



## C R S C M I N U T E S

### 20 March 2011

#### I ROLL CALL

##### A Administrative Committee Officers

CRSC Chair	Alan H	absent w/ notice
CRSC Vice Chair	Shawn H	present
Web Servant	Michael H	present
Secretary	Susan Mc	present
Treasurer	Alan S	present
RD	Brenda E	present
RDA	Chuck C	present
<b>B CRCNA XXIV</b>		
Chair	Steve K	present
Vice Chair	Alan T	present
Treasurer	Patty H	present
<b>C Subcommittee Chairs</b>		
PI	Tawni C	present
H&I	Dawn H	present
PR	Linda L	absent w/ notice
Literature	Anna H.	absent
<b>D Ad-hoc</b>		
Guideline Revision	Chuck C	present
WSDL	Mac M	present
<b>E RCM's</b>		
Boulder	Katlin B RCM 1	present
	Brian T RCM 2	present
Bringing Freedom East	Rich R	absent
Mountain High	John W	absent
Mile High	Spenser S RCM 2	present
	Patti H RCM 1	present
Mountains West	Keith K	absent w/ notice
		present
Off the Wall	Keith B RCM 1	present
	Jim M RCM 2	present
Serenity Unlimited	Michael H	absent

##### F Also Present

FD&O (?)	Beth W
FD&O (?)	Steven R

#### II MINUTES APPROVED

#### III REPORTS

##### A Chair, Alan H.

Greetings

NA has given me a life better than anything I have ever dreamed. Two years ago May, my father died in my arms. It was the most spiritual experience of my life and the greatest honor I've yet to have been given by HP. Last Tuesday I was called to my mother's bedside in Ohio. The last two days I've been able to be with my mother and help her in planning out the last days of her life. She read and signed her own papers for hospice care. No more hospitals, no more ambulance rides, no more try this try that, no heroics, and no pain. To see her, as my father did, make that choice for herself..... I only hope to be so lucky! As for death itself, an eternity of freedom and ease, at the foot of HP, WOW! I pray that she finds a peace and everlasting joy I've only dreamed of.

NA and NA service will go on without me. But I can not with out NA and you. Thank you for your support and prayers and I hope to see you all next month.

In loving service  
Alan H. chair

## B Vice Chair, Shawn H

Hello Everyone,

I attended the CNAC meeting last month via gotomeeting. I felt that the board did a great job reading through the contract and finding details to discuss with the hotel. I did not attend in person because of a scheduling issue. I should be at the next one in person if it is an in person meeting.

I was informed Wednesday that I may be filling in for the Chair at CRSCNA on the 20<sup>th</sup>. I am nervous and excited. I will do my best to facilitate the meeting and use principles to guide my actions.

I have not put together a time to start the Budget Ad-hoc subcommittee. In talking with my sponsor I needed to get into some step work first to help insure that my program would be in place and not a personal agenda. I do feel better prepared today to start this process and hope to get volunteers to help me in this endeavor. I apologize for the delay and will act quickly to get this started.

Thank you for letting me be of service to this body,  
Shawn H. vice chair

## C Treasurer, Alan S.

Since the last Treasurer's Report, which was submitted on January 16, 2011, donations of \$10,574.67 have been received from three Areas (Boulder, Mile High and Pikes Peak), one Group (True Blue) and CRCNA XXIV for a total income of \$10,786.60 thus far in 2011. Slightly over 89.5% of that income received in the first two-and-one-half months of 2011 has come from CRCNA XXIV (\$9,656.29). All of the donations are listed, by donor, on Page 2 of this report. The total expenditure figure shown on the report (\$94.80) has been adjusted (reduced) from \$232.80 to reflect the recovery of \$188.00 from a previously unaccounted-for Advance of Funds made during 2010.

There are two Advances of Funds during 2010 totaling \$163.72 which have been noted since the November 2010 report and which have not yet been accounted for with receipts:

- Mountain High ASC – 3/21/10 - \$81.86 – January & February Phone Line; and
- Mountain High ASC – 3/21/10 - \$81.86 – March & April Phone Line.

For the purposes of this report, these unaccounted-for Advances are continuing to be treated as final expenditures.

The result is a current (opening) cash balance of \$14,339.31 on March 20, 2011. After noting that \$14,687.20 remains as the "Encumbered Fiscal Year 2011 Funds Balance," the totally clear and "Unencumbered / Available Funds" amount as of this date is a negative amount – \$347.89.

The CRSCNA checkbook and the latest bank statement, dated February 28, 2011, have been reconciled with no variance.

The financial records of 2008 and 2009 are in the final stages of being researched, categorized and classified in order to provide accurate, detailed financial and historical data in a format which is consistent with the records for 2010 and 2011.

Note to a Future Treasurer: Public Storage has notified us that our 2012 storage space rental (payable according to CRSCNA Guidelines in November 2011) will increase by \$48 - from \$756 to \$804. This amount is included in the 2011 Budget.

Respectfully Submitted - with thanks for letting me be of service.

Alan S. – CRSCNA Treasurer  
 March 20, 2011

**OPENING BALANCE - January 1, 2011** **\$3,647.51**

**OPENING BALANCE - January 16, 2011** **\$3,859.44**

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<b>INCOME:</b>		<b>NOTES</b>	
	<b>Area Donations</b>		
Boulder Area	\$164.70	*	\$164.70
Bringing Freedom East Area	\$0.00		\$0.00
Mile High Area	\$455.92	*	\$455.92
Mountain High Area	\$0.00		\$0.00
Mountains West Area	\$0.00		\$0.00
Off The Wall Area	\$0.00		\$0.00
Pikes Peak Area	\$200.00	*\$100.00	\$300.00
Serenity Unlimited Area	\$0.00		\$0.00
Southern Area	\$0.00		\$0.00
	<b>Group Donations</b>		
Northern Lights Group	\$0.00		\$33.00
True Blue Group	\$97.76	*\$33.41	\$176.69
	<b>Other Income</b>		
CRCNA XXIV	\$9,656.29		\$9,656.29
<b>TOTAL INCOME</b>	<b>\$10,574.67</b>		<b>\$10,786.60</b>

<b>EXPENDITURES:</b>		<b>Check #</b>	
Prior Report Period YTD Expenditures			\$0.00
Return of Prior Year Unspent Advance Funds	(\$188.00)		(\$188.00)
Denver Inner City Parish - Rent - CRSC Mtg.	\$50.00	401	\$50.00
Tawni C. - Reimbursement - Rent - PI Mtg.	\$25.00	402 **	\$25.00
WSO - Literature - H&I	\$51.00	403	\$51.00
Terry C. - Reimbursement - Literature - H&I	\$96.80	404	\$96.80
Englewood Public Library - Rent - PI Mtgs.	\$60.00	405 **	\$60.00
<b>TOTAL EXPENDITURES</b>	<b>\$94.80</b>		<b>\$94.80</b>

## CRSCNA BUDGET REPORT - FISCAL YEAR 2011

(January 1 through March 19, 2011)

**BUDGETED      EXPENDED      UNEXPENDED**

**ADMINISTRATION (ADM)**

	\$		\$
Administration Contingency Fund	200.00	\$ -	200.00
	\$		\$
CRCNA Office Equipment	1,200.00	\$ -	1,200.00
	\$		\$
CRSC Meetings - Space Rental	250.00	50.00	200.00
	\$		\$
Incorporation Costs (CNAC)	1,600.00	\$ -	1,600.00
	\$		\$
Office Supplies & Expenses	100.00	\$ -	100.00
	\$		\$
Regional Assembly Expenses	1,000.00	\$ -	1,000.00
Regional Post Office Box Rental (2012)	76.00	\$ -	76.00
	\$		\$
Regional Storage Shed Rental (2012)	804.00	\$ -	804.00
	\$		\$
Support for Areas & Groups	500.00	\$ -	500.00
	\$		\$
WSLD "Seed" Money	<u>500.00</u>	\$ -	<u>500.00</u>
	\$	\$	\$
<b>Administration Total</b>	<b>6,230.00</b>	<b>50.00</b>	<b>6,180.00</b>

**REGIONAL DELEGATE TEAM (RD/RDA)**

	\$		\$
Miscellaneous Supplies & Expenses	150.00	\$ -	150.00
	\$		\$
Regional Delegate Team Travel	1,000.00	\$ -	1,000.00
Rocky Mountain Zonal Forum Ex- penses	<u>2,400.00</u>	\$ -	<u>2,400.00</u>
	\$		\$
<b>Regional Delegate Team Total</b>	<b>3,550.00</b>	<b>\$ -</b>	<b>3,550.00</b>

**PUBLIC RELATIONS (PR)**

	\$		\$
Administration	450.00	\$ -	450.00
	\$	\$	\$
Hospitals & Institutions	720.00	147.80	572.20
	\$		\$
Outreach & Fellowship Development	594.00	\$ -	594.00
	\$	\$	\$
Public Information	2,858.00	85.00	2,773.00
	\$		\$
Website	<u>568.00</u>	\$ -	<u>568.00</u>
<b>Public Relations Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

	<b>5,190.00</b>	<b>232.80</b>	<b>4,957.20</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL</b>	<b>14,970.00</b>	<b>282.80</b>	<b>14,687.20</b>

Alan S. - CRSCNA Treasurer March 20, 2011

## D. Website, Michael H.

[www.nacolorado.org](http://www.nacolorado.org) | [nacolorado@nacolorado.org](mailto:nacolorado@nacolorado.org)

### Colorado Region – Web Servant Report – March 2011

**Date:** 20 March 2011 **Meeting Location & Time:** Called by request

The regional website has been running smoothly.

