1469-29) 2 F/R Spring

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

September 22, 1998

GPRSO BOARD MEETING MINUTES

535-3692
MRS. HERD

Executive Board Members Present:
RSO Treasurer-Maurice M
RSO Secretary-Liz M

Executive Board Member Not Present:
RSO Chair-Eugene B
RSO Co-Chair-Charles C

676-5321

Board Members Present:
Bucks Area-Nancy O
Clean Acres Area-Henry B
Delco Area-Bill O
Inner City Area-Darryl L
Philadelphia Area-Gail M
Pure & Simple Area-Tom C
South Philly Area-Paul W
SWANA Area-John D
West Southwest Area-Joe A
Convention Chair-Carol B
Meeting List Chair-Carl G
RSO Policy Chair-Alonzo B

Board Members Not Present:
Camden Area-Mark W

Areas Without Representations:
Bee Hive Area-1996
Montco Area-04/97
Northwest Area-05/98
Pyramid OF Freedom Area-07/98
Riverfront Area-10/97
Schuykill Area-06/98

The meeting opened with at 7:10PM with a moment of silence followed by the serenity prayer. The Purpose and Powers were read. A quorum of (6) six was established at 7:15PM. Minutes were read from September 05, 1998, a motion was made to accept the minutes as read. The following members were voted in: John D from SWANA Area, Tom C from Pure & Simple Area, Nancy O from Bucks Area, Henry B from Clean Acres. Carol B was acting as reporting rep only for Convention Chair, Joe A from WSW not voted in as he is already a voting member on another Board. We'd like to welcome all the new members to the Board. The quorum for our next business meeting is (7) seven.

Regional Web Site-The Regional Web committee would like to add a Bulletin/Share Board. This would enable addicts to share thoughts, anniversaries, announcements, anything they'd like, on to the board. It would be up 24 hours and day, seven days a week. This also will no added charges to the existing contract for the Web Site. Please remind your Area that the site is up and ready to be used for their information. We have paid for the space already so let's use it. If you need help getting started contact me at 215-535-8576 or E-mail me at Phileliz88@aol.com I will be glad to help you in any way I can. A motion was made to add the Bulletin/Share to the Regional Site, the motion passed, MSP 7-1-1.

Security Repairs-There was a repair to lock and frame on conference door. Report included as to the cost. Motion to accept report, report accepted 8-0-0

Convention Treasurer Report-See attached, report was accepted 8-0-1

Motion to closed the meeting, the meeting closed at 9:30PM with a moment of silence followed by the Serenity Prayer. Our next scheduled meeting is October 3rd 1998 at 10:00AM, please be on time.

In Service
RSO Secretary
Liz M

Agenda

Office Manager
RSC Account
Changing Code for Copy Machine
Convention Contract
Regional Web Site
Security - Repair to the Door

Motion was made to suspend business to move on to the Agenda instead of reading reports as most reports had been read on September 05, at the regularly schedule meeting. The motion passed 7-0-1.

New Business

Office Manager-It is a concern of the Board that the duties of the Office Manager/Co-Chair, have not been fulfilled. Supplies have not been purchased as needed, reports on how office is running and special workers are doing has not been given. It was noted that July 1998 was the last meeting the Co-Chair was in attendance of. A motion was made to notify the RSO Co-Chair by letter and ask what his intentions are. The motion passed, see attached motion, MSP 8-1-0

RSC Account- In August the RSC account was closed by members of the RSO executive board. The reason for this action was a prompting by our accountant while doing the 1997 taxes. There was several things out of order with this account that caught the accountants attention. Missing bank statements, checks written out of order, checks written to people instead of areas or vendors, canceled checks with only one signature on the back, finally when checking RSC's past minutes of bank balances, there was a discrepancy of several thousand dollars less in actual account. That is when the account was closed immediately. A full investigation is needed on this account. A motion was made to give the RSO executive board members the authority to pursue the investigation. The motion passed, see attached motion, MSP 8-1-1

Code for Copier-There is still a problem with areas being charge with copies the didn't make. In order to prevent this from happening a motion was made to delete old copier codes and new codes be given to the proper people. A motion was made and passed, MSP 7-0-2.

Convention Contract-The contract for the convention needs to be signed however, there is some confusion about changes needing to be made before it could be signed. A motion was made to authorize the RSO chair to immediately renegotiate the changes suggested by out lawyer and to approve that contract based on those changes. The motion passed, MSP 6-0-2

Updated October 01, 1998

GPRSO BOARD MEETING
ADDRESS & PHONE LIST

RSO CHAIR	Eugene A Burroughs, Jr 3726 Avolan Street Philadelphia, PA 19114 (215) 281-5859 Home 810-4627 Pager
RSO CO-CHAIR	Charles J Chisholm 215 W Walnut Lane #C-303 Philadelphia, PA 19144 (215) 438-4047 Home
RSO SECRETARY	Elizabeth L Myers 5320 Gillespie Street Philadelphia, PA 19124 (215) 535-8576 Home 899-3721 Pager
TREASURER	Maurice Morton 1505 Widner Place Philadelphia, PA 19141 (215) 424-1619 Home 656-9369 Pager
MEETING LIST CHAIR **(RSC REP TO RSO)**	Carl Gershkovitz 1205 Unruh Avenue Philadelphia, PA 19111 (215) 342-7199 Home
RSC POLICY CHAIR	Alonzo Barkley 2311 N 25th Street Philadelphia, PA 19132 (215) 225-1877 Home 401-6598 Pager
CONVENTION TREASURER	Vanessa Wright 1113 E Rittehouse Street Philadelphia, PA 19138 (215)

