



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

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

**RSO BOARD MEETING
AUGUST 7, 1993**

Attendance: Board members: Vice Chair, Steve R., Treasurer, Arlene F.; Secretary, Agnes B., Regional Reps, Clem M, Avon G, George R., Area Reps.; Donald S (ICA), Mustafa (South Philly), Bonnie D. (Northwest), Ray H (Phila), Janet K. (Montgomery), Mark R. (Schuylkill Valley), Doug A. (Bucks Co.), Others: J.R. (Office Manager).

Meeting was called to order at 10:20 AM by the Vice Chair with a moment of silence and the Serenity Prayer. Minutes read from the July 5th meeting.

New members voted in:

| | | |
|-----------|---|-------------------|
| Doug A. | - | Bucks County |
| George R. | - | RSC Treasurer |
| Janet K. | - | Montgomery County |
| Mark R. | - | Schuylkill Valley |
| Ray H. | - | Phila Area |

Office Manager's Report:

A written copy of this report is attached to these minutes.

The Office Manager explained the incident with the flood at the RSO Office. The insurance company will not cover the damages. The only merchandise that was included in the damage was the convention merchandise. All merchandise will be placed on skids from now on.

The new step book is being offered by the WSO at \$6.95 and \$7.95.

The Tri-colored medallion is sanctioned by the WSO. The medallion is purchased from WSO at a cost of \$14. It has been suggested to sell the medallion at \$15. or \$16. Creative Arts Unlimited owns the patent. Bob McDunna, a purchasing agent at the WSO has vouched the validity of this medallion and is willing to send a letter from the WSO validating all of this.

The NA Way Magazine now issues a Home Group Calendar. The calendar is only from September 1993 to January 1994. The listing price is \$5.95.

Motion: That we sell the How and Why Book for \$6.95 to areas and \$7.95 to institutions and groups.

Intent: To set price. Vote 3-7-1 M S F

Motion: That we sell the How and Why Book for \$6.95 to areas, institutions and groups.

Intent: To set the price. Vote 8-3-0 M S P

Motion: That we sell the Tri-plate medallions.

Intent: To make available to the fellowship. Vote 10-1-0 M S P

Motion: That we sell medallions \$15. to areas, \$16. to groups and individuals.

Intent: To go with the offer suggested by the Office Manager
Vote 8-2-1 M S P

Motion: That we purchase the 93-94 Home Group calendar as needed for sale to areas or groups.

Intent: To offer to groups Vote 6-4-2 M S P

Motion: That we offer the 93-94 Home Group Calendar for sale to areas at \$5.95, to groups and individuals at \$6.45>

Intent: To establish prices Vote 8-1-3 M S P

RSO TREASURER REPORT

A written copy of this report is attached to these minutes.

RSC TREASURER REPORT

A written copy of this report is attached to these minutes.

This report is only reflecting deposits that were made up to 6/30/93.

OLD BUSINESS

Office Manager's Guidelines - Ad Hoc Comm.

There will be a meeting on 8/16/93 at 8:00 P.M. at Steve R.'s house - 2555 Old Trevoze Road, Colonial Point Apts, A-8, (End of the Blvd) Phone # 244-1218

ALL ARE WELCOME!

Discussion of RSO Chairperson's lack of attendance.

Upon briefly reviewing the By-Laws the following motions were set.

Motion: That the RSO Board recommend to the RSC the removal of the RSO Chairperson.

Intent: Due to the lack of attendance and need for as Chairperson (Motion Amended)

Motion: That the RSD Board remove the RSD chair due to the lack of attendance and to notify RSC of the removal 5-4-3 M S P

Nomination

RSO Chair - Steve R.
All other nominations have been tabled.

Motion: The By-Laws be put on a disk.
Intent: To keep with the 90's M S P

The Office Manager has been directed to develop the disk.

Multi Regional Meeting

Motion: That we remove having the special meeting for the Multi Regional Office
Intent: No need for meeting 12-0-0 M S P

Motion: To extend the meeting 11-1-0 M S P

New Business

Motion: That we hold a special meeting on Monday 8/9/93 to discuss the results of the information obtained regarding By-Laws and Policy and to discuss the results of the removal of Chairperson and Nomination of Chair 2-9-0 M S P

Meeting closed at 1:15 P.M.

NEXT REGULAR BOARD MEETING : MONDAY SEPT 13, 1993, 8:00 P.M.

REGIONAL OFFICE, 6612 RIDGE AVENUE PHILA., PA

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.
TREASURERS REPORT FOR 1993

RSO BOARD MEETING
AUGUST 7th, 1993

Financial Report:

| | | |
|--------------------|---------------------|----------------|
| <u>GPRSO</u> acct. | Opening balance | \$ 23,569.30 + |
| | Deposit | \$ 14,073.35 + |
| | " Conv./Merch. | \$ 000.00 + |
| | " Ph/line Dont. | \$ 717.25 + |
| | | ----- |
| | Balance | \$ 38,359.90 + |
| | Rent July | \$ 550.00 - |
| | PECO | \$ 26.13 - |
| | Add'l Wker July | \$ 756.00 - |
| | Phone for July | \$ 83.73 - |
| | Petty Cash | \$ 000.00 - |
| | Office Supplies | \$ 149.95 - |
| | Postage\Shipping | \$ 104.75 - |
| | Castor mtg.list | \$ 000.00 - |
| | WSO Literature | \$ 11,000.00 - |
| | Transfer / RSC | \$ 0,000.00 - |
| | RSO coping/mailing | \$ 000.00 - |
| | Dupli/Fax contract | \$ 000.00 - |
| | Fees | \$ 00.00 - |
| | Trans/RSC/Phoneline | \$ 1,160.54 - |
| | CAU/Med.holders | \$ 000.00 - |
| | | ----- |
| | Balance | \$ 24,528.80 + |