The printed meeting list was update on March 3rd.

Since our last meeting I have received and answered about 10 requests regarding meeting locations from addicts or their family members. I also helped direct and addict starting a meeting in the northern Mile High Area about how to get in contact with the MHASC and get some assistance.

I am in the process of reviewing the regional meeting list and a number of emailed updates I have gotten over the last few months. I have been told that there are some discrepancies between some area meeting lists and the regional list, although I have not been given any specific examples. Anyone may update meetings at the regional level at the meetings page on [www.nacolorado.org/meetings](http://www.nacolorado.org/meetings). The information can also be emailed to [nacolorado@nacolorado.org](mailto:nacolorado@nacolorado.org) as well as to the local area's web servant.

I am going to be working with the MHA web servant to help them implement an events calendar similar to or in combination with the regional level calendar. I am also helping MHA to determine if they are losing emails to spam filters somewhere.

Prototyping a new Regional webpage has not had any significant progress yet. Implementing mass updates between the regional meeting list and the NAWS meeting database likewise has not had much progress, although there may be some others willing to do some of the work on this. Both of these remain as ongoing projects and I will report when more progress has been made.

Thank you for allowing me to serve,

Mike H. - CRSCNA Website Chair

## E. RD

Hello Colorado Regional Members,

**My report will be brief this month. The literature survey deadline has been extended until the end of April. Please log on and respond to the survey if you haven't already.**

**A short update by the Service System Project work group is now available on line at [www.na.org/servicesystem](http://www.na.org/servicesystem). Input was received from 63 individuals, 14 ASC's, 27 RSC's, 18 NAWS workshops, and from a total of 10 countries.**

**Literature prices are going up 5% on all products EXCEPT for the Basic Text starting in July 2011.**

**Regional motions or ideas deadline is August 1, 2011. The WSC is going to try a consensus- based style of discussing regional new business at the conference. The conference is trying to move away from motions and huge amounts of time spent on new business. The World Board and conference participants will be discussing ways to improve this process after the next WSC. So, to have any motions or proposals for discussion at the upcoming WSC, please get your ideas in a motion ready format and give to either Chuck or myself, before July 1st. We will discuss these ideas at the CRSC, then if approved as a regional motion, we will get those ideas submitted.**

Other NAWS Updates:

NA Way Magazine: To re-subscribe or to subscribe new: [www.na.org/subscribe](http://www.na.org/subscribe).

Living Clean Project: The approval draft will be ready in April 2011. Cost to purchase a copy of the draft is \$8.50.

Literature Survey: Respond to: Need to complete survey [www.na.org/litsurvey](http://www.na.org/litsurvey). by April 30, 2011.

WCNA 34: Please pre-register to assure your spot at the convention. Currently the fixed number of registrations is 16,000 and WCNA will increase the numbers as registration increases. You can register online at: [www.na.org/wcna34](http://www.na.org/wcna34).

**New literature available is the Spanish Sixth Edition Basic Text. Two new style of commemorative tri-plate medallions are the pink/pearl and black/silver. Available also is the gift edition and special numbered commemorative edition of *It Works: How and Why*.**

**Willing to be of Service,**

**Brenda E.**

## **F. RDA**

RDA Report

Don't have anything to add to Brenda's excellent report.

BOD Report

We met in February and went through the contract and discussed any concerns we had. The CRCNA Chair, H&H Chair and myself met with the sales manager at the hotel and he agreed to all of our concessions. He made the changes and we signed the contract on the spot. The board and the CRCNA committee worked well together during the contract negotiation process. Special thanks to the CRCNA Chair and H&H chair.

Guidelines Adhoc

The completed guidelines are complete and ready to be voted on at the regional assembly. I've brought copies today and will send a copy to the secretary to be included in the minutes. The budget section is still under review and will be discussed further.

## **G. CRCNA Chair, Steven K**

Preparations for CRCNA XXV are moving along smoothly. At our February meeting, we selected the theme and logo for CRCNA XXV. The theme is "We Do Recover" and a copy of the logo is attached. [See below] The second place logo will be used for Pre-Registration Merchandise and the third place logo was used for Pre-Convention Merchandise.

Here is a recap of the Sub Committees which have had significant activity since our last CRSCNA meeting:

**Hotel and Hospitality** – We have a signed contract with the Crowne Plaza located at I-70 and Chambers. The CNAC met and asked for some further concessions and fine tuning of the contract. Mike P, H&H Chair, Chuck C of the CNAC and myself met with the Sales Manager at the hotel who was agreeable to all our changes and the contract was signed on the spot. The Convention is October 21-23. Room rates are \$99.00. We are able to keep the banquet and breakfast rates at basically the same as they were last year. The Convention Center can hold up to 5000 people. There are only 250 rooms at the hotel, so please encourage everyone to book early.

**Fundraising and Entertainment** – The Sponsor Sponsee breakfast was a big success. There were 230 addicts in attendance. We raised \$2308.00 and had expenses of \$1288.70, netting a surplus of \$1093.70 for the event. Hoppy did a great job sharing his experience with the 12 Steps. F&E is meeting today to plan their Fundraising events for the remainder of the year.

**Registration** – At the Sponsor Sponsee Breakfast we had 34 early bird registrations for the Convention including 6 banquets and 6 breakfasts. We also had \$55.00 in newcomer donations.

**Printing and Display** – The banner for the convention was displayed at the breakfast and it looks terrific.

**Merchandise** – The Merchandise Subcommittee started selling the Pre-Convention t-shirts at the Breakfast. \$815.00 of shirts have already been sold.

All Subcommittee Chairs have submitted their preliminary budgets at our March meeting. The Administrative Committee will fine tune those and make any necessary adjustments and have them submitted for approval at the next CRSCNA Meeting.

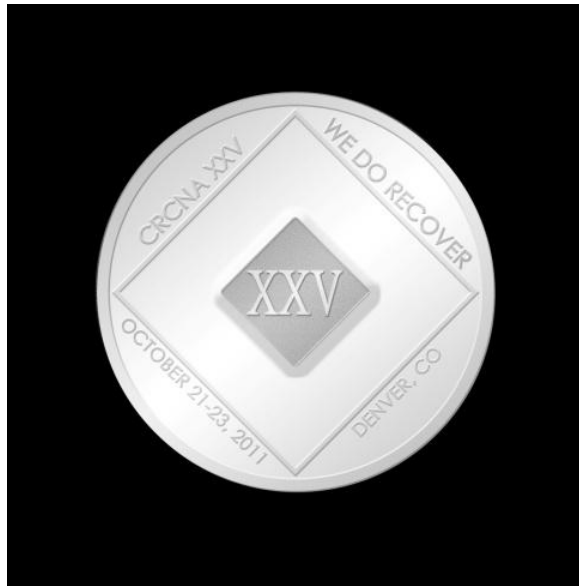
We are submitting a receipt for the laptop purchased for the CRCNA Secretary for reimbursement of \$484.18.

We have recalculated the sales tax returns from CRCNA XXIV, and we will be submitting today an additional donation of \$567.19 from CRCNA XXIV.

Thanks for letting me be of service.

