**CRCNA XXXVIII Committee Meeting Minutes**

**May 11, 2024**

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

**Clean Time Celebrations:** Sage B 18 mo.

**Tim O. read 12 Concepts of Service**

**CRCNA 38 Committee Roll Call**

**No new members**

**Liaisons Reports:**

**Pikes Peak: Rob V**.

 Took question about banners in hallways to Area, got a resounding YES!

**Mile High: Herb B.**

 No report.

**Boulder: Kelly J.**

Announced in Area that we still need Print & Display chair, congratulated Beau and Max, who were the winners of the logo contest

**Off the Wall: Paul W.**

 Announced in Area that the Pancake Breakfast was a success, Hotel & Registration open

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

 None present.

**Elections:**

**Open Admin Positions (elected at Region):**

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

**Open Subcommittee Positions (elected at CRCNA Meeting):**

* **Print and Display Chair** (suggested clean time – 4 years)

**Administrative Reports:**

**Chair: Dan B.**

Hello again CRCNA 38 Committee! I’d like to begin by thanking everyone who helped out with the Pancake Breakfast. Gari and F&E did a spectacular job, and the event was a great success in my opinion. It comes as no surprise that we had a few hang ups, but I’m proud of the committee for the way we supported each other throughout the event. Thanks to everyone for your spirit of unity. The majority of my service in the last month has been primarily the week before the Pancake breakfast, trips to the storage unit, emails, and whatever else was needed to help get the event going.

 I did attend a CNAC meeting, but nothing was discussed that pertains to this committee.

On another note, I’d like to address some concerns with communication. As the chair it is my responsibility to facilitate communication between subcommittees and other parties involved for planning purposes. If there was any one aspect of planning for the Pancake Breakfast that needed more attention than others, it would be communication. There were a couple of situations where decisions had been made that I was not aware of. Please don’t get me wrong; I have no desire to micromanage the committee or subcommittees. But I’d rather be aware of things that happen even if it’s just through an email. My greatest concerns with communication lie in budgets. It seems there is nothing addicts take more seriously than how money is spent, and it’s my experience that the more we communicate about budgeting and money spending the less we are caught off guard. At the Pancake Breakfast I reimbursed a member for some raffle items that she had purchased; I should not have done it in this manner; it should’ve been taken care of thru the proper channels. One good thing that came out of this is that it got me reading the guidelines and looking for proper procedures for reimbursements. In NA, our budgets are not set in stone. We regularly come across instances where something was missed or we need to reallocate money from one area to another, and all of this happens in the normal course of service to NA. However, I believe our guidelines direct us to make sure we have the conscience of our committee when we are making changes or reallocating funds. One example of this is that the reimbursement form asks where in the budget the reimbursement is coming from OR if it was NOT in the budget, it asks when the change was voted on (“If not budgeted, Vote/Action and Date”). This tells me that we should not be changing budgets or spending money without the conscience of this committee. Our guidelines guide us to use Advance Funds Requests to get the money beforehand, and then we can return any unused portion afterward. In the event that we have to spend money that is not budgeted, it is extremely important that this decision is not made by any one subcommittee chair or administrative committee member; we should have some sort of vote. I believe this can be done via email or text. I’d like to ask everyone here that if you feel you need to spend money that is not budgeted, that you ask in an email and allow the committee an opportunity to provide feedback. And if the email is met with silence, this can be taken as a consensus. I would also just like to encourage everyone to use the conscience of the committee as a means by which we make a God-based decision.

 In loving service, Dan B. - CRCNA 38 Chair

**Vice Chair: James Dave R.**

 No report.

**Treasurer: Ricky M.**

 Hi Guys,

Hope this report finds everyone well. We had a great kickoff event with the pancake breakfast and thank you all again for your service! Below is a list of some totals and numbers since we last met…

 Pancake Breakfast:

 (F & E)

 Cash at Door... $1,074.00

 Square from Door(includes Raffle/Auction Items/Adult/Kid/Uncatergorized).. $710.00

 Raffle Cash... $758.00

 (F & E) Total = 2542.00

\* I will owe Dan a check for reimbursing a member who bought raffle items\* (still unreconciled), (also there was a check for “other’’ items sent for raffle that is unreconciled as well).