AREA REPRESENTATIONS

INNER CITY AREA	Darrly Lipscomb 718 N 17th Street - Apt 204 Philadelphia, PA 19130 (215) 765-3732 Hone 312-4048 Pager
DELCO	Bill O'Neill 2065 New Middletown Road Media, PA 19063 (610) 566-2852 Home
PHILADELPHIA	Gail Marquis 1322 Wells Street Philadelphia, PA 19111 (215) 722-3448 Home
SOUTH PHILLY	Paul Williams 2631 Dickinson Street Philadelphia, PA 19146 (215) 389-3584
PYRAMID OF FREEDOM	Tyrone Durrant 5022 N 11th Street Philadelphia, PA 19141 (215) 457-3380 Home 314-1346 Pager
BUCKS COUNTY	Nancy Oczkowski 436 Lafayette Street Bristol, PA 19057 (215) 826-0866 Home
SWANA	Eddie Knight 108 Oval Circle Wilmington, DE 19801 (302) 655-1701 Home 984-1503 Pager

CAMDEN	Mark Williams 21 Manor Avenue Woodbury, NJ 08096 (609) 848-5391 Home 1-888-691-4511
WEST SOUTHWEST	Yvonne Fields 3229 W Montgonery Avenue Philadelphia, PA 19121 (215) 455-1697 Home
CLEAN ACRES	Henry Barrett 325 East Linden Street Philadelphia, PA 19348 (610) 444-0296 Home
PURE & SIMPLE	Tom Cutter 1360 Colony Way Yardley, PA 19067 (215) 321-7944 Home 321-7954 Fax

NORTHWEST
RIVERFRONT
MONTCO -
BEE HIVE
SCHUYKILL

NAME	AREA OR POSITIONS	1998	January	February	March	April
EUGENE	CHAIR		P	P	P	P
CHARLES	CO-CHAIR		P-SCHUY	P-SCHUY	P-SCHUY	P-SCHUY
MAURICE	TREASURER		P-CO-CHR	P-CO-CHR	P-CO-CHR	P-CO-CHR
LIZ	SECRETARY		P-PHILLY	N/P-PHIL	N/P IN ACT	P-VOTD IN
ALONZO	RSO POLICY CHAIR		P	P	P	P
CARL	MEETING LIST/RSC		N/P ACT	P	N/P ACT	P
VANESSA	CONVENTION CHAIR		N/P ACT	12/97	12/97	12/97
	BEE HIVE AREA		1996	1996	1996	1996
BRIAN	BUCKS AREA		P	P	P	P
MARK	CAMDEN AREA		4/97	4/97	4/97	4/97
HENRY	CLEAN ACRES		1996	P	P	P
BILL	DELCO AREA		2/97	2/97	2/97	2/97
DARRLY	INNER CITY AREA		N/P ACT	12/97	P	P
	MONTCO AREA		4/97	4/97	4/97	4/97
CHARLES	NORTHWEST AREA		10/97	10/97	P	P
GAIL	PHILADELPHIA AREA		P - LIZ	N/P ACT	N/P ACT	P-LIZ
	PURE&SIMPLE AREA		1996	1996	1996	1996
TYRONE	POF AREA		P	P	P	P
	RIVERFRONT AREA		10/97	10/97	10/97	10/97
	SCHUYKILL AREA		P-CHARL	P-CHARL	P-CHARL	P-CHARL
PAUL	SOUTH PHILLY AREA		N/P ACT	P	P	P
EDDIE	SWANA AREA		9/97	9/97	9/97	P
YVONNE	WSW AREA		N/P ACT	P	P	P
	RSC TREASURER		6/97	6/97	6/97	6/97

P - PRESENT AT MEETING
N/P ACT - NOT PRESENT AT MEETING BUT ACTIVE
N/P IN ACT - NOT PRESENT FOR 2 MEETINGS LOST VOTE
DATE IN AREA SPACE - LAST TIME REP SENT
P WITH AREA NAME - PERSON WAS REP FOR AREA AT THE TIME
NO REP - REP STEPPED UP TO ANOTHER POSITION
P-N VOTE - REP MISSED 2 MEETING, NEED QUORUM TO VOTE THEM BACK IN, STILL I
P VOTD IN - REP RETURNED AND WAS ABLE TO BE VOTED IN BY BOARD
P VOTED - NEW REP VOTED IN AT THAT MEETING

May	June	July	August	AUG EME	September	SEPT EME	October
P	P	P	P	P	P	N/P ACT	
P-SCHUY	P	P	N/P ACT	N/P IN ACT	N/P IN ACT	N/P IN ACT	
P-CO-CHR	P	P	P	P	P	P	
P-PHILLY	P	P	P	N/P ACT	P	P	
P	N/P ACT	P	P	P	N/P ACT	P	
P	P	P	P	N/P ACT	N/P IN ACT	P	
12/97	12/97	P	N/P ACT	N/P IN ACT	P-N VOTE	N/P IN ACT	
1996	1996	1996	1996	1996	1996	1996	
P	P	N/P ACT	P	P	N/P ACT	P	
4/97	P	N/P ACT	P	P	N/P ACT	N/P IN ACT	
N/P ACT	P	N/P ACT	N/P ACT	N/P IN ACT	N/P IN ACT	P VOTED	
P	P	P	P	P	N/P ACT	P	
N/P ACT	P	N/P ACT	P	P	P	P	
4/97	4/97	4/97	4/97	4/97	4/97	4/97	
P	N/P ACT	N/P ACT	N/P IN ACT	N/P IN ACT	N/P IN ACT	N/P IN ACT	
P-LIZ	P-GAIL	P	P	N/P ACT	P	P	
1996	1996	1996	1996	1996	1996	P VOTED	
P	N/P ACT	P	N/P ACT	N/P IN ACT	N/P IN ACT	N/P IN ACT	
10/97	10/97	10/97	10/97	10/97	10/97	10/97	
P-CHARL	NO REP	NO REP	DOUG	DOUG	NO REP	6/98	
P	N/P ACT	P	N/P ACT	P	P	P	
P	N/P ACT	P	N/P ACT	P	N/P ACT	PROXY	
N/P ACT	N/P ACT	P	N/P ACT	N/P IN ACT	P	N/P	
6/97	6/97	6/97	6/97	6/97	6/97	6/97	

NACTIVE

Greater Philadelphia Regional Services Committee of N. A.