Steve K

CRCNA XXV Chair



9:04 PM  
03/12/11  
Accrual Basis

**Colorado Regional Convention of Narcotics Anonymous  
Profit & Loss**

January 16 through March 12, 2011

*CRCNA 25*

	Jan 16 - Mar 12, 11
<b>Income</b>	
01 · Interest Income	0.11
02 · Total Pre-Registration	
02.1 · Early Bird Registration	510.00
<b>Total 02 · Total Pre-Registration</b>	510.00
03 · Registration Merchandise Sales	
03.2 · At Events	180.00
<b>Total 03 · Registration Merchandise Sales</b>	180.00
05 · For The Newcomer	
05.1 · Newcomer Donations	55.00
<b>Total 05 · For The Newcomer</b>	55.00
06 · Merchandise	
06.1 · Pre-Convention Sales	
06.1.1 · Sponsor/Sponsee Breakfast	815.00
<b>Total 06.1 · Pre-Convention Sales</b>	815.00
<b>Total 06 · Merchandise</b>	815.00
07 · Fundraising & Entertainment	
07.8 - Pictures	288.00
07.2.1 · Convention Raffle	111.00
07.5 · Pre-Convention Admissions	
07.5.1 · Sponsor/Sponsee Breakfast	1,904.00
<b>Total 07.5 · Pre-Convention Admissions</b>	1,904.00
07.7 · Pre-Convention Concession Sales (Pre-Convention Concessions)	
07.7.7 - Concessions Breakfast	5.00
<b>Total 07.7 · Pre-Convention Concession Sales (Pre-Convention Concessions)</b>	5.00
<b>Total 07 · Fundraising &amp; Entertainment</b>	2,308.00
08 · Hotel Food & Beverage Sales	
08.1 · Banquet Sales	180.00
08.2 · Breakfast Sales	120.00
<b>Total 08 · Hotel Food &amp; Beverage Sales</b>	300.00
09 · Misc Income	
09.1 · Donations	36.45
<b>Total 09 · Misc Income</b>	36.45
<b>Total Income</b>	4,204.56
<b>Expense</b>	
106 · Admin - Credit Card Fees	25.00
111 · Admin - CRSC Disbursement (Year end overbalance to CRSC)	0.00
202 · P&D - Banner Printing	104.00
306 · F&E - Sponsor Breakfast	
306a · Hall Rental	580.00
306b · Food & Beverage	499.41
306c · Prizes	30.00
306d · Misc Expense <i>quilt rental, picture frames</i>	179.29
<b>Total 306 · F&amp;E - Sponsor Breakfast</b>	1,288.70
403 · Merch - Pre-Conv Merchandise	1,036.89
408 · Merch - Postage / Supplies	12.93
507 · PRG - Postage / Supplies	14.53
<b>Total Expense</b>	2,482.05
<b>Net Income</b>	<u>1,722.51</u>

*Check Register  
5372.43*

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03/17/11  
Accrual Basis

Colorado Regional Convention of Narcotics Anonymous  
Profit & Loss

January 7, 2010 through January 15, 2011

CRCNA 24

	Jan 7, '10 - Jan 15, 11
<b>Income</b>	
01 - Interest Income	0.99
02 - Total Pre-Registration	
02.1 - Early Bird Registration	1,125.00
02.2 - Pre-Convention Registration	3,160.00
02.3 - Full Priced Registrations	560.00
02.4 - Online Early Bird Registrations	825.00
02.5 - Online Pre-Conv Registrations	810.00
02.6 - Online Full Priced Registration	70.00
<b>Total 02 - Total Pre-Registration</b>	<b>6,550.00</b>
03 - Registration Merchandise Sales	
03.1 - By Mail	465.00
03.2 - At Events	600.00
03.4 - On-Site	15.00
03.5 - Online Sales	1,080.00
03 - Registration Merchandise Sales - Other	15.00
<b>Total 03 - Registration Merchandise Sales</b>	<b>2,175.00</b>
04 - Registrations On Site	
04.2 - On-Site Registrations	5,894.00
04 - Registrations On Site - Other	3,336.00
<b>Total 04 - Registrations On Site</b>	<b>9,230.00</b>
05 - For The Newcomer	
05.1 - Newcomer Donations	669.00
<b>Total 05 - For The Newcomer</b>	<b>669.00</b>
06 - Merchandise	
06.1 - Pre-Convention Sales	
06.1.1 - Sponsor/Sponsee Breakfast	804.00
06.1.2 - PPANA - Spaghetti Dinner	36.00
06.1.6 - Unity Day (Unity Day Merch Sales)	270.00
06.1.7 - Spades Tournament (Spades Tournament)	75.00
06.1.8 - Poker Run	57.00
06.1.9 - Unknown Meetings / Events	180.00
<b>Total 06.1 - Pre-Convention Sales</b>	<b>1,422.00</b>
06.2 - On-Site Merchandise Sales	
06.2.2 - Credit Sales	337.00
06.2 - On-Site Merchandise Sales - Other	6,128.00
<b>Total 06.2 - On-Site Merchandise Sales</b>	<b>6,465.00</b>
06.3 - Commission - Jewelry Sales	900.00
06.4 - Commission - Tape Sales	300.00
06.6 - Embroidery Commissions	90.00
<b>Total 06 - Merchandise</b>	<b>9,177.00</b>
07 - Fundraising & Entertainment	
07.1 - Convention Auction	204.00
07.2.1 - Convention Raffle	820.00
07.2.2 - Convention Quilt Drawing	888.00
07.3 - Convention Live Entertainment	0.00
07.5 - Pre-Convention Admissions	
07.5.1 - Sponsor/Sponsee Breakfast	1,799.00
07.5.10 - Poker Run	630.00
07.5.11 - Bowling Night	732.55
07.5.2 - PPANA - Spaghetti Dinner	834.00
07.5.5 - OTW - Barn Dance/Pig Roast	1,525.00
07.5.6 - Spades Tournament	307.00
07.5.7 - Terminally Weird Picnic	441.00
<b>Total 07.5 - Pre-Convention Admissions</b>	<b>6,268.55</b>

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03/17/11  
Accrual Basis

**Colorado Regional Convention of Narcotics Anonymous**  
**Profit & Loss**  
January 7, 2010 through January 15, 2011

	<u>Jan 7, '10 - Jan 15, 11</u>
311 · F&E - Spades Tournament	
311a · Concessions	553.66
<b>Total 311 · F&amp;E - Spades Tournament</b>	<b>553.66</b>
312 · F & E - Terminally Weird Picnic	
312a · Terminally Weird Supplies	395.00
<b>Total 312 · F &amp; E - Terminally Weird Picnic</b>	<b>395.00</b>
315 · F & E - Poker Run	
315a · Food & Beverage	500.00
<b>Total 315 · F &amp; E - Poker Run</b>	<b>500.00</b>
316 · F & E - Bowling Night	
316a · Admissions	543.75
<b>Total 316 · F &amp; E - Bowling Night</b>	<b>543.75</b>
391 · F&E - Misc Expense	795.65
392 · F&E - Quilt	251.70
403 · Merch - Pre-Conv Merchandise	1,004.10
404 · Merch - On-Site Merchandise	3,417.86
407 · Merch - Sales Tax	674.70
410 · Merch - Misc Expense	8.62
502 · PRG - Main Speaker Registration	75.00
503 · PRG - Main Speaker Meals	150.00
504 · PRG - Main Speaker Travel	826.60
505 · PRG - Speaker Gifts	163.65
507 · PRG - Postage / Supplies	145.96
602 · REG - Registration Packet Items	3,754.42
603 · REG - Registration Merchandise	1,407.12
606 · REG - Postage / Supplies	22.06
607 · REG - Misc Expense	73.53
704 · H&H - Center Pieces	500.00
706 · H&H - Hospitality Room Supplies	366.10
710 · H&H - Facility Fees	
710a · Facility Rental	2,161.10
710d · Room Turn Fees	350.00
710 · H&H - Facility Fees - Other	325.50
<b>Total 710 · H&amp;H - Facility Fees</b>	<b>2,836.60</b>
716 · H&H - Food & Beverage (contractual)	
716a · Meals	7,771.00
<b>Total 716 · H&amp;H - Food &amp; Beverage (contractual)</b>	<b>7,771.00</b>
717 · H&H - Postage / Supplies	34.75
718 · H&H - Sales & Use Taxes	238.14
719 · H&H - Misc Expense	74.00
720 · H&H - Table Giveaways	566.77
801 · H&I - Literature	504.18
<b>Total Expense</b>	<b>45,353.84</b>
<b>Net Income</b>	<b>-0.08</b>

## H. PI, Tawni C

*Pending*

## I. H&I, Dawn H

The H&I subcommittee met yesterday March 19, 2011 in Longmont at the Life House Covenant Church. In attendance were Boulder and Pikes Peak Areas along with myself and our secretary Deb H. I received a report from the H&I Area Chair for Mountain High and our DOC coordinator who was unable to attend. There are requests from facilities that can not be addressed due to lack of manpower in all Areas, the main three being Boulder, OTW, and Pikes Peak. That being said, we were able to cover a lot of ground yesterday with who was present.

We will definitely be going up to Mountain High this coming Saturday the 26<sup>th</sup>. I have been in close contact with their Area Chair, Sally P. and it is all set. Hopefully, Deb H. will be going with me and help in the presentation. We are still waiting to see if and when Mountains West would like us to come up there. One of our main functions other than creating a forum for all Area's to gather is to help wherever needed. We encourage you to all to utilize our services in any way. Having a learning day? We would love to come and support your Area H&I and provide materials if needed. Having issues with orientation or getting an H&I meeting up and running? We would be more than happy to come out and help in any way we can. RCM's, please take this back to your Area H&I subcommittees.

We continued work on the internal guidelines and covered a bit more ground. In this process, I have sent out these guidelines to all Area Chairs and anyone possibly connected with H&I. (PR and our Regional Chair) As you know, not all Area's are able to attend the subcommittee meeting all the time. It just never happens, pretty much a given. I have suggested that all Area Chairs go over these guidelines with their subcommittees and get back to us any changes they would like to see happen. In this way every voice is given an opportunity to be heard. BFE did respond and the changes they suggested were discussed and then implemented yesterday as we were going over the guidelines. Their voice was heard.

