sign
* Merchandise Table Sign (waiting on this year’s theme & logo to complete)
* Program Call for Speakers Table Sign
* Merchandise Order Form (waiting to find out prices and options)
* Registration Form (waiting to find out prices and options)
* We’ll also need a CRCNA 38 banner; I can do this, and welcome anyone who wants to help.

You can see all of these on Google Drive (except the banner) as I get them updated for this year. I welcome feedback, and will send out a finalized copy of all before I print them for the Pancake Breakfast!

 Thank you for the opportunity to serve with this AMAZING crew!!!

 GO CRCNA GO!

Sage B., CRCNA 38 Secretary

***Discussion today:***

* Tim O. has updated the merchandise order form and will send over for Sage to print

**Committee Actions this month:**

* **Voted on Theme & Logo- the winner is…**

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**Subcommittees Reports:**

**Hotels & Hospitality Chair: Matt D.**

Hello all,

Okie dokie.

First off, thank you for everyone who could make it to the hotel walkthrough. We spent a few hours there, and I hope and believe it will make things a bit easier to plan things going forward. Please feel free to continue to send me questions and I can coordinate with the hotel.

In the coming months I am going to start to get with everyone and start getting a needs/wants list from the committees about what they will need from the hotel. Mainly A/V, but anything really.

For now, please start writing down what you think you may need. It doesn’t have to be comprehensive or exhaustive, but just a good starting point. This would include, not limited to:

 Tables

 Microphones

 Projection Equipment

 Pipe and Drape

 Internet access

 Storage

 Etc.

 I included a layout at the bottom of this report as well as the room capacities, which I will include in the email as well.

The hotel is willing to honor the $50++ for veg and chicken and $60++ for the beef. It'll probably be different in the following years, I have a feeling they are honoring it for CRCNA38 because of all the miscommunication surrounding this.

I will say, though, that while they are incredibly helpful and responsive, they have not deviated at all from their policies and are quite rigid. For example, I am still waiting on them to assign us an event manager. May is 6 months before and that is their policy. Unfortunately, I can only hound Michael so much about this.

The final thing Micahel and I talked about was Gari had mentioned a pool party. The hotel is very uneasy with this idea, liability-wise, and in my opinion, I agree. I don’t think we should have an organized event around the pool. It just asks for risk, which I don’t believe is worth it, in my opinion.

As always, please continue to encourage people to book rooms sooner rather than later. They are going fast.

 Other things people came to me with:

The pancake breakfast flyer didn’t make it to the MHASC webservant, or they didn’t post it. Either way, I sent them an email, and hopefully, it will be added to the mile high calendar soon, if not by the time I give this report.

 ILS,

 Matt

***Discussion today:***

* *Adding extra rooms may not be an option at this point, as extras have already been added. Nearby hotels will be posted online so addicts have other lodging options.*
* *During CRCNA: Merchandise area cannot be locked/secured, so when it closes down, merch will need to be moved into the nearby lockable room.*
* *Liaisons are encouraged to ask their areas for feedback- at this year’s event, the previous years’ banners not all being hung in the main banquet room, but instead having the last 10 years in the main room and the rest of the previous years’ banners in the hallways. As we get more banners, this will continue to become a bigger concern.*

**Fundraising & Entertainment Chair: Gari G.**

On April 2nd I met with other CRCNA38 Chairpersons, and toured the DTC Marriott (site for CRCNA38).

We will have a GREAT convention in an AWESOME new location! I then followed Dan and Dave over to the NA storage unit, and brought back several containers of items to inventory (and WASH!!) for the upcoming Pancake Breakfast on April 27th from 9am-noon.

On Thursday, April 11th I met with Minde Smythe at Hillside Community Church, to tour the facilities for the Pancake Breakfast. I got a door key, an alarm code, and Minde signed the Facility Use Agreement. I will be requesting funds from the F&E Budget in the amount of $400 for the rental of the space. The check will be mailed directly to Hillside Community Church.

I also returned to the NA Storage Unit, and took a second load of items to inventory (and WASH!!!). We now have a complete list of all items, and have made a list of the items and food that we will need to buy. Three members of the F&E Subcommittee will be shopping at Costco and Sam’s Club the day before the Pancake Breakfast, and bringing the items directly to Hillside on the morning of April 27th.

We will start setting-up for the Pancake Breakfast at 7:30 am on Saturday, April 27th. We will have full use of the kitchen, the gym (where tables/chairs will be set-up), and a children’s room for daycare. (Daycare will be provided during the speaker meeting portion of the event only.) All parents will be required to sign a release, to have their child(ren) participate in daycare activities.

We are still looking for DAY-OF-EVENT volunteers to help us set-up, cook, serve, take money at the door, sell raffle tickets, and clean-up afterwards. All CRCNA38 committee members are encouraged to come, to help-out, and to announce the event.

