



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

6212 RIDGE AVENUE • REAR • PHILADELPHIA, PA 19128 • P.O. BOX 35187  
TEL. 215-483-5154 • FAX 215-509-7832

**GPRSO BOARD MEET/ING MINUTES**

7/1/00

Executive Board Members Present: RSO Chair – Maurice  
RSO Treasurer – Gwen  
RSO Co-Chair - Andy F.  
RSO Secretary - Michele C.  
RSO Policy Chair - Joy F.

Board Members Present:

RSC Meeting List Chair Schuylkill Valley  
Bucks County Riverfront  
Greater Camden RSC Policy - Sid  
Inner City

127

Board Members Not Present:

Cherry Hill  
Delaware County  
Montco

Delaware County  
Pure & Simple 10

Areas Without Representation:

Philadelphia RSO Policy Delaware County 8  
Bee Hive Montco Pure & Simple  
South Philadelphia ✓ SWANA

The meeting began with a moment of silence followed with the Serenity Prayer. The Purpose & Power statement was read. All participants were identified. A quorum was established. The minutes from the previous months' meeting were read and accepted. One correction - the minutes stated that the next meeting would be July 3<sup>rd</sup> when in fact it was supposed to say July 1<sup>st</sup>.

The RSC Meeting List Chair was re-qualified. Having missed two consecutive meetings, our policy requires re-qualification for voting purposes.

**AGENDA:**

Attorney	RSO Audit	Zonal Forum
Rent	ByLaw Updates	New Merchandise

Reports: (All reports are attached)

**NOTE \* All reps that were present at the board meeting do not have enclosures, they received all reports at the meeting. Only the areas that were not present should have enclosures)**

Executive Committee - accepted

RSO Chair - accepted

Co-Chair - accepted

Office Manager - accepted

RSO Treasurer - tabled until 8/00

RSO Policy - accepted

RSC Treasurer - no report

Security Chair - accepted

RSC Meeting List - ~~accepted~~

Convention Treasurer - not present

AD Hoc - no committee

RSC Policy - no report

Meeting & Elections

Management of the Club

Club History

Rent - should not be paid since 3/00. This is an encrowded area.

**Attorney - We are still looking. The only option we seem to have at this point is the attorney that our secretary works for. If this board elects her, the RSO Chair and the RSO Policy Chair will do everything to avoid any and all conflicts.**

**Motion - to have the RSO Chair and Policy Co-Chair meet with this attorney for an interview. MSP**

**New Business/Agenda:**

Motion - to drop the three bid process for an attorney.

Intent: to get an attorney ASAP

MSP

Motion - to change existing policy from Chair picking up the mail and allow the special workers' to pick it up. Confidential mail will not be read, including Paychex. Inc. and put in either the Chair's or Co-Chair's mail box.

Intent: mail will get picked up on a regular basis.

MSF

Zonal Forum - Motion - that the Board attend the zonal forum to be held in Washington on July 15<sup>th</sup>. Financial impact: \$350.00

Intent: to properly serve the GPRS.

MSP

Motion - to allow the special workers' to pick up the mail in the event that the Chair and Co-Chair cannot and that the key be made available.

Intent: to better serve the fellowship

MSF

A re-vote was called

MSP

By Laws - more updates were made.

New Merchandise - due to the change in companies, there will be a change in the look of some of our products. These changed items were presented to the Board today.

Motion - to purchase a new set of keys for the RSO Office at a price to be determined by the Board.  
Intent: to have a new set of keys for the RSO Office.

Motion - that the RSO Office be moved to a new location.

Intent: to have a new location for the RSO Office.

A motion to close the meeting was made. The meeting closed with a moment of silence followed by the Serenity Prayer.

The next Board meeting will be held August 5, 2000 at 10:00 am. We will meet at the RSO Office 6212 Ridge Avenue.

The quorum for the next meeting is 7.

In Loving Service,

  
Michele C.  
RSO Secretary

MC/  
w/encs.

**Marilyn K. from the Phoneline is asking that all events whether a marathon, anniversary, picnic, etc. be called in to the event hotline so that it can be posted on the hotline for addicts looking for things to do in NA. The number to call these events in is 610-766-1250.**

**LET'S DO WHAT WE CAN TO KEEP THE UNITY GOING.**



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July 1, 2000

**Co-Chair Report**

On June 5, 2000 I called attorney Marc Edelson. I was told he was going out of town. He was not in his office. I also called Arthur Wood about the property he told me that the Bank is getting ready to put a new roof on and make other repairs. He said he would send me a letter in the next week about rent. On June 29, 2000 I called Marc Edelson, I was not able to speak with him, but I was told that he received our faxes. He will get back with me as soon as possible. I will be going to the property on July 10, 2000 to inspect the property. As soon as I have more information I will report it to you.

