



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

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

RSO BOARD MEETING

April 4, 1992

Meeting called to order at 10:30 am. Opened with a moment of silence, Serenity Prayer, and 12 Traditions.

Attendance: Board Members: Vice-Chair, Steve R.; Treasurer, Steve L.; Secretary, Arlene F.; Regional Reps, Agnes B., Vito L., Mike B.; Area Reps, Sue S. (Bucks), Penni C. (West-Southwest), Debbie M. (Greater Camden), Clive M. (Pure & Simple), Mark Q. (Delco), Dwayne I. (Inner City); Walt M. (Convention Committee Treasurer). Other: Office Manager, JR; Beth (Regional Secretary); Willie (Montco ASR); Pierre; Mike; Kara; John; William B.; Adam; Dorothy.

(It was noted that the Board Representatives from the Philadelphia and Riverfront Areas have missed two consecutive Board meetings. In accordance with RSO By-Laws, they are no longer recognized as reps; their Areas will be notified of this.)

Minutes were read from the meeting of March 2, 1992.

M/S/P To accept minutes as read.

There were no new Board members.

Office Manager's Report:

The office is running smoothly.

Since an RSO Workshop is planned for August (to be held in Florida), it may not be fiscally responsible to send two people to the WSC in April for what is essentially a short informational meeting.

The phoneline contract has not yet been signed; