



CHESAPEAKE & POTOMAC REGIONAL SERVICE
COMMITTEE MEETING MINUTES

PO Box 8160

Silver Spring, MD 20907

Meeting #216 – December 8, 2018

Hosted by the South Potomac Area of Narcotics Anonymous

*** VACANCIES ***

- | | | |
|---|------------------------|-----------------------------|
| * Literature Vice-Chair | * CPRNA Program | * Special Events Chair |
| * Convention Oversight
Committee Rep 1 | Committee At-Large Rep | * Special Events Vice Chair |
| * Convention Oversight
Committee Rep 2 | * Free State Rep 2 | |
| * | | |

I. CALL TO ORDER: 1:00 pm

II. READINGS: SERVICE PRAYER, TWELVE TRADITIONS OF NA, 12 CONCEPTS, & PURPOSE OF AN RSC

III. ADMINISTRATIVE REPORTS

- **Regional Delegate (RD) & Regional Delegate Alternate (RDA):** Combined Report
 - The Autonomy Zone had a teleconference meeting on November 19th where the following was discussed:
 - Zonal Facilitator and Secretary Position – 5 of the 6 regions have approved the facilitator and secretary/treasurer positions and have agreed to help fund the positions. C & P Region is the only region that has not made a decision. We need to vote on this today. We discussed the position guidelines and responsibilities. It was suggested that the facilitator have a minimum of 8 years clean time and the secretary should have at least 5 years. We discussed a list of questions to ask for each position. We will be accepting nominations and volunteers (in the form of a resume) in April-May. Interviews will be conducted June 1st-15th and we will vote via Zoom on July 1st. The resume format and timeline will be posted on the Autonomy Zonal Form website www.autonomyzonalforum.org.
 - 2-day Zonal Forum - We also discussed the agenda for the 2-day zonal forum to be held in the Freestate Region January 26th and 27th, 2019 at Ferndale United Methodist Church in Glen Burnie. Flyers are available on the website and I have printed a handful for each area. There will be a number of workshops on Saturday including a PR workshop, a GSR workshop and a workshop on the DRT/MAT IDT (Issue Discussion Topic). There will be a speaker meeting followed by a Hypnotist. The Hypnotist will be free but tickets will be required as there is limited space available. The best way to ensure you get a ticket to the event is to participate in the workshops throughout the day. Sunday will be devoted to Autonomy Zonal Forum business. For those of you that are unclear about what we do this is your opportunity to see it first-hand. The business meeting will be from 9am-12pm with food provided.
 - Multi-Zonal Service Symposium - Greg and I attended the MZSS in Nebraska in early November. We were able to participate in workshops on the DRT/MAT IDT, the Making Service Attractive IDT, and the Spiritual Principle a Day Project. As reported above, we are going to be participating in a workshop at the Zonal meeting that our region can

attend and participate in. Greg and I have also discussed having a workshop(s) on the Spiritual Principle a Day Project, Making Service Attractive IDT and the DRT/MAT IDT sometime early next year. We will share information on those workshops as we get our schedule. We also attended the “How to Plan a PR Presentation” workshop. We will share the information we received from this workshop with the PR subcommittee. We were able to participate in a meeting of the zones that work together to put on this event. Because of the vast distance between the zones much of the business is handled through Zoom (and other teleconferencing) meetings. We were able to see that we are not alone in trying to define the purpose of our zone. It was discussed that perhaps finding a way to collaborate with other zones could be beneficial to the zones and regions within the zones. One additional workshop that would help our Region to remain viable is the “Building Strong Home Groups” presentation that was given during this symposium. With meetings having to close due to lack of participation, this workshop provides tools to sustain our groups. Overall, what these initiatives mean to our Region is that the RD and RDA must remain vigilant in its efforts to remain active and involved; participating in “the process” to ensure they, these and future initiatives, are paid attention to and shared in a timely manner to our Areas, and neighboring Regions.

- NAWS Updates and Information - The 2018 membership is still available online at www.na.org/survey until December 31st. The survey is anonymous. The data collected provides information about our Fellowship, strengthens our public relations efforts and helps us learn more about how and where we carry our message of recovery. The survey will be available until the end of the year. The more members who fill out the survey, the better.
- Issue Discussion Topics (IDTs) are subjects that encourage us to think more deeply about relevant topics and help build unity within our groups and service bodies. The IDTs for this cycle are Carrying the NA Message and Making NA Attractive, Attracting Members to Service, and Drug Replacement Therapy (DRT) and Medically Assisted Treatment (MAT) and NA. Workshop material including Session outlines, PowerPoints, and handouts have been posted at www.na.org/idt. There is also a section with general discussion/workshop tools. If you have a workshop, please send the results to worldboard@na.org. You can type the responses or just send in pictures of the note sheets. We will be having roundtable discussions at the zonal forum and will be submitting the results to NAWS.
- Input for the new book project, Spiritual Principle a Day Book, can be submitted online. The spiritual principles of Love, Unity, Surrender and Acceptance are available for input through December, 2018. Forms are available at www.na.org/spad. This book will explore a spiritual principle each day, in a similar style to the *Just for Today* daily meditation book. Please spread the word!