The speaker this year will be Mitzi D., who will be flying in from Nashville, TN to share her very special Sponsor/Sponsee story. Please spread the word about this awesome speaker and Kick-Off for CRCNA38! Here is a link to an article about Mitzi that was released several years ago:

<https://www.thetiesthatbindus.org/with-a-renewed-commitment-to-recovery-nashvilles-mitzi-dawn-plans-a-return/>

There are now 9 members on the F&E Subcommittee, and our next meeting is tomorrow, Sunday, April 14th at 4:00pm. We are meeting every weekend this month to prepare for a great Fundraiser and Kick-off! Be prepared for good food, great raffle prizes, and an awesome speaker and performance at this year’s Pancake Breakfast! Come one, come ALL!

Plans are underway for creative, fun, and new adventures in “Inclusive Entertainment” at CRCNA38. Announcements will follow as these plans are solidified…right now, we are primarily focused on the Pancake Breakfast.

\*NOTE: We need Tim O. to help Kristen on our subcommittee with making sure that the correctly formatted logo is submitted for our raffle items. Please assist unless you have already done that & I just don’t know yet! We are ordering raffle items on Monday.

In Gratitude and Service,

Gari G. CRCNA38 F&E Subcommittee Chair

**Merchandise Chair: Tim O.**

 Highlights

 - Created flyers for Precon Bfast

 - Ordered Pre-Convention Merch / Total $784 After Tax. $416 less than last year.

 - Will be at Pancake Breakfast @ end of month to sell preorder items and precon merch.

 - Need to send out for Printing Bids & Discuss Bid Items after logo selection.

- Printed Items for the convention will ONLY BE FULL-COLOR, not 1-Color & FC. This saves me the hassle of doing 2x the inventory work.

 - In need of Vendor Bids - Chaos Ink / Dusty J / Dan's Guy in Springs?

 - Difference between Screen printing and DTF...

 - Alt. Vendor / Jewelry Bids?

- Updated Square and will continue to update Merchandise items for better tracking and data for next year and years to come.

I've also attached the PreOrder flyers for the Pancake Breakfast. Prices have gone up $5 to account for full-color printing and the inflation of goods.

 Printed Bid Items

 - Full-Color Screen printed T-Shirts

 - Full-color Screen printed Long-sleeves

 - Full-Color Screen printed Hoodies

 - Full-Color Screen printed Full-Zip Hoodies

 - Full-Color Embroidered Trucker Hats

 MUGS

 - Will use previous Mug Vendor in AZ. Great pricing and have used them for past 3 years.

 If you have any questions please let me know!

 Grateful to be of service, can't wait to see everyone in person this month.

 ILS,

 Tim O.

Completed Business:

 PRICING FOR PRE-CON SHIRTS AND DESIGNS SENT OUT IN PREVIOUS EMAIL

 - APPROVED

 - ORDERED

 - NEED 10-12 BUSINESS DAYS TO PRINT

 - 2-3 DAYS TO SHIP

 - WILL PICK UP AT PARENTS HOUSE

 - SET UP SQUARE FOR PANCAKE BFAST

 - WILL MERCHANDISE ITEMS FOR BETTER STOK KEEPING AND TRACKING

 - FLYER IS COMPLETED

 - CONVENTION PREORDER FORMS

 - CLIPBOARDS?

 - WILL PRINT PREORDER FORMS BEFORE APRIL 27 7 HAVE THEM ON HAND FOR BREAKFAST.

 - PRICING - SAME PRICING AS LAST YEAR BUT ASSUME INCREASE?

 MET WITH KATHLEEN TO GO OVER PREVIOUS NUMBERS AND TIMELINES

 - REVIEWED ALL MERCH FORMS AND UNDERSTAND NEEDS

 - TIMELINES FROM LAST YEAR WERE MOVED 1 MONTH AHEAD

 - I’M GOING TO STICK TO MONTH + TIMELINE

 Upcoming Business:

 TIMELINES AND COMMITMENTS

 - ABLE TO MAKE PANCAKE BREAKFAST

 - NEED SUBCOMMITTEE MEMBERS IN DENVER FOR FRONT-RANGE EVENTS

 FULL-COLOR CONVENTION MERCHANDISE ONLY

 - ELIMINATE MULTIPLE SKUS AND OPTIONS FOR EASIER REPORTING

 - EASIER ON MERCH FOR PREORDERS AND STOCKING CONVENTION ITEMS

 VENDOR BIDS?

 - JEWELRY

 - RICH AND LIZ?

 - MERCH (SCREEN PRINTED)

 - DIFFERENCE BETWEEN DTF AND SCREEN…

 - CHAOS INK

 - DUSTY J

 - DANS GUY

 - ALT. MERCH

 - RICH AND LIZ?

