



CHESAPEAKE & POTOMAC REGIONAL SERVICE
COMMITTEE MEETING MINUTES

PO Box 8160

Silver Spring, MD 20907

Meeting #222 – December 14, 2019

Hosted by the East of the River Area of Narcotics Anonymous

*** VACANCIES ***

- * Literature Vice-Chair
- * Convention Oversight
Committee Rep 2

- * Free State Rep 1
- * Free State Rep 2
- * Special Events Chair
- * Special Events Vice Chair

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):**

- **The Autonomy Zonal Forum:**

We had a Zoom meeting on November 18th. We finalized the Zonal Guidelines/Policy. We have attached a copy for your reference. These will be approved unless suggested revisions are received after each region had an opportunity to review and provide input.

World Services had a Zoom meeting to encourage communication and collaboration between Zones on September 21st. I have attached a summary of that meeting that included representatives from all 15 Zones. Each zone gave a description of how and when their zone started, the regions or geographical areas that make up the zone and a brief description of the zone and the services it provides to the NA community. They decided to have a Virtual Meeting of the Zones quarterly. The next one will be on January 4th. Sherry V from CARNA and I (Darla) will participate in that meeting. The topic will be More About Multi-Zonal Collaboration. There is also going to be a US Zonal Collaboration meeting (Zoom) on December 16th and will focus on the coordinated efforts among US Zones. The RDs from Freestate and Greater Philadelphia will be participating in that meeting. The next AZF will be held in the Central Atlantic Region in Charlottesville, VA, January 25-26, 2020. On Saturday there will be member of the World Board present to give and NAWS update presentation followed by a CAR/CAT Workshop. After the lunch break there will be a panel discussion with 3 speakers discussing What the Zone is and What Other Zones Are Doing. CARNA has requested contribution to offset the cost of the 2-day event. We would like to recommend giving them \$100 toward their expenses. We are also requesting a check be written to cover the travel/lodging for the Zonal Facilitator and Secretary for \$40 each. As you probably know, our Zones is made up of 6 regions: C&P, Freestate, Central Atlantic, Greater Philadelphia, Eastern Pennsylvania, and Mountaineer. At the last Zoom meeting the Mountaineer Region informed us that they are withdrawing from the Autonomy Zone effective immediately. They will be attending the Zonal Meeting in January but will not be a voting participant or provide a financial contribution. This also changes the standard rotation for hosting the Zonal weekend. This bumps C&P to July 2020 instead of January 2021. We are currently investigating venues to determine the costs and financial responsibility to the Region.

MRLE – Manchester, NH CAR Workshop

Greg and I really got a lot of information on the CAR Report at this event. It was very beneficial to be able to get this information earlier and not have to wait until attending MARLCNA so we can start preparing for the upcoming workshop that we will be facilitating. We have attached a copy of the agenda so you can see how we filled our days. It was helpful to have the focus be only on the motions in the CAR. There was also Zoom participation that allowed to hear questions and viewpoints from around the world. There were RDs from India and Australia along with other interested others from the US. We will be able to get information on the CAT at the Zonal meeting in January, 2020 and can start scheduling workshops right after MARLCNA. **NAWS Updates and Information**

The CAR Report has been released. They can be downloaded from the NA.org website or purchased for \$13.50. The CAR also includes a survey about literature, service material and Issue Discussion Topics. A hard copy is included with the CAR but you can also fill it out on the NA.org website or there will be a link added to the NA Meetings app so you can fill it out on the app and submit it. You can do this individually or as a group. The surveys need to be submitted no later than April 1, 2020. We would also like to submit a survey from our region so please take a copy of the attached survey to you area and ask your GSRs to have their group complete and return it to us at the February Regional. Review and input for the second batch of drafts for the Spiritual Principle a Day Project has been released. Input on this batch is due March 1, 2020. You can still submit your writing on the following principles: Authenticity, Awareness, Courage, Freedom, Hospitality, Inclusiveness, Integrity, Patience, Prudence, and Self-Acceptance. The current list of principle and quotations can be found at www.na.org/spad. Use the quotes to prompt your writing and email to spad@na.org. Submissions will be accepted through February, 2020. We participated in a Conference Participants webinar while we were at the MRLE last weekend. The first part was a discussion on the CAR and then we broke into small groups to discuss how to be an effective delegate, including practical tips, workshopping the CAR and how to keep our region and zone informed. Attachments to this report are: Zonal Guidelines/Policy; Virtual Zonal Meeting minutes; MRLE Schedule; and CAR Survey.

- **RSC Chair:** I received an email from the Clarion hotel indicating that they currently do not have a contract for 2020/2021 and would like have a 3-year contract. I spoke with the new sales director regarding this matter and she also offered the use of their meeting space for CPRC NA XXXV, I have passed this information to Host 34 Hospitality Chair; went to the PO Box and retrieved the mail. Motion to change “the order of the day”, to take nominations and votes for vacant positions first. Motion passed: 8-1-2.
- **RSC Vice Chair:** No Report.
- **RSC Secretary:** Distributed October Minutes; updated rosters.
- **RSC Treasurer:** I am submitting the following reports for your review: ♦2019-2020 Monthly Income, Expense & Accounting Detail (new fiscal year). Our income for the month of October 2019 totaled \$32,445.29 which were donations from Areas and CPRCNA 33. Thank you for your generous donations. We also had funds (\$83.73) returned from the H&I subcommittee for the Learning Day held during the last fiscal year. Therefore, making the total deposit amount \$32,529.02. The current bank balance as of December 1, 2019 is \$53,800.19. Operating expenses for October 2019 totaled \$2,974.07. Our budget remaining for the fiscal 2019-2020 year is \$20,127.14. We also have a total of \$7,269.16 of uncleared checks ♦We donated an additional \$6,523.45 to NAWS based on June 2019 report corrections. Thus far we have donated \$16,463.11 from last fiscal year up until now. Check Numbers written on December 14, 2019: #1059 through #1066. **Reminder: Please submit receipts for checks received from region meetings.**

- **RSC Vice Treasurer:** On Tuesday, November 10th and 24th, 2019, I met with Cheryl D., RSC Treasurer to review the Regional Treasurer report and QuickBooks entries.

