



**GREATER PHILADELPHIA REGIONAL SERVICE OFFICE, INC.
NARCOTICS ANONYMOUS**

6212 RIDGE AVENUE • REAR • PHILADELPHIA, PA 19128 • 215-483-5154

RSO BOARD MEETING

April 27, 1992

This emergency meeting of the RSO Board was called in place of the regularly scheduled meeting of May 4, 1992.

Meeting called to order at 8:10 pm.

Attendance: Board Members: Chair, Donald C., Vice-Chair, Steve R.; Treasurer, Steve L.; Secretary, Arlene F.; Regional Reps, Mike B., Agnes B., Vito L.; Area Reps, Penni C. (West-Southwest), Clive M. (Pure & Simple), Sue S. (Bucks), Dwayne I. (ICA), Mark Q. (Delco), Diane L. (Philadelphia); Walt M. (Convention Committee Treasurer). Other: Office Manager, JR; Dino G., Secretary, "Change or Die Group"; Anthony M.; Ray H., Philadelphia Area Rep to Convention Committee; Art P., Regional Co-Chair; Wally D.; Al R.; Billy S., Joel Craig Productions; Bill S., ASR, Bucks; Kara F., Chair, Philadelphia Area; George R., Regional Co-Treasurer; Reggie J., ASR, SWANA.

Minutes were read from the meeting of April 4, 1992, and from the emergency meeting of April 20, 1992 (a copy is enclosed with these minutes).

M/S/P To accept minutes as read.

Voted in new Board member:

Nunzio G. - Montgomery County

Office Manager's Report:

The office is doing fine.

Hours worked in April: 63 (\$762.00)

Of this time, 16.5 hours were spent handling Convention merchandise.

(A complete breakdown of hours is enclosed with these minutes.)

Finance Committee:

-- RSO TREASURER

(The RSC Treasurer and Convention Committee Treasurer were consulted in preparing this report from the RSO Treasurer, which includes information on all regional finances.)

The regular monthly report was submitted--the figures reflect information as of the date of this meeting. (A copy of this report is attached to these minutes.)

In addition, there was a separate report, giving an overview of the finances of the Region, including all four regional accounts. (A copy of this report is attached to these minutes). The RSO Treasurer noted that the amount in the Convention Committee Account was actually \$773.37, and that a few miscellaneous outstanding bills from the Convention (e.g., fee for the sign language interpreters) were not included in the report. (These amounts do not make a significant difference in the overall financial picture.)

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The RSO Treasurer noted that the amount indicated for "Beginning Merchandise" included both merchandise left from last year's convention and all merchandise purchased for this year's convention.

The amount indicated as owed to C&S (the company which supplied the convention registration packages) has not been verified, since we have never received any invoices or statements from this company. The Treasurer has informed C&S that we will not pay this amount until we are provided with appropriate documentation verifying what merchandise we actually received from them.

There was some question as to whether Fab Print (one of the vendors that supplied convention merchandise) owed the Convention Committee \$1300. We have no documentation of this.

It was also noted that after conversations with the WSO, they have agreed to accept a payment of \$10,000 toward the amount owed, and \$8,000 per month until the total is paid off.

Motion: To pay all verifiable bills.
Motion passed (13-0-0).

[At this point in the meeting, Diane L., the rep from the Philadelphia Area, was voted back in as a member of the Board. She had missed the two previous Board meetings, but was given a vote of confidence by her Area to continue her commitment.]

Ad Hoc Committee:

-- OFFICE MANAGER GUIDELINES

This committee has not met since our last Board meeting. It was noted that this committee is not limited to Board members only. The Vice-Chair will contact people about getting involved with this committee.

Old Business:

-- TAX NUMBER

We will receive written information concerning this from our lawyer by the next Board meeting. (The information was not ready for this meeting since the date of the meeting had been moved up.) Also, the lawyer will be submitting their first bill to us along with this information.

-- PHONE SYSTEM

We are still waiting for the contract to be signed. No date had been set for the presentation from the Metro P.I. Committee. The Regional Co-Chair will contact the Metro P.I. Committee and ask that they meet with us at our June meeting at the Regional Weekend.

A question was asked as to whether it was the Board's policy that programmers for the new Centrex system will have to be bonded. The Board never had a discussion of this matter.

