



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

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

RSO BOARD MEETING  
OCTOBER 2nd 1993

Attendance: Board members: Chair, Steve R., Vice Chair, Agnes B., Treasurer, Arlene F., Regional Reps., Clem M., Avon G., George R., Area Reps., (ICA) Donald S., (South Philly Mustafa (Bucks Cty.) Douglas Jon A., (South West ) Allen B., (Candem) Debbie M., (North West) Bonnie D., Tony W. (Pyramid of Freedom).

Meeting was called to order by Chair with a moment of silence followed by the Serenity Prayer. Minutes read from September 13 meeting.

Office Manager's Report;

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

Treasurer Report:

A written copy of treasurer's report is attached to these minutes. There were questions and answers concerning this report by Board Members. Treasurer explained all questions to all those in question.

Old Business:

Election of a Secretary.

Nom. Bonnie of North west Area.

Nom. accepted after qualifying herself a vote was carried . Bonnie elected.

The responsibilities were read from Bi-Laws.

Adhoc Report: (to set guidelines for office manager)

Due to lack of Participation Chair of committee will meet Oct., 11 1993 at Regional Service Office 6212 Ridge Ave at 6:00. Chair of this committee request active participation of all Board members also an announcement will be sent to Regional Service Committee Meeting.

Discussion of need for Policy Chair at R.S.O. Level.

MOTION: That R.S.O. policy Chair be on the Administrative Committee of Region Service Office.

INTENT: To clarify Policy Chair's position

1pro 2con's

6infavor 1 against 3 abstain MOTION PASSED

MOTION: Person elected to fill the policy chair position must have the same requirements as a R.S.O. Rep.

MOTION DIED

Allen B. nominated for Policy Chair for R.S.O.. Allen Accepted.

vote taken 11 reps infavor 0- against 0- abstain

All board members made aware all new elections must be sent to R.S.C. for approval.

## OLD BUSINESS

Research the possibility of employing a part-time worker to assist the current office manager. There was discussion and questions concerning this issue. Also concern about guidelines this worker should follow, hours, pay, and financial responsibility.

MOTION: That we hire an additional special worker at the Regional Service Office.

INTENT: To provide office manager with assistance and insurance we have a back up worker who would be able to fill in, in the absents of office manager.

9-infavor 1-against 0-abstain MOTION PASSED

MOTION: That the additional special worker

AMMEND. meet the same requirement and duties be determined later.

INTENT: To have qualified candidates.

9-infavor 1-against 0-abstain MOTION PASSED

MOTION To form an Adhoc committee for hiring a special worker.

INTENT: To have guidelines, finances, hourly rates, payscales, duties. number of hours to work and all related duties.

9-infavor 0-against 0-abstain MOTION PASSED

Clem Miller was nominated to chair Adhoc committee.

Issue of clubs selling N.A. literature . Board felt that this was an outside issue and not a matter for the board.

## NEW BUSINESS

Need for typewriter at R.S.O.. Board felt there was no need for board to purchase a typewriter. Secretary will have access to the office and can type minutes there due to minutes only being typed once a month there is no dire need.

MOTION To close R.S.O. meeting.

Meeting closed with moment of silence followed by the Serenity Prayer.

October 2, 1993

Balance from Aug. Meeting	\$2316.06
Deposit from R.S.O. 7-30-93 (Phoneline)	\$1160.54
Deposit payment on Account 7-31-93	\$ 150.00
Deposit from Regional Meeting 8-09-93	\$1320.31
Deposit payment on Account 8-31-93	\$ 150.00
Deposit from RSO (Area RSC donations) 8-31-93	<u>\$ 300.00</u>
Total	\$5396.91

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
Check#377 Ansercom (phoneline)	\$ 797.05
Transfer to GPRSO 6-01-93	<u>\$ 350.00</u>

Balance \$2512.53

  
George Richards Jr.  
Treasurer R.S.C.

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.  
TREASURERS REPORT FOR 1993

RSO BOARD MEETING  
October 2nd, 1993

Financial Report:

GPRSO acct.