- **Chair:** Picked up the mail.
- **Vice Chair:** No Report
- **Secretary:** Distributed RSC Minutes from October RSC meeting; updated rosters.
- **Treasurer:** Destroying old checks numbers 1679 through 1804; Eight (8) checks were written on 12/8/2018 numbers 1001 through 1008; submitting the 2018-2019 Monthly Income, and Expense & Accounting Detail, reports for your review; Our income for the month of October 2018 totaled \$2,803.95 which were donations from Areas/Groups; at the end of the October RSC I reported donations of \$2,952.95, however, I incorrectly added a returned check in the amount of \$150 from H&I as a donation; Operating expenses totaled \$2,375.53; our remaining budget for the 2018-2019 fiscal year is \$20474.47; I went to the bank with Leah, Christine and the former treasurer, Jen; we opened a new account and the old account is still open pending the clearing of a few checks; after those checks clear the old

account will be closed and the balance of funds deposited into the new account; I am not a signer on the old account; today we will issue checks from the new account; as of December 1, 2018, our actual account between the *old and new* accounts is \$16,728.44; currently our remaining budget combined with the prudent reserve is below the book balance; there is now donation to NAWS this month; upon reviewing the financial records for last fiscal year, there is a \$50 reconciliation error that needs to get resolved; Jen and I are working to resolve this error and will report on it next RSCC.

- **Vice Treasurer:** Met with Cheryl D., Treasurer, Dec. 5, 2018, St. Martins to go over Regional Treasurer report, as well as Regional Treasurer/Vice Treasurer duties, and operating procedures; attended CPRNA, Inc. BOD meeting; we went over CPA firm's revised engagement letter; status of current 990 tax form, and expenses related to CPA and attorney fees.

IV. **APPROVAL OF MINUTES:** October 13, 2018 Minutes, Motion to Approve, Seconded: Vote: 8-0-0; October 13, 2018, Minutes Approved for distribution.

V. **AREA REPORTS**

- **Battlefield (James W. - RCM)**
Meeting Location: 10047 Nokesville Rd, Manassas, Church of Manassas Meets: 1st Sunday @ 5pm
Regular Meetings: 15; H&I Meetings: 12?
Active Subcommittees: H&I, Phoneline, Literature
Area Report: Battlefield is strong; A new meeting was started in the Area and all meetings are doing well; Spirit Breakfast being held December 25, 9 am -12 pm, St. Marks. .
- **Central Maryland (Terri H- RCM)**
Meeting Location: Holy Cross Lutheran Church, 6905 Greenbelt Rd, Greenbelt Meets: 1st Wednesday @ 7:00pm
Regular Meetings: 35; H&I Meetings: Approx. 41
Active Subcommittees: H&I, Literature, Policy, Special Events, Newsletter, PR, Outreach;
Area Problems/Announcements: None; Special events is having a free event Saturday, 12/8/2018; flyers on regional website.
- **District of Columbia (Kym G- RCM)**
Meeting Location: Westminster Presbyterian Church, 400 I St SW, DC Meets: 1st Saturday @ Noon-3pm
Regular Meetings: 58; H&I Meetings: 32; 9 in facilities
Active Subcommittees: H&I, Literature, Policy, Special Events, Newsletter, PR
Area Report: Christmas at St. Martin's, 1908 N. Capitol Street NW, 12 pm – 8pm. I have been voted as the BOD Rep for 2018/19.
- **Dulles Corridor (Corey C- RCM)**
Meeting Location: St Timothy's Episcopal Church, 432 Van Buren St, Herndon, VA Meets: 4th Sunday @ 2:15pm except holidays
Regular Meetings: 20; H&I Meetings: 39/ 4 in facilities
Active Subcommittees: H&I, Literature, Policy, Special Events, Newsletter, PR, Outreach,
- **East of the River**
Meeting Location: Anacostia Library, 1800 Good Hope Road SE, Washington, DC Meets: 2nd Monday @ 7:30pm
- **Frederick [FANA] (Tony S. - RCM)**
Meeting Location: St John's Catholic Church, 116 2nd St, Frederick, MD

Meets: 1st Sunday @ 3-4pm (subcommittees) & 4-5pm (business)
Regular Meetings: 20; H&I Meetings: 1 per month
Active Subcommittees: Phoneline, H&I, Literature, Policy, Special Events, Newsletter, Public Relations, Outreach Webmaster
Area Problems/Announcements: Primary purpose being served.