New Business:

-- OFFICE MANAGER

There was some question about the reported closing of Friday office hours. The Office Manager repeated his rationale for making this suggestion. Since the initiation of Friday morning hours in January, very few people have taken advantage of them; and because he was required to be in the office for those specified hours, he was unable to take care of business such as banking, shipping, etc., which was not making the most efficient use of his time.

Some of the concern expressed came from the impression that the Office Manager was making this decision himself. It was pointed out that he had suggested it to the Board and that the Board is set up to have representatives from all the Areas in the Region, and that the Friday morning hours were still in effect.

Motion: That effective July 1, 1992, we eliminate the Friday morning office hours, per the suggestion of the Office Manager.

Motion passed (10-1-1).

There was also a question as to why the Office Manager is referred to as a private consultant. It was explained that this was not used as a description of his job role, but was rather a reflection of the fact that for tax purposes he is not a regular employee. If he were to be paid as a regular employee, the RSO would then be responsible for matching Social Security contributions from his pay and also making contributions to a Workmen's Compensation fund. As a private consultant, no taxes are withheld from his pay, and he is personally responsible for paying all appropriate taxes. The Office Manager is paid at an hourly rate (\$12/hour) and is paid once a month.

The title was officially changed to Office Manager because the Board felt that that best described the position of overseeing the office.

It was noted that the Board is still in the process of developing guidelines for this position, and that anyone is welcome to get involved with the committee working on this matter.

-- CONVENTION JACKETS

We have received 47 of 74 jackets which were ordered by the Convention Committee. (The Convention Committee has paid for all the jackets; they paid \$28 apiece for them.) The jackets are to be sold for \$40.00. Some NA members paid for jackets at the Convention and have come to the RSO with receipts to pick up their jackets. These are receipts from a receipt book, not cash register receipts, and that receipt book (which would have the carbon copies of the receipts) was not among those received at the office along with the merchandise following the Convention.

Motion: That anyone coming to the RSO with a receipt that is not verifiable not be given any merchandise.

Intent: For accountability purposes.

Motion passed (5-5-1) (Chair broke the tie in favor of the motion).

[Motion: To extend the meeting. (Motion passed unanimously.)]

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It was suggested that the Board request that the Merchandise Chairperson from the Convention be present at the next Board meeting. The RSO Chairperson will contact him.

There was a suggestion that the Board form an ad hoc committee to look into the Convention. It was noted that the Finance Committee already has the responsibility to gather further information in order to compile a final, detailed report of Convention finances. Its report will be presented at our next Board meeting.

Motion: That the RSO Board recommend to the RSC that there be no 1993 Regional Convention, and that no Regional Convention Committee be formed prior to 1994, until new policies and procedures can be developed.

Intent: To ensure financial responsibility to the Region and the members that it serves.

Motion passed (10-2-0).

All Convention merchandise will be on sale at the office at the original Convention prices.

Motion: That the Board create a separate ad hoc committee to research Convention activities.

Intent: To present the Region with the most accurate information possible.

Motion passed (6-4-1).*

*The motion was then ruled out of order by the Chair, and there was an appeal of the chair's ruling. The appeal was seconded.

The vote on the appeal was 4-4-3. The Chair broke the tie by voting against the appeal. The appeal fails. The motion is negated as out of order.

Meeting adjourned.

The Finance Committee will meet on Monday, May 4, 1992, at 7:30 pm, at the Regional Office to begin its work on the final report of Convention finances.

The next Board Meeting will be Saturday, June 6, 1992, 10:00 am, Best Western, 11580 Roosevelt Boulevard, Philadelphia.



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RSO BOARD MEETING
Emergency Meeting 4/20/92

Attendance: Chair, Co-Chair, Treasurer, Mike B; Reg. Treas.,
Reg. Co-Chair, Agnes, Debbie M, Camden Rep., Office Mgr.

Meeting opened with a moment of silence and the Serenity Prayer.

Chair opened the meeting stating that the convention was \$60,000.00 in the Red.
The monies owed out from the convention and the Literature to the WSD comes to approx. \$55,000.00.
With the regional and literature accounts there is only about \$22,000.00.

As a emergency Board meeting we don't need a quorum to make any motions.

M/S/P That a freeze be made on all monies and expenditures other than routine office expense until the next Board meeting.

Discussion: That one of the venders needs to be paid at least \$8,000.00 (Joel Craig), also it was discussed that the convention committee should be informed not to make any motions to spend any money.
The convention treasurer agrees with the motion but he states that 2 weeks is too long for us to keep the venders waiting.