IV. Roll Call

V. APPROVAL OF MINUTES: October 12, 2019 Minutes approved. 10-0-0

VI. AREA REPORTS

- **Battlefield (James W. - RCM)**
Meeting Location; 10047 Nokesville Rd, Manassas, Church of Manassas
Meets: 1st Sunday of east month @ 5pm
Regular Meetings: H&I Meetings: 16
Active Subcommittees: H&I, Literature, Public Relations, Special Events
Area Report – No major issues; Manassas is hosting its annual spiritual breakfast December 25th at St. Mark’s church; Battlefield is a strong Area and could always use more people. .
- **Central Maryland (Constance B. - RCM)**
Meeting Location; Holy Cross Lutheran Church
Meets: 1st Wednesday of each Monday @ 7pm
Regular Meetings: 36; H&I Meetings: 35 @ 5 facilities
Active Subcommittees: H&I, Literature, Special Events, Newsletter, Public Relations, Outreach
Area Report – Vacant positions are Secretary, Policy Chair and Vice Chair; Area is doing well; 24 of 36 Groups were represented at the Area Service Committee meeting; we are making a donation to the Region this month; we are in need of a Secretary Policy Chair and Vice Chair position at the Area level; all other Area positions are filled; we had a bowling event and a game night is scheduled for November 16, 2019. .
- **District of Columbia (Gloria M.- RCM)**
Meeting Location; Westminster Church, 401 I Street SW, Washington, DC
Meets: 1st Saturday of each month @ 10 am
Regular Meetings: 56; H&I Meetings: 38
Active Subcommittees: H&I, Literature, Special Events, Newsletter, Public Relations/Phoneline
Area Report –
- **Dulles Corridor (Kinnaird M. – Alt. RCM)**
Meeting Location; St. Timothy’s Episcopal Church, 432 Van Buren St., Herndon VA
Meets: Last Sunday of each month, 2 pm – 4 pm
Regular Meetings: 21; **H&I Meetings: 20**
Active Subcommittees: H&I, Literature, Policy, Special Events, Newsletter, Public Relations, Outreach, Webmaster
Area Report – Meetings are good; our Area Service is not as strong as it once was; Less area-level service by old-timers; Special events is our strength .
- **East of the River (Keith R. - RCM)**
Meeting Location: 4925 E. Capitol St. SE, Washington, DC
Meets: Last Monday of each month, 7:30 pm
Regular Meetings: 48 **H&I Meetings:**
Active Subcommittees: H&I, Literature, Policy, Special Events,
Area Problem/Announcements – None.
Area Report – CPRSC being hosted by East of the River Area , December 14, 2019, St. Luke’s Center, EOTR Area meeting move to the last Monday of the month; receipt for hosting this RSC submitted for reimbursement; EOTRA Group/Area tallies submitted; Motion being submitted today regarding 7th tradition at the Thursday night kickoff meeting for CPRCNA XXXIV.

- **Frederick (Tony S. - RCM) Absent**
- **Montgomery (Greg H. –RCM)**
Meeting Location: Silver Spring Presbyterian Church, 580 University Blvd E, Silver Spring, MD
Meets: 1st Tuesday of each month @ 7:30-9:30 pm
Regular Meetings: 47; H&I Meetings: 60 in 10 facilities
Active Subcommittees: H&I, Literature, Phone-line, Literature, Special Events, Newsletter, Public Relations
Area Report: No problems; Christmas marathon at Hughes Methodist Church, Wheaton, MD, December 25, 2019, 10 am – 7 pm; Making a donation to RSC of \$858.72.
- **NORVANA(Frank E. - RCM)**
- **Meeting Location:** Farlington Presbyterian Church, 3846 E King St, Alexandria, VA
Meets: 1st Thursday of each month @ 7:00 pm
Regular Meetings: 39; H&I Meetings: 69
Active Subcommittees: H&I, Literature, Phone-line, Literature, Policy, Public Relations
Area Report: Special events ad-hoc committee formed to spur the Special Events inactive committee.
- **Rock Creek (Steve H. –RCM)**
Meeting Location: St Albans 3001 Wisconsin Ave NW, WDC
Meets: 1st Thursday of each month @ 7PM
Regular Meetings: 28; **H&I Meetings:** 18 at 5 facilities
Area Problems/Announcements: None
Area Report: The Area is in great shape; financially stable and with good Group participation and all trusted servants positions filled; Our annual elections will be held in November for terms beginning in December; I am carrying our group tally on the Motions; we are making an Area donation to the RSC today.
- **South Potomac (Dominic E. – Alt. RCM)**
Meeting Location: Epiphany Episcopal Church, 3111 Richie Rd, Forestville MD
Meets: 1st Saturday of each month @ 6-8pm;
Regular Meetings: 14 **H&I Meetings:** 15
Active Subcommittees: H&I, Phonenumber, Literature, Policy, Special Events, Newsletter, Outreach, Public Relations, Webmaster
Area Problems/Announcements: The Area is having the annual mini-convention October 19, 2019, 1 pm – 8 pm, 6016 Allentown Rd., Camp Springs, MD.
Area Report: South Potomac Area is doing well. All of our positions are filled; we are introducing a new Alt. RCM, Dominic E., a new BOD rep., Hazell B.; we want to make sure the RCM, Delphine D., Dominic E., and Hazell, B are added to the Regional distribution list to receive the RSC Minutes; Also, we want to make sure the Motion we submitted regarding starting the CPRCNA (convention) on Thursday moves forward; We are making a donation to Region today.
- **Tri-County (Terry H. - RCM)**
Meeting Location: Christ Church, 112 Charles St, LA Plata, MD
Meets: 1st Wednesday of each month @ 6:30-8:30pm
Regular Meetings: 36; H&I Meetings: 68
Active Subcommittees: H&I, Literature, Policy, Special Events, Newsletter, Public Relations
Area Report: Tri-County area voted to remove the Alt. RCM from the position; new Alt. RCM Dennis O. was elected; Informed me late last night that he could not attend today's

RSC, he plans to attend in February; We have reserved March 7th to host a CAR/CAT workshop; tentatively scheduled from 10 am – 3 pm; location will be revealed soon; any areas interested in joining us to help defray cost are welcomed.

