



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

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

RSO BOARD MEETING
SEPTEMBER 13, 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), Ray H (Phila), Janet K. (Montgomery), Mark R. (Schuylkill Valley), Doug A. (Bucks Co.), Others: J.R. (Office Manager), Alan B (WSW), Debbie M (Camden)

Meeting was called to order at 8:05 PM by the Vice Chair with a moment of silence followed by the Serenity Prayer. Minutes read from the August 7th meeting.

New members voted in:

Alan B. - WSW
Debbie M - Camden

Office Manager's Report:

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

The Office Manager explained that the Basis Text, black and grey book covers are running low. There is a need to replenish.

MOTION: To have the office manager research the price of book covers.

INTENT: To prepare to re-supply. M S P 12-0-1

There was a discussion regarding dropping the Tri-colored medallion prices to \$14 and \$15

MOTION: That we sell the Tri-colored medallions for \$14 to areas and for \$15 to groups

INTENT: To lower price M S P 13-0-0

There was a discussion regarding adding another telephone line to the computer in the RSO office for Faxing.

MOTION: That we research the cost of adding a new telephone line to the computer for Faxing.

INTENT: To look at cost. M S P 13-0-0

A report will be prepared for the next meeting describing the need to upgrade our current computer system. The office manager will bring in three bids for other systems.

The office manager will no longer be available on Tuesday mornings. The office manager is requesting that the RSO office be open only during the hours of 4:00 to 10:00 PM

MOTION: That we accept the requested office hours of 4:00 to 10:00 PM until the next RSO meeting

INTENT: To change office hours M S P 13-0-0

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.

MOTION: That a monthly accounting be made reflecting all deposits, sources and balances. This information should be included in the monthly RSO report

INTENT: To show the balance of the deposit payments on account M S P 8-3-1

OLD BUSINESS

Nominations: Chairperson - Steve R. Elected
Vice Chair - Agnes B. Elected
* Secretary - Open

* Nominations for the position of secretary are tabled until next meeting

MOTION: That the nominations for the RSO Board be held in April 1994 and elections in June 1994 and every two years thereafter

INTENT: To state time for elections M S P 9-0-1

THE INTENT OF THE FOLLOWING STATEMENT WAS ONLY TO RE-STATE POLICY
That any officer elected to fill an incomplete term, can fill that term only and be elected in the next even year

NEW BUSINESS

Office Managers Guidelines: Ad Hoc Committee
There was a discussion regarding why the Ad Hoc Committee meeting is held at a home that is unaccessable to the fellowship

Steve R is the newly elected Chairperson of the RSO Board. Because the By-Laws do not allow for the same person to Chair more than one position at a time he cannot chair both the RSO Board and any other committee. Because he has vacated the position of Ad Hoc Committee Chairperson, there is now a need for a Chairperson of the Ad Hoc Committee.

Avon G has been appointed Chairperson of the Ad Hoc Committee

MOTION: That the RSO Board elect a policy chairperson

INTENT: To compile and update the By-Laws of the RSO Board and be present to provide information and reference M S P 9-1-1

On the agenda for the next meeting:

Research the possibility of employing a part time office worker to assist the current office manager

Meeting closed at 12:30 A.M.

NEXT RSO BOARD MEETING : SATURDAY OCTOBER 2, 1993, 10:00 A.M.

HOLY NAME CHURCH, 5TH AND VINE STREETS, CAMDEN, NJ

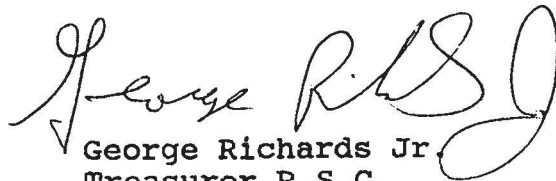
September 13, 1993

Balance from Aug. Meeting	\$2316.06
Deposit from R.S.O. 7-30-93	\$1160.54
Deposit payment on Account 7-31-93	\$ 150.00
Deposit from Regional Meeting 8-09-93	<u>\$1320.31</u>
Total	\$4946.91

Expenditures:

Check #368 GPRSO (RSC minutes)	\$ 167.35
Check #369 Ellis Devero (rent RSC 8-07-93)	\$ 122.50
Check #370 SCEE (rent RSC 8-08-93)	\$ 122.50
Check #371 Ansercomm	\$ 976.48
Check #372 Robert Acker (PI Chair)	\$ 90.00
Check #373 Gregory Williams (Helpline Chair)	\$ 36.90
Check #374 William T Marquis (H&I Chair)	\$ 25.00
Check #375 Dean Wilson (Unity\Cleansheet Chair)	\$ 40.00
Check #376 Bonnie Cherrick (Literature Review Chair)	\$ 156.60
Transfer to GPRSO 6-01-93	\$ 350.00

Balance \$2859.58


George Richards Jr.
Treasurer R.S.C.