- **Montgomery (Dave S. – RCM)**

Meeting Location: Silver Spring Presbyterian Church, 580 University Blvd E, Silver Spring

Meets: 1st Tuesday @ 7:30-9:30 pm

Regular Meetings: 45; H&I Meetings: 68/11 in facilities

Active Subcommittees: H&I, Literature, Phone-line, Literature, Policy, Special Events, Newsletter, PR

Area Problems/Announcements: Christmas day (1/5/2018) marathon meetings, 10 am – 6pm, Hughes Methodist Church, Wheaton, MD; New Year's Eve marathon meetings (12/31/18) 5 pm – 2 am, Christ Lutheran Church/

Area Report: Montgomery Area voted me as the BOD Rep for 2018/19

- **NORVANA(Frank E. - RCM)**

Meeting Location: Fairlington Presbyterian Church Meets: 1st Thursday @ 7pm

Regular Meetings: 36; H&I Meetings: 69

Active Subcommittees: H&I, Literature, Policy, Special Events, Newsletter, Public Relations

Area Problems/Announcements: Bank says to change signers; we need to provide the Federal tax ID # because they don't have it; we are looking for it; created Ad Hoc; I serve acting Chair and RCM.

Area Report: Elected interarea liaison and policy chairs; Christmas Eve and Christmas marathon meetings in Falls Church.

- **Rock Creek (Steve H. - RCM)**

Meeting Location: St Albans 3001 Wisconsin Ave NW, WDC

Meets: 1st Thursday @ 7PM

Regular Meetings: 31; H&I Meetings: 15 in 4 facilities

Active Subcommittees: H&I, Phone-line, Literature, Policy, PR, Newsletter, Outreach; Other

Area Problems/Announcements: No Area problems; We are excited about NYE special event, 6 pm – 3 am, Capitol Hill UMC, 44 Seward Sq, SE DC; both location and flyer on website.

Area Report: Area is healthy and financially stable; all trusted servant positions are filled and we enjoy strong Group participation; have been very disappointed to not have Thanksgiving and Christmas marathons for first time in 28years; happy about NYE thanks to Special Events committee; making regional donation.

- **South Potomac (Darryl B. - RCM)**

Meeting Location: Epiphany Episcopal Church, 3111 Richie Rd, Forestville MD

Meets: 1st Saturday @ 6-8pm

Regular Meetings: 15; H&I 14

Active Subcommittees: H&I, Literature, Policy, Special Events, Newsletter, PR, Webmaster

Area Problems/Announcements Area is requesting an update of the meeting list for the Saturday meeting Recovery is Reality; the meeting is currently listed as Recovery.

Area Report: the South Potomac Special events hosted a mini convention on November 10, 2018; the event was successful; Tiffany B. is the new chair for the South

Potomac Area. We making a donation.

- **Tri-County (Annette E. - RCM)**

Meeting Location: Christ Church, 112 Charles St, LA Plata, MD

Meets: 1st Wednesday @ 6:30-8:30pm

Regular Meetings: 39; H&I Meetings: 68

Active Subcommittees: H&I, Literature, Policy, Special Events, Newsletter, PR
Problems/Announcements: Meeting list are not updated on the Regional website and meeting list.

Area Report: Tri County is hosting CPRNA Inc on February 16, 2019, Good Samaritan Church, Waldorf, MD; Flyers are in your Area materials and has been posted to the website; Speaker Jam on Christmas Eve, 6 pm – 10 pm, on Serenity Farms, Benedict, MD; NYE party, 8 pm – 12:30 am, Good Samaritan Church, Waldorf, MD; making a donation.

VI. RSC SUBCOMMITTEE REPORTS

- **H&I (Vice Chair: Gloria J. .):** Rock Creek, South Potomac, East of the River, Central MD, DC and NORVANA Areas were in attendance; the C&P Region carries 263 meetings to 46 facilities throughout the Region; The subcommittee voted to do the panel format at this's upcoming convention; turning in a receipt for the \$100 given to the DC Area to help supplement literature needs; overall concern is lack of trusted servants.
- **Literature (Deenie B.):** None
- **Phoneline/PR:** PR Teleconference: On December 2nd the PR Subcommittee held its off-month teleconference to discuss matter of concern; teleconference extremely productive; Web Servant Training: During the November 10th training, credentials were given to ASC members allowing access for updating individual Area pages via cprna.org; Phoneline Database: the phoneline is updated and we continue to move forward in assuring its efficiency; Missed Call Ratio: 10.01.18 to 12.08.18>Total calls: 800 – divided by total missed: 80 =10%; our ratio has been reduced by 15% since streamlining our system (will include statistics of missed calls day/time in next report; NBC 4 Health & Fitness Expo; Volunteers Needed: Saturday, January 12, and Sunday, January 13, 2010, Walter E. Washington Convention Center; sign-up sheet available today and emails will be sent asking for volunteers; CPRNA Mailing List: We are working to update date format for our meeting list, a sample is being passed around: Feedback: PR should re-do the draft to get a more definitive description of how the actual list would look as a final product and present it to the RSC; the samples were collected and PR will re-submit when there is more information on a finished product; cost of printing a new version of the list was also discussed which PR indicated that the cost to print the new version would increase; PR/Phoneline Workshop: Next training January 19, 2019, 2 pm-4pm, St. Matthews Episcopal Church, 201 E Frederick Drive, Sterling VA 20164.
- **Policy (Anthony W.):** The Policy Subcommittee met with three (3) Areas present, South Potomac, Frederick, and DC; the Vice Chair, Carl M., was also present; the subcommittee continues review of RSC policy; the Convention Manual along with the COC policy will be available with updates of the changes that reflect the new structural change at the February 2019 RSC; copy of August 2018 policy forward to the Web Servant to replace the 2015 policy online; Will submit final copy once all changes are completed; there are three (3) Motions being submitted to reflect the policy changes to the RSC policy; Motions were review by the Policy Subcommittee; they will go back to group for tally vote.