VII. RSC SUBCOMMITTEE REPORTS

- **H&I (Chair: Brian L .):** 63 Facilities; 379 meetings per month; Overall meetings are being carried across the Region regularly; several new facilities were added which raised the total number of meetings; main issues right now is that the Frederick Area does not have an H & I Chair and Dulles Corridor is not showing up; I only used \$29.15 of the \$50 provided by the Region for H&I meetings; I am have written a check payable to CPRNA in the amount of \$20. 85 returning the difference.
- **Literature (Deenie B.):** Absent.
- **Phoneline/PR (Anne E.):** There were 10 participants today at the PR Subcommittee meeting, with 4 Areas in attendance: DC, Montgomery, Norvana, and Rock Creek. Two Area PR chairs, Frederick & South Potomac, were not here, but notified me and provided me with a report. The Areas have held NA tables at various events and had NA presentations prior to H&I taking meetings into a facility. South Potomac presented facility staff with an evaluation form after their presentation, which was a good practice other Areas want to incorporate. Rock Creek & Montgomery Areas are starting the practice of “Literature Drops”. Two Areas are going to have Phoneline Workshops. Norvana is 2/1 in Woodbridge, Frederick is TBA. Meeting Lists & Webpage: The Regional meeting schedule has been updated and posted on the Regional webpage. I have printed 1,000 Regional meeting schedules and 200 NA by Phone schedules for \$111.09. Phoneline: Phoneline now has a Database Coordinator! Phoneline is working on updating the 12-Step Volunteer List. Timeslots and days on missed calls are occurring mostly on Fridays between 12 and 3 PM. There will be a Phoneline Workshop on 2/1 in Woodbridge, VA. Flyers are distributed to the Areas. Upcoming Events: NBC4 Health & Fitness Expo – January 18 & 19 at the Washington Convention Center. We were approved to have a booth at this event. A sign-up sheet is being passed around. CPRNA Convention PR Booth & Workshop – Our Subcommittee Workshop is slated for Saturday April 11 at 12:15 PM. We discussed various topics we would like to have for our Round Table Discussion Workshop: “Attracting Members to Service” and “Drug Replacement Therapy (DRT) and Medication Assisted Treatment (MAT) as it relates to NA”. We decided that only Area PR Chairs could vote and also decided to get feedback from our respective subcommittees. I will speak with John C., Convention Programming Chair to find out when he will need the topic. PR Day – 2nd full week in June 2020. PR Day is a multi-Regional event. Last year, Free State hosted. This year C&P will. We started discussing possible locations for PR Day: Plenty of parking, close to a major interstate, available on Sundays. RFK Stadium was discussed. Expenses: I have ordered three table runners for 3 Areas and supplies from NAWS for the NBC4 event and the PR Workshop at the convention in April. I have also ordered additional 8-pocket literature racks and more PR manuals.

Expenses are as follows:

Line Item	Vendor	Description	Amount
Conventions/Events	VistaPrint	Table Runners	172.49
Conventions/Events	NA World Services	Literature Racks	187.53

Meeting Lists	Office Depot	CPRNA & NA By Phone	111.09
Non-NA Events Includes PSA's	NA World Services	Literature	389.63
Training & Workshops	NA World Services	PR Handbooks	32.38
Travel	MARLCNA	Registration	23.00
Non-NA Events Includes PSA's	VistaPrint	NA Business Cards	28.50

Total expenses were: \$944.27. **Email:** info@cprna.org

- **Policy (Carl M., Chair):** .
- **Freestate Rep 1 (Vacant).**
- **CPRCNA 34 Host: Chair Report: Paul C.-** Sorry for not being around for a couple of months but had some surgery; we discussed attendance for sub-committees from the administrative side; I attended the Tri-County bid committee meeting; we discussed the morale of the host committee; we are still in need of a 2nd Vice Chair; the COC voted to purchase four (4) lap tops for the clean-time count process as the current are very old; **Additional Needs:** They are submitting their proposals for interpreters and scooters; they went over the contents of the packages for the child-care; **Convention Information:** The scroll is up on the web-site and the date fixed found issues with the brochure and made the changes on the web-site; They have a proposal for new lap-tops for the count down; They are sending out the brochures to areas and other Regions; They are mailing the letter to ocean city for the bus and other information; **Entertainment:** They have selected the person for the line -hand dance instructor; they have the karaoke contract completed. **Hospitality:** They have summited the 3yr contracts for the hotels, we voted on them and all passed; still waiting for the contracts from 2 other hotels; there are mistakes with some of the hotel information on the brochure but has been fixed on the web-site; They have selected the rooms to have pre-registration. On Thursday if they have a secure plan and they are asking for 4 serenity keepers for the event; a proposal will be presented next month; **Merchandise:** They have started taking old merchandise to other places and events to sell have sold \$146.00 of old merchandise; They are looking at other functions to attend; **Arts & Graphics:** They are requesting that all the sub-committees submit their signage needs; **Program:** They voted to have 2 bon-fire meetings, one Friday and one Saturday; the Friday bonfire is being giving by Castle in the Sand and CPRCNA is paying for Saturday's bonfire; CPRCNA must apply for the permits for both; they have put the workshop topics in place and will bring next month; Motion passed for the collect the 7th tradition on Thursday and make the donation to the Gateway Region; **Registration:** P&P was given the contract for the gifts for early and pre-registration.
- **CPRCNA 34 Host: 1st Vice Chair - George M. – (Host 34 Chair Report given by 1st Vice Chair).**
- **CPRCNA 35 Host: Chair Report (Stacy W):** All positions are filled, 1st and 2nd Vice Chairs are here today to be voted on; some subcommittee chairs has started shadowing their respected subcommittee with other planning to start next month; Host has secured a meeting place, date, and time; Good Samaritan Church, 13025 Good Samaritan Dr., Waldorf, MD 20601; Additional Needs, Convention Information, Registration, and Program have secured their meeting place; we also decided to add a non-voting position of vice secretary which was filled; next meeting February 17, 2020.