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.
TREASURERS REPORT FOR 1993

RSO BOARD MEETING
SEPTEMBER 13th, 1993

Financial Report:

GPRSO acct.

Opening balance	\$	24,528.80	+
Deposit	\$	15,154.84	+
" Conv./Merch.	\$	000.00	+
" Ph/line Dont.	\$	831.72	+

Balance	\$	40,515.36	+
Rent August	\$	550.00	-
PECO	\$	36.39	-
Add'l Wker August	\$	840.00	-
Phone for August	\$	92.49	-
Petty Cash	\$	000.00	-
Office Supplies	\$	267.10	-
Postage\Shipping	\$	335.59	-
Castor mtg.list	\$	2,700.00	-
WSD Literature	\$	14,000.00	-
Computer upgrade	\$	303.90	-
RSD coping/mailing	\$	131.32	-
Dupli/Fax contract	\$	241.16	-
NA Way Mag.	\$	58.00	-
Trans/RSC/Phoneline	\$	717.35	-
CAU/Med.holders	\$	000.00	-
Trans to GPRL	\$	1,000.00	-

Balance	\$	19,959.41	+
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GPRL acct. Continental

Balance	\$	2,142.86	+
Deposit\Interest	\$	1,005.27	+
Fees August	\$	18.12	-

Balance	\$	3,130.01	+
Balance/RSD Acct.	\$	19,959.41	+
Balance\GPRL Acct.	\$	226.89	+

Balance	\$	23,316.31	+
Literature value on hand	\$	56,703.94	+
	\$	000.00	-

<u>Receivables</u>	\$	22,972.19	+
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Balance	\$	102,992.44	+
WSD bal.old\order	\$	25,625.15	-

Balance	\$	77,367.29	+
Cash advance to us	\$	3,674.14	-

<u>Net Worth</u>	\$	73,693.15	+
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Sales for August	\$	16,226.07	<u>Gains</u>	\$	5,623.55
Sales year to date	\$	132,548.94	<u>Gains</u>	\$	49,345.51

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 book is selling well. From last month I am still waiting for the letter from our insurance company to send to the realtor to repair office and replace any damaged merchandise.

As instructed by you I contacted the WSO about a letter see enclosed. There are some new things that I need to bring to you to discuss. Our computer system, book covers for step book and our stock on the basic text cover, another phoneline, new hours of operation. The typing of the RSO bi-laws onto disc will be completed by next RSC.

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

Store open	43
RSD reports for RSD mtg.	3
RSD mtg.	1
Stock shelves	1
Mail\receivable	2
Orders\processing	2
Receive orders literature/books/mtg.list	2
Check orders " " "	1
Shipping	3
Banking	2
Phone/collections	2
Mail\copy RSC minutes/new addresses	4

For August	66 hrs.x12=\$792

Office Mgr.

* WSO Accounting Manager

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.
RSO BOARD MEETING

September 13th 1993

GPRSO. acct.	\$19,959.41
GRRL. acct.	\$ 3,130.01
GPRC. acct.	\$ 226.89

	\$23,316.31

Monies needed	WSO balance	\$25,625.15
	RSO	\$ 2,500.00
	Meeting list	\$ 675.00
	Phoneline/new	\$ 3,500.00
	Trans to money/mkt	\$ 0,000.00
	WSO new odr.dep.	\$ 0,000.00

	Total	\$32,300.15

Monies to spend	WSO	\$11,500.00
	RSO	\$ 2,500.00
	Mtg. list	\$ 675.00
	Phoneline/new	\$ 3,500.00
	Phonel RSC/trans	\$ 831.72
	Trans to money\mkt.	\$ 000.00

	Total	\$ 19,006.72

REGIONAL WEEKEND

Hosted By

The Greater Camden Area

OF N.A.

October 2, 3, 1993



Location:



Holy Name Church
5th & Vine Sts.
Camden, N. J.

Directions:

Cross over the Ben Franklin Bridge to Camden. Make a right turn onto Broadway. Turn left at the first light onto Cooper St. At the next light make another left turn at 7th & Cooper Sts., cross over the small bridge, continue straight until you reach 6th & Elm Sts. Make a left turn onto Elm St. go straight two blocks until you reach 5th St. then turn right on 5th and keep straight. The church will be on the right hand side on 5th & Vine Sts.