



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

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

RSO BOARD MEETING

November 1, 1993

Attendance: Board Members: Agnes B., Vice-Chair; Arlene F., Treasurer; Area Reps, Mark R. (Schuylkill Valley), Debbie M. (Greater Camden), Allen B. (West Southwest), Mustafa (South Philly), Doug A. (Bucks). Other: J.R., Office Manager; Theron W., Greater Camden Area.

(The following Board members had notified the Board that they would be unable to attend: Steve R., Chairperson; Regional Reps, George R. and Avon.)

There was not a quorum, so the meeting was held for informational purposes only.

Meeting opened at 8:30 pm with a moment of silence and the Serenity Prayer.

Minutes were read from the October 2, 1993, meeting.

Correction: Mark R. (Schuylkill Valley Rep) should be added to attendance for the October meeting.

Office Manager's Report:

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

The Office Manager noted that minutes sent to the West Southwest Area have been returned because of an incorrect post office box number. He will hold any future minutes until he receives the correct mailing address. (The West Southwest Board Rep has been receiving minutes at his home.)

Finance Committee:

-- RSO TREASURER

A written copy of the report is attached to the minutes.

-- RSC TREASURER

Although the RSC Treasurer was unable to attend this meeting, he sent his report with the Board Rep from Bucks County. A written copy of this report is attached to the minutes.

Policy Chairperson:

The newly elected Policy Chairperson reported that he would compile the RSO Board Policy and have this material available at the next Board meeting.

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Regional Convention Committee:

It was noted that at the last RSC meeting (in October) a Convention Committee Chairperson was elected (Diane J.). The Convention Chairperson will be asked to attend our next meeting at the Regional Weekend in December. On the agenda at that meeting will be the relationship between the RSO Board and the Convention Committee.

It was suggested that the RSO Treasurer regularly attend the RSC meetings so that any questions on the RSO Treasurer's Report could be answered. The RSO Treasurer has agreed to do this.

Meeting adjourned at 9:25 pm.

Next Board Meeting: Saturday, December 4, 1993, 10:00 am. (Location to be announced.)

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.  
 Mgr. Report  
 November 1st, 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 still 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 to put them in and get us up and running smoothly.

I've received the letter from the insurance agent and now will forward a request to the Realtor to pay for any repairs of the office and replace any damaged merchandise.

As instructed by you I contacted a vender about the book covers he came back with a price as high as \$4.72 for 1000 or as low as \$4.05 for 2500 I told him it was too high and he said he would go back and get another price. Meanwhile I've contacted two other vendors and they will also send us some prices this month. As you asked about the cost of an 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), also a monthly cost of approx. \$38.00.

I still have not received the third bid for the new system. I would like to request that you let a small committee consisting of the Chair-Co-chair treas. and my self find and purchase the system. I request a ceiling of \$2,500.00.

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

Store open	30
RSD reports for RSD mtg.	3
RSD mtg.	1
Mail\receivable	5
Orders\processing	6
Receive orders literature/books/mtg.list	1
Check orders " " "	1
Shipping	4
Banking	3
Phone/collections	2

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 For October 56 hrs.x12=\$672

Office Mgr.

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.  
TREASURERS REPORT FOR 1993

RSO BOARD MEETING  
November 1st, 1993

Financial Report:

GPRS0 acct.

Opening balance	\$	20,542.87	+
Deposit	\$	14,769.45	+
" Ph/line Dont.	\$	699.70	+

Balance	\$	36,012.02	+
Rent October	\$	550.00	-
PECO	\$	000.00	-
Add'l Wker Sept.	\$	702.00	-
Phone for October	\$	79.32	-
Petty Cash	\$	00.00	-
Office Supplies	\$	00.00	-
Postage\Shipping	\$	99.80	-
RSO copying/mail	\$	000.00	-

Office Exp. Total	\$	1,431.12	-
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Balance	\$	34,580.90	+
Castor mtg.list	\$	000.00	-
WSO Literature	\$	13,000.00	-
Dupli/Fax toner	\$	000.00	-
Fees	\$	45.55	-
Trans/RSC/Phoneline	\$	700.00	-
CAU/Med.holders	\$	0,000.00	-

Balance	\$	20,835.35	+
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GPRL acct. Continental

Balance	\$	3,130.01	+
Deposit\Interest	\$	0.00	+
Fees	\$	22.64	-

Balance	\$	3,103.37	+
Balance/RSO Acct.	\$	20,835.35	+
Balance\GPRC Acct.	\$	226.89	+

Balance	\$	24,165.61	+
Literature value on hand	\$	54,473.21	+
	\$	000.00	-
Receivables	\$	19,274.18	+

Balance	\$	97,913.00	+
WSO bal.old\order	\$	23,065.47	-

Balance	\$	74,847.53	+
Cash adv. to us	\$	3,163.28	-

<u>Net Worth</u>	\$	71,684.25	+
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Sales for October	\$	14,697.62	Gains	\$	6,216.01
Sales year to date	\$	164,960.54	Gains	\$	52,338.12

The figure for the WSO includes Approx \$8500.00 not reflected in the literature value on hand because we did not receive the books yet the will show on next months statement.

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 RSO BOARD MEETING

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GPRSO. acct.	\$20,835.35
GRRL. acct.	\$ 3,103.37
GPRC. acct.	\$ 226.89
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	\$24,165.61

Monies needed	WSO balance	\$23,065.47
	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
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	Total	\$29,065.47

Monies to spend	WSO	\$13,000.00
	RSO	\$ 2,500.00
	Mtg. list	\$ 0,000.00
	Phonel RSC/trans	\$ 699.70
	Trans to GPRL	\$ 2,000.00
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	Total	\$ 18,199.70

The reason the WSO monies are so high we ordered more books.

The monies that was being checked from 1991 repayment agreement, are as follows.

Total owed to start was \$ 14,409.67, payments of \$150.00 a month starting 9/15/91 to 8/15/99 a total of 96 payments, the final one to be for \$159.67 on 8/15/99

Total	\$14,409.67
Payments verified 10/91 to 10/93 (25@150)	3,750.00
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Balance	\$10,659.67

The first payment from 9/91 has not yet been verified. We are still trying to verify this payment; if and when this happens, we will notify the board.

The payments and the running total will be reflected every month in this report.

Regional Service Committee Treasurer's Report  
November 1, 1993

Balance from Oct. Meeting	\$2512.53
Deposit from R.S.O. 9-18-93	\$ 831.72
Deposit from R.S.O. 10-5-93 (Phoneline) (\$200.00 of deposit from bounced check made good) (from 9-27-93)	\$ 900.00
Deposit payment on Account 10-5-93	\$ 150.00
Deposit from Regional Meeting 10-12-93	\$1283.66
Deposit from RSO (Area RSC donations) 9-14-93	\$ 100.00
Deposit from Area Phoneline donation 10-19-93	<u>\$ 75.00</u>
Total	\$5852.91

Expenditures:	
Bounced Deposit 9-27-93	\$ 200.00
Check #378 Ansercom 10-2-93	\$ 800.90
Check #379 Holy Name Church 10-2-93 (rent RSC 10-2-93 & 10-3-93)	\$ 150.00
Check #380 Gregory A. Williams 10-3-93 (Multi-Regional Planning Committee)	\$ 69.40
Check #381 Dean E. Wilson (Cleansheet mastercopy)	\$ 40.00
Check #382 Eric Valentine (secretary supplies)	<u>\$ 10.00</u>
Total Expenditures	<u>\$1270.30</u>
Balance	\$4582.61

George Richards Jr.  
Treasurer R.S.C.