 (Merchandise)

 Square = 980.00

 Cash = 424.00

 (Merchandise) Total = $1,404.00

 Square deposit : $5,749.97 (includes Pre-Registration funds) after event

 OUT in April:

 (Merchandise)(Debit Card) Chaos Ink $782.99

 (F & E) Food And Supplies (CHK) $700.00

 Kids Games/Toys/Supplies(CHK) $150.00

 Venue Rental(CHK) $400.00

 Babysitting(CHK) $100.00

 As of this report the Bank Balance is : $12,622.98

**Vice Treasurer: OPEN**

**Secretary: Sage B.**

Hello CRCNA committee! The minutes were emailed out promptly after our last meeting. They’re also in the Drive, in the Secretary folder. You may also notice I’ve created a “Reports” subfolder within each folder, which now contains the reports we’ve received from each committee member. I’m hoping this helps us find things as needed, and maybe helps the future CRCNA committees when looking for info from the past.

I’ve continued to help with the responsibilities of Print & Display. I got posters for our table at the Pancake Breakfast. I was blessed to be trusted to take CRCNA registrations at the table for most of the day. It was a blast!!

I’m so grateful to the committee for the love you all showed me after I gave myself a good beating up for my part in failing to get a CRCNA banner for the event. Despite this setback, we came together in a spirit of love and it was a powerful experience! Recovery never ceases to amaze me.

Since the event, I had a conversation with Tim as well as others on the committee regarding the banner order. Dan and I gathered sizes of all previous CRCNA banners, and the list is on the Drive. After coming to a consensus in an email thread, I ordered a 4 x 4 ft good quality vinyl banner with grommets at every 2 feet for easy hanging. I sent a reimbursement request to Ricky along with a copy of the receipt, and received a check from him just a few days ago.

I also created a spreadsheet listing everyone who registered at the Pancake Breakfast! We can use this form going forward and change/add stuff as needed. It’s uploaded to the Drive in the Registration folder. We had 35 total registrations, $4225.00 collected (all via square except for $45 which was cash). $95 of that total was newcomer donations! What an awesome start!

Timeline items for P&D include Registration Brochures, which I believe we already have plenty of (if not please let me know) and a July Event Flyer, which I can create if there’s an event planned.

 Thank you for the opportunity to serve!

 Sage B., CRCNA 38 Secretary

**Subcommittees Reports:**

**Registration Chair: Brandi J.**

Hello all! Grateful to be a part of this wonderful committee. I am so blessed to have had everyone’s help in taking over this position and I appreciate everyone who has assisted me.

With Sage’s help, we took in registrations at The Pancake Breakfast, and she has started a spreadsheet for us to keep track! I have a few people who have agreed to be on my committee, and we are scheduling a committee meeting in two weeks. I have included our accounting of the pancake breakfast per Sage in the paragraph below. You can view the spreadsheet in the Registration Folder of our Drive.

We had 35 total registrations, $4225.00 collected (all via square except for $45 which was cash). $95 of that total was newcomer donations! What an awesome start!

I do have plenty of Registration Brochures and I appreciate everyone coming together to get the link for Registration fixed. I have been announcing that online registration is working at all meetings and online.

 My next task is to order swag. Some of the items my committee and I are considering are:

 Magnet

 Same lanyard and pocket setup as last year

 Pen

 Temporary Tattoo

 Breath mints

 I would love your input if there is anything that does not sit well.

I am in Cali this weekend with my entire family to surprise my grandma for Mother’s Day and to celebrate her 100th birthday! My flight should land before our committee meeting and I will chime in but I may not be able to stay the entire time.

 ILS,

 Brandi J., CRCNA 38 Registration Chair

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

 Hello all,

I will leave the diagram and the event space breakdown from last month’s report at the bottom of this one as well.