BFE has requested literature for a new meeting starting up on the West side of the prison. As you know, they now carry in a message to the East side and have been for a number of years. This being a separate entity they will need literature to start up with. I have made out a literature order that will cover all they are asking for and more to restock our inventory. I have not sent it out, as I wanted to see if any other subcommittee needs literature at this time so that we could combine the orders and save money on shipping and handling. I do want to get it out ASAP so that BFE will have what they need in a timely fashion. After ordering this literature and having the money for rent for the remainder of the year, we will have a balance of \$33.81 in our budget. So we do have the money to cover it.

Speaking of rent, we will need a check made out today for the Life House Covenant Church in the amount of \$20.00 for the use of their facility yesterday. Our next meeting is scheduled for May 14, 2011, 11:00 to 1:00 at the Englewood Public Library. That is if they are able to accommodate us. I have not had luck with contact on the phone, so I will go down there in person if I have to, to speak with someone about setting this up. If possible, we will have the rest of the meetings for the year there, same time, same day of the week.

## J. PR, Linda L

PR met together in Castle Rock and online since my last report.

~ 3 Tiered Budget for 2011 for PR, we have some questions like:

- a. Does PR, for example, have a budget of \$450.00 for 2011? **OR**
- b. Does each line item (print, travel & mtgs space) stand alone?
- c. Can monies within a cost center (PI, H&I, etc.) be switched amongst that cost code center's budget with CRSC approval?
- d. How does we of PR amend any one of our budgets if necessary?

~ Continuing to do our individual Subcommittee projects while developing our internal Guidelines for each subcommittee.

~ The PR Workshop requested for the Agenda of the Regional Assembly in April of 2011... the PR Subcommittee will be presenting a plan for project volunteers or an Addict Resource Pool (ARP) – similar to World's. These volunteers will not necessarily become committee members (tho can if wanted) but will rather they will agree to participate in a project planned by any Subcommittee of PR or the CRSC Admin Committee (if requested) or CRCNA or any Area and/or it Subcommittees

~ Our monthly meeting schedule for 2011 is done (odd months online and even months at the library in Castle Rock) with the exception of what we're gonna do for our meeting in May which is on Mother's Day..... will let everyone know as soon as we decide.....

~ Have discussed the possibility of 2 Proposal for the September Assembly. They concern crating another standing Subcommittee while changing who will vote at the CRSC – hopefully keeping our numbers of votes the same as now..

Please note PR and every one of the Subcommittees is looking for addicts to join them in completing their projects..... any addict may join us **regardless of** clean time, previous service or whatever..... if you are willing, we will find a task or three for you to help us with..... become a member of one of these Subcommittees today or at least join us for a project! See me or Tawni for PI or Dawn for H&I or Steven and Beth for FedDev/OR...

~ As the PR Subcommittee, we have come across a problem concerning H&I facilities where an Area H&I Committee provides them lit and/or meetings. However, no Area H&I Committee can afford to provide keytags for these facilities. Residents of these facilities are not allowed to leave to attend outside or regular NA meetings for at least 6 months to a year plus. And these facilities do not allow these H&I meeting to collect 7<sup>th</sup> Tradition – So, these guys are not privileged to get a simple clean time commemorative keytag. What PR wants to bring before THE CRSC TODAY is that we are looking for a good, strong existing NA meeting to adopt these facilities FOR PROVIDING KEYTAGS **ONLY!!!** This commitment would not include doing any other H&I work (unless the grp/mtg wants to, of course). They would simply find out each facilities keytag needs, purchase them and get the keytags to the facility. Please see me at a break or after today's meeting if you are interested. Or, have your Home Group or interested meeting or group Contact me – see below...

~ Below please find the current PR Subcommittee budget (2011) status as of the End of March:

Line Item	Expenditures	Original Amt	Mar, 2011
<b>PR ADMIN</b>		<b>\$450.00</b>	<b>\$450.00</b>
Print			\$200
Travel			\$150
Mtgs Space			\$100
<b>PI SUBC</b>		<b>\$2,858.00</b>	<b>\$2,773</b>
Postage			\$300
Printing			\$250
Literature			\$250
Booth			\$100
Mtg Space	\$85	\$120	\$35
Fair Booth+			\$438
Fair Lit			\$350
Prof Conf fee			\$600
Conf Lit			\$300
Travel			\$150
<b>H&amp;I SUBC</b>		<b>\$720.00</b>	<b>\$572.20</b>
Lit	\$96.80	\$300.00	\$203.20
Travel			\$150
Print			\$50
Pkts Dev	\$51	\$100	\$49
Mtg Space			\$120
<b>WEB</b>		<b>\$568.00</b>	<b>\$568.00</b>
Web			\$0
Virt Mtgs			\$468
Print			\$100
<b>FD/OR Subc</b>		<b>\$594.00</b>	<b>\$526.41</b>
LIT			\$250
Print			\$150
Postage			\$44
Travel	\$67.59	\$150.00	\$82.41
<b>TOTAL</b>		<b>\$5,190.00</b>	<b>\$4,889.61</b>

Our next meeting of PR will be **SUNDAY, April 10, 2011 @ noon – 2:30p @ the P S Miller Library in Castle Rock**

Submitted loving service,

Linda L. - PR Coordinator

Email = [MLL312@COMCAST.NET](mailto:MLL312@COMCAST.NET) (H) 719-390-7484 © 720-244-4291

PS

As an addict I (Linda L) have sent Shawn a copy of a budget system proposal or pathway (see below) that I (not the PR Subcommittee) think will clarify our present process. It does not unfortunately deal with the PR question contained earlier in this report.....

**SUGGESTIONS** FOR THE CRSC BUDGET PROCESS

These suggestions are based on the concept that the CRSC has 2 major budget cost code centers: (1) those funds for the Administrative Committee (Chair, Vice Chair, Treasurer, Secretary, RD and RDA) and (2) those funds allocated for the PR Subcommittee (H&I, PI, Web, Fellowship Development / OutReach and PR)

It is also noted that any request not covered in the proposed or approved budget be taken from the general funds of the CRSC treasury. In addition, the Admin Committee budget needs to include a contingency fund line item in each of its tiers of no less that \$400 for requests to the general funds which exceed the amount available. It should also be noted that at each CRSC meeting after disbursements has occurred, any and all general funds above \$300 can and should be sent onward to NAWS. Leaving the \$400 balance allows for any unforeseen emergencies that may occur between the meetings of the CRSC.

August and September of each year:

- ~ Work be done on creating the 3 Tier Budget for the next year
- ~ Budget in print form is presented to the CRSC at the September meeting for review

November of each year:

- ~ Budgets presented in September are approved with any corrections and so forth as needed

January of each year:

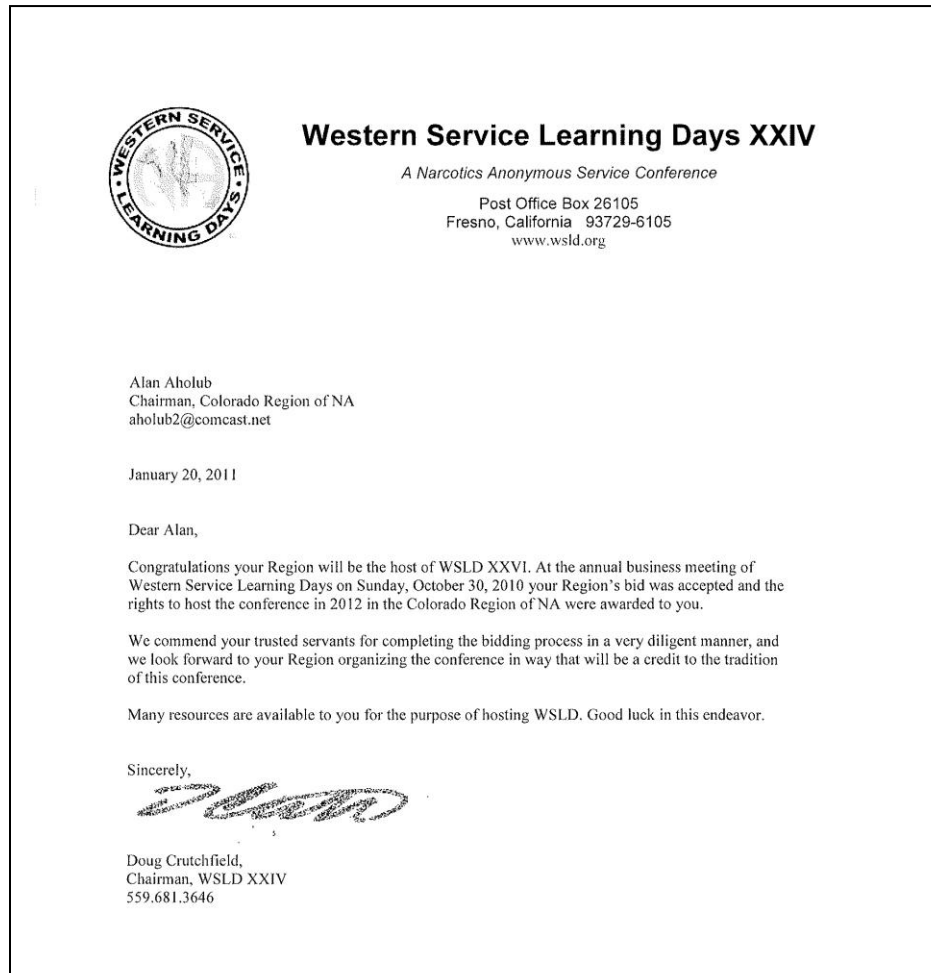
- ~ With the end of year Treasurer's report of funds available plus the funds now available from CRCNA, the CRSC body votes on which tier of the budget best suits the funds available.
- ~ Should there be an excess of monies after the tier level has been approved with funds now encumbered, and after any requests have been disbursed, the excess is then sent to NAWS
- ~ Should funds available to budget fall below a tier but is close to that tier, the two major cost code centers of the budget (Admin Committee and PR) will adjust each of their budgets equally and the new budget with tier adjustments can now be approved

April, July and October of each year:

- ~ Budget reviews be performed by the two major cost code centers with reporting back at the April, July and November CRSC meeting of whether any funds can be released from the encumbered budgets back into the general funds of the CRSC treasury.