Area/Subcommittee Report Form

Area/Subcommittee Name: SECURITY CHAIR

Meeting Day: TUES \ 9-28 Location: CONF. RM. Time: 7 P.M.

Area/Subcommittee Update:

ON SEPT 13TH, DOLAN LOCKSMITHS SERVICED THE CONFERENCE ROOM DOOR. THE COST WAS ORIGINALLY ESTIMATED AS APPROX. $250 TO $300. AFTER ~~[illegible]~~ THROUGH INSPECTION, DOLAN'S SERVICE FEE WAS REDUCED TO $55.00 (SEE ATTACHED INVOICE)

AS OF TODAY (SEPT. 22ND) ALL REPAIRS HAVE BEEN COMPLETED. THIS INCLUDES FRAME AND LOCK.

IN LOVING SERVICE
DARRYL L.

Problems:

Passed

ASR/Subcommittee Chair: Phone #

ASR/Subcommittee Address:

Alt. ASR/Subcommittee Phone #

Signed: Date:

Convention Treasurer's Report
9-19-98

Our previous balance was $13,884.32
There were 5 deposits totaling $1805.00
The Registration Committee deposited $20.00 on 9/4/98: $65.00 on 9/8/98 and $20.00 on 9/17/98 for a total of $105.00

The Fundraiser Committee deposited $700.00 on 9/8/98 and $1,080.00 on 9/15/98 for a total of $1,780.00.

TOTAL CHECKS WRITTEN 9/19/98 $11,69300 $3,916,32

Our current balance is $ ~~15,609.32~~

Submitted by
Vanessa W.
Convention Treasurer

	COMMITTEE	DESCRIPTION	CK#/CLEAR	AMOUNT	DEPOSITS	BALANCE	RECT
1/2/98	Fundraiser	Deposit-Dance			$908.00	$18,556.20	yes
1/3/98	Veronica W	Registration	1023-1/8/98	$27.31		$18,528.89	yes
1/3/98			1024-VOID			$18,528.89	
1/3/98	Brandon W	Merchandise	1025-1/6/98	$125.00		$18,403.89	
1/5/98	Merchandise	Deposit			$200.00	$18,603.89	yes
1/7/98	Fundraiser	Deposit-Dance			$1,736.00	$20,339.89	yes
1/13/98	Fundraiser	Deposit-Dance			$2,225.00	$22,564.89	yes
1/17/98	First Unitarian	Rent	1026-1/30/9	$1,100.00		$21,464.89	yes
1/17/98	Fed Beer Dis	Fundraiser Supplies	1027-1/23/9	$400.00		$21;064.89	yes
1/17/98	Linda T	Secretary-Reimburse	1028-1/21/9	$45.57		$21,019.32	yes
1/17/98	Cherry Hill Hi	Deposit	1029-VOID			$21,019.32	
1/31/98	Fundraiser	Deposit-Dance			$3,002.00	$24,021.32	yes
TOTAL				**$1,697.88**	**$8,071.00**	**$24,021.32**	
2/2/98	Fundraiser	Deposit-Dance			$1,900.00	$25,921.32	yes
2/16/98	Fed Beer Dis	Fundraiser Supplies	1030-2/24/9	$600.00		$25,321.32	
2/16/98	First Unitarian	Rent	1031-3/9/98	$1,100.00		$24,221.32	
2/18/98	Fundraiser	Deposit-Dance			$1,741.00	$25,962.32	
2/21/98	First Unitarian	Rent (9/98)	1032-3/9/98	$1,000.00		$24,963.32	
2/23/98	Merchandise	Deposit			$160.00	$25,122.32	yes
2/23/98	Fundraiser	Deposit-Dance			$2,370.00	$27,492.32	
TOTAL				**$2,700.00**	**$6,171.00**	**$27,492.32**	
3/3/98	Fundraiser	Deposit-Dance			$2,000.00	$29,492.32	
3/12/98	Fundraiser	Deposit-Dance			$2,252.00	$31,744.32	
3/18/98	Fundraiser	Deposit-Dance			$2,060.00	$33,804.32	
TOTAL					**$6,312.00**	**$33,804.32**	
4/4/98	Phila Conv C	Deposit for 5/99 Conv	1033-4/17/9	$15,000.00		$18,804.32	
4/4/98	GPRS	return of start up mone	1034-4/8/98	$5,000.00		$13,804.32	
TOTAL				$20,000.00		**$13,804.32**	

9/4/98	Registration	Deposit	20.00	13824.32
9/8/98	Registration	Deposit	65.00	13889.32
9/8/98	Fundraiser	Deposit - Dance	700.00	14589.32
9/[illegible]/98	Fundraiser	Deposit - Dance	1,000.00	15589.32
11/[illegible]/98	Registration	Deposit	20.00	15609.32
			805.00	15609.32
Total				
1-19-98	Issue check to Fundraisers		-1,320.00	14,289.32
1-19-98	Issued to Phila Conv Ctr		-10,243.00	3,966.32
1-19-98	Re-imbursement to Con Info		-50.00	3,916.32
				TOTAL