- Convention Oversight Committee Chair (Anthony W.):** The Convention Oversight Committee met on Saturday, November 23, 2019 at Westminster Presbyterian Church, 400 I Street, SW., during that meeting a few items were addressed by the Committee in the following order: Vacant Area rep positions filled: NORVANA and East of the River. Unrepresented areas are: Battlefield, Dulles Corridor and Frederick, as well as RSC At-Large Rep I and II. COC vacant positions: Vice Secretary. We have received internal Draft guidelines for the Convention Oversight Committee and once completed will be submitted to the RSC Secretary for archives. The following took Place: **Motions-** CPRCNA Host XXXIV presented the Motions listed Motions and the COC approved all of them. (1) To change the amount of Registrations from 8,000 to 7,500: **Vote: Yes = 9, Against = 0, Abstain = 1;** (2) After discussion at the October RSC and at the Host 34 meeting, the motion to pass a donation basket to collect money to give to Ocean Gateway Thursday Night NA Meeting was revisited again at the COC: **Vote: Yes = 9, Against = 0, Abstain = 1;** (3) To transfer \$3,603.54 from Host reserves account to the Host Operating Account B: **Vote: Yes - 9, Against = 1 Abstain = 0;** (4) To approve Loving Care Childcare for \$3,950.00 as the childcare vendor: **Vote: Yes= 9, Against= 1, Abstain= 0;** (5) To approve B&K Productions (Karaoke) for Friday night: **Vote: Yes - 10, Against = 0 Abstain = 0;** (6) To approve Michael Byrams as the instructor (Line/Hand Dance) Saturday afternoon: **Vote: Yes - 9, Against = 1 Abstain = 0;** (7) To approve Scotter-4-Rent LLC as the vendor for scooter service: cost - \$45/Day; \$75 for 2 Days; and \$95 for 3 Days rental: **Vote: Yes - 10, Against = 0 Abstain = 0;** (8) To approve P&P as registration items vendor: **Vote: Yes - 9, Against = 0 Abstain = 1;** (9) To approve Deaf Access Solutions (DAS) as Interpreter service for CPRCNA 32 (motion approved with needed corrections and update t contract) **Vote: Yes - 10, Against = 0 Abstain = 0;** (10) To have the COC purchase four (4) new laptops with updated software to be used at Convention Information: **Vote: Yes - 8, Against = 2 Abstain = 0;** Convention Subcommittee information will be discussed further during Host 34 Chair report; Convention Oversight Committee motions were: (1) To pay or monthly expenses, such as Rent, telephone bill, and printing receipts: COC Treasurer's financial report: As of November 23, 2019, we have spent 11% of our total budget. On October 31, 2019 a check was written to E. Cohen in the amount of \$690 for our Invoice payment from May 2019. November 2, 2019 Louis J. was added to our bank accounts s the Vice Chair for the COC. At the meeting we spoke with Bank management about changing the Host operating B account statement period to match the other 4 account statement periods. Good news, E. Cohen filed our IRS 990 form for 2019 On Time.. As of November 2019 our bank balance for Host Reserve was \$57,319.51. I am attaching a copy of the COC budget and bank statements. Submitted to the October 2019 COC meeting were four (4) Host 34 Motions: (1) To accept logo printer PNP for banner at \$414: **Vote: Yes - 9, Against = 0 Abstain = 1;** (2) To approve Beltway Trophy Co. as the Golf trophy vendor – 3 trophies \$96: **Vote: Yes - 9, Against = 0 Abstain = 0;** (3) To transfer \$771.60 from Host Reserves to Host Operating B account: **Vote: Yes - 9, Against = 0, Abstain = 1;** Finally, Host 34 and the Registration Subcommittee submitted a motion along with Logistic supporting guideline documents to the COC to assist them with a Pre-Registration package to pick-up during the Thursday night Kick-off meeting for members who arrive early, the premise is to help in alleviate the long lines on Friday morning which is the official beginning of the Convention: (4) To open Registration @CPRCNA XXXIV for pre-registration pick-upon Thursday, 4/16/2020 from 5 pm until 9 pm at the Grand Hotel: **Vote: Yes - 9, Against = 0 Abstain = 1.** The COC December 209 meeting is scheduled for Saturday, December 28, 2019, 9 am.
- Convention Oversight Committee: Vice Chair Report (Louis J.):** I have been very active since the last RSC Meeting. I attended several CPRCNA 34 subcommittee meetings; Additional Needs, Entertainment, Hospitality and Merchandise. Also attended

the COC and Host committee meetings. I was added as a signatory to COC and Host accounts. I also attended the CPRCNA 35 Nominations/Elections Meetings and their 1st Host Committee Meeting. I'd like to congratulate the CPRCNA 35 Host Committee for getting off to a great start! I saw several of the newly elected Host CPRCNA 35 Subcommittee Chairs shadowing the current Host Subcommittees. All the CPRCNA 34 and CPRCNA 35 subcommittees are in need of support.

- **Convention Oversight Committee At-Large Rep:** Absent
- **Convention Oversight Committee At-Large Rep 2:** Vacant
- **CPRNA Program Committee At-Large Rep: (Scott P.):** [Absent] Report sent and given by RSC Chair: All the workshop topics have been chosen and assigned; the committee is listening to main speaker tapes prior to our next meeting.

