**CRCNA XXXVIII Committee Meeting Minutes**

**September 14, 2024**

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

**Observance of Clean Time-** None today

**12 Traditions read**

**12 Concepts of Service read**

**CRCNA 38 Committee Roll Call**

**New Members-** None today

**Liaisons Reports:**

**Pikes Peak: Rob V**.

Announcing book drive, no one has reached out.

**Mile High: Herb B.**

Announcing book drive and Regional Meeting- elections for next year’s CRCNA committee

**Boulder: Kelly J**

Nothing to report.

**Off the Wall: Paul W.**

Nothing to report.

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

None present.

**Elections:**

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

* **Vice Treasurer** (suggested clean time – 5 years) – Karen B nominated last month

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

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

**Administrative Reports:**

**Chair: Dan B.**

Been doing approvals for reimbursements for Gari’s F&E committee. Bank statement and other mail received. Angie checked the PO Box a couple months ago and has some mail for CRCNA, but hasn’t gotten the mail to me yet. Need to check mail more often so that registration checks are deposited in a timely manner.

There’s a lock box for the storage unit now, so you just need the code for this box to get the key to get into storage. If anyone needs access, I can give you the code.

If anyone needs to order literature from World, let me know so I can get this ordered this month.

**Vice Chair: James Dave R.**

Not present.

**Treasurer: Ricky M.**

Cheers CRCNA38 Committee!

First, I want to say thank you too you all for all your service and I am grateful to be a part of!

Here is a rundown of the past month since we last met on the treasury side-

This past month has picked up a bit with some fundraisers for F&E, as well as getting some bits and pieces paid up for the merchandise committee.

Below is a list of went out of the CRCNA bank account….

What was PAID OUT:

- 8/19/24 $195.73(Programs) Speaker Donna

- 8/20/24 $50.00(F&E) Fundraiser Event Fee

- 8/20/24 $500.00(F&E) Prince Band Deposit

- 8/21/24 $375.00(F&E) Fundraiser seed $

- 8/26/24 $450.00(F&E) Bull Riding Deposit

- 8/28/24 $637.01(F&E) Reimbursement Gari Gifts/Prizes

- 8/28/24 $190.95(F&E) Reimbursement Gari Gifts/Prizes

- 8/28/24 $63.94(F&E) Reimbursement Gari Gifts/Prizes

- 8/28/24 $96.75(F&E) Reimbursement Gari Gifts/Prizes

- 9/06/24 $1516.00(Merchandise) Mugs

- 9/10/24 $125.00(F&E) Fundraiser seed $

- 9/11/24 $45.00(F&E) Brandi Free Registration winner

TOTAL PAID OUT: $4,245.38

What came IN:

- 8/26/24 $10,000.00 (Transfer from PayPal Account)

- 9/03/24 $58.78 (EFT from Square?)

TOTAL BANK BALANCE AS OF 9/13/2024: $12,331.14

TOTAL PayPal Balance AS OF 9/13/2024: $12,776.58

Grand Total of Funds as of 9/13/2024: $25,107.72

ILS,

Rick M

CRCNA38 Treasurer

**Vice Treasurer: OPEN**

**Secretary: Sage B.**

I sent the minutes out after our meeting last month! ILS, Sage

**Subcommittees Reports:**

**Registration Chair: Brandi J.**

Hello all!

• I have been announcing CRCNA registration info at all meetings and events I attend.

• I received all of our swag with the exception of the magnets which I will receive on Monday. I am planning on stuffing the bags before CRCNA if everyone is ok with that.

• I need to make sure that Early Bird Reg is off the website as it is no longer an option

• Registering all speakers with a full registration--- need to make sure this is done.

• Need to discuss spreadsheet

ILS,

Brandi J., CRCNA 38 Registration Chair

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

Hello all,

This month has been interesting. I submitted the credit application to the hotel so we could pay some of the bill upfront and then pay the remainder after the event.

Unfortunately, this will not be the case this year. I was notified by the hotel that, while in future years that can be a conversation, we will not be able to do that this year. So, we will be responsible for paying the full bill upfront. I urge you to please try to limit the amount of extras you ask for from the hotel. We need to be very, very diligent with our money this year. And please understand if I start saying no to things more than I have been.

I have been working with the CNAC board members to try to fix this, but I do not believe we will be able to sway the hotel’s decision. This year, at least.

Outside of that, I have been working with Programs, H&I, F&E, Registration, and Merchandise this month to ensure I am covering their needs at the hotel to the best of my ability.

I had a meeting with the hotel yesterday (Friday 9/13/2024). We spent a solid hour going over the plan for the F&E events on Friday and Saturday. I believe we both are on the same page. I sent the schedule Gari created, which the hotel believes is very doable.

I need to send a finalized program to her soon, so I’d like to ensure I have the correct and finished one from programs.