	COMMITTEE	DESCRIPTION	CK#/CLEAR	AMOUNT	DEPOSITS	BALANCE	RECT
7/1/97						$4,990.00	
8/2/97	Kenneth F	Fundraiser Supplies	1001-8/27	$652.00		$4,338.00	yes
9/11/97	Fundraiser	Deposit-Dance			$900.00	$5,238.00	yes
9/15/97	Fundraiser	Deposit-Dance			$1,005.07	$6,243.07	yes
9/21/97	Kenneth F	Fundraiser Supplies	1002-9/23	$100.00		$6,143.07	yes
9/21/97	Fed Beer Dis	Fundraiser Supplies	1003-10/2	$350.00		$5,793.07	yes
9/21/97	First Unit Chu	Rent	1004-10/1	$1,000.00		$4,793.07	yes
9/21/97	US Post Offic	Registration	1005-VOID			$4,793.07	
9/23/97	Fundraiser	Deposit-Dance			$1,065.76	$5,858.83	yes
9/30/97	Fundraiser	Deposit-Dance			$950.74	$6,809.57	yes
TOTAL				**$2,102.00**	**$3,921.57**	**$6,809.57**	
10/4/97	Shalome F	Arts & Graphics	1006-10/6	$32.50		$6,777.07	
10/6/97	Fundraiser	Deposit-Dance			$1,500.00	$8,277.07	yes
10/14/97	Fundraiser	Deposit-Dance			$967.00	$9,244.07	yes
10/18/97	Vanessa W	Treasurer Supplies	1007-11/5	$100.00		$9,144.07	
10/20/97	Fundraiser	Deposit-Dance			$1,445.00	$10,589.07	yes
10/27/97	Fundraiser	Deposit-Dance			$1,455.00	$12,044.07	yes
TOTAL				**$132.50**	**$5,367.00**	**$12,044.07**	
11/1/97	First Unit Chu	Rent	1008-11/4	$1,350.00		$10,694.07	yes
11/1/97	Fed Beer Dis	Fundraiser Supplies	1009-11/6	$350.00		$10,344.07	yes
11/1/97	Donna F	Registration	1010-11/4	$20.00		$10,324.07	yes
11/1/97	Phyllis T	Program Comm Supp	1011-11/12	$50.00		$10,274.07	
11/4/97	Fundraiser	Deposit-Dance			$1,302.00	$11,576.07	yes
11/12/97	Fundraiser	Deposit-Dance			$829.50	$12,405.57	yes
11/15/97	Donna F	Registration-Supplies	1012-11/17	$100.00		$12,305.57	yes
11/15/97	Willie O	Hospitality-Supplies	1013-11/17	$250.00		$12,055.57	
11/15/97	Clean Wear	Merchandise-Supplies	1014-12/9	$545.00		$11,510.57	yes
11/18/97	Fundraiser	Deposit-Dance			$1,050.00	$12,560.57	yes
11/25/97	Fundraiser	Deposit-Dance			$1,360.00	$13,920.57	yes
TOTAL				**$2,665.00**	**$4,541.50**	**$13,920.57**	
12/2/97	Fundraiser	Deposit-Dance			$1,850.00	$15,770.57	yes
12/06/97	First Unit chu	Rent	1015-12/10	$1,300.00		$14,470.57	yes
12/06/97	Fed Beer Dis	Fundraiser Supplies	1016-1209	$522.00		$13,948.57	yes
12/06/97	Clean Wear	Merchandise-Supplies	1017-12/23	$547.12		$13,401.45	yes
12/08/97	Fundraiser	Deposit-Dance			$1,585.00	$14,986.45	yes
12/15/97	Fundraiser	Deposit-Dance			$1,400.00	$16,386.45	yes
12/18/97	Registration	Deposit			$20.00	$16,406.45	yes
12/22/97	Fundraiser	Deposit Dance			$296.00	$16,702.45	yes
12/22/97	Fundraiser	Deposit Dance			$1,650.00	$18,352.45	yes
12/26/97	First Unitaria	Rent	1018-1/9/98	$1,350.00		$17,002.45	
12/26/97	Fed Beer Dis	Fundraiser Supplies	1019-12/30	$279.25		$16,723.20	yes
12/26/97	Kenneth F	Fundraiser Supplies	1020-12/29	$65.00		$16,658.20	yes
12/26/97	S Phila Area	Half and Half	1021	$60.00		$16,598.20	yes
12/26/97	N. B. Lanes	Deposit for Party	1022-12/30	$50.00		$16,548.20	yes
12/29/97	Fundraiser	Deposit-Dance			$1,100.00	$17,648.20	yes
TOTAL				**$4,173.37**	**$7,901.00**	**$17,648.20**	

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE, INC.
NARCOTICS ANONYMOUS
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Motion Form

Date: 09-22-98

Person/Area making the motion: Elizabeth RSO Sec.

Motion: To add to our Regional Site a Bulletin Board / Share that will be available 24 hours.

Intent:

Disposition of Motion: Yes 7 No 1 Abstentions 0

Passed

Failed

Out of Order

Passed

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE, INC.
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Motion Form

Date: 9/22/98

Person/Area making the motion: ICA / R.S.O Rep.

Motion: TO DELETE ALL OLD COPIER CODES AND RE-ISSUE NEW CODES. ~~TO ALL QUARTERLY BOARD MEMBERS~~

Intent: TO ELIMINATE THE PROBLEM OF FALSE BILLING.

Disposition of Motion: Yes 6 No 0 Abstentions 2

Passed

Failed

Passed

Out of Order

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE, INC.
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Motion Form

Date: _____

Person/Area making the motion: NANCY - BUCKS CO.

Motion: To Give The RSO EXCUTIVE COMMITTE The AUTHORITY TO PURSUE AFFIDAVIT Regarding The RSC Checking ACCOUNT

Intent: ACCOUNTABILITY

Disposition of Motion: Yes 8 No 1 Abstentions 1

Passed _____

Failed _____

Out of Order _____

Passed

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Motion Form

Date: 9-22-98

Person/Area making the motion: S-PHILA AREA

Motion: TO INFORM OFFICE MANGER ~~ASS~~ CO-CHAIR THAT HE IS NEEDED AT MEETING OR FORFEIT ~~PRESENT~~ POSITION

Intent: TO BE OF SERVICE TO REGIONAL

Disposition of Motion: Yes 8 No 1 Abstentions 0

Passed

Failed

Passed

Out of Order

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Motion Form

Date: _____

Person/Area making the motion: Gail M, Phila Area RSO Board Rep

Motion: That we suspend our regular format move directly to items on our agenda.