- **Free State Rep 1 (Scott P):** The meeting is held on the Eastern Shore; October sales \$37,205; Balance owed to NAWS \$21,050; bank balance \$40,000 (minus NAWS bill; prudent reserve \$22,000; thinking about sponsoring a recovery cruise in 2020, using prudent reserve; just starting to look into .
- **Ad-Hoc: Convention relocation (Feasibility Ad Hoc) Jonathan B.** – Informed RSC of contact with the Gaylord as a viable site for our CPRCNA convention; presenting a questionnaire for input from the membership at-large regarding the interest in moving it from OC; will revise the questionnaire and present at the next RSC. .
- **Ad-Hoc: Service Inventory – Jimi S.** Met twice since last RSC, no other members attended; We are hoping to have a workshop at the Convention in a small group format; It will be similar to the workshop at the World Convention on How to Make Service more Attractive; We are need of support; Some of our most involved members are now busy working on our Convention; Please let me know if you are interested and I will remind you of our next meeting; next meeting Sunday, December 30, 2018, Chevy Chase United Methodist Church, 7001 CT Avenue, Chevy Chase, MD.
- **CPRCNA 33 Host: Chair Report:**
 - Moved forward greatly since October RSC. Hospitality gained new chair plus many experienced members, puts that committee strongly on track. Worked through potential issues with Entertainment. All key Entertainment selections have been approved by host.
 - With COC, set 8,000 as target for merchandise and packet purchases. Informed by COC that due to business practices with Host 32, vendor who was top candidate for Banner and T-shirt contracts would not be approved. A&G and Merchandise scrambling to add a vendor to bid selection. COC to review security RFP with Hospitality. See committee details below:
 - **Additional Needs** – All key vendors selected. Approvals are pending at Host due to lack of time at last Host.
 - **Arts & Graphics** – Working on final banner proposal with last minute adjustments to their preferred bidder as this vendor seemed to be ruled out at last COC. Overall on track on timeline activities.
 - **Convention Information** – Working with members who are experienced web developers and designers to optimize web layout. Online registration is active. Now recruiting members to sit at booth during Conv.
 - **Entertainment** – All major vendors (including Comedy and Live band) have been selected by committee and approved by Host substantially below budget. Live Band contract pending final COC approval.
 - **Hospitality** – Selected members to oversee events and serenity keepers. Starting separate serenity keeper meetings. Held session at Host on traffic flow and crowd management to address overflow and choke points. Plan to review security proposals with COC.
 - **Merchandise** – Preparing merchandise order with 3 vendors. Technically a month behind but also a month ahead of last year. Will obtain temporary storage starting in February.
 - **Program** – Selected all topics for approval by host. Worked with Admin on workshop topics (finalize today). Sent Program draft to Host for offline review. Selecting main speakers (6) for next Host. Plan to allocate existing travel budget (\$2,000) as needed among these.
 - **Registration** – Receiving online registration. Ordered material for 8,000 (minus 2,600 leftover neck wallets). Selected site for stuffing party. Planning registration and serenity keepers training at stuffing party.