**K. Guideline Revision, Chuck C**  
**Revised March 20, 2011**

***[Please see Appendix A]***

**L. WSLD, Mac M****M. Mountains West RCM, Keith K**

greetings from mwa,

area service will meet next sunday where we will finalize a new meeting list. also garfield county jail has reached out to us to start a meeting. the eagle county jail meeting goes well with ever increasing attendance last we had 11 men and 4 women . in the past 2 weeks glenwood has celebrated 4 one year anniversaries.

on a side note that aa group in the eagle county jail is in the process of changing their format na.

pleasure to be of service ,

Keith k.

**N. Off The Wall RCM, Jim M and Keith B**

Off the Wall Area Report

Sunday, March 20, 2011

Off the Wall hosts 44 meetings in a week in 5 cities. There are a few meeting changes:

Addicts United in Fort Collins on Friday nights have moved to a new location at 3761 South Mason Street, second floor of the coffee shop.

The 7:30 Wednesday night meeting named themselves the Back to Basics Group. They meet at 709 Wagner Street, Fort Collins  
The Humbly Asking group in Fort Collins which meets on Friday mornings has changed their meeting time from 7:00 a.m. to 7:30 a.m.

The Esperanza De Vita Group in Greeley has dropped their Friday 7:30 p.m. meeting.

Trusted Servants:

There are 3 new trusted servants in Off the Wall Area at the February and March Area Meetings:

Public Information Chair: Ernie S, elected for a 2<sup>nd</sup> term

Secretary: Sharon F

Activities Chair: Scott N.

Merchandise Chair: Stephanie C.

Literature: Mike M.

Activities, merchandise and literature were all midterm elections. They filled the positions which chairs were unable to fulfill their 1 year commitment.

Trusted Servants up for election:

April: Merchandise Chair

May: Literature Chair

PI:

After sending out 26 information packets to area high schools we have received one response from a Fort Collins High School, requesting more PI's of *For Young Addicts by Young Addicts* and *NA a Resource in Your Community*. The PI committee helped out with an initial stock of these two IP's and provided the school with a NA literature order form.

H&I:

Hospitals and Institutions have added yet another facility to their schedule. They will be carrying a meeting into the Detox Center in Greeley. This brings their meeting schedule up to 6 meetings per week being carried into facilities, who otherwise may not receive our life saving message.

Area Business:

In the recent past we have had to deal with inappropriate handling of Area funds. Therefore an ad hoc committee was put together to draft some possible guideline changes to be add to our guidelines. The committee came up with 5 new guidelines which each GSR was asked to take back to their home groups for discussions as to the pros and cons of the newly proposed guidelines. Each GSR will bring that information back to the April area where we will make decisions on how to handle each of the 5 proposed changes.

Group Activities:

Addicts Seeking Sanity will be hosting a 50's night beginning with a Historical Perspective of NA given by Alan T, followed by a 50's sock hop. People are encouraged to attend in 50's costumes. This will be on April 9, 2010 beginning at 7:30. This will take place at 2608 7<sup>th</sup> Ave in Greeley.

Clean Serene Folks in Loveland are in the process of planning their annual Poker Run. The date is July 23<sup>rd</sup>. More Information will be made available as it is revealed.

Regional donation of \$250.00

ILS

Jim M and Keith B Off the Wall RCM's

## O . Serenity Unlimited RCM, Michael H

Hello from SUANA,

There have been no changes in our roster of meetings. All meetings have been better attended and we have had a recent influx of newcomers. The phone line has been getting several calls a day and Terry S has agreed to serve as Chair of the Phone Line Subcommittee for our Area. We have adequate money to pay our bills, including the phone line, but we are not able to offer a contribution to the Region yet.

In service,

Mike H.

**IV OLD BUSINESS****A Clarification of last meeting's passed proposal**

WSLD's \$500 is in addition to seed money. Mac can spend it because we have received the letter.

**V NEW BUSINESS****A Proposal Passed**

A running log shall be kept of all passed proposals → to the guidelines committee

**B Proposal Passed**

Linda, who can't be present for next regional assembly, will participate remotely—via Skype or Go-to-meeting or comparable technology.

**C Stipulation**

1. That WSLD needs a Treasurer and three other administrative positions approved by CRSC
2. That WSLD contracts will be handled by the Corporation.

**D Regional Meeting Agenda Outlined****VI CLOSING TREASURER REPORT**

Closing Treasurer Report

Opening Balance 3/10	14,339.31
Income 3/10	917.19
Expenditures (Budgeted)	<del>4,027.97</del>
	<u>1,666.36</u>
	13,590.14
Expenditures (Unbudgeted)	- 0 -
Encumbered Funds	13,020.84
	<u>23,459.23</u>
Unencumbered/ Available Funds	569.30
W/S's	<u>569.30</u>

2001 W 64th Lane Denver, CO 80221  
1-800-Pavement  
www.a-1chipsaal.com  
www.rockymountainpavement.com

**VII DONATION TO WORLD**

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\$569. 30 with one exception

**VIII ADJOURNED**

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**IX NEXT MEETING: REGIONAL ASSEMBLY APRIL 16, 2011**

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**Appendix A  
Guideline Revisions**

Draft 3/20/2011

# **COLORADO REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GUIDELINES**

**Draft: 3/20/11**

"The boards and committees we do organize, we organize on the basis of need only, using the simplest guidelines possible. We organize them solely to serve us, not to establish a complex governing bureaucracy." (It Works: How and Why, p.193.)

## **TWELVE CONCEPTS FOR NA SERVICE**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

# VISION STATEMENT

The Colorado Regional Service Committee of Narcotics Anonymous exists to support our member groups and areas in their effort to carry the message to the addict that still suffers. It is our vision that every addict has the opportunity to find recovery in Narcotics Anonymous regardless of where they live within the Colorado Region.

Every member, inspired by the gift of recovery, can experience spiritual growth and fulfillment through service.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

*Revised September 19, 2009*

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## **Article 1: Purpose and Objectives**

### **Section A: Purpose**

The Colorado Regional Service Committee of Narcotics Anonymous (CRSCNA) was formed simply to pool and develop local service resources that can be used both by groups and areas in better fulfilling their responsibilities. Regional committees support the areas and groups of Colorado in their Public Information, Hospitals and Institutions plus Public Relations efforts. Although CRSCNA members may offer experience, strength, and hope in addition to suggestions, the CRSCNA does not have binding authority over the decisions or activities of any Area or Group within the Region.

### **Section B: Objectives**

This committee is designed to serve by addressing the common needs of its member Areas and Groups.

The objectives of the CRSCNA include, but are not limited to:

- Carry the message of Narcotics Anonymous through the actions of the CRSCNA.
- Help unify and support the Areas and Groups within the Colorado Region through open lines of communication and sharing, thereby assisting them in fulfilling their primary purpose.
- Assist member Areas and Groups with situations and needs outside of the scope of their experience or resources.
- Develops a learning forum for addicts in the Colorado Region. A learning forum will be available to each Area upon request.

- Establish Regional Assemblies to be hosted by the Region.
- Oversees the CRSC standing subcommittees and resource position(s).
- Contribute to the growth of the NA fellowship by participating in the World Service Conference.

## **Article 2: CRSCNA Meetings**

### **Section A: Schedule and Locations**

The CRSC will meet in the Denver Metro area, on the Sunday of the third full weekend of the odd numbered months.