GPRL acct. Continental

| | |
|---------------------------|----------------|
| Balance | \$ 2,170.43 + |
| Deposit\Interest | \$ 8.78 + |
| Fees June/July | \$ 36.35 - |
| | ----- |
| Balance | \$ 2,142.86 + |
| Balance/RSO Acct. | \$ 24,528.80 + |
| Balance\GPRC Acct. | \$ 226.89 + |
| | ----- |
| Balance | \$ 26,898.55 + |
| Literature value on hand | \$ 37,126.76 + |
| | \$ 000.00 - |
| <u>Receivables</u> | \$ 19,546.71 + |
| | ----- |
| Balance | \$ 83,572.02 + |
| WSO bal.old\order | \$ 38,980.26 - |
| | ----- |
| Balance | \$ 44,591.76 + |
| <u>Cash advance to us</u> | \$ 4,213.08 - |
| | ----- |
| <u>Net Worth</u> | \$ 40,378.68 + |

| | | | |
|--------------------|---------------|--------------|--------------|
| Sales for July | \$ 13,874.37 | <u>Gains</u> | \$ 4,720.12 |
| Sales year to date | \$ 116,322.87 | <u>Gains</u> | \$ 43,721.96 |

The reason that the net worth is so low is because the literature order was placed and it did not arrive but will be reflected in next months report.

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.
 Mgr. Report
 August 7th, 1993

The office has been running smoothly for the past month. It has been a very busy month. The new step book came in and you have to discuss the price. We had another flood and I had to call the insurance company about the damage so we can get the landlord to pay for any loss, more will follow next month.

I had to get some skids to put all the literature up of the floor. I also put a new order form together to reflect all of the items we offer. I contacted the WSO about the tri-color medallion and asked if the company was buying it from them and if it was ok for us to sell them, Bob McDonough,* said yes it's ok, you need to set a price. I had to make special arrangements three times this month to receive our literature, that and the flood are why the extra hours were worked.

Hours worked and a list of what time was spent on for July, 93

| | |
|--|----|
| Store open | 35 |
| RSD reports for RSD mtg. | 2 |
| RSD mtg. | 1 |
| Stock shelves | 3 |
| Mail\receivable | 2 |
| Orders\processing | 2 |
| Receive orders literature/books/mtg.list | 8 |
| Check orders " " " | 2 |
| Shipping | 5 |
| Banking | 2 |
| Phone/collections | 2 |
| Mail\copy RSC minutes/new addresses | 3 |
| Flood | 3 |

 For June 70 hrs.x12=\$840

Office Mgr.

* WSO Accounting Manager

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.
RSO BOARD MEETING

August 7th, 1993

| | |
|--------------|-------------|
| GPRSO. acct. | \$24,528.00 |
| GRRL. acct. | \$ 2,142.86 |
| GPRC. acct. | \$ 226.89 |
| | ----- |
| | \$26,897.75 |

| | | |
|---------------|--------------------|-------------|
| Monies needed | WSO balance | \$38,084.61 |
| | RSO | \$ 2,500.00 |
| | Meeting list | \$ 3,375.00 |
| | Phoneline/new | \$ 3,500.00 |
| | Trans to money/mkt | \$ 1,000.00 |
| | WSO new odr.dep. | \$ 0,000.00 |
| | | ----- |
| | Total | \$48,459.61 |

| | | |
|-----------------|---------------------|--------------|
| Monies to spend | WSO | \$14,000.00 |
| | RSO | \$ 2,500.00 |
| | Mtg. list | \$ 2,700.00 |
| | Phoneline/new | \$ 3,500.00 |
| | Phonel RSC/trans | \$ 717.25 |
| | Trans to money\mkt. | \$ 1,000.00 |
| | | ----- |
| | Total | \$ 24,417.25 |

Regional Service Committee Treasurer's Report

August 7, 1993

| | |
|---------------------------------------|------------------|
| Balance from June Meeting | \$4466.19 |
| Deposit from R.S.O. 6-16-93 | \$ 661.31 |
| Deposit payment on Account 6-30-93 | \$ 150.00 |
| Deposit from Regional Meeting 6-17-93 | <u>\$1365.37</u> |
| Total | \$6642.87 |

Expenditures:

| | |
|---|------------------|
| Check #363 St. Pauls Lutheran Church | \$ 75.00 |
| Check #364 St. Pauls Lutheran Church | \$ 25.00 |
| Check #365 Indian Valley Public Library | \$ 80.00 |
| Check #366 Rob Acker PI Expenses | \$ 81.36 |
| Check #367 Answercom | <u>\$4065.45</u> |
| Balance | \$2316.06 |

George Richards Jr.
Treasurer R.S.C.