M/S/P. That the Board meet next Monday evening at 8 pm in ~~1234~~¹²³⁴ of their regularly scheduled meeting

Vote of confidence was given to our treasurer to call all the venders, in addition to sending them a letter explaining our dilemma with finances.

M/S/P To close.

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RSO Mgr. Report
APRIL 1992

Hours worked and a list of what time was spent on what.

Store open	38
RSO reports for RSO mtg.	2
RSO mtg.	2
Stock shelves	1
Mail\receivable	1
Orders\processing	0
Receive orders literature/books/mtg.list	0
Check orders " " "	0
Shipping	1
Banking	1
Phone/collections	0
Filing	1
Convention merchandise	16.5
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For APRIL	63.5hrs x 12 = \$762.00

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.
TREASURERS REPORT FOR APRIL

RSO BOARD MEETING
April ~~4th~~ 1992
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Financial Report:

<u>GPRSO</u> acct.	Opening balance	\$ 13,111.74 +
	Deposit	\$ 12,495.70 +

	Balance	\$ 25,869.44 +
	Rent March	\$ 550.00 -
	PECO	\$ 92.16 -
	Add'l Wker March	\$ 708.00 -
	Phone	\$ 65.72 -
	Petty Cash	\$ 262.00 -
	Office Supplies	\$ 553.02 -
	Postage\Shipping	\$ 166.05 -
	Ins. Bonding	\$ 245.00 -
	Office Expenses	\$ 103.10 -
	Transfer to RSC	\$ 3,000.00 -
	Transfer to GPRC	\$ 10,000.00 -
	Truck Rental	\$ 75.03 -

	Balance	\$ 10,049.36 +

<u>GPRL</u> acct. Continental	Balance	\$ 32,347.31 +
	Deposit\Interest	\$ 00,000.00 +
	JoelCraig Prod.	\$ 10,000.00 -
	Franklin Plaza	\$ 8,854.46 -

	Balance	\$ 13,492.85 +
	Balance/RSD Acct.	10,049.36 +
	WSD Paid in	\$ 00,000.00 -

	Balance	\$ 23,542.21 +
Literature value on hand		\$ 49,440.84 +
<u>Receivables</u>		\$ 19,982.40 +

	Balance	\$ 92,965.45 +
	WSD Owed	\$ 32,345.28 -

	Balance	\$ 60,620.17 +
<u>Cash advance to us</u>		\$ 4,581.52 -

	<u>Net Worth</u>	\$ 56,038.35 +

Sales for April\4/27	\$ 13,409.14	<u>Gains</u>	\$ 4,749.56
Sales year to date	\$ 63,287.84	<u>Gains</u>	\$ 22,522.42

FINANCIAL REPORT FOR EMERGENCY MEETING
APRIL 27 1992

LIQUID ASSETS

G.P.R.S.O	ACCOUNT	\$ 10,049.36
G.P.R.L	ACCOUNT	\$ 13,492.85
G.P.R.C	ACCOUNT	\$ 720.49
G.P.R.S	ACCOUNT	\$ 2,850.00
<u>BALANCE</u>		<u>\$ 27,127.70</u>

CURRENT BILLS NOW DUE

W.S.O		\$ 32,345.28
JOEL CRAIG (CONVENTION)		\$ 8,772.00
C&S (CONVENTION)		\$ 3,540.00
B.P.M (CONVENTION)		\$ 2,863.00
<u>BALANCE</u>		<u>\$ 47,520.28</u>

The W.S.O will accept \$10,000 down and \$8,000 month

APPROXIMATE CONVENTION COST TO REGION
PAID

FRONT MONEY FROM REGION		\$ 22,000.00
JOEL CRIAG PRODUCTIONS		\$ 10,000.00
FRANKLIN PLAZA		\$ 8,854.46
C&S	STILL OWE	\$ 3,540.00
JOEL CRAIG PROD		\$ 8,772.00
B.P.M		\$ 2,863.00
OWED TO R.S.O		\$ 2,994.28
<u>TOTAL COST</u>		<u>\$ 59,023.74</u>

<u>Begining Merchandise</u>	\$ 50,855.00	(retail)
Money's Collected	\$ 21,442.00	
	29,413.00	
<u>Merchandise on Hand</u>	<u>\$ 21,296.00</u>	(retail)

MONEY NOT ACCOUNTED FROM MERCH \$ 8,117.00

MONEY SPENT ON DINNER and BRUNCH \$ 21,000.00