### **Section B: CRSCNA Members**

While any addict is welcome and encouraged to attend and participate in a CRSCNA meeting, the following are considered CRSCNA Members:

1. Up to 2 RCMs per Area.
2. Administrative Committee Officers (Chair, Vice-Chair, Secretary, Treasurer, RD, RDA, Web Servant)
3. Resource Person(s) (Literature)
4. Subcommittee Chairs (PR, H&I, PI, Webservant, and CRCNA)
5. CRCNA Administrative Committee Officers (Vice-Chair and Treasurer)

### **Section C: General**

1. At CRSCNA meetings, the committee will try to get a sense of the needs of the groups and areas within Colorado as well as those of the fellowship worldwide.
2. CRSCNA members will email to the CRSC secretary a copy of their report to be added to the regional minutes.
3. All CRSCNA meetings are non-smoking.
4. CRSCNA and CRCNA guidelines are subject to the approval of the voting members of the Regional Assembly.
5. Amendments can be made to the CRSCNA and CRCNA guidelines as needed at CRSC meetings. Ratification will be required at the next regional assembly.
6. The CRSCNA secretary and sub-committee chairs shall have on hand all current NAWS handbooks as well as current CRSCNA Guidelines.
7. Secretary will provide a copy of the CRSCNA Guidelines to all new members of the CRSC committee as needed. Guidelines can also be found at [nacolorado.org](http://nacolorado.org).
8. All costs associated with CRSCNA meetings will be the responsibility of the CRSCNA.
9. The agenda for the CRSCNA meeting will be set by the Chairperson and will include an agenda item regarding closing treasurer report and fund flow.

## **Article 3: Consensus-Based Decision Making**

The use of Consensus-Based Decision Making admittedly takes longer to achieve an outcome to an issue (called a proposal). But, the results are understood by all in attendance at a more significant level of comprehension. In addition, any proposal can be easily changed or modified as discussion progresses.

### **Section A: Consensus-Based Decision Making Process**

1. Bring proposals to the CRSC. Formulate clear proposals in advance with as much communication and collaboration as possible to facilitate the consensus decision process. Facilitator presents the proposal to the CRSC (analogous to the motion in a Robert's Rules process).
2. Maker of the proposal speaks first to the intent.
3. Open up the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal).
4. Facilitator asks whether anyone has reservations about the proposal. These are heard and they may be answered or the proposal may be tweaked in a manner similar to the "friendly amendment" process in Robert's Rules.
5. Once all reservations have been heard and answered in this way, Facilitator asks, "Do we have consensus?" Participants respond in one of four ways.
  - a. **Assent.** This means that the addict supports the proposal, all things considered. It may not mean that the addict is in agreement with every aspect, that the addict has heard the discussion and has had a chance to participate in the process of finalizing the proposal, and is prepared to support the final proposal. Assent is signified by remaining silent.
  - b. **Assent with Reservations.** This option is not materially different from the Assent option but is included as a way of giving addicts a place to stand when they do not want to object more strongly, but they do want to note that they have reservations. Assent with Reservations is done by the addict raising their hand and simply saying when the facilitator calls on them, "Assent with Reservations." The assumption is that the reservations have been heard already, and the addict is simply noting that they can support the proposal and continue to have these reservations.
  - c. **Stand Aside.** A common misconception about the Stand Aside option is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. It is a statement that the addict does not support the proposal, but the addict's objection is not of the nature or the severity to warrant a block. Should the number of decision making members standing aside reach 10% this will indicate a proposal to weak to adopt. Discussion should continue to determine if consensus can be reached. A proposal can also be delegated to the Maker of the proposal or an Ad Hoc Committee for reworking.
  - d. **Block.** This option is also commonly misunderstood. Given that a proposal can be defeated by a sufficient number of Stand Asides, the Block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal, or some very fundamental moral position of the participant is violated. An addict who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the proposal.

## **Section B: World Board Membership Values**

The following is reproduced with adaptations and permission was granted to the Colorado Regional Service Committee for its use by NAWS, Fellowship Services, on 5/15/2004. Our primary purposes are those that are embodied in NA's Twelve Steps, Twelve Traditions, and the Twelve Concepts for NA Service.

- We affirm that mutual respect and trust is paramount to the effectiveness of all Colorado Regional Service Committee activities and shall characterize all our interactions and communications.
- We encourage one another to offer our personal views, ideas, dreams, and creativity to all Regional deliberations and projects.
- We are committed to having the courage and vision to take risks by not confining ourselves to preconceived limitations.
- We strive to achieve consensus whenever possible.
- We will not separate ourselves as individuals from the consensus of the Region and will take responsibility for the decisions of the Colorado Regional Service Committee.
- We will focus ourselves upon establishing unity, mutual respect, and trust at the beginning of each meeting.
- We will meet our stated objectives for each meeting.
- Our meetings and breaks will start and stop on time.
- We affirm that Regional issues will be discussed - not personalities.
- We affirm that the Colorado Regional Service Committee discussions and deliberations will be balanced - no one person will dominate our discussions, and everyone will actively participate.
- We agree that only one person will speak at a time, and there will be no sidebar conversations.
- We affirm that action groups (ad hoc committees) will be used at Regional meetings to identify solutions for goals and issues before the Region.

## **Article 4: Administrative Committee – Elections**

### **Section A: Terms of Officers**

Elections will be held at a Regional Assembly. Elections will take place at the April assembly, unless it is necessary to delay until the September assembly. Elections for the RD and RDA will be held at the September Regional Assembly. Newly elected officers shall assume their duties at the CRSCNA meeting after the Regional Assembly at which they are elected. A relapse constitutes the immediate removal from office. After two unexplained absences from the CRSCNA meeting including the Regional Assembly, the CRSCNA officer will be considered to have resigned.

Terms of officers are as follows:

- Chairperson: 2 years
- Vice-Chairperson: 2 years
- Secretary: 1 year
- Treasurer: 1 year

- Regional Delegate: 2 years
- Regional Delegate Alternate: 2 years
- Web Servant: 1 year

### **Section B: Nominations**

Any member of the Colorado region can be nominated or self nominated. Any nominee for a CRSCNA position must be present in order to state their qualifications. Participants will be given the opportunity to ask questions and/or voice their objections (if any) concerning any nominee, while the nominee is present.

### **Section C: Elections**

1. The CRSC Chair will review the voting process for elections.
2. The CRSC Chair will determine the number of voting members present before each elected position.
3. A vote will be taken for all elected positions regardless of the number of nominees.
4. The chair or secretary will read the description of the position before nominations.
5. If there is only one nominee for a position after nominations have been closed, the election is known as a vote of acclamation and will be indicated as such by the Chairperson. The nominee must then receive 2/3rds of the voting members present (as verified in Section 1) to be elected. If the nominee fails to receive 2/3rds then the nomination will be reopened.
6. While the voting process is taking place the nominees will be asked to leave the room.
7. All GSRs (only during Regional Assemblies), and CRSCNA members (except CRSCNA Chair) in attendance may cast one vote per position.
8. The Chairperson will ask who is in favor of the first candidate nominated, then the second, and so on. All votes for a candidate will be counted before moving on to the next one.
9. The only votes that will be tallied are those in favor of the candidate.
10. The Chairperson will vote only when a vote total is tied.
11. The final vote totals will NOT be reflected in the minutes.

## **Article 5: Administrative Committee - Qualifications, Duties and Responsibilities**

The Fourth Concept states "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." With that in mind, the following list of qualifications **applies to all CRSCNA members:**

1. Willingness to serve.
2. Time and resources to fulfill the commitment.
3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve

## Concepts.

4. Prior NA service experience - the addict being nominated for a position at CRSC should have experience in that position either at an area or regional level, if at all possible.

5. Active participant of Narcotics Anonymous fellowship

Specific qualifications, duties and responsibilities of each CRSCNA Administrative Committee positions can be found in the following sections.

### **Section A: Chairperson**

1. Suggested clean time: 7 years

2. Chairs the CRSCNA meetings and Regional Assemblies.

3. Sets the agendas, having submitted each agenda to CRSC members at least 2 weeks prior to the CRSC meeting for input and review.

4. Is a signer on the CRSCNA checking account.

5. Appoints Ad Hoc committee chairs as needed.

### **Section B: Vice-Chairperson**

1. Suggested clean time: 5 years

2. Helps the chairperson set the agenda for CRSCNA meetings and Regional Assemblies.

3. When Chairperson is absent, Vice-Chairperson will fulfill duties.

4. Is a signer on the CRSCNA checking account.

5. Member of the Colorado Convention Board

6. Maintains an ongoing list of approved regional guideline changes and updates guidelines as needed with confirmation at the next Regional Assembly.

### **Section C: Secretary**

1. Suggested clean time: 3 years

2. Records minutes of CRSCNA meetings, distributing them in a timely fashion.

3. CRSCNA minutes will include the following: Disbursements, reports from CRSCNA members, subcommittee chairs, resource positions, any Ad Hoc committees and CRSCNA, as well as any action items dealt with at the CRSCNA meeting.

4. Responsible for regional correspondence.

5. Maintains CRSCNA archives.

6. Maintains and updates list of contact information for CRSCNA members including phone numbers, email addresses, mailing addresses, etc. This list is a separate entity from the CRSCNA minutes and will be distributed to members separate from the CRSCNA minutes. The list is NOT to be posted on the regional website.