VIII. ATTENDANCE/RCM COUNT

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

Area/Position	06/08/2019	08/10/2019	10/12/2019	12/14/2019
Battlefield	P	P	P	P
Central Maryland	P	P	P	P
DC	P	P	P	P
Dulles Corridor	A	A	P	P
East of the River	A	P	P	P
Frederick	P	A	A	P
Montgomery	P	P	P	P
NORVANA	P	P	P	P
Rock Creek	P	P	P	P
South Potomac	P	P	P	P
Tri-County	P	P	P	P
Chair	P	P	P	P
Vice Chair	P	V	V	P
Secretary	A	V	V	P
Treasurer	P	P	P	P
Vice Treasurer	P	P	P	A
RD (Regional Delegate)	P	P	P	P
RD Alternate	P	P	A	P
CPRCNA XXXIV Host Chair	P	V	A	P
CPRCNA XXXIV Host 1 st Vice Chair	V	V	P	L
CPRCNA XXXIV Host 2nd Vice		V	V	V

<u>Area/Position</u>	<u>06/08/2019</u>	<u>08/10/2019</u>	<u>10/12/2019</u>	<u>12/14/2019</u>
Convention Oversight Committee Chair	P	V	P	P
Convention Oversight Committee Vice Chair	V	V	P	P
Convention Oversight Committee At-Large Rep 1	V	A	A	V
H&I Chair	P	P	P	P
H&I Vice Chair	P	V	V	V
Literature Chair	P	P	P	A
Literature Vice Chair	V	V	V	V
Phoneline/PR Chair	P	P	P	P
Phoneline/PR Vice Chair	A	V	V	V
Policy Chair	P	A	P	P
Policy Vice Chair	V	V	V	V
Special Events Chair	V	V	V	V
Special Events Vice Chair	V	V	V	V
FSRSO Rep 1	P	V	V	V
FSRSO Rep 2	V	V	V	V
CPRCNA Program Committee At-Large	V	P	P	A
Ad hoc Service Inventory	P	P	A	L
Ad-Hoc Convention Relocation	P	P	A	A
P = Present; A = Absent; L = Late; E = Left early; N = Attendance not received/not noted; * = Proxy; V = Vacant position				

IX. OLD BUSINESS

- **Tri-County Bid Letter** (Submitted at the October 12, 2019 RSC)
10/12/2019

We met on September 10, 2019.

We had 20 volunteers in attendance.

Our theme is More Powerful Than Words, it's taken from the just for today on Sept. 10th. It reference page 91 of our Basic text.

We nominated a chair, Stacy W., which is me.

I have nomination flyers with me if we are awarded the bid to host in 2021.

Our nomination meeting is set for November 9th, and 16th at Good Samaritan church, Waldorf, MD.

- **CPRCNA XXXV Bids:**

1. Tri-County Area made a bid to host CPRCNA XXXV.

- Unanimous vote. Tri-County will host CPRCNA XXXV.

- **Motions:** Five (5) Motions were sent back to the groups for voting. The Motions and the results of each are listed below.

2. **Motion 1: (PASSED: 152-13-6)** Made by DC Area; Seconded by Tri-County: To change the item under "Money Matters bullet (G) which currently reads "Only Regional Subcommittee Chairs or Vice Chairs are eligible to be sent to the multi-Regional Learning days, e.g. MARLCNA, using Regional funds flowing approval of their respective Subcommittee and must be include in Subcommittee budgets."

- Change to: G. Only Regional Subcommittee Chairs and/or Vice Chairs are eligible to be sent to multi-Regional learning days, e.g., MARLCNA, using Regional funds following approval of their respective Subcommittee & funds must be available in Subcommittee budgets.

Intent: To allow Subcommittee Chairs and/or Vice Chairs an opportunity to attend MARLCNA. To allow for greater information to be gained during the busy time for MARLCNA (e.g. CAR Report). Interpretation of the current policy limits MARLCNA attendance to only the Chair or Vice Chair of the Subcommittee.

3. **Motion 2: (PASSED: 139-23-14)** [Made by Montgomery Area; Seconded by Battlefield Area] To define a main speaker as the Friday night, Saturday night, and Sunday morning speakers to be included in the new revised convention policy and procedures.

Intent: To continue in the previous practice of only having three (3) main speakers, to limit the amount of main speakers to cut cost in providing full packages and hotels for each main speaker.

4. **Motion 3: (PASSED: 148-18-10)** [Made by Montgomery Area; Seconded by Battlefield Area] CPRCNA Policy Reads: "Merchandise sales should generate an expected revenue of 200% of cost of goods sold." We would like to change that line to read: "Merchandise sales should generate an expected revenue of 175% of cost of goods sold.

Intent: To keep merchandise affordable to newcomers/lower income addicts attending the convention. The convention brings in great revenue; doing this will not affect expense.

5. **Motion 4 (PASSED: 140-27-18):** Made by Montgomery Area; Seconded by DC Area: To change the item under "Money Matters bullet (E) which currently reads "The CPRSC will not disburse monetary funds above \$250 beyond budgeted & policy defined amounts without returning the decisions to the Groups."

- **Change to:** E. The CPRSC will not disburse monetary funds above policy defined amounts or beyond the aggregate (combined) totals for subcommittees that were approved by the BOD. Examples of policy defined amounts in the RSC policy are Areas in financial difficulty requesting above \$250, convention seed money, etc. Any budgets that may potentially exceed the aggregate (combined) total for subcommittees must be approved by the BOD. *Example of an aggregate (combined) subcommittee budget would be the total Host subcommittee budget.*

Intent: To allow the CPRSC the ability to exercise care for the RSC budgets approved by the Board. To create no interruption of workflow between the Convention Oversight Committee (COC formally the BOD] and the CPRCNA Host due to the restructuring of the Board; To allow the COC to continue to provide guidance and be the oversight of the Host subcommittee as per the convention guidelines. The current policy would force the Host subcommittee to bring budget matters to the RSC. A BOD meeting would have to get called because the BOD approves the budgets and the entire process would take at least two (2) months and would possibly delay the signing of contracts, payments to vendors, or overall convention financial/business matters. The revised would require BOD approval only if the subcommittee were about to exceed their combined budget total.

Pros: (1) Allows the Host Committee to move money and function without going over the bottom-line of the total budget and avoids not being able to pay for goods and services. No Convention has gone over budget within the last 10 years: **(2)** Timeliness, effectiveness, and efficiency.

Cons: None

6. **Motion 5: (PASSED: 116-49-12)** [Made by Montgomery Area; Seconded by DC Area] To remove the term “Beginner” from the Regional Meeting List Key and replace with the term “Newcomer.”