- **Budget** – Reduction in seed money still unresolved. Also have two significant (over \$3,000 each) non-budgeted items – Security and Internet (for registration and merchandise).
- **Online assets and services** – (i.e. registration, program, etc...) may be further improved. Suggest RSC Board look into synergy opportunities between RSC, Convention and COC, esp. re: budget and website.
- **Now is the time to:**
- **Register online and early!**
- **Join a committee** – Entertainment & Hospitality (events), Program (meeting secretaries), Convention Information & Additional Needs (booth), Serenity Keepers and Registration!!
- **CPRCNA 33 Host: Vice Chair Report:** Hospitality has readjusted and not missed a beat, now has about 11 members including the Chair, Major A; To correct a previous report, Hospitality did not re-form; I ran the meeting for one month with four members that stayed with the subcommittee, and 5-6 members, three of which have previous experience; the following month, the newly-elected Chair ran the meeting and I will say that having members who have previously served creates a good balance, and the opportunity for others to have sound learning; it certainly made a difference for me since Hospitality has a lot of detail to cover now. Their crab feast flyer has been posted (attached); I really believe that all chairs should have subcommittee experience; in fact, I believe it important enough to make it a stated preference, if not a requirement, in the policy; it creates greater efficiency, a smoother operation and less chance of error or a mishap.
 - **Remaining Committees:** In general, they are getting to the end of their contract work, most or all by the end of this of this month; details and negotiations are occurring; regarding room requirements, signage, hospitality needs, crowd control, meetings, etc.; relevant subcommittee are soliciting the help that they need on the floor; improvements have been made to the website; Convention Information is distributing the brochure and some flyers; an additional flyer for Merchandise, which was only reported at last Host, has not been approved; Programming has a Spanish flyer this year and it was taken to New York and distributed; it will soon be up on the Metro Area Website; Metro is part of the Eastern New York Region; it is not a geographical area, but instead includes all Spanish-speaking meetings and events in most of NY, surrounding NJ, and CT; Lastly, I wish to speak on a decision made by the COC at their last meeting; a proposal belonging to Registration was rejected because it was PTL, a vendor with which the COC had issues with last year; PTL was also expected to do the merchandise, any logo revisions, and the banner work; it came abruptly and there was no time to think, Host Chair, Dan, did not object or pose questions, not did I, and so there was absolutely no discussion; I was concerned about this process; I have since drafted comments stating any possible issues this decision would create; I advised that I had no vendor preference but wanted to be sure the COC was aware of the repercussions for the subcommittee, and any possible financial issues for the COC; Suffice it to say PTL (Darryl) has spent significant time with both subcommittees and they are at the end of their work; there are four (4) main concerns, two involve the subcommittees (1) he has worked closely with A&G in developing the banner logo further; this required several tweaks over a period of time; (2) he has worked with Merchandise to finalize merchandise decisions, but more importantly, created a logo, based on the ideas presented by a Merchandise member; that member signed an Artist Release form since they were her ideas;

the vendor (Darryl) did not; also, it will be difficult for Merchandise to get their order into the new vendor and ordered by them before the end of the year, in order to avoid significant increased pricing from overseas; one of the vendors guaranteed their prices until the end of January and Merchandise is checking to see who that was; Merchandise will also directly ask their new preferred vendor; (3) regarding the COC, it is possible that PTL would decide to invoice for his time, and I believe he might be able to get paid if he had to go to court; you have paid him for similar services in the past and that could carry weight; there are many emails speaking of his work; since the COC has fiduciary responsibility, I would not want to see an issues of this type for CPRNA; I believe we all could have done some things differently; Dan., myself, the chairs, and the COC; it seems unfair, maybe insensitive, of the COC to put this burden (also a moral burden) upon the subcommittee because we were not advised about PTL in the beginning; but my concern now is that the chairs are hesitant, uncomfortable, and even resistant to “taking a vendor’s unpaid work and giving it to another vendor to complete”. I will try to speak to the COC again, hoping that there can be a middle road; perhaps meet with the vendor and talk firmly about last year, and completely lighten-up up the contract wording.

- **Convention Oversight Committee Chair (formerly BOD):** The COC October meeting was canceled no quorum; we set up a meeting with the CPA and had some questions answered I was not in attendance; Major has stepped down as Regional Rep; Donna B. has stepped down as Secretary; we elected a new Secretary, Malissa J; Eric W. has stepped down as Vice Chair; spoke with Bonnie and no one showed up for the Policy meeting; we do need to look at the way we have the main speakers housed as there are now six (6) main speakers; went to the Bank and gave information for the name change and all signees are complete; Eric is still on as signee; still need reps for Battlefield, Dulles, Frederick, NORVANA, and South Potomac; There are currently no bids for the 2020 (34) Convention; COC may have to host and assign duties to the Areas.
- **Convention Oversight Committee Vice Chair:** Vacant
- **Convention Oversight Committee At-Large Rep 1:** Vacant
- **Convention Oversight Committee At-Large Rep 2:** Vacant
- **CPRCNA Program Committee Rep.:** Vacant

XI. ATTENDANCE/RCM COUNT

10 out of 11 Regional Subcommittee Members were present; Quorum was met.

Area/Position	8/11/2018	10/13/2018	12/08/2018				
Battlefield	P	P	P				
Central Maryland	P	E	P				
DC	P	P	P				
Dulles Corridor	P	P	A				
East of the River	A	A	A				
Frederick	P	P	P				
Montgomery	P	P	P				
NORVANA	P	P	P				
Rock Creek	P	P	P				
South Potomac	P	P	P				
Tri-County	P	P	P				
Chair	A	P	P				
Vice Chair	P	P	P				
Secretary	P	E	P				
Treasurer	P	P	P				
Vice Treasurer	V	V	P				
RD (Regional Delegate)	P	P	P				
RD Alternate	P	P	P				
CPRNA XXXIII Host Chair	A	P	A				
CPRNA XXXIII Host 1st Vice Chair	P	P	P				
CPRNA XXXIII Host 2nd Vice	P	P	P				