Intent: To take care of business

Disposition of Motion: Yes 7 No 0 Abstentions 1

Passed ✓

Failed

Out of Order

Passed

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE, INC.
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Motion Form

Date: 9-22-98

Person/Area making the motion: NANCY - BUCKS CO.

Motion: TO AUTHORIZE THE RSO CHAIR TO IMMEDIATELY NEGOTIATE THE CHANGES SUGGESTED BY OUR LAWYER TO THE CONVENTION CENTER CONTRACT AND TO APPROVE & SIGN THAT CONTRACT BASED ON THOSE CHANGES

Intent: ACCOUNTABILITY & RESPONSIBILITY

Disposition of Motion: Yes 7 No 1 Abstentions 1

Passed Passed

Failed

Out of Order

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE, INC.
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Motion Form

Date: 10-03-98

Person/Area making the motion: RSO Secretary

Motion: To change the format.
To take a 10 minute break after reports are read. ~~This will~~

Intent: This will enable people to take smoke break or get copies of reports. Also give Sec. time to make copies without missing any business

Disposition of Motion: Yes No Abstentions

Passed ✓

Failed 8 - 0 - 1

Out of Order

Greater Philadelphia Regional Services
Committee of N. A.

Area/Subcommittee Report Form

Area/Subcommittee Name: Web (Ad hoc)

Meeting Day: 10-03-98 Location: Time:

Area/Subcommittee Update: We did not meet since last business meeting. The Bulletin/Share Board is up and on line - Come visit us & drop a line.

Problems:

ASR/Subcommittee Chair: Phone #

ASR/Subcommittee Address:

Alt. ASR/Subcommittee Phone #

Signed: G.B.M. Date: 10-03-98

Oct 3, 1998

Office Manager Report

I have not had a meeting with the office staff and have not spent enough time in the office, recently. Any questions regarding the office operations, can be answered by the RSO Chairperson, Treasurer, or the Special Worker - Gwen. I will be more committed to my duties, from this date forward.

Committed,
Charles C.
Co-Chair

Convention Treasurer Report.
10/3/98

Our previous balance on 9/19/98 was $15,609.
There were 6 checks written totaling $12,348.9
Registration Committee received a check for $20.00 for PO BOX fees.
Fundraising Committee received a check for $1350 for rent and a check for $600.00 for supplies.
Convention Information received a check for $50.00 for flyers
Arts & Graphics received a check for copies for $35.94
A check for Pennsylvania Convention Center for $12,348.94
There were 3 deposits from Fundraising Committee totaling $1,880.00 - $1,005 on 9/23/98 and $875 on 9/30/98.
The current balance is $5,140.38.

Submitted by
Vanessa W.

SUBCOMMITTEE REPORT FORM

COMMITTEE NAME: MEETING LIST

CHAIRPERSON: CARL GERSHKOVITZ PHONE#: ( ) 342-7199

CO CHAIRPERSON: BRONCO AFRICA PHONE#: ( ) 265-9300

MEETING DAY: 10/3/98 LOCATION: GPRSO TIME: 9AM

PROBLEMS: WE AS A COMMITTEE NEED SUPPORT THE ONLY AREAS PRESENT WERE: ALMA-ICA, PAULA-RIVERFRONT, DEBRA-BUCKS, BRONCO-CO-CHAIR, CARL-CHAIR. WE HAVE AT LEAST 16 AREAS, WERE ARE THE REST OF OUR AREAS

COMMITTEE UPDATE: MEETING OPENED WITH MOMENT OF SILENCE FOLLOWED BY SERENITY PRAYER READ 12 TRAD. TOOK ATTENDANCE. OLD BUSINESSE. NEW MEETING LIST REGISTERATION FORM HAS BEEN COMPLETED, MSP. COPIES WERE GIVEN TO REPS. WE DISSCUSSED BID FOR MEETING LIST ON A DISK WHICH WOULD BENEFICIAL TO OUR REGION. DISCUSSION TABLED TILL NEXT MEETING. WE WILL MEET ON 11/7/98 AT 9AM.

MOTION TO CLOSE FOLLOWED BY SERENITY PRAYER

SIGNED: Love & Respect DATE: 10/3/98

Meeting List

(1)

Greater Philadelphia Regional Services
Committee of N. A.

Area/Subcommittee Report Form

Area/Subcommittee Name: RSO - SECURITY

Meeting Day: Location: Time:

Area/Subcommittee Update:

ON SAT. (SEPT. 27TH) I RECIEVED TWO PHONE CALLS; ONE AT 3:02 P.M. + ONE AT 4:05 P.M (APPROX.). I WAS INFORMED THAT THE OFFICE DOOR + CONFERENCE ROOM DOOR WAS OPEN AND NO ONE (SPECIAL WORKER) ~~one~~ WAS AVAILABLE. I CAME TO THE OFFICE AT (APPROX.) 5:30 P.M. I FOUND THE PREMISES SECURED. I WILL BE REQUESTING A REPORT FROM OUR ALARM CO. TO SEE WHO ENTERED AND LEFT ON THE FOREMENTIONED DATE AND TIME.

Problems: I NEED A COPY OF THE TIMES THAT SPECIAL WORKERS USE THE R.S.O. ON THURS. (OCT 2ND) I FOUND ONE OF THE SPECIAL WORKERS USING THE COMPUTER AFTER OFFICE HOURS.

ASR/Subcommittee Chair: Phone #

ASR/Subcommittee Address:

Alt. ASR/Subcommittee Phone #

Signed: IN LOVING SERVICE Date:

DARRYL L.