Intent: The word “beginner” can be interpreted as denoting that there are levels or ranks in NA, i.e. Beginner, Novice, Expert, and/or Master, while the word “Newcomer” has a time-based correlation to it. As our first tradition and many of our steps suggest, we are all equals in NA, with no one being more important than anyone else; the principal of unity. Our predecessors were very careful in the words they chose to best carry our message. A PDF search for the word “beginner” showed that there were no such instances where the word is used in either the “Basic Text” or “It Works How and Why.” However, the word “Newcomer” is referenced 56 times in the “Basic Text” alone. Therefore, it is our thought that the notation for Beginners 1, 2, 3 in the Regional Meeting List Key be changed to Newcomers 1, 2, 3 and that the word “Beginner” be completely removed from the notation “Newcomer/Beginner” in the key of the Regional Meeting list. The passing of this Motion will help strengthen and promote unity by removing a word that could be taken out of context by a new and unformed member. By changing the notation of meetings from “Beginner” to “Newcomer” it increases the likelihood that more experienced members may attend and carry the message to the newcomers to fulfill our primary purpose. **Pros:** Would make people feel more welcomed; The word “Newcomer” is more NA Friendly language.

Cons: None

➤ **Trusted Servants Nominations August 2019 - June 2020**

NOMINATIONS		
<u>Position</u>	<u>Nominee</u>	<u>Disposition</u>
Convention Oversight Committee At-Large Rep 1	Tony A.	18 years clean; previously held service positions. Desire to serve: Vote: 11-0-0: Elected Convention Oversight Committee At-Large Rep 1
RSC Policy Vice Chair	Frank M.	35 yrs clean; served as Convention Information Chair for XXXIII; has a desire to serve; Pro-very knowledgeable regarding policy; Vote: 11-0-0; Frank M. elected RSC Policy Vice Chair.
CPRCNA XXXV Host 1 st Vice Chair	Eric. W.	24 yrs clean; desire to serve; home group; current DC Area Literature Chair; Host XXXII Chair. Vote: 10-0-1; Eric W. Elected Host XXXV 1 st Vice Chair
CPRCNA XXXV Host 2 nd Vice Chair	John W.	31 yrs clean; desire to serve; have served NA in various positions; home group: Vote: 10-0-1; John W. Elected Host XXXV 2 nd Vice Chair

X. Open Forum

- Dan S. (member CPRCNA XXXIV Program Committee) requested volunteers for Moderators and assistant Moderators for the Interactive Workshops at CPRCNA XXXIV. The interactive workshops are roundtable discussions regarding certain existing issue discussions topics. Participants can explore and learn about the issues and the solutions; a Q&A session to help stimulate the discussion at the roundtable. Spread the word regarding need for volunteers.

XI. NEW BUSINESS

➤ **Motions**

- Motion 1:** [Made by East of the River Area; Seconded by Battlefield] To restrict Host Committee of CPRCNA from approving to take a 7th tradition at the Thursday Night Kick-off meeting/dance and give the funds to the Ocean Gateway Area under the Free State Region. Intent: To keep the integrity of the CPRCNA Regional Convention and to accurately account and record all money being received from our fellowship members while in Ocean City, MD. **Vote: Yes – 3; Against = 4; Abstain = 3; Motion Failed.**
- Motion 2: (Motion referred to COC)** [Made by South Potomac; Seconded by NORVANA] Move our Regional Convention from three days to four days beginning Thursday through Sunday. Starting with Thursday kickoff.

XII. ADJOURNMENT

All business being concluded, the December 14, 2019, meeting of the Chesapeake & Potomac Regional Service Committee was adjourned at approximately 4:25 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.

APPENDIX I

CONTACT INFORMATION			
<i>Position</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>
Battlefield RCM	James W.	571-365-8235	scubadog93@gmail.com ;
Battlefield Alt RCM	Vacant		
Central Maryland RCM	Constance B.	301-789-8463	Birchc20781@hotmail.com
Central Maryland Alt RCM	Julia F.	301-455-1013	fgustaf@comcast.net ;
DC RCM	Gloria M.	214-226-6933	gloriapullen@aol.com ;
DC Alt RCM	Vacant		
Dulles Corridor RCM	Susan F.		Susan@crystalmanor.us
Dulles Corridor ALT RCM	Kinnaird M.		kinniardm@gmail.com
East of the River RCM	Keith R.		nokeith@gmail.com ;
East of the River Alt RCM	Vacant		
Frederick RCM	Vacant		
Frederick Alt RCM	Seth H.	240-549-2799	Mr.hines.240@hotmail.com ;
Montgomery RCM	Greg H.		
Montgomery Alt RCM	Vacant		
NORVANA RCM	Frank E.	703-405-8325	Planetearth2000s@gmail.com ;
NORVANA Alt RCM	Walter D.	571-359-7718	Wgdavis018@gmail.com ;
Rock Creek RCM	Steve H.		slhwdc@me.com
Rock Creek Alt RCM	Chemayne G.	202-538-6093	chemayngray@gmail.com ;
South Potomac RCM	Delphine D.	240-716-8803	Dlbd1@yahoo.com
South Potomac RCM Alt	Dominic E.	202-840-2963	Ddevams1011@gmail.com ;
Tri-County RCM	Terry H.	202-763-6641	thurleyjr79@gmail.com
Tri-County RCM Alt	Alex H.		Amhuber1394@gmail.com
Regional Chair	Christine Y.	(202) 321-2884	csyates614@gmail.com
Regional Vice Chair	Nathan W.		Nathanwilson40@yahoo.com
Regional Secretary	Patricia J.	202-486-0784	patriciageorgiapeach@gmail.com
Regional Treasurer	Cheryl D.	202-812-4171	cdunn667@yahoo.com
Regional Vice Treasurer	Michelle J.		Battleover1@gmail.com