It has been a quiet month for H and H, relatively. Thank you to everyone who gave reports and did all the work at the pancake breakfast. That event went great! I continue to get compliments from members of the fellowship on how well we all did, as well as compliments on the theme and logo as well.

We quickly approached the cap on our room block, and I contacted the hotel to see what we could do. They gave us 50 extra nights between Friday and Saturday and 30 room nights on Thursday. These will not count toward our attrition requirements, but if we need to add more rooms, we must sign an addendum to our contract.

I have been talking with my committee, and my first meeting will be on Sunday the 19th at my place. It will basically be an orientation of what is in the contract, what we have so far and what we still need to do.

I was concerned about not getting those extra rooms so beforehand my vice-chair called and received pricing at nearby hotels if in the event we need satellite hotels. They are all priced pretty much identically to what we are at now ($139.99). So we will keep that in our back pocket if we need it down the road.

Please remember what you may need from me at the hotel during the convention, and start making lists if you have not started.

I have talked with our contact, and while this may seem like something I copy and paste into my reports, we should get our event manager within the next few weeks. Keep your HP in mind on this one.

 Please feel free to reach out to me for anything.

 ILS,

 Matt

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

The Pancake Breakfast ROCKED! Thanks to EVERYONE who set-up tables, lugged-in supplies, hugged a newcomer, dumped trash, or flipped a cake on the griddle!

Fundraising was a success! I think that we set a New Record for both attendance, and income!

 **Here’s the deets from the Pancake Breakfast:**

 Attendance: 200+ people

 Total income from the door: ($1,074 cash + $480 square) $1,554.00

 Total income from Raffle: ($758 cash + $230 square) $ 988.00

 **$2,542.00 Total F&E Income**

 **EXPENSES BUDGET ACTUAL** **NET INCOME**

 Food / Supplies $700.00 $700.33

 Venue Rental $400.00 $400.00

 D.J. $150.00 $150.00

 Childcare $100.00 $ 60.00

 Raffle items $230.00 $245.61

 Registration prize $ 55.00 $ 45.00

 **$1,635.00** **$1,600.94** **$941.06 Net PB Income** (after xpenses)

Upon reflection, I can see that the Pancake Breakfast is more than just a COLOSSAL undertaking to fundraise, it is also a great “dry-run” exercise, to prepares us for the much larger challenge of the upcoming convention. The minor issues that we had at the breakfast, seemed to stem from a lack of communication. So, it seems that our level of success is directly related to how well we communicate!

 Here are two examples:

* We had planned for F&E subcommittee members to take money at the door, and issue stickers to identify people who had been asked for a donation…but I failed to communicate that, until it was too late. Not counting the large number of volunteers who attended, the attendance suggests that at least 25 people were not offered the opportunity to pay for their breakfast.

(This may have decreased the total possible fundraising figures by up to $250.)

* It was AWESOME that we had treatment center volunteers brought in to help! It would have been more beneficial to know *ahead of time* how *many* were coming, (even approximate numbers), and *when* they would be arriving. If we had known that, we could have been better prepared to greet them upon their arrival, planned tasks, and help them feel more a “part-of”.

(I’m sure there are other examples as well, and we’ll do our best to address them going forward:)

 Our next F&E Subcommittee meeting will be held on Saturday, May 11, at 4:00 pm.

We will be discussing “lessons learned” from the Pancake Breakfast; creating a list of items that F&E will need to purchase for next year’s F&E subcommittee, so that we are better equipped for these larger fundraising events; and brainstorming ideas for a few, smaller fundraising events at the Area level.

We are also beginning to solidify plans for fun & entertainment at CRCNA38…more will be revealed!