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

R.S.O. CHAIRMAN REPORT

October 2, 1998

It is a must that we get information today so we can process the D & O Insurance. All board members please give secretary the needed information. I will notify Penn Mutual Insurance Company about their policy.

The special worker and I went to the bank as requested, we requested canceled checks as directed. The information will take 7 to 10 business days. In order to start the affidavit of forgery we need one of the check signers and one of the affidavits needs to be notarized. I talked to the R.S.C. Co-chair and he said he will sign the affidavits today.

I went to the convention center and signed the contract as directed.

The special worker put together a brochure to mail to customers for our new marketing project.

The certificates of insurance for group meetings we processed.

An inventory needs to be completed for this quarter.

I have do not have any new information on the phone line.

We as a board need to look at and address the rent situation and the by laws.

As members of Narcotics Anonymous and as a board of director we need to offer positive support to the R.S.C. in this time of need, for unity in this region.

Agenda

1. D & O Insurance
2. Brochure
3. Inventory
4. Rent
5. By Laws
6. Office Manager
7. Siminar

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FINANCIAL STATEMENT

SEPTEMBER 1998.

$31,300.69	OPENING BALANCE
$15,367.59	+ DEPOSITS FOR MONTH
$9,639.32	- EXPENSES FOR OFFICE
($961.99)	ADJ TO CHECK BOOK BAD CHECKS AND FEES
$36,066.97	ENDING BALANCE
$4,223.21	+GPRSO PNC PAYROLL ACCOUNT
$11,507.68	+GPRL PNC RESERVE ACCOUNT
$51,797.86	TOTAL BALANCES
$14,517.59	+ RECEIVABLES
$19,834.02	- CREDITS
$161,241.75	+ LITERATURE VALUE ON HAND
$207,723.18	NET WORTH
$12,928.93	SALES FOR MONTH
$133,269.13	SALES FOR YEAR
$4,373.23	GAINS FOR MONTH
$42,930.88	GAINS FOR YEAR

IN LOVING SERVICE

MAURICE M. TREASURER

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September 27, 1998

RSO EXECUTIVE BOARD MEETING MINUTES

EXECUTIVE BOARD MEMBERS PRESENT:
RSO Chair-Eugene B
RSO Treasurer-Maurice M By Conference Phone
RSO Secretary-Liz M

EXECUTIVE BOARD MEMBERS NOT PRESENT:
RSO Co-Chair-Charles C

The meeting opened at 11:00AM with a moment of silence followed by the serenity prayer. The minutes were read from August 30, 1998 meeting.

AGENDA

Office Manager/Co-Chair	RCM's Meeting
Bank RSC Account	Insurance (having proof of)
Convention Contract	Regional Web Site
Security	Quorum

OFFICE MANAGER-There was a concern brought up at the last RSO Board meeting about the Office Manager/Co-Chair not being in regular attendance. Eugene will contact Charles personally to find out if he is still able to take the position and again remind him of his duties.

RSC's BANK ACCOUNT-The bank said they would have canceled checks sent in seven to ten days. A signature was needed by Gilbert the co signer for the RSC, on the affidavit form, he said he would sign it.

CONVENTION CONTRACT-Eugene called Carol about changes on contract. Carol had faxed the changes to our lawyer. All looked good except for #9. Eugene will talk to Mark about #9 on Monday.

SECURITY-D[illegible]
day, someone el[illegible]

unlocked and no one was in the office. An hour and a half later, Darrly came up to the Region and found everything locked. Eugene is trying to find out who the person was that came up on Saturday to find the doors unlocked.

INSURANCE-Five groups needed proof of Insurance, on September 23, the forms were faxed by the RSO Secretary to the Insurance Company.

RSC"S MEETING-Eugene was in attendance of this meeting and the topic was the concern for the region being to large to take care of the needs for all the areas. The question was should we break up. Other points brought out were, the RSC sub-committees not doing their jobs to promote the unity that seems to be lost among. some of our areas.

REGIONAL WEB SITE-Needs to be used for advertising also. We could reach a lot more people by using this vehicle. Again it was brought up about the need for the RSC to perform all their responsibilities and leave the marketing to the RSO. We have had to take responsibility for some of their sub-committees. The advertising on the web will have to be put on hold at this time.

Other things that were discussed, an order for the World could not be place because the form was not completed correctly by the special worker. There is some question as to the performance of this worker.

RSO Workshop-It may help at this time to have an RSO workshop so that NA can see what the duties of this board is.

It was decided at this meeting that a copy of the Executive Board Minutes would be given as a report to the Board at RSO meetings.

Made a motion to adjourn, the meeting ended at 11:50AM with a moment of silence followed by the serenity prayer.

Our next scheduled meeting is October 31, at 10:00AM.

In Service
RSO Secretary
Liz M

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October 03, 1998

GPRSO BOARD MEETING MINUTES

Executive Board Members Present:
RSO Chair-Eugene B
RSO CO-Chair-Charles C
RSO Treasurer-Maurice M
RSO Secretary-Liz M

Board Members Present:
Bucks Area-Nancy O
Clean Acres Area-Henry B
Deco Area-Bill O
Inner City Area-Darryl L
Philadelphia Area-John A
Pure & Simple Area-Tom C
Convention Chair-Vanessa W
Meeting List Chair-Carl G
RSO Policy Chair-Alone B

Board Members Not Present:
Camden Area-Mark W
South Philly-Paul W
SWANA Area-Eddie K
West Southwest Area-Yvonne J

Areas Without Representation:
Bee Hive Area-1996
Monaco Area-04/97
Northwest Area-05/98
Pyramid Of Freedom Area-07/98
Riverfront Area-10/97
Schuykill Area-06/98

The meeting opened at 10:00AM, with a moment of silence followed by the serenity prayer. The Purpose and Powers were read. At 10:22AM a quorum of (7) seven was established. Minutes from the September 22, meeting were read. The following changes were noted. The minutes reflected John D as being voted in for that meeting. Correction, John D was not voted in, he was sitting in as a reporting rep for the SWANA Area. Second, the minutes did not reflect the reason for the urgency for signing the Convention contract. The reason, it was reported by Carol B that if the contract was not signed immediately, the deposit for the hotel where convention is being held was in jeopardy of being lost. Also, it was noted that Carol B was under Board members as Convention Chair, it should have been Convention Co- Chair. The minutes were accepted

MSP 8-0-0. Executive board minutes were read and accepted, MSP 6-1-1. The quorum for our next business meeting will be (7) seven.