CONTACT INFORMATION			
<i>Position</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>
RD (Regional Delegate)	Darla S.	301-537-6443	Darlasweeney4@gmail.com
RD Alternate	Greg J.		62jones@cardinalmail.cua.edu
CPRCNA XXXIV Host Chair	Paul C.	817-542-3607	Txbigdaddy.1@netzero.com
CPRCNA XXXIV Host 1st Vice Chair	George M.		Stgeorge1990@gmail.com
CPRNCA XXXIV Host 2nd Vice Chair	Vacant.		
Convention Oversight Subcommittee Chair	Anthony W.	(703) 606-4017	alwhite824@gmail.com
Convention Oversight Subcommittee Vice Chair	Louis J.		louisj@iname.com
Convention Oversight Committee At-Large Rep 1	Tony A.	240-304-8026	Derrick.anthony0@gmail.com
Convention Oversight Committee At-Large Rep 2	Vacant		
H&I Chair	Brian L	240-688-7638	Blehner1@yahoo.com
H&I Vice Chair	Jay G.	240-848-4618	Jay.scott.glazer@gmail.com
Literature Chair	Deenie B.	301-807-7311	havedeeniewilltravel@yahoo.com
Literature Vice Chair	Vacant		
Policy Chair	Carl M.		carl@firstclassworkforce.com ; carlmadison3@aol.com
Policy Vice Chair	Frank M.		
Public Relations Chair	Anne E.	301-979-1072	annemellis@yahoo.com
Public Relations Vice Chair	Vacant		
Special Events Chair	Vacant		
Special Events Vice Chair	Vacant		
FSRSO Rep 1	Vacant		
FSRSO Rep 2	Vacant		
CPRCNA Program Committee At-Large Rep	Scott P.	301-257-7289	Shakerattleroll@hotmail.com
Ad-hoc Service Inventory	Jimi S.		Jimi_13@msn.com
Ad-Hoc: Convention relocation	Jonathan B.		Jbarnes@aol.com

**CPRNA
TREASURER'S
MONTHLY INCOME,
EXPENSE & ACCOUNTING DETAIL
As of December 1, 2019**

MONTHLY INCOME DETAIL

INCOME SOURCE	Aug-2019	Oct-2019	Dec-2019	Feb-2020	Apr-2020	June-2020	FY TOTALS
AREAS:							
Battlefield							\$ -
Central Maryland	\$ 1,256.44	\$ 929.09					\$ 2,185.53
DC							\$ -
Dulles Corridor	\$ 518.75	\$ 902.55					\$ 1,421.30
East of the River							\$ -
Frederick	\$ 14.61	\$ 296.85					\$ 311.46
Montgomery	\$ 778.97	\$ 1,618.76					\$ 2,397.73
NORVANA							\$ -
Rock Creek		\$ 420.00					\$ 420.00
South Potomac		\$ 75.00					\$ 75.00
Tri-County	\$ 421.43						\$ 421.43
SUBTOTAL FROM AREAS	\$ 2,990.20	\$ 4,242.25	\$ -	\$ -	\$ -	\$ -	\$ 7,232.45
Another Look Group							\$ -
It Works -- How & Why Group		\$ 34.16					\$ 34.16
Women's Step @ St. Martin Group							\$ -
Yellow Brick Road							\$ -
H&I (50/50 Raffle)		\$ 35.00					\$ 35.00
SUBTOTAL FROM GROUPS	\$ -	\$ 69.16	\$ -	\$ -	\$ -	\$ -	\$ 69.16
CONVENTION							
SUBTOTAL FROM AREAS/GROUPS/CONVENTION	\$ 2,990.20	\$ 28,133.88	\$ 32,445.29	\$ -	\$ -	\$ -	\$ 28,133.88
MISCELLANEOUS/RETURN OF FUNDS:							
H&I (bal. from ck # 1029)		\$ 83.73					\$ 83.73
							\$ -
							\$ -
							\$ -
SUBTOTAL MISCELLANEOUS/RETURN OF FUNDS	\$ -	\$ 83.73	\$ -	\$ -	\$ -	\$ -	\$ 83.73
TOTAL MONIES	\$ 2,990.20	\$ 32,529.02	\$ -	\$ -	\$ -	\$ -	\$ 35,519.22