<u>Area/Position</u>	<u>8/11/2018</u>	<u>10/13/2018</u>	<u>12/08/2018</u>				
Convention Oversight Committee Chair	P	P	P				
Convention Oversight Committee Vice Chair	P	P	V				
Convention Oversight Committee At-Large Rep 1	P	P	V				
Convention Oversight Committee At-Large Rep 2	V	V	V				
H&I Chair	P	P	A				
H&I Vice Chair	P	P	P				
Literature Chair	P	P	A				
Literature Vice Chair	V	V	V				
Phoneline/PR Chair	P	P	P				
Phoneline/PR Vice Chair	V	V	A				
Policy Chair	V	P	P				
Policy Vice Chair	V	V	P				
Special Events Chair	V	V	V				
Special Events Vice Chair	V	V	V				
FSRSO Rep 1	P	P	A				
FSRSO Rep 2	V	V	V				
CPRCNA Program Committee At-Large Rep	P	V	V				
Ad hoc Service Inventory	P	P	P				
Ad-Hoc Convention Relocation	P	P	P				

P = Present; A = Absent; L = Late; E = Left early; N = Attendance not received/not noted; * = Proxy; V = Vacant position

XII. OLD ` BUSINESS

➤ **Elections**

Trusted Servant Nominations 2018-2019

NOMINATIONS	<u>Nominee</u>	<u>Disposition</u>
<u>Position</u>		
Convention Oversight Committee Vice Chair	No nominations	
Convention Oversight Committee Rep 1	No nominations	
Convention Oversight Committee Rep 2	No nominations	
CPRNA Program Committee At-Large Rep	No nominations	
Literature Vice Chair	No nominations	
Special Events Chair	No nominations	
Special Events Vice Chair	No nominations	
Free State Rep 2	No nominations	

➤ **CPRCNA XXXIV – No bids.**

XIII. NEW BUSINESS

- **Motion 1:** Made by Central MD (Terri H., RCM) Seconded by Frederick Area (Toni S., RCM)
To change item (A.) under “Money Matters” in the RSC policy *from* “the CPR fiscal year runs September 1 until August 31” *to* “The CPR fiscal year runs July 1 until June 30.”

Intent: To bring the budgeting and election cycles for the RSC and the Convention Oversight Committee (COC) within conformity of each other. This is a recommendation from the contracted CPA firm, E. Cohen & Company.

❖ **Sent to Groups for tally (form attached)**

- **Motion 2:** Made by Central MD (Terri H., RCM) Seconded by Frederick Area (Toni S., RCM))
To replace the first bullet under “Elections” in the RSC policy *from* “Elected positions are nominated in June and elected in August except CPRCNA positions” *to* “Elected positions are nominated in April and elected in June, except CPRCNA positions.”

Intent: To bring the budgeting and election cycles for the RSC and the Convention Oversight Committee (COC) within conformity of each other. This is a recommendation from the contracted CPA firm, E. Cohen & Company.

❖ **Sent to Groups for tally (form attached)**

- **Motion 3:** Made by Central MD (Terri H., RCM) Seconded by Frederick Area (Toni S., RCM)
First Bullet: To replace the first and third bullet under B (1) under “Money Matters” in the RSC policy *from* “The Treasurer complies the requested budget and the Administrative Subcommittee holds a meeting with

Subcommittee Chairs and Regional Trusted Servants prior to the June RSC” *to* “The Treasurer complies the requested budget and the Administrative Subcommittee holds a meeting with Subcommittee Chairs and Regional Trusted Servants prior to the April RSC.”

Third Bullet: “At the June RSC the proposed budget is distributed to the RCMs for discussion and/or revision to be voted on at the August RSC.” *to* “At the April RSC the proposed budget is distributed to the BOD for discussion and/or revision to be voted on at the June RSC.”

Intent: To bring the budgeting and election cycles for the RSC and the Convention Oversight Committee (COC) within conformity of each other. This is a recommendation from the contracted CPA firm, E. Cohen & Company.

❖ **Sent to Groups for tally (form attached)**

XIV. ADJOURNMENT

All business being concluded, the December 8, 2018, meeting of the Chesapeake & Potomac Regional Service Committee was adjourned at approximately 4:00 pm.