 - DUSTY J

 ***Discussion today:***

* *Pre-con t-shirt will be donated to the Pancake Breakfast*
* *Committee is in agreement, quality is important (re: screen printing vs DTF)*

**Program Chair: Sandra J.**

* Speakers-
	+ 24 submissions so far for main speakers, cut off April 30th
	+ Plans to have finalists chosen by May 26th subcomittee meeting
	+ Plans to present final main speaker selections to CRCNA committee for approval June 8th
* Audio recording bids
	+ Requests for bids sent out to 3 recording companies
		- 3 bids have been received
			* Now beginning negotiations
* Workshops
	+ 32 topics needed, to begin after theme and logo reveal
		- Considering interactive workshops this year as well as speaker meetings
	+ Space / Time : 3 theater rooms and 1 school room (capacity 100 for all)
		- * 4 rooms from 2:30 to 6:30 Friday (assuming Friday night speaker start time remains 7pm)
				+ Last 4 or first 4 workshops on Friday might be 1 hr only, to make up time
			* 4 rooms from 8:00 to 4:45 Saturday with lunch break from 11-12:15 (assuming banquet starts at 5:30)
	+ Public Relations request for presentation
		- Subcommittee met with CRCNA chair for discussion. Email sent from programming subcommittee to PR chair requesting clarification of written proposal.
		- PR chair responded with email stating a “graceful bowing out” from request
			* Has been invited to host PR service workshop during CRCNA instead
* Marathon meeting
	+ Hoping to have a “do it yourself” instruction board for chairing the meeting, set up in the room, in the event no trusted servant is present
* Registration
	+ Hoping to add a question to every registration: “Are you interested in being a speaker, or chairperson of a workshop or marathon meeting?”

 ***Discussion today:***

* *Request for ending times for banquets to better plan for starting times of entertainment events; this will be discussed more in depth between Programs-Sandra, F&E-Gari, & Hotel-Matt*
* Online sign-up sheet for marathon meetings will be put up after the July CRCNA Committee meeting

**Registration Chair: OPEN**

**Discussion today:**

Registration prices will be figured out and provided to everyone via email for approval. Once that’s good to go, Sage will update the registration forms and have them ready by the Pancake Breakfast.

**Convention Information & Website Chair: Grant K**

The most important thing for note in my report this month was just that I was fielding theme & logo submissions to create a presentation for us to vote with.

After being the web & info chair for two conventions now, there are a couple of suggestions/ideas I have that could improve the theme & logo contest.

 ● Would we get more submissions if we included the prize of a registration in the contest

 flier?

 ● It may be helpful to provide some guidelines or suggestions for the format of

 submissions. For example suggesting to include both a theme and logo, or suggesting

 that members consider thinking of creating a logo well formatted for merchandise.

This upcoming month I will be preparing the web store to open for registration at our kick off

event. I will need the prices of pre registration and merch pre orders so that I can accurately list items on the web store.

Added the meeting minutes for this year so far to the website. Still need to go back and add the historical minutes from last year that I missed and forgot to add.

Thank you for letting me be of service,

Grant K

**Print & Display Chair: OPEN**

 **Discussion today:**

* In prep for the Pancake Breakfast:
	+ Tim & Sage will work on ordering a banner
	+ Tim will print merchandise order forms
	+ Sage will print the merch poster, call for speakers poster, H&I poster
	+ Will need prices for the Registration forms to have them ready

**Hospitals & Institutions Chair: Zac H.**

Nothing has needed to be done yet. I have spoken with Chris F. from Regional PI and he has offered help to call the treatment centers once that becomes necessary.

I am following the timeline and next month will be the initial emails sent out to facilities. I sent my phone number to Matt so we can talk about tech hookups. Chris F has offered help from PR which I will accept when needed. If anyone has any questions for me please email me at zachuitt@gmail.com or call me at 720.454.7449. Thanks for letting me be of service! See ya’ll at the pancake breakfast!

**Other Business / Final Discussions:**

* None

**Next CRCNA 38 Committee Meeting:**

**May 11, 2024 at 9:00 AM – Zoom**

**Meeting ID: 290 350 0360**

**Passcode: CRCNARocks**

<https://us02web.zoom.us/j/2903500360?pwd=TVBrSlF3TEF4QUZORHhaT0NVYk5FUT09>

**Adjourned Meeting at 11:50 AM.**

**\*Upcoming Dates**

(accurate as of 4/13/24- check [Calendar - NA Colorado Region](https://nacolorado.org/calendar/) for most up-to-date info):

|  |  |  |
| --- | --- | --- |
| **Meeting** | **Date / Time** | **Zoom / Location** |
| F&E Subcommittee Meeting | Sun, April 14, 4pm – 5:30pm | Meeting ID: 290 350 0360Passcode: CRCNARocks |
| Regional Assembly | Sat, April 20, 9:30am – 5pm | 2495 E 13th St.Loveland, CO 80537Meeting ID: 839 9290 0645Passcode: CRSCNA |
| F&E Subcommittee Meeting | Sun, April 21, 4pm – 5:30pm | Meeting ID: 290 350 0360Passcode: CRCNARocks |
| CRCNA XXXVIII Pancake Breakfast | Sat, April 27, 9am – 12pm | Hillside Community Church 8085 E Hampton Ave, Denver, CO 80231 |
| Programming Subcommittee Meeting | Sun, April 28, 6pm – 7pm | Meeting ID: 290 350 0360Passcode: CRCNARocks |
| Programming Subcommittee Meeting | Sun, May 26, 6pm – 7pm | Meeting ID: 290 350 0360Passcode: CRCNARocks |