



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

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

RSO BOARD MEETING

December 5, 1992

Attendance: Board Members: Chair, Donald C.; Vice-Chair, Steve R.; Secretary, Arlene F.; Regional Reps, George (Regional Co-Treasurer), Vito L., Agnes B.; Area Reps, Yusuf G. (South Philly), Dwayne I. (ICA), Thomas R. (Montco). Other: JR (Office Manager), Art (Acting Regional Chair), William B.

Meeting opened at 11:05 am. Moment of silence and the Serenity Prayer.

Minutes were read from the November 2, 1992 meeting.

M/S/P To accept the minutes as read.

Office Manager's Report:

A written report is attached to these minutes.

The report concerning our copying services will be made at next month's Board meeting. A bill from one of our main suppliers was not received in time to calculate those costs and prepare a report this month.

Finance Committee:

-- RSO TREASURER

(The treasurer was unable to attend today's meeting, so the Office Manager presented the report.)

A written report is attached to these minutes.

In order to reduce our fees for banking services, the GPRSO will be made the parent account, rather than the GPRSC account.

-- RSC TREASURER

A written report is attached to these minutes.

The Philadelphia Phoneline bill has not yet been submitted for payment, so that amount (@\$2000.00) will come out of the current balance.

Old Business:

-- AD HOC COMMITTEE ON OFFICE MANAGER'S GUIDELINES

Two meetings had been scheduled this past month, but they both had to be cancelled at the last minute. A meeting of this committee will be held at 6:00 pm at the RSO prior to January's Board meeting, January 4, 1993.

-- PHONELINE

The updated contract for the phonenumber is now ready to be signed. There will be a final review by our attorneys to make sure that this document is the same as the one they approved earlier. There has been a 10% increase in equipment costs over the amount that was on the original contract. The phone company is requiring that this new contract be signed by December 31, 1992 and that installation be made no later than January 31, 1993.

-- FAB PRINT BILL

Since the RSO treasurer was not present at this meeting, we received no update on the status of this outstanding debt.

-- AD HOC COMMITTEE ON TAX I.D. NUMBER

No report.

-- REGIONAL CONVENTION

In reference to the two motions that the Board passed in October concerning the Regional Convention, no final report has been received from the Convention Chairperson and no new convention committee has been set up. The motion to plan a convention for March 1994 was passed at the RSC in October.

Motion: That the RSC waive policy and not require a final report for the 1992 Regional Convention.

Intent: So that the Region can resolve the matter of the 1992 Regional Convention, and so that we can move on with plans for future conventions.

Motion passed (4-1-2).

New Business:

-- REPORT FROM MULTI-REGIONAL WORKSHOP

This report was given by the Board Vice-Chair. A written report will be forthcoming.

-- WRITTEN REPORTS

There was a discussion concerning the failure of some Board members to submit written reports when they attend workshops or special events as representatives of the Board. It is the policy of this Board that written reports be submitted, and this should be done in the future. The Board Chair stated that he would have his report on the Florida workshop prepared by the January Board meeting.

-- CONVENTION MERCHANDISE

There was a question as to how much convention merchandise was still at the RSO, and what is happening to it? The Office Manager estimated the value at @\$17,000. Although there was a suggestion that we distribute this merchandise among the various areas, it was concluded that it is our fiscal responsibility to hold onto this merchandise and sell it at some future date in order to recoup some of our costs.

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December 5, 1992  
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-- REGIONAL WEEKEND

There was a question about why the Regional Weekend was being held in a hotel when the RSC had decided to use other facilities in an effort to reduce the cost of having the Regional Weekends. The Acting Regional Chair reported that originally the weekend was to have been held at the Brandywine High School (directions to that facility had even been prepared), but that the High School backed out of the agreement at the last minute. The hotel was a last-minute replacement choice. The cost of this weekend is estimated to be @\$385.00 for the two days, which is approximately \$200 less than we had been paying for other hotels in the past.

The meeting was adjourned.

Next Board Meeting: Monday, January 4, 1993, 8:00 pm, Regional Office,  
6212 Ridge Avenue, Philadelphia.

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.

RSD Mgr. Report  
December 5th 1992

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

Store open	32.5
RSD reports for RSD mtg.	2
RSD mtg.	1
Stock shelves	0
Mail\receivable	5
Orders\processing	6
Receive orders literature/books/mtg.list	2
Check orders " " "	1
Shipping	4
Banking	3
Phone/collections	2
RSD minutes	0
Fix computer/re-enter orders	00
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For Nov.	58.5 hrs.x12=\$702

The office has been running smoothly for the past month. The TWIGGS revised 4/92 was to replace the old one and we had 19 in stock. I ordered 25 new ones and we will have to write off the old ones at a cost of \$37.64 this is in this months report. I hadn't got the report together for this meeting about the copier it will be done for the next meeting. The clean sheet was late so I couldn't get as many copies done as I have in the past because of the time it takes to do 1500 copies. We now have the Steps review 7/12, the Tradition 1/6 for approval and the Traditions 7/12 review for sale. I put together an order for us to send to the WSO but I have to double check it then I'll report to the Treasurer what I'm going to order it will be about \$40,000.00.