7. Will have all previous years' archives on hand at all CRSCNA meetings and Regional Assemblies.

8. Maintain list of active proposals awaiting approval by CRSCNA

9. Sends out minutes within 30 days after the CRSCNA Meeting.

10. Sends out with the minutes any current proposals to be voted on and in

addition, sends proposals for assembly approval at least 1 month prior to the assembly.

### **Section D: Treasurer**

1. Suggested clean time: 5 years
2. Responsible for CRSCNA monies and is a signer on the CRSCNA checking account.
3. Provides an up-to-date Treasurer's written and verbal report at each CRSCNA meeting which should include an area by area listing of 7th tradition donations, both current and year-to-date.
4. Maintains and regularly checks the CRSCNA Post Office Box.

### **Section E: Regional Delegate**

1. Suggested clean time: 10 years.
2. Acts as the liaison between NAWS and the CRSCNA, providing information on current world projects to the Colorado Region while providing a local perspective to the work of world services.
3. Prior to Regional Assembly (except for non-conference years), holds CAR workshops for CRSCNA as needed and assists any Area wishing to hold their own CAR workshop.
4. Helps facilitate Regional Assembly in order to develop and discern a collective conscience from the Colorado Region concerning issues affecting NA worldwide, especially those put forth in motions within the Conference Agenda Report.
5. After obtaining clear indications of the region's collective conscience, attends the World Service Conference as a fully active participant, acting on behalf of the collective conscience of the Colorado Region as well as the best interests of NA as a whole.
6. Works closely to educate, train, and prepare the RDA for the World Service Conference and other matters relating to NAWS.
7. Remains available as a resource for information and guidance in matters concerning service in Narcotics Anonymous.
8. One of the signers on the CRSCNA checking account needs to be either RD or RDA.
9. Responsible for updating contact information with the World Service Office after Regional elections are held.
10. Serves as Rocky Mountain Forum delegate for Colorado Region.
11. Responsible for organizing the Regional Assembly.

### **Section F: Regional Delegate Alternate**

1. Suggested clean time: 8 years.
2. Works closely with the RD in order to learn how to fulfill the duties of that office if the RD is absent or unable to complete their term in office for any reason.
3. One of the signers on the CRSCNA checking account needs to be either RD or RDA.
4. With the RD, serves as Rocky Mountain Forum delegate.

5. With the RD, holds CAR workshop for CRSCNA as needed.
6. With the RD, assists areas to hold their own CAR workshops and other needs.

### **Section G: Colorado Convention Corporation Board Member (Member-at-Large)**

1. Suggested clean time: 10 years.
2. Attends all Colorado Convention Corporation Board meetings

### **Section H: Web Servant This position has been moved to PR**

The CRSCNA Web Servant is responsible for the dissemination of information via the World Wide Web for the CRSCNA. As a result, this servant must carefully balance the needs of several groups:

- The addict seeking NA for the first time or coming back from a relapse -- by providing accurate and timely information as to meetings and what exactly Narcotics Anonymous is and is not. The CRSCNA Web Servant through the information presented on the website and e-mail communication must make this group feel both comfortable and welcome in approaching our fellowship;
- The professional - by providing a resource to the professional to feel comfortable referring their clients to our fellowship;
- Members of the fellowship both in the Colorado region and worldwide - by providing timely and accurate meeting information, information and discussion of the current issues facing the Colorado fellowship and timely and accurate information about the activities being sponsored by the CRSCNA (workshops, regional assemblies, service committee meetings and CRCNA activities); and
- The Service bodies comprising the Colorado Region - by providing the minutes and information about the work the CRSCNA is currently engaged in.

### **Qualifications, duties and responsibilities include:**

1. Suggested clean time: 3 years
2. The ability to take suggestions and work with various NA service bodies in the entire service structure.
3. Strong knowledge and experience with writing html.

4. A familiarity with WSC guidelines for Public Information and Online Presence.
5. A working knowledge of the current copyright and intellectual property issues.
6. Some knowledge or the desire to learn: JavaScript, Cascading StyleSheets, high-level scripting languages (e.g. php, perl), MySQL databases, evolving World Wide Web Consortium Standards for web pages and Web Accessibility Initiative standards.
7. Acts as a resource to the Colorado Region fellowship for web related issues (online presence and content advising).
8. Maintains the CRSCNA Website.
9. Maintains the Regional Meeting List.
10. Coordinates the member area web servants and assists in their efforts to maintain their Area websites as needed.
11. Provides assistance to the CRCNA Convention Information and Web site committee as needed.
12. Answers or forwards all e-mail sent to nacolorado@nacolorado.org
13. Acts as a liaison between the CRSCNA and other NA service bodies with regards to online presence, electronically submitted requests and online copyright and intellectual property issues.

## **Article 6: Resource Position**

Standing resource positions are established to assist the areas of the region and are appointed by the CRSCNA. Members who are appointed a resource position will be given "resource assignments" as directed by the CRSCNA. They will maintain contact with the World Service Office for the latest information and resources about their particular field of service. The following resource position will be active at all times at the CRSCNA:

### **Section A: Literature Resource**

1. Help in setting up an Area's literature stockpile, with inventory and rotation, if needed and/or requested.
2. Help in setting up an Area's Literature Subcommittee, if needed and/or requested.
3. Provide information on literature-related topics such as:
  - What is input and review?
  - How to conduct a literature discussion meeting.
  - How to workshop literature items in the Conference Agenda Report.

• How to become involved in generating new literature items for NA and participate in any changes taking place with NAWS.

**Section B: Outreach Resource This position has been moved to PR**

"The main purpose of outreach is to help overcome the isolation that hinders the survival of groups." Page 1, Outreach Resource Information Pamphlet, 1998 WSO.

1. The main focus of Outreach is to bring isolated groups in to the larger NA community.

The focus tends to be on groups that are geographically isolated, but may also include

assistance to groups isolated by such things as personal choice, language, cultural

differences or location within a locked facility that is not served by any Hospital and

Institutions (H&I) subcommittee. Outreach does not start or run committees and starting

or running committees/groups is best left to the individuals who will be attending the

group or committee regularly.

2. Outreach should be done in teams and is best handled by the Area Service Committee

(ASC) that the group geographically lies in or the one that is closest to the group. If a

local area service committee does not exist, or if the local ASC does not have an

outreach committee, then the nearest ASC with an outreach committee can be asked to

assist the group.

3. How outreach is done is not set in stone and groups and areas may have different needs

that arise.

4. The region is here to provide information and support for the groups and areas that may

have outreach needs. The outreach resource position does not provide direct outreach

services, but will assist wherever possible.

5. This position is held by the current RDA.

6. What are the responsibilities of the Outreach Resource? (Note: This is a resource

position and not a sub committee and therefore does not provide direct services.) Assists

groups with their outreach needs such as the following:

- Assists the groups with registering with the World Service Office.
  - Assists the groups in locating the closest local Area Service Committee.
  - Assists groups in isolated areas in forming an Area Service Committee.
  - Acts as a liaison between the World Service Office and the groups or areas.
  - Facilitates communications between the groups in need and the Area Service Committee best suited to assist them.
  - Will contact Area Service Committees that have not attended the CRSCNA for two consecutive meetings to see if there is anything that the region can do to assist them.
  - Maintains a map of area boundaries to direct the groups to the proper Area Service Committee.
7. Will contact Area Service Committees that have not attended the CRSCNA for two consecutive meetings to see if there is anything that the region can do to assist them.
8. Maintains a map of area boundaries to direct the groups to the proper Area Service Committee.

Again these guidelines are just that and needs may arise that are not included in these guidelines. They will be addressed as those needs arise and any knowledge or experience will be gathered to address the need.

## **Article 7: Standing Subcommittees**

The Chairpersons for CRSCNA standing subcommittees, with the exception of CRCNA will be elected in the same manner as CRSCNA Administrative Committee members: at a Regional Assembly. In addition to the qualifications, duties, and responsibilities noted in Article 5, specific details regarding each subcommittee can be found in the following sections. Each subcommittee will schedule its own meetings and elect its own trusted servants, but is encouraged to work together to avoid any possible scheduling conflicts.

### **Section A: Public Relations (PR)**

The purpose of this Subcommittee is to share the message of recovery with the public, with prospective members, and with professionals in order "that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live". This Subcommittee performs public relation services (Public Information - PI, Hospitals and Institutions - H&I, and Web Servant, for example) in a coordinated effort to increase the awareness and credibility of the NA program. The composition of this Committee will include (but is not limited to) a Coordinator, and a Chair for each of the Subcommittees providing PR services and performing PR functions.

### **Shared Qualifications, Duties and Responsibilities of PR Subcommittee Coordinator and Chairs**

- Elected by the CRSC.
- Attends every CRSCNA meeting, PR Committee meeting and the Regional Assembly.
- Has a vote at each CRSC meeting and Assembly plus at the PR

Subcommittee meetings (Note: PR Coordinator votes only in a tie at PR Subcommittee meetings.)