NOTE: *Please remember that, per policy, the RSC meeting is scheduled to end at 6:00pm; therefore, any place secured for the meeting should be scheduled accordingly & noted in the flyer.*

MONTHLY EXPENSE DETAIL

SUBCOMMITTEE LINE ITEMS	APPROVED BUDGET	Oct-2018	Dec-2018	Feb-2019	Apr-2019	Jun-2019	Aug-2019	TOTAL SPENT	BUDGET REMAINING
ADMINISTRATIVE									
Printing/copying	\$ 150.00							\$ -	\$ 150.00
Miscellaneous/Supplies	\$ 300.00	\$ 14.00						\$ 14.00	\$ 286.00
Post Office Box	\$ 350.00							\$ -	\$ 350.00
Workshops	\$ 500.00							\$ -	\$ 500.00
Ad-Hoc	\$ 1,000.00							\$ -	\$ 1,000.00
Regional Meeting Rent	\$ 1,500.00	\$ 250.00						\$ -	\$ 1,500.00
ADMINISTRATIVE TOTAL	\$ 3,800.00	\$ 284.00						\$ 14.00	\$ 3,786.00
RD, RD ALT. & 2ND RD ALT.									
Administrative/Miscellaneous	\$ 400.00							\$ -	\$ 400.00
ASC Travel	\$ 600.00							\$ -	\$ 600.00
MARLCNA	\$ 900.00							\$ -	\$ 900.00
Other World Service Events - DLT	\$ 1,000.00	\$ 613.10						\$ 613.10	\$ 386.90
Zonal Forum	\$ 900.00	\$ 81.70						\$ 81.70	\$ 818.30
GSR Assemblies / Workshops	\$ 500.00							\$ -	\$ 500.00
World Services Conferences	\$ -							\$ -	\$ -
Fellowship Development	\$ 1,500.00	\$ 666.28						\$ 666.28	\$ 833.72
RD ET AL TOTAL	\$ 5,800.00	\$ 1,361.08						\$ 1,361.08	\$ 4,438.92
H&I SUBCOMMITTEE									
Learning Day	\$ 800.00							\$ -	\$ 800.00
Literature	\$ 500.00	\$ 100.00						\$ 100.00	\$ 400.00
Travel - MARLCNA	\$ 300.00							\$ -	\$ 300.00
Meeting List	\$ 500.00	\$ 50.00						\$ 50.00	\$ 450.00
H&I TOTAL	\$ 2,100.00	\$ 150.00						\$ 150.00	\$ 1,950.00
LITERATURE SUBCOMMITTEE									
Administrative/Miscellaneous	\$ 200.00							\$ -	\$ 200.00
Workshops/Meetings	\$ 600.00							\$ -	\$ 600.00
Travel - MARLCNA	\$ 300.00							\$ -	\$ 300.00
LITERATURE TOTAL	\$ 1,100.00							\$ -	\$ 1,100.00
POLICY SUBCOMMITTEE									
Administrative/Miscellaneous	\$ 200.00	\$ 100.00						\$ 100.00	\$ 100.00
Workshops/Meetings	\$ 500.00							\$ -	\$ 500.00
Travel - MARLCNA	\$ 300.00							\$ -	\$ 300.00
POLICY TOTAL	\$ 1,000.00	\$ 100.00						\$ 100.00	\$ 900.00
PUBLIC RELATIONS SUBCOMMITTEE									
Admin/Misc inc Mailings	\$ 450.00	\$ 40.15						\$ 40.15	\$ 409.85
Conventions/Events	\$ 600.00							\$ -	\$ 600.00
Internet	\$ -							\$ -	\$ -
Meeting Lists	\$ 750.00	\$ 72.00						\$ 72.00	\$ (72.00)
Non-NA Events/sinc PSA's	\$ 800.00							\$ -	\$ 800.00
Phone/line (FV/Verizon)	\$ 2,700.00	\$ 285.80						\$ 285.80	\$ 2,414.20
Training and Workshops	\$ 800.00	\$ 102.50						\$ 102.50	\$ 697.50
Travel	\$ 750.00							\$ -	\$ 750.00
PUBLIC RELATIONS TOTAL	\$ 6,850.00	\$ 500.45						\$ 500.45	\$ 6,349.55
SPECIAL EVENTS SUBCOMMITTEE									
Administrative/Miscellaneous	\$ 200.00							\$ -	\$ 200.00
Picnic - Annual Event	\$ 1,200.00							\$ -	\$ 1,200.00
Unity Day	\$ 800.00							\$ -	\$ 800.00
SPECIAL EVENTS TOTAL	\$ 2,200.00							\$ -	\$ 2,200.00
TOTAL BUDGETED EXPENSES	\$ 22,850.00	\$ 2,375.53						\$ 2,474.47	\$ 20,474.47
BUDGET REMAINING									
		\$ 20,474.47	\$ 20,474.47	\$ 20,474.47	\$ 20,474.47	\$ 20,474.47	\$ 20,474.47	\$ 20,474.47	\$ 20,724.47