MONTHLY EXPENSE DETAIL

SUBCOMMITTEE LINE ITEMS	APPROVED BUDGET	Aug-2019	Oct-2019	Dec-2019	Feb-2020	Apr-2020	Jun-2020	TOTAL SPENT	BUDGET REMAINING
ADMINISTRATIVE									
Printing/copying	\$ 150.00							\$ 150.00	\$ -
Miscellaneous/Supplies	\$ 300.00							\$ 300.00	\$ -
Post Office Box	\$ 350.00		\$ 366.00					\$ 366.00	\$ (16.00)
Workshops	\$ 500.00							\$ 500.00	\$ -
Ad-Hoc	\$ 500.00	\$ 25.00						\$ 25.00	\$ 475.00
Legal	\$ 1,000.00							\$ -	\$ 1,000.00
Regional Meeting Rent	\$ 1,500.00		\$ 500.00					\$ 500.00	\$ 1,000.00
ADMINISTRATIVE TOTAL	\$ 4,300.00	\$ 25.00	\$ 866.00	\$ -	\$ -	\$ -	\$ -	\$ 891.00	\$ 3,409.00
RD & RD ALT.									
Administrative/Miscellaneous	\$ 400.00		\$ 39.42					\$ 39.42	\$ 360.58
ASC Travel	\$ 600.00							\$ -	\$ 600.00
MARLCNA	\$ 900.00							\$ -	\$ 900.00
Other World Service Events	\$ 1,000.00			\$ 661.58				\$ 661.58	\$ 338.42
Zonal Forum	\$ 900.00	\$ 169.98						\$ 169.98	\$ 730.02
GSR Assemblies / Workshops	\$ 500.00		\$ 513.36					\$ 513.36	\$ (13.36)
World Services Conferences	\$ 2,000.00							\$ -	\$ 2,000.00
Fellowship Development	\$ 750.00							\$ -	\$ 750.00
RD ET AL TOTAL	\$ 7,050.00	\$ 209.40	\$ 1,174.94	\$ -	\$ -	\$ -	\$ -	\$ 1,384.34	\$ 5,665.66
H&I SUBCOMMITTEE									
Learning Day	\$ 900.00							\$ 900.00	\$ -
Literature	\$ 300.00							\$ -	\$ 300.00
Travel - MARLCNA	\$ 400.00							\$ -	\$ 400.00
Meeting List	\$ 300.00		\$ 50.00					\$ 50.00	\$ 250.00
H&I TOTAL	\$ 1,900.00	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 1,850.00
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	\$ -	\$ -	\$ 21.05	\$ -	\$ -	\$ -	\$ 21.05	\$ 1,100.00
POLICY SUBCOMMITTEE									
Administrative/Miscellaneous	\$ 200.00		\$ 21.05					\$ 21.05	\$ 178.95
Workshops/Meetings	\$ 500.00							\$ -	\$ 500.00
Travel - MARLCNA	\$ 300.00							\$ -	\$ 300.00
POLICY TOTAL	\$ 1,000.00	\$ -	\$ 21.05	\$ -	\$ -	\$ -	\$ -	\$ 21.05	\$ 978.95
PUBLIC RELATIONS SUBCOMMITTEE									
Admin/Misc Inc Mailings	\$ 450.00		\$ 32.02					\$ 32.02	\$ 417.98
Conventions/Events	\$ 600.00							\$ -	\$ 600.00
Internet	\$ 300.00	\$ 47.96	\$ 288.00					\$ 335.96	\$ (35.96)
Meeting Lists	\$ 750.00	\$ 113.42	\$ 115.71					\$ 229.13	\$ 520.87
Non-HA Events/nc PSA's	\$ 800.00		\$ 27.54					\$ 27.54	\$ 772.46
Phoneline (FV/Verizon)	\$ 2,300.00	\$ 390.12	\$ 398.81					\$ 788.93	\$ 1,511.07
Training and Workshops	\$ 800.00	\$ 162.89						\$ 162.89	\$ 637.11
Travel	\$ 500.00							\$ -	\$ 500.00
PUBLIC RELATIONS TOTAL	\$ 6,500.00	\$ 714.39	\$ 862.08	\$ -	\$ -	\$ -	\$ -	\$ 1,576.47	\$ 4,923.53
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	\$ 24,050.00	\$ 948.79	\$ 2,974.07	\$ -	\$ -	\$ -	\$ -	\$ 3,922.85	\$ 20,127.14
BUDGET REMAINING		\$ 23,101.21	\$ 20,127.14	\$ 20,127.14	\$ 20,127.14	\$ 20,127.14	\$ 20,127.14		

						MONTHLY ACCOUNTING DETAIL					
						Aug-2019	Oct-2019	Dec-2019	Feb-2020	Apr-2020	Jun-2020
BALANCE RECONCILIATION											
BEGINNING BOOK BALANCE						\$ 26,124.74	\$ 23,499.53	\$ 46,531.03	\$ -	\$ -	\$ -
PLUS UNCLEARED CHECKS						\$ 6,294.35	\$ 97.13	\$ 7,269.16	\$ -	\$ -	\$ -
LESS UNCLEARED DEPOSITS						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CALCULATED BANK BALANCE						\$ 32,419.09	\$ 23,596.66	\$ 53,800.19	\$ -	\$ -	\$ -
LESS ACTUAL BANK BALANCE ON 1ST OF MONTH						\$ (32,419.09)	\$ (23,596.66)	\$ (53,800.19)	\$ -	\$ -	\$ -
EQUALS RECONCILIATION ERROR						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DONATION CALCULATION											
BEGINNING BOOK BALANCE						\$ 26,124.74	\$ 23,499.53			\$ -	\$ -
LESS REMAINING BUDGET						\$ (23,101.21)	\$ (20,127.14)				\$ -
LESS PRUDENT RESERVE						\$ (5,000.00)	\$ (5,000.00)				
EQUALS NAVWS DONATION AVAILABLE						\$ (1,976.47)	\$ (1,627.61)	\$ -	\$ -	\$ -	\$ -
ENDING BALANCE CALCULATION											
BEGINNING BOOK BALANCE						\$ 26,124.74	\$ 23,499.53	\$ -	\$ -	\$ -	\$ -
PLUS DEPOSITS						\$ 2,990.20	\$ 32,529.02	\$ -	\$ -	\$ -	\$ -
LESS BUDGETED EXPENSES						\$ (948.79)	\$ (2,974.07)	\$ -	\$ -	\$ -	\$ -
LESS NON-BUDGETED EXPENSES						\$ (57.60)	\$ -	\$ -	\$ -	\$ -	\$ -
LESS DONATION TO NAVWS						\$ (4,609.02)	\$ (6,523.45)	\$ -	\$ -	\$ -	\$ -
EQUALS ENDING BOOK BALANCE						\$ 23,499.53	\$ 46,531.03	\$ -	\$ -	\$ -	\$ -
Donation to NAVWS based on April 2019 RSC report after corrections											
Donation to NAVWS based on June 2019 RSC report after corrections											

CPRCNA XXXIV
TREASURER'S REPORT
As of December, 2019

CPRCNA XXXIV
TREASURY REPORT
AS OF DECEMBER 2019

REGISTRATION BUDGET		MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019	JULY 2019	AUGUST 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020	YTD AMOUNT	AMOUNT REMAINING
PRE REG GIFT (Sunday)	6,600.00																	-	6,600.00
EARLY REG GIFT	5,400.00																	-	5,400.00
INDIGENT (REG PACK & DOUGH ROLLER)	8,000.00																	-	8,000.00
PO BOX	150.00							53.00										53.00	97.00
POSTAGE	2,000.00																	-	2,000.00
PRINTING/COPIES	200.00					124.00												124.00	76.00
PRINTING BROCHURE & CONFIRMATION CARDS)	4,500.00								1,095.00									1,095.00	3,405.00
RENT	700.00				-		200.00	100.00	100.00									400.00	300.00
REG PACKS (6500 x 3.50)	33,250.00																	-	33,250.00
SUPPLIES	700.00					32.34												32.34	667.66
TRAVEL - WALK THRU	60.00																	-	60.00
STUFFING PARTY	500.00																	-	500.00
TOTAL	62,060.00	0.00	0.00	0.00	0.00	156.34	200.00	153.00	1,195.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,704.34	60,355.66