- Serves no more than 2 consecutive terms of two years for each term unless directed by the CRSC.
- Presides over and organizes all meetings of their subcommittee.
- Prepares a report to be presented at each CRSCNA meeting detailing the activities of the subcommittee.
- Coordinates and is responsible for all work done by the subcommittee.
- Maintains a close working relationship with all parts of the PR Subcommittee in order to coordinate efforts and avoid duplication of services.
- Maintains communication with the WSC Committee and informs Area subcommittees of its activities.
- Suggested clean time: 5 years

#### **PR Subcommittee: Hospitals & Institutions**

The purpose of the H & I subcommittee is to provide a forum for Area H&I Subcommittees to share their experience, strength, and hope in order to better carry the message and to promote the growth and strength of all H&I efforts within the Colorado Region. In addition, CRSC H&I provides appropriate H&I services to locations and related facilities outside of established CRSC Areas and within non-functioning Areas of the Colorado Region.

#### **PR Subcommittee: Public Information**

The purpose of the PI subcommittee is to provide a forum for Area PI Subcommittees to share their experience, strength, and hope in order to better inform the public about NA and to promote the growth and strength of all PI efforts within the Colorado Region. In addition, CRSC PI provides appropriate PI services to the general public and professional communities outside of established CRSC Areas and within non-functioning Areas of the Colorado Region.

#### **PR Subcommittee: Website**

The purpose of the Web Servant is to facilitate communication between the CRSC, its member subcommittees, the Colorado fellowship and the general public, through Internet technologies. As the electronic voice of the Colorado Region, the Web Servant needs the ability to maintain and create all electronic means of communications for and throughout the Colorado Region and rest of Narcotics Anonymous.

### **Section B: Colorado Regional Convention of NA (CRCNA)**

1. As a standing subcommittee of the CRSCNA, CRCNA Chair, Vice Chair, and Treasurer will attend at every scheduled CRSCNA meeting.
2. The CRSCNA elects all CRCNA administrative members (Chair, Vice-Chair, Secretary and Treasurer).
3. The administrative members are elected at the November CRSCNA. Please refer to CRCNA Guidelines for suggested clean time requirements for all administrative positions.
4. CRSCNA is responsible for final approval of the CRCNA program (marathon meeting topics and workshops).

5. The CRCNA chairperson and treasurer shall provide a final financial report to the CRSCNA for the most recent CRCNA. This report shall be given at the January CRSC meeting.
6. CRCNA shall operate under the most current guidelines/policy for conventions established by the CRSCNA/CRCNA subcommittee and approved at the Regional Assembly.
7. CRCNA shall also operate under the financial and legal conditions as set by the Colorado Narcotics Anonymous Convention, Inc. (CNAC).

### **Section D: Budget**

At the September assembly, the proposed subsequent year's budget will be reviewed. The proposed budget will be submitted in a three tier priority system.

- **Tier 1** budget proposals will be funded if the CRSC sole source of income is 7<sup>th</sup> tradition only.
- **Tier 2** budget proposals will be funded when the CRSC income is 7<sup>th</sup> tradition funds plus when CRCNA has made a modest profit.
- **Tier 3** budget proposals will be funded when the CRSC income is 7<sup>th</sup> tradition funds plus when CRCNA has been financially successful.

### **Steps and Schedule:**

1. CRSC Admin and PR Subcommittee (combining PI, H&I, etc.) will prepare the tier 1, 2, & 3 proposals for the September Assembly. Anyone (ASC's, GSR's, etc.) may bring a budget recommendation to the September assembly.
2. An agenda item for budget input and discussion will be added to the September assembly.
3. After discussion the assembly members will accept/modify the budget proposals.
4. The funded tier will be determined by the income of CRCNA, this information will be made available by the November RSC. The annual budget will be finalized at the November CRSC meeting making funds available for activities beginning in January.

## **Article 8: Regional Assemblies**

### **Section A: Time, Date, Location**

The Regional Assemblies in April and September will rotate alphabetically to each of the Areas of the Colorado Region. Although Regional Assemblies are sponsored by CRSCNA they are hosted by the areas in which they occur. Regional Assemblies will be open for any addict to attend. The assembly will be held on Sunday of the 3<sup>rd</sup> full weekend of the month. Whenever possible CRCNA will hold an event the Saturday prior to the Assembly and CRSCNA may host a service workshop. Funds for each Regional Assembly shall not exceed \$500.

### **Section B: Collective Conscience of the Colorado Region**

One purpose of holding a Regional Assembly (usually in April) shortly before the biennial meeting of the World Service Conference is to bring representatives of NA groups (GSRs) and areas (RCMs) together with the RD and RDA for the purpose of developing a collective conscience concerning issues affecting Narcotics Anonymous

worldwide.

- We will use Consensus Based Decision Making when making decisions on motions in the Conference Agenda Report (CAR).
- Groups can vote by proxy at Regional Assemblies on CAR Motions only.
- Proxy votes should be written down and signed by GSR or person that ran group conscience.
- The Regional Delegate or assembly facilitator will poll the attendees to determine the number (if any) of participants that will be voting by proxy before collecting the conscience of the Assembly.
- The purpose is not merely to tabulate votes on the motions in the Conference Agenda Report (CAR). Open discussion about the CAR motions is more valuable to the RD than a simple "yea" or "nay" vote. It is these discussions which will give the delegate clear indications of the region's collective conscience concerning world issues. And it is these indications that will guide the RD when participating at the World Service Conference.

### **Section C: Elections**

Another purpose of holding a Regional Assembly (usually in April) is to elect members of the CRSCNA administrative committee and standing subcommittee Chairpersons. Only CRSCNA members and GSRs in attendance will cast a vote. Only groups on the most current Regional meeting list or registered with the WSO will be permitted to participate in the voting process, but anyone may participate in the discussion process.

### **Section D: RD Report from World Service Conference**

The main purpose of holding the Regional Assembly in September is to go over the events of the World Service Conference and/or Rocky Mountain Zonal Forum as reported by the RD and RDA.

## **Article 9: Financial Procedures**

The Eleventh Concept states "NA funds are to be used to further our primary purpose, and must be managed responsibly." The CRSCNA may decide to do an inventory on the way it handles money and out of that inventory, establish new guidelines for this section. Until then, this paragraph is the only change or addition made to the old guidelines regarding finance.

### **Section A: Travel Reimbursements**

CRSCNA officers may be reimbursed for expenses for travel on official CRSCNA business. Regular CRSCNA meetings are not included. In the event of a financial hardship, CRSCNA officers may request reimbursement for fuel used to attend the CRSCNA meeting, using the formula listed below. Every effort should be made to carpool with other members whenever possible to avoid the expense to the region. This provision does not apply to RCM's/GSR's (regional assemblies only) unless an area is unable to pay. The RCM/GSR can submit a proposal to request a reimbursement for fuel expenses incurred while traveling to the CRSCNA/Regional Assembly. It is important that all areas are involved in the regional decision making process. The region will assist any area that is having financial difficulties and is unable to send its

representatives to the CRSCNA. The reimbursement formula is miles to the CRSC meeting traveled divided by 15 times current common cost for gasoline on the date of the reimbursement request with 15 representing an average for miles per gallon that various cars travel.

### **Section B: General Guidelines**

1. All monies collected are to be accounted for then deposited in the CRSCNA bank account in two weeks. The CRSC Treasury will have a ceiling amount of \$5000.00. Any amount above \$5000.00, after all receipts have cleared CRSC's bank, will automatically be sent to NA World Services. All automatic disbursements; i.e., Rent, Website, Secretarial, etc. shall be paid one month in advance whenever possible.
2. The PO Box and storage shed will be an automatic disbursements when it occurs. All CRSCNA check disbursements should be made to organizations, businesses, etc. rather than to an individual addict wherever practical and approved by the CRSCNA. No reimbursements will be made without a receipt and/or CRSCNA approval.
3. CRSC approved budgetary expenses will be considered as funds encumbered and not be counted as part of CRSCNA general funds. as part of the \$5000.00 treasury ceiling. These funds will be accounted for at each CRSC and disbursed as necessary for CRSC activities. Any excess funds at the end of the annual cycle will be forwarded to NA World Services at the January RSC.

## **Article 10: Miscellaneous**

### **Section A: Logo**

### **Section B: P.O. Box/ Storage Shed**

1. CRSCNA shall maintain a post office box within the regional membership populous. Post office keys should be held by Regional Treasurer and CRCNA Treasurer.
2. CRSCNA shall maintain a storage shed for archives and CRCNA. Storage shed keys to be held by regional chair and CRCNA chair
3. The P.O. Box will be maintained and checked by the CRSCNA Treasurer and CRCNA Treasurer as needed.

### **Section C: The Twelve Steps of Narcotics Anonymous**

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.

5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

### **Section D: The Twelve Traditions of Narcotics Anonymous**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

9. NA, as such, ought never be organized, but we may create service boards or committees

directly responsible to those they serve.

10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be

drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we need always

maintain personal anonymity at the level of press, radio, and films.

12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place

principles before personalities.

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