\$14-bank service charge/verizon now \$142.90, up from \$135.70

	MONTHLY ACCOUNTING DETAIL					
	Oct-2018	Dec-2018	Feb-2019	Apr-2019	Jun-2019	Aug-2019
BALANCE RECONCILIATION						
BEGINNING BOOK BALANCE	\$ 18,903.97	\$ 19,331.39				
PLUS UNCLEARED CHECKS	\$ 350.00	\$ 150.00				
LESS UNCLEARED DEPOSITS	\$ -	\$ (2,802.95)				
CALCULATED BANK BALANCE	\$ 19,253.97	\$ 16,678.44				
LESS ACTUAL BANK BALANCE ON 1st OF MONTH	\$ (19,303.97)	\$ (16,728.44)				
EQUALS RECONCILIATION ERROR	\$ (50.00)	\$ (50.00)				
DONATION CALCULATION						
BEGINNING BOOK BALANCE	\$ 18,903.97	\$ 19,331.39				
LESS REMAINING BUDGET	\$ (20,474.47)	\$ (20,474.47)				
LESS PRUDENT RESERVE	\$ (5,000.00)	\$ (5,000.00)				
EQUALS NAW'S DONATION AVAILABLE	\$ (6,570.50)	\$ (6,143.08)				
ENDING BALANCE CALCULATION						
BEGINNING BOOK BALANCE	\$ 18,903.97	\$ 19,331.39				
PLUS DEPOSITS	\$ 2,802.95	\$ -				
LESS BUDGETED EXPENSES	\$ (2,375.53)	\$ -				
LESS NON-BUDGETED EXPENSES						
LESS DONATION TO NAW'S						
EQUALS ENDING BOOK BALANCE	\$ 19,331.39	\$ 19,331.39				

CPRCNA XXXIII Convention Event

Brand New Event!



All-You-Can-Eat Crab Feast

Higgins Crab House
3102 Coastal Highway
Ocean City, Maryland 21842

Includes steamed crabs, fried chicken, french fries, coleslaw, corn on the cob, hush puppies, soft drinks, coffee, tea. And tax and TIP included !!!

Limited Seating! Get your advance tickets online at cprcna.org!



When: Saturday, April 13, 2019
Time: 2:30 pm until 5 pm (Serving until 4:30 pm)
Cost: \$49 advance tickets online at cprcna.org, "Registration" tab
\$55 on site at registration desk, if seating is available

THE GREATER THE BASE...

THE HIGHER THE POINT OF FREEDOM



CPRCNA XXXIII

April 12-14, 2019

**Roland E. Powell Convention Center
4001 Coastal Highway
Ocean City Md 21842**

**Seeking
Serenity Keepers & Hug Squad
Volunteers**

If interested, please contact:

Jeff B for Serenity Keepers

Warren I for Hug Squad

You may call, email or come to the meeting

See info below

Serenity Keeper/Hug Squad Meet

Every 2nd Sunday, 12—1:30 pm

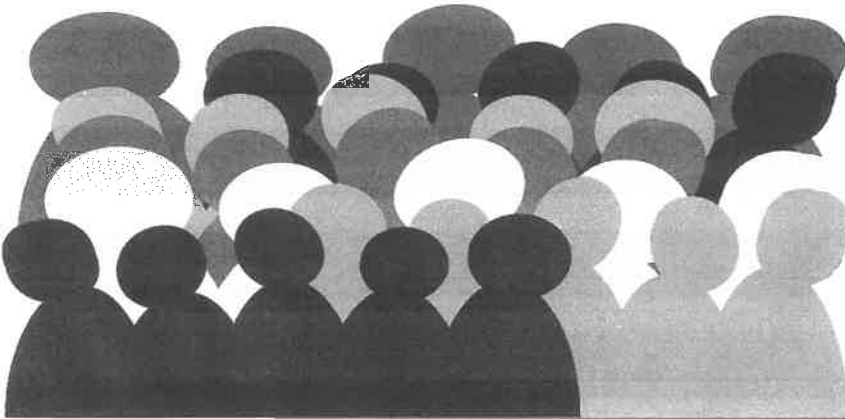
Greenbrier Baptist Church

5401 7th Rd South

Arlington, VA 22204

Email: Hospitality33@cprcna.org

Phone: 301/420-4404, ext. 4



CUANTO MAS GRANDE SEA LA BASE... MAS ALTO EL PUNTO DE LIBERTAD



*(THE GREATER THE BASE... THE HIGHER THE
POINT OF FREEDOM)*

**CPRCNA XXXIII
April 12-14, 2019**

**Roland E. Powell Convention Center
4001 Coastal Highway
Ocean City, Md 21842**



Los de la raza latina también se están recuperando!!

Están invitados a la convención CPRCNA 33 donde habrá mas reuniones en español este año para la comunidad latina.

Queremos su apoyo para que podamos continuar este programa cada año. Ayúdanos a pasar el mensaje y trae amigos! Los esperamos!!



Si quieres participar como uno de los hablantes en nuestros reuniones, envíanos tu CD antes del 11 de enero,, a CPRCNA 33, Programming, P.O. Box 1250, Alexandria, VA 22313.

Para mas información llame a
Yvonne M, 703/906-6316 (Español)
Frank G, 703-598-0459 (Español)
Nathan W , 703/868-5230 (Ingles/English)

Evita las líneas en el centro de convenciones. Regístrese ahora electrónicamente en CPRCNA.ORG "Registration."