Opening balance	\$	19,959.80	+
Deposit	\$	16,052.33	+
Trans from MONTCO	\$	250.00	+
" Ph/line Dont.	\$	700.00	+
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Balance	\$	36,962.13	+
Rent August	\$	550.00	-
PECO	\$	168.66	-
Add'l Wker August	\$	792.00	-
Phone for August	\$	77.20	-
Petty Cash	\$	99.70	-
Office Supplies	\$	54.61	-
Postage\Shipping	\$	191.10	-
Castor mtg.list	\$	675.00	-
WSO Literature	\$	11,500.00	-
Transfer / RSC	\$	0,000.00	-
RSO coping/mailing	\$	000.00	-
Dupli/Fax toner	\$	225.64	-
Fees	\$	22.78	-
Trans/RSC/Phoneline	\$	831.72	-
CAU/Med.holders	\$	1,230.85	-
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Balance	\$	20,542.87	+

GPRL acct. Continental

Balance	\$	3,130.01	+
Deposit\Interest	\$	0.00	+
Fees September	\$	00.00	-
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Balance	\$	3,130.01	+
Balance/RSO Acct.	\$	20,542.87	+
Balance\GPRC Acct.	\$	226.89	+
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Balance	\$	23,899.77	+
Literature value on hand	\$	50,480.21	+
	\$	000.00	-
Receivables	\$	20,420.13	+
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Balance	\$	94,800.11	+
WSO bal.old\order	\$	14,125.15	-
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Balance	\$	80,674.96	+
Cash adv. to us	\$	3,586.15	-
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<u>Net Worth</u>	\$	77,088.81	+

Sales for September	\$	17,713.98	Gains	\$	6,776.60
Sales year to date	\$	150,262.92	Gains	\$	56,122.11

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.  
RSO BOARD MEETING

October 2nd, 1993

	GPRSO. acct.	\$20,542.87
	GRRL. acct.	\$ 3,130.01
	GPRC. acct.	\$ 226.89
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		\$23,899.77
Monies needed	WSO balance	\$14,125.15
	RSO	\$ 2,500.00
	Meeting list	\$ 0,000.00
	Phoneline/new	\$ 3,500.00
	Trans to money/mkt	\$ 0,000.00
	WSO new odr.dep.	\$ 0,000.00
		-----
	Total	\$20,125.15
Monies to spend	WSO	\$13,000.00
	RSO	\$ 2,500.00
	Mtg. list	\$ 0,000.00
	Phoneline/new	\$ 3,500.00
	Phonel RSC/trans	\$ 700.00
	Trans to money\mkt.	\$ 0,000.00
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	Total	\$ 19,700.00

Thw reason the WSO monies are so high we needed to order more books.

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.  
Mgr. Report  
October 2nd, 1993

The office has been running smoothly for the past month. It has been a very busy month. The new book is still selling well. I've had several problems this month with the copier and the repairman has been here two times and we need some parts that had to be ordered he will return on Oct. 5th to put them in and get us up and running smoothly. For the last two month I've been waiting for a letter from our insurance company to send to the Realtor to repair office and replace any damaged merchandise, after speaking with the agent on the 24th he assured me we would have it by the first week of October.

As instructed by you I contacted a vender about a the book covers he said he would not have a price until the beginning of October because of the possible change in prices to him. As you asked about the cost of and additional phone line it would cost \$75.00 to turn on the line and a possible additional charge of \$43.00 for the first half hour then \$16.00 per 15 minutes there after that the installer would be at our office, I figure no more than an hour, probably less (cost approx. \$150.00)

The prices for thee Tri-plated medallions has been adjusted. I was only able to come up with two bids for the new computer system so I'll continue and get the third by your next meeting. The typing of the RSO bi-laws onto disc is completed.

The new hours have not effected us in a negative way at all the have given people more time to get serviced before meetings and I've only heard two people complain they didn't call first to heard the new message.

Hours worked and a list of what time was spent on for Sept.93

Store open	25.5
RSO reports for RSO mtg.	3
RSO mtg.	1
Stock shelves	2
Mail\receivable	5
Orders\processing	5
Receive orders literature/books/mtg.list	2
Check orders " " "	1
Shipping	3
Banking	2
Phone/collections	3
Typing for the bi-laws	6
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For September	58.5hrs.x12=\$702

Office Mgr.