Office Mgr.

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.  
TREASURERS REPORT FOR OCTOBER

RSO BOARD MEETING  
December 5th 1992

Financial Report:

<u>GPRSO</u> acct.	Opening balance	\$ 10,587.96 +
	Deposit	\$ 13,908.99 +
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	Balance	\$ 24,496.95 +
	Rent November	\$ 550.00 -
	PECO	\$ 78.57 -
	Add'l Wker Sept.	\$ 726.00 -
	Phone	\$ 75.19 -
	office Equip.	\$ 53.49 -
	Office Supplies	\$ 132.41 -
	Postage\Shipping	\$ 294.39 -
	Castor 90 con	\$ 18.70 -
	Castor stamp pad	\$ 27.00 -
	WSD Literature	\$ 17,000.00 -
	Print all fax	\$ 12.00 -
	RSD coping/mailing	\$ 85.92 -
	Insurance yearly	\$ 303.00 -
	RSD min. typing	\$ 50.00 -
		-----
	Balance	\$ 5,090.28 +

<u>GPRL</u> acct. Continental	Balance	\$ 3,130.34 +
	Deposit\Interest	\$ 18.55 +
	Accountant paid	\$ 0,000.00 -
	Fee	\$ 00.00 -
		-----
	Balance	\$ 3,148.89 +
	Balance/RSD Acct.	\$ 5,090.28 +
	Balance\GPRC Acct.	\$ 232.89 +
	Fee/GPRC Acct.	\$ 127.89 -
	Aug./Sept./	-----
	Balance	\$ 8,344.17 +
	Literature value on hand	\$ 36,947.27 +
	TWIGGS out/dated	\$ 37.64 -
	<u>Receivables</u>	\$ 16,702.51 +
		-----
	Balance	\$ 61,956.31 +
	WSD balance\order	\$ 2,549.84 -
		-----
	Balance	\$ 59,406.47 +
	<u>Cash advance to us</u>	\$ 3,405.08 -
		-----
	<u>Net Worth</u>	\$ 56,001.39 +

Sales for November	\$ 15,506.18	<u>Gains</u>	\$ 6,214.26
Sales year to date	\$ 157,248.146	<u>Gains</u>	\$ 58,448.13

RSO BOARD  
SPECIAL MEETING ON MULTI-REGIONAL OFFICE

December 7, 1992

Attendance: Board Members: Chair, Donald C.; Secretary, Arlene F.; Regional Rep, Agnes B.; Area Rep, Thomas R. (Montco). Other: Bonnie D. (new RSO Rep, Northwestern Area), Walt (Alternate ASR, Northwestern Area)

There was no quorum, so the meeting was basically an informal discussion of some of the issues involved in setting up a multi-regional office.

We are still awaiting information to come from Florida, Chicago, and Texas on multi-regional offices, and from Michigan, concerning their subregion system. The Chair will make sure that we have this information by our next meeting on this in February.

Some of the general topics that were discussed included:

Bookkeeping System (the Office Manager has already been making plans so that our current computer system will accommodate entries for various regions and areas)

Representation on the Board

Distribution of Funds

The next meeting concerning the multi-regional office will be:  
Monday, February 8, 1993, 8:00 pm, Regional Office, 6212 Ridge Avenue, Philadelphia

REGIONAL SERVICE MEETING

DECEMBER 5&6, 1992

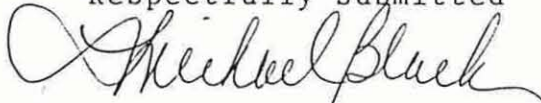
Balance as of October 3, 1992	\$2,658.77
Area Donations (October Meeting)	272.10
Payment on Account for October	150.00
Payment on Account for November	150.00
Sub Total	<u>\$3,230.87</u>

Expenditures:

Check #340 GPRSO (Printing) Sect, Lit Review, Cleansheet	353.80
Cash Payment - Darleen Pastories (YWCA)	50.00
Check #341 Coatsville YWCA	180.00
Total Expenses	<u>\$ 583.80</u>

Current Balance \$2,647.07

Respectfully submitted



F. Michael Black  
Regional Treasurer