Both the Co-Chair and Convention Treasurer did not get voting privileges restored from the RSO Board. The Co-Chair needs to meet with the RSO Executive members for their vote of confidence and the Convention Treasurer must go to the executive members of the convention committee and get their vote of confidence. After this has taken place, they must come back in front of the RSO Board members and be voted in. John A was voted in for this business meeting only as he was representing the Philadelphia Area.

AGENDA

D & O Insurance
Brochures
Inventory
Rent
By Laws
Office Manager
Seminar
Use of Office after Hours

REPORTS

RSO Report-See attached report-Motion to accept. 8-0-0
RSO CO-Chair-There was no report prepared by CO-Chair-Motion to accept. 5-4-0
RSO Treasurer-See attached report-Motion to accept. 7-0-2
Convention Treasurer Report-See attached report-Motion to accept. 8-0-0
RSC Treasurer Report-No representation
Meeting List Chair-See attached report-Motion to accept. 9-0-1
Security Report-See attached report-Motion to accept. 9-0-0
Ad-Hoc for By Laws-See attached report-Motion to accept. 8-0-2
Ad Hoc for Regional Web Site-See attached report-Motion to accept. 10-0-0

OLD BUSINESS

It was questioned about the letter that was to be sent to the office manager asking him what his intention were for this position. The letter was never sent because the RSO Secretary did not complete this task. The reason was, not having enough time to do the executive board minutes and RSO minutes, plus this letter. It was asked at this time, by the secretary whether a letter needed to be sent, the RSO board said, no the situation was being addressed. The Co-Chair had the opportunity at this time to address the RSO Board and verbally recommit to his position. There was some further discussion about taking a break so that the Executive Board could meet and decide whether he would be given a vote of confidence so that the Board could vote him back into position that day. A motion was needed to suspend policy in order for this to take place. A motion was made, see attached, the motion failed 4-5-1.

NEW BUSINESS

D & O Insurance - We need to be covered as soon as possible in leu of the situation with the RSC. As soon as we get the information from all Board members needed by insurance agent, we can then submit is and receive a quote. We will then contact, possibly by phone, all members to see if this amount is agreeable so that we can sign and pay for the policy.

Brochure - Our special worker put together a brochure of the produces we have for sale. It is important to get this out to potential customers. Places like treatment centers, detoxes, hospitals, prisons, etc.

Inventory - We need to take our quarterly inventory which has not been done yet this year. This needs to be done so that we can see what is on hand and what is needed. We also have a par level agreement with the WSO. We need to check and see how close we are to that.

Rent - The RSC being without an account or money, has been unable to pay their portion of the rent needed at the Region. A question was asked if the RSO could cover the RSC's portion, that information was unavailable by the treasurer at the time. This needs to be resolved before the end of the year when the lease is up and needs to signed. The rent is paid to date. It was suggested to have a month to month lease.

By-Laws -The Ad-hoc committee is going to hold a meeting Tuesday October 20, the time, 7:00PM at the Region. This meeting will be to put in all the recommendations and changes to the by-laws, then given to the attorney for approval.

Office Manager - The guide lines for the attorney have been returned, we need to approve them so that we can hire an office manager. The guidelines were corrected and approved, 9-0-0. See corrected copy attached.

Seminar - The Co-Chair, Treasurer, and Policy Chair, was elected to go to the Tax Exempt Seminar on September 17th, none was in attendance.

Use of the Office and Conference Room after Office Hours - We have guide lines for the office space. A schedule is at the office for meetings being held at the Region, this is to prevent to many meetings being held at the same time and to show who was in the building when in the event a door is left unlocked. Meetings are scheduled on a first come first serve basis. Also, there was some concern of special workers working on off hours, there is a schedule in the office for the hours special workers are to be at the office.

Workshop - To have an RSO workshop given by the RSO members to explain exactly the duties and responsibilities of the RSO. It was suggested that there be a Regional workshop explaining all the functions of the committees. not just the RSO. In order to do that we would have to look into a larger place to hold it. Get the word out to your areas,

all are welcome to any of these meetings now. A motion was made, see attached, the motion was not seconded, the motion died.

Policy - We are in need of an RSO policy person. Alonzo is the RSC's policy person and sits on the RSO Board to make sure we comply with the RSC policies. We need someone who has knowledge or is willing to learn the RSO by-laws and policy. They should also know or learn the RSC's policies secondary.

A motion was made to accept the quorum as it has been used the last several months, see attached, the motion failed, 3-2-4.

A motion was made to change the RSO format, see attached, the motion passed, 8-1-1.

A motion was made at 2:30 PM to close, the meeting closed with a moment of silence followed by the serenity.

Our next business meeting is scheduled on November 07, 1998 at 10:00AM, please be on time.

In Service,
Liz M
RSO Secretary

Oct 3, 1998

Office Manager Report

I have not had a meeting with the office staff and have not spent any time in the office, recently. Any questions regarding the office operations, can be answered by the RSO Chairperson, Treasurer, or the Special Worker - Gwen. I will be more committed to my duties, from this date forward.

Committed,
Charles C.