In Loving Service,

Andy F.



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July 1, 2000

**Office Manager Report**

The office is running well. Sales are still fluctuating. We made one order this month from the WSO. The total for this order including the discount and shipping & handling was 261.41. On June 29, 2000 the new meeting lists were delivered. Special Workers were also informed that they may no longer pick up the mail, as stated in policy.

*in the morning*

*AM  
8:00*



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July 1, 2000

**Motion to change existing policy from Chair picking up the mail and allowing the  
Special Workers to pick it up. Confidential mail will not be read, including Paychex Inc.  
mail and put in either the Chair or Co-Chair mail box.**

**Intent: Mail will get picked up on a regular basis.**

Andy F.



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GPRSO Executive Committee Meeting  
June 30, 2000

The meeting opened with the Serenity Prayer. All participants were identified.

**Agenda:**

Office Manger Position  
Quickbooks  
Relocation

RSO Audit  
Rent  
Zonal Forum

Mail Pick-up  
Lawyer

**Old Business:**

Office Manager - although there is not a need for one at this time, we are still accepting applications to keep on file should the need arise in the future.

Lawyer - we are still in the process of retaining another attorney. We are going to allow our present attorney to continue handling the matter of the missing funds. He is the one that has the most knowledge of this matter. The Police Chief and the RSO Chair will be responsible for the legal fees associated with this matter.

Relocation - this matter is still in progress.

**New Business:**

Rent - we haven't paid rent since March 2000. The money is in an escrow account in the bank. The owners of the property in Wilmington Trust.

RSO Audit - by August 2000, the accountant should have all of our financial matters in order. We would like to begin an audit by September 2000. We will need an attorney to do this.

Quickbooks - this program has been installed however, is not up and running yet.

Mail Pickup - We have been made aware that although we have been making arrangements with the Post Office, we have not yet received the necessary information from the Post Office to begin the mail pickup process. We will be meeting with the Post Office representative on July 10, 2000.



Zonal Forum - there are two forums scheduled. One is to be held in Washington and the other in Pittsburgh. We have been made aware that we should attend the one in Washington because our Region is a part of that Zone. Therefore, the Executive Committee would like to present the following motion to the Board:

Motion - that the Executive Committee attend the Zonal Forum to be held in Washington in July 2000. Financial Impact: \$350.00

Intent: to properly serve the Greater Philadelphia Region.

m s p

The meeting closed with a moment of silence followed by the Serenity Prayer.

In Loving Service,

Michele C.  
GPRSO Secretary

MC/

# CHAIR REPORT

JULY 1, 2000

~~JUNE 1~~

THIS IS MY FIRST MEETING AS CHAIR  
LAST MONTH I HELPED THE TREASURER  
WITH THE CHANGE OVER, SHOWING  
HER HOW TO DO THE MONTHLY  
REPORT. AT THE EXEC MEETING  
WE TALKED ABOUT THE LAWREN, RSO  
AUDIT, PICKING UP OF THE MAIL  
QUICK BOOKS RENT, RELOCATION,  
ZONA FORMAM JULY 15, 2000, TAX,  
A LOT OF WORK TO  
DO. I WILL BE DOING THE  
MONTHLY REPORTS, I WILL  
BE DOING THE MONTHLY  
REPORTS, I WILL BE DOING  
THE MONTHLY REPORTS, I  
WILL BE DOING THE MONTHLY  
REPORTS.

IW. LOUIS & SERVICE  
MAKING RSO CHAIR

Agenda  
ZONA FORMAM  
BY LAW UPDATE  
RSO AUDIT

7/1/00

## RSO Policy Chair Report

The updating of the by-laws are going well. I'd like to thank the Board for the input and help at our last meeting.

There are still some more updates that I have seen and probably some that other Board members have noticed.

I will be updating the by-laws and will be submitting them to the Board for their review and approval.

Steve

7/1/00

To the RSC members

I BRONCO AFRICA/RSC Inter. Ltd. Chair.  
submit my humble apology for my Absence  
from this body the past (2) Two meeting.

In Loving Service  
BRONCO A.