 Big hugs to all! Gari G., F&E Subcommittee Chair

**Merchandise Chair: Tim O.**

Morning Family - It was great coming together this last month to be of service and get the people excited about CRCNA XXXVIII. Shoutout to Gari for getting a badass speaker for the pancake breakfast, also shout out to everyone else, we had it all together like a well-oiled machine. Once again - Apologies about the banner, it was a minor communication breakdown on my part and not circling back to check in on that. Thank you so much Sage for handling the printing and getting it ordered! It was so nice to see you all in the flesh, I’m grateful to be on such a badass CRCNA committee.

The rest of this month has been crazy like always, work is picking up into our busy time and I’ve been trying to stay on top of all my commitments. I’m grateful to be here today and look forward to a good meeting.

 **Completed Business:**

* Alternative Merch Vendors are rolling in. There are about 6 to choose from.

So far Rich & Liz are on the top, they have a wide selection of Merch and Serinity Sams jewelry.

* Pancake Breakfast Report
	+ We had a total of 48 PreCon Tshirt sales totaling $980 which is a $197.01 profit after the printing of the shirts.
	+ We had 6L / 6XL left over - I gave Gari 1/2 for some events over there and I have the remainder for any NA events on the western slope.
	+ There were minimal Preorders for CRCNA 38 that were sold - Please try to push people to the website for any more CRCNA 38 Preorders. I'll get with Grant with the Images and timeline.

 **Upcoming Business:**

* Met with Kathleen to go over any lose ends that I need tied up.
	+ Kathleen Got me Guidelines for Alt. Merch Proposals
	+ We don’t have guidelines for alt. Merch - Do you want me to compile those?
* Do we need more Preconvention Shirts? I know there are a few events throughout the summer they could be sold at and Kathleen would like to purchase the rest for World
	+ 24 Pcs? Can check on pricing & if Budget will allow
* Need to Select Alt Merch by June 1.
	+ Planning on selecting Alt Merch this month and getting their contracts signed.
	+ Will also need a surplus of tables on Sunday for other vendors - H&H
* Sage can you reach out to Dave A. from off the wall to see if he wants to be a Lit. Vendor? He has been in the past years and we need to confirm with him.
* Need to Get mugs put together and on order
* Still need more bids for CRCNA Merch
	+ Haven’t heard anything from Chaos Ink or Dan’s Vendor.
	+ Ricky’s pulled back from sending bids his vendor
	+ I’m going to reach out to other printshops in denver for bids
		- PINE PRINTSHOP
		- SUPERIOR INK
* Please announce Pre-Order Merch on the CRCNA Website at Meetings
	+ Flyer - Grant has Flyer that can be used for meetings

 Get with Matt after Alt. Merch is Selected, Express to them they need to get on the block.

 F&E Needs to budget for merchandise for Raffle items for the next year.

 Put Alt. Merchandise & Lit Guidelines together for Merch Subcommittee for Next year.

**Program Chair: Sandra J.**

 Upcoming meetings

* Subcommittee will be meeting 5/17 and 6/2 at 6pm on Zoom
	+ Both dates are on region calendar

 Main Speakers

* Narrowed down to 7 finalists, listening to all 7 a second time and deciding on 3 main speakers by 6/2 to present for approval from CRCNA committee 6/8

 Audio recording bid

* Subcommittee have agreed on a bid and received approval from CNAC
	+ Putting final touches on agreement before returning contract to bidder for final signature (how exactly meals will be provided, how many rooms at hotel are needed, etc)

 Workshop topics

* We have more than enough topic ideas at this point, still working to fine tune them- this will be the focus of 5/17 meeting and finalized by 6/2

 Marathon topics

* Possibly/probably making marathon meeting topics mirror workshops topics to make for a more in-depth experience- still in the works but finalized by 6/2

 DOC needs

* One subcommittee member currently working with H&I trusted servant and H&H chair to determine needs, will have ironed out by 6/2