**From what I see from the food and beverage sales, we are about halfway to our minimum ($13,000). So, please please encourage people to buy banquet or Sunday morning breakfast tickets.**

Hotel rooms are basically sold out. So if you get questions, direct them to get a room at a nearby hotel. We will not be doing special blocks at other hotels in the area. Most are close in pricing anyway.

I have one question, I want to bring the regional coffee pot that is in storage and set it up in the hospitality suite. I believe we should ask areas to bring coffee. Alternatively, it could come out of the H and H budget, but this goes back to saving as much of our money up front as possible. What does the committee think?

This month, my subcommittee meeting will be on 9/29/2024 at 9 a.m.

I need to get with Sage, I need a few signs printed up. Putting this here so I don’t forget again.

I secured a room at the hotel for our October meeting so we can be in person.

(9 am, 10/12/2024 – Denver Marriott DTC 4900 S Syracuse St, Denver, CO 80237)

ILS,

Matt

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

Since there is so much going on, it’s probably easier to provide an outline of events:

**CRCNA38 FUNDRAISERS**

**Pikes Peak Area is hosting a Talent Show Fundraiser for CRCNA38 on Sept. 28th**

***New location*** *(due to a scheduling issue):* **Faith Presbyterian Church, 1521 N. Circle Dr. Colo Springs**

***New time:* 7-10pm, following the 6pm NA meeting**

* Please announce and promote!
* New Flyers posted soon!
* All of the custom NA items for “Chance to Win” prizes have arrived and are AWESOME!

**Boulder/OTW hosting a Halloween Party/Carnival CRCNA38 Fundraiser Oct 26th**

* Please announce and promote!
* Flyers are out and posted on the CRCNA38 website
* All of the custom NA items for “Chance to Win” prizes have arrived and are AWESOME!

**Denver Area is planning a “Create for CRCNA” Fundraiser for October**

* More information to come…
* All of the custom NA items for “Chance to Win” prizes have arrived and are AWESOME!

**CRCNA38 ENTERTAINMENT – Friday, November 15th**

**Wild, Wild West Night!** **- 9pm to Midnight in the Rocky Mtn. Event Center**

* **8:30** after speaker, people leave to Poker, (**Tiffany**) hotel staff clears chair sections
* (DJ **Chris** will have set-up at 2:30 – 5:00pm, so he will be ready to go)
* Mechanical Bull loads-in thru dock & sets-up (crew-leader **Dane, Jules** does waivers & donations)
  + ***Do we need to print Waivers? Or is that being done by another subcommittee?***
* Selfie Photo Booth is set-up (**Kristen & Gari**)
* **9:00** pm doors open to DJ & “Wild, Wild West Night”
  + Contests, Games, **Prizes**, Bull Rider Championship **Trophies**, Dance, Costume Contest
* **Midnight:** Bull loads-out (crew-leader is **Dane**)

**Poker Tournament** **- Friday, Nov. 15th, 8:30pm to Midnight in the Foyer - TIFFANY**

* **7:30-8:30pm** hotel staff sets up the poker area in the foyer (room for merch tables on far side?)
* **8:30 pm** – after meeting is over, people leave Event Ctr. & can go straight to Poker Tournament
* **8:30-midnight** Poker with prizes & trophies (all players get a poker imprinted wristband)
  + Seating for 72 players & 9 dealers (gifts for dealers and for **Tiffany**)

**CRCNA38 ENTERTAINMENT – Saturday, November 16th**

**“Prince” in Concert!** **Paizley Park, live band 10pm – Midnight in the Rocky Mtn. Event Ctr.**

* **9:00 pm**-after speaker, people leave to Karaoke; hotel staff clears tables & chair sections (1 hour)
* (Band will have set-up & done sound check at 2:30-5:00pm, so they’ll be ready to perform)
* A pipe & drape “dressing room” will be set-up by the stage. **Gari** to oversee performance details
* **10:45 pm** Band takes intermission, DJ **Chris** will MC for drawings for more “chance to win” items
* **Midnight:** Concert over, band loads out of dock area

**Karaoke Party – 9:00 pm – Midnight in the Cottonwood Rooms 1&2**

**8:15-9:00pm** Hotel staff prepares the Cottonwood Rooms 1&2 for Karaoke, DJ **Chris** sets it up

**9:00 pm** After speaker, people clear the Event Center, directed to Karaoke Party (Hostess is **Kristen**)

**10:45-11:15** DJ **Chris** acts as MC for “Chance to Win” drawings during the intermission of “Prince”

**11:15-Midnight** Karaoke continues, **Chris** loads-out at midnight

**MISCELLANEOUS ITEMS**

**Quilt**

We will be displaying the quilt in the Merchandise area (foyer) and selling Chance to Win tickets.