SUBCOMMITTEE REPORT FORM

COMMITTEE NAME: MEETING LIST

CHAIRPERSON: CARL GERSHKOVITZ PHONE#: ( ) 242-7199

CO CHAIRPERSON: BRONCO AFRICA PHONE#: ( ) 265-9300

MEETING DAY: 10/3/98 LOCATION: GPRSO TIME: 9AM

PROBLEMS: WE AS A COMMITTEE NEED SUPPORT THE ONLY AREAS PRESENT WERE: ALMA-TICA, PAUL LEKTRON, DEBRA-BUCKS, BRONCO-CO-CHAIR, CARL-CHAIR. WE HAVE AT LEAST 16 AREAS, WERE ARE THE REST OF OUR AREAS

COMMITTEE UPDATE: MEETING OPENED WITH MOMENT OF SILENCE FOLLOWED BY SERENITY PRAYER READ 12 TRAD. TOOK ATTENDANCE. OLD BUSINESSE. NEW MEETING LIST REGISTRATION FORM HAS BEEN COMPLETED, MS COPIES WERE GIVEN TO REPS. WE DISCUSSED BID FOR MEETING LIST ON DISK WHICH WOULD BENEFICIAL TO OUR REGION DISCUSSION TABLED TILL NEXT MEETING. WE WILL MEET ON 11/7/98 AT 9AM.

MOTION TO CLOSE FOLLOWED BY SERENITY PRAY

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Motion Form

Date: 10-03-98

Person/Area making the motion: RSO Secretary

Motion: To change the format.
To take a 10 minute break after reports are read. ~~This will~~

Intent: This will enable people to take smoke break or get copies of reports. Also give Sec. time to make copies without missing any business

Disposition of Motion: Yes No Abstentions

Passed ✓

Failed 8 - 0 - 1

Out of Order

OFFICE MANAGER POSITION

We'd like to welcome you to the fellowship of Narcotics Anonymous. This is a fellowship of men and women who have found a new way of life through the abstinence of drugs and alcohol. This is done by making meetings, getting a sponsor, working and understanding the twelve steps and traditions of NA. This is a non-profit organization and is supported soley by it's member contributions. It is important for any applicant to understand what this fellowship is about.

Requirements:

1. High school diploma or GED.
2. Business office experience for at least two years. Office manager/payroll preferred.
3. Must be computer literate.
4. Knowledge of account receivable and accounts payable.
5. Would be helpful to have marketing skills.
6. Must be able to be bonded.
7. Must be free of theft related felony convictions, bank fraud and embezzlement for the past five years.
8. After employment, have knowledge of all policies involved with Narcotic Anonymous.
9. Give a report at RSO Board meeting and be available to all board meetings

Job Description

1. Accounts Payable - the paying of bills, payroll, purchases, petty cash, and order office supplies.
2. Accounts Receivable - payment to be applied for monthly sales, bank deposits, and collect past due accounts.
3. Shipping and receiving orders - logging information of all merchandise. Must know inventory, and also must log mail coming in and going out.
4. Marketing - calling for new customers and finding ways to sell what we already have that isn't moving.
5. Supervise - keep time and prepare payroll checks for special workers.
6. Interview applicants for new positions that may open.
7. Deal with our lawyers, accountants, insurance, and real estate agents.
8. Take care of any duties needed to be done by the Board of Directors.

What we are looking for is someone who is honest, have good communication and listening skills, is a team player, and works well with people.

All applicants interested should submit a resume to the GPRSO Board of Directors at, 6212 Ridge Avenue, Philadelphia, PA 19128, or fax it at 215-509-7832. This is a part-time position, working a minimum of twenty hours a week and having to be here everyday that the regional office is open. The hourly amount will start at $10.00. There will also be a 90 day probationary period.

FORMAT

1) RSO CHAIRPERSON CALLS MEETING TO ORDER.

2) OPEN MEETING WITH MOMENT OF SILENCE, FOLLOWED BY SERENTIY PRAYER.

3) READ RSO PURPOSE AND POWERS, ARTICLE 2:01.

4) ASK PARTICIPANTS TO IDENTIFY THEMSELVES AND SERVICE COMMITMENT IF THEY HAVE ONE.

5) CHECK FOR QUORUM.

6) READ MINUTES FROM PREVIOUS MEETING, ASK FOR: A) ADDITIONS, B) DELETIONS, C) CORRECTIONS, D) APPROVAL.

7) QUAILIFYING OF NEW REPRESENTATIVES.

8) AGENDA-CHAIR WILL PRESENT THE AGENDA TO THE RSO MEETING IN THE ORDER IT IS TO BE ACTED ON (AND BOARD MEMBER MAY ASK THAT THE AGENDA BE CHANGED WITH A MAJORITY APPORVAL OF THE BOARD.

9) REPORTS: A) CHAIR PERSON, B) OFFICE MANAGER, C) RSO TRESURER, E) MEETING LIST CHAIR, F) AD-HOC REPORTS.

10) A BRIEF FIVE MINUTE QUESTION AND ANSWER PERIOD WILL FOLLOW EACH REPORT, IF NECESSARY, MAY BE LONGER THAN FIVE MINUTES.

11) TO TAKE A TEN MINUTES BREAK.

12) NOMINATIONS AND ELECTIONS.

13) OLD BUSINESS (ANY UNFINISHED BUSINESS FROM PREVIOUS MEETING'S AGENDA.)

14) NEW BUSINESS (ANY NEW MOTIONS) WILL FOLLOW IN THIS ORDER: A) AREA REPS-BOARD MEMBERS, B) RSC ROARD MEMBERS, C) RSO ADMINISTRATIVE COMMITTEE, D) MOTIONS FROM OTHERS.

15) OPEN FORUM (IF TIME ALLOWS) A) DISCUSS CONCERNS, B) GIVE NA MEMBERS AS A WHOLE A CHANCE TO BE HEARD.

16) CLOSE WITH A MOMENT OF SILENCE FOLLOWED BY THE SERENITY PRAYER.