 Preliminary schedule

* In the works… to have ready byyyyyyyyyy 6/2

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

We had a hiccup blocking us from launching the web store at the pancake kickoff event due to some info needed to input into PayPal. Thanks to our Treasurer Ricky for helping us get that sorted out. Because it took a few days for the paypal changes to take effect, I don’t have much to report for the web store yet, but this month will be working on getting some Paypal reports exported and sent over to our Registration and Merchandise chairs for their records. I am also trying to work on redesign of the website since that was one of the pieces we received feedback about for last year. Though, working with WordPress is a bit of a pain and is taking a little more effort than I had thought. I would like to do this in a way that even a less technical web servant could manage the site easily in the future. In accordance with the timeline, I will also be starting to email surrounding areas information about our registration, and sending information for our convention to World for them to post on their events socials. I also realize I haven’t gotten our new Registration chair set up with the official nacolorado.org email account. I am having some trouble signing into the admin account at the moment but will get that set up as soon as possible

**Print & Display Chair: OPEN (Sage B. stepping in)**

I got posters for our table at the Pancake Breakfast.

I also had a conversation with Tim as well as others on the committee regarding the banner order. Dan and I gathered sizes of all previous CRCNA banners, and the list is on the Drive. After coming to a consensus in an email thread, I ordered a 4 x 4 ft good quality vinyl banner with grommets at every 2 feet for easy hanging. I sent a reimbursement request to Ricky along with a copy of the receipt, and received a check from him just a few days ago.

Timeline items for P&D include Registration Brochures, which I believe we already have plenty of (if not please let me know) and a July Event Flyer, which I can create if there’s an event planned.

 *Discussion today:*

* *Registration Brochures complete, we can have printed copies when we meet in person, but the committee decided we don’t need 500 copies as noted in the timeline.*
* *Sage will create a flyer for pre-ordering merchandise.*
* *July event flyer due- Sage will keep in touch with Gari as events are planned.*

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

* I have the full support of Regional PI once I need to start making phone calls.
* Will be sending out first round of emails now that the school semester is over.
* Have added one person to my sub-committee. Erik R.
* I am moving to Savannah, Georgia on June 13th. Need to talk with CRCNA committee to see what the group thinks about me keeping this position?

*Discussion today: Committee is ok with Zac continuing in his position*

**Other Business / Final Discussions:**

**Discussion:** Hotel Rooms next to Hospitality – Dan was approached by an NA member with 5 years clean but no income, would like to help him by providing him one of the rooms. The committee did not have consensus on paying for a room for one or even a handful of newcomers, don’t want to show favoritism. Individuals will be paying for this room for the newcomers, it will not be funded by the committee. Gari would like to have the other room for administrative space, committee had consensus on this.

**Discussion:** Checks written should have 2 signatures per guidelines, but the bank is ok with 1 signature. The committee acknowledges that because we’re not meeting in person it’s not feasible to have more than one signature, so for now we’re only having one signature on checks. Dan will be proposing a change to this section of guidelines at Region.

**Next CRCNA 38 Committee Meeting:**

**June 8, 2024 at 9:00 AM – Zoom**

**Meeting ID: 290 350 0360**

**Passcode: CRCNARocks**

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

**Meeting adjourned at 11:30 AM.**

**\*Upcoming Dates**

(accurate as of 5/11/24- check [Calendar - NA Colorado Region](https://nacolorado.org/calendar/) for the most up-to-date info):

|  |  |  |
| --- | --- | --- |
| **Meeting** | **Date / Time** | **Zoom / Location** |
| Fundraising & Entertainment Subcommittee Meeting | Sat, May 11, 4pm – 5pm | Meeting ID: 290 350 0360Passcode: CRCNARocks |
| Programming Subcommittee Meeting | Sun, May 19, 6pm – 7:30pm | Meeting ID: 290 350 0360Passcode: CRCNARocks |
| Programming Subcommittee Meeting | Sun, June 2, 6pm – 7pm | Meeting ID: 290 350 0360Passcode: CRCNARocks |
| CRCNA Committee Meeting | Sat, June 8, 9am – 12pm | Meeting ID: 290 350 0360Passcode: CRCNARocks |
| Programming Subcommittee Meeting | Sun, June 23, 6pm – 7pm | Meeting ID: 290 350 0360Passcode: CRCNARocks |