* Can we also use a Square? (**Jules** needs to be trained on how to use it)

**Swag Bags**

We have 3 volunteers signed-up to help with filling the Swag Bags. We’d like to schedule a time/place

* (Not all of our items for the Swag Bags have arrived yet)

**Hotel Liaison**

Matt D. proposed having a member of H&H work directly with a member of F&E. **Kristen** is our liaison.

**Help with the Hospitality Room**

All members of F&E will help “patrol” the Hospitality room; help with trash removal, cleanliness, etc.

**Contracts**

All contracts are approved, signed, deposits have been sent. (Thanks Dan and Rick!)

ILS, Gari G.

CRCNA38 F&E Subcommittee Chair

**Merchandise Chair: Tim O.**

Happy September, family - I hope everyone had a great August!

This month has been successful for the merch committee. The mugs have been delivered and look SOLID.

 A black coffee mug with white text on it

Description automatically generated

\*We need to order all the merchandise this upcoming week to hit Pine Printshops printing > delivery deadline. After talking with Chris at Pine, they’re offering us Free shipping to Castle Rock by October 20/21 if we order next week. I’ll be in Denver October 30-Nov 1 in order to sort all of the merchandise and get everything ready for the Convention.

I’ve totaled out the shirts based on trends from preorders and last year. There are minimal smalls and mediums and higher quantities of larger sizes, last year we had a hand full of people needing larger sizes and we were not able to provide.

Below are screenshots for the totals of everything.

A yellow rectangular object with numbers and text

Description automatically generated

PreOrder Quantities & Sizing

A screenshot of a chart

Description automatically generated

Convention Colors, Sizing & Quantities

A screenshot of a spreadsheet

Description automatically generated

Convention Colors:

Ts: Black & Royal

Women’s Ts: Royal & Black

LS: Indigo & Purple

Hoodies: Royal Heather

ZipUps: Black

Bandanas: Black, Royal, Turquoise

Kathleen L. Sold a handull of Preconvention T’s at World - Below is a SS of her report.

A close-up of a receipt

Description automatically generated

Upcoming Business:

* Need to get raffle items and a place to raffle off NA Items for CRCNA
* Need an area to sell NA literature at CRCNA and Area to Volunteer for so
* Sending hotel needs to Matt D. for Alt. & Merch
* Will check with Chris @ Pine Printing to see if we can be invoiced AFTER CRCNA in order for maximum funds for event.

ILS,

Tim O.

**Program Chair: Sandra J.**

* Speaker gifts
  + Merchandise chair offered / suggested screen printed posters of the theme and logo for our main speakers
    - Our total budget for 3 speaker gifts is $225
    - Subcommittee looking for more personalized speaker gifts for now
* Purchasing registration for our 3 main speakers who will be given full package
  + This task has been given to the registration chair, with names and clean dates of all 3 speakers
    - Registrations has not been confirmed as purchased yet
      * CRCNA chair is aware of delay and assures me this is none urgent
* DOC needs for program committee approval and presented to CRCNA committee
  + It seems DOC (Terry) is talking directly with Hotel and Hospitality chair to coordinate needs
    - DOC training occurs prior to start of convention and isn’t listed on our region approved program so I’m not 100% sure if this item is fully addressed already or not
* Proof of purchase for Sunday morning speaker flight was sent to treasurer, along with disbursement of funds request
  + Saturday speaker flight purchased
* Program was approved by region
  + Only change to remove a duplicate marathon meeting topic “the only requirement for membership” and replaced it with “By Young Addicts For young Addicts” IP #13 (region suggested change)
  + I have changed the time for yoga to be 75 minutes long and from 9-10, is now 9:30 – 10:45 (need to inform hotel, it will be in ballroom)
    - Ask print and display, along with printing program, consider requesting a “Do It Yourself” sandwich board or bulletin board printed, for instructions on how to chair the meeting if no trusted servant shows up to do so
* Find workshop speakers and chair
  + Sign up forms have been created with questionnaire on first page to filter eligibility
  + I have had NA members who cannot join the subcommittee offer to find speakers in Boulder and Pikes Peak Area
    - Utilizing form from CRCNA registration with contact info of folks who are currently registered for the convention who are willing to be of service as speakers or chairs
* Announcements in meeting
  + I don’t think need for workshop speakers would be announced, as that is a much more selective thing but the consensus of committee thinks we should announce, to be more inclusive
* Contact lists
  + As speakers and workshop chair are signing up we are compiling contact information
* Formats
  + We will need to type up formats for every workshop and have them printed and placed in a binder in the meeting rooms during the convention
* Supplies and literature for workshops and marathon
  + Region has things for us to use in storage
    - We need to take inventory of what is available and plan to purchase anything we need in addition to that (we have a budget for supplies)
* I am happy to be the main contact for main speakers and recorder
  + Tyler has agreed to provide airport shuttle to Landon
  + Brooks is providing shuttle to Donna

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

This month I closed the merchandise items on September 9th, and exported the reports for Tim our Merchandise chair to get the pre orders placed. I’ve also posted some fliers to the website. It appears some members have not received receipts for their online orders. One member reported that they thought the last page was optional because the survey is on it, but the checkout form on that page is required for an order to be placed. To try and clear this up I’ve moved the survey to the bottom of the page and put in a note that the checkout form is required to place the order. Please let me know if anyone has had trouble registering so we can help them get it sorted out.

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

Sandra- is the poster on how to chair meetings in the Marathon Meeting Room ok? If so, I can print out like a 18 x 24 to sit on a table easel.

36” x 48” poster of the CRCNA logo for people to take photos in front of would cost about $90 plus shipping on Staples.com (15oz scrim vinyl, with 36” hanging clamp system) Not sure if I should order this? Groups said yes

Program Schedule! I’ve been working on this a lot this last month. I sent a draft to [crcna@googlegroups.com](mailto:crcna@googlegroups.com) for the committee to look at and got some feedback from folks, thanks all for looking at this! I got on the phone with Gari and went over some updates and some awesome suggestions she had. I’ll send an updated copy in the next few days and I’d like y’all to look it over again.

I got prices for color copies, double sided, from My Friend the Printer:

8 1/2 x 14 (1000 copies = $375.04)

8 1/2 x 11 (1000 copies = $373.34)

The budget for program schedule printing is $470 so it would be under budget. According to our guidelines, "*Formal, written competitive bidding is not required for purchase of a single item or service estimated at $250 or less or for a group of two or more similar or similar purpose items, the total cost of which is estimated at $500 or less”.* Not sure if I need more quotes or not?

I’d like to get a QR Code that leads to an online program schedule and a map of the hotel, as the hotel map does not print well on the physical schedules (labels are way too small to read). I’ll also print a couple posters of the hotel map to place around the convention.

I also need to get with Matt to figure out how to get info to the hotel for the signs outside the meeting rooms. Matt and Sandra are doing this

For those who registered for the banquets should I print tickets? Print Table signs for beef, chicken, veg

Who is responsible for printing out meeting formats (for workshops and main speaker meetings)? P&D!

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

-I will be landing in CO at noon on Friday.

-Spoke with Terry about DOC training and she said she is getting with Jenn for hotel needs.

-We are planning on Terry not being present. Natalie, Tiffany, and Dawn are POCS for DOC.

-Natalie will be my main help with anything DOC/Terry related.

-Sunday morning readings? Confusion last year. Can we vote on 3 facilities doing three readings? JR and I will do roll call in the morning and Terry/Natalie will do final confirmations for facilities present and reading.

-Terry told me Brandy can do her DOC volunteer announcement for her at H&I workshop.

-Is there any old DOC signs in storage? Dan replied that he doesn’t believe so, Zac will need to make signs

**Other Business / Final Discussions:**

**Discussions-** Hospitality Room Coffee, should we ask groups to donate coffee or should the committee buy it- Committee will buy some, and ask groups to bring some. If we run low Dan will go to the store!

**Next CRCNA 38 Committee Meeting:**

**October 12, 2024 at 9:00 AM – Hybrid:**

**In Person: at the Hotel, Marriot Denver, 4900 S. Syracuse St. Denver, CO 80207**

**Zoom: Meeting ID: 290 350 0360**

**Passcode: CRCNARocks**

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

**Meeting adjourned at 11:45 AM.**

**\*Upcoming Dates**

(accurate as of 9/14/24- check [Calendar - NA Colorado Region](https://nacolorado.org/calendar/) for the most up-to-date info):

|  |  |  |
| --- | --- | --- |
| **Meeting** | **Date / Time** | **Zoom / Location** |
| September Regional Assembly (CRCNA 39 Admin Elections) | Sat, Sept 21, 10am – 5pm | Meeting ID: 862 1189 8680  Passcode: Assembly  In Person Location: 1318 N. Circle Dr. Colorado Springs, CO 80909 (basement) |
| F&E Subcommittee Meeting | Sun, Sept 22, 4pm – 6pm | Meeting ID: 290 350 0360  Passcode: CRCNARocks |
| Program Subcommittee Meeting | Sun, Sept 22, 6pm – 7pm | Meeting ID: 290 350 0360  Passcode: CRCNARocks |
| NA’s Greatest Talent Show CRCNA 38 Fundraiser | Sat, Sept 28, 5pm – 9pm | Faith Presbyterian Church, 1529 N. Circle Dr. Colorado Springs |
| CRCNA 38 Subcommittee Meeting | Sat, Oct 12, 9am – 12pm | Meeting ID: 290 350 0360  Passcode: CRCNARocks  In Person Location: Marriot DTC, 4900 S. Syracuse St. Denver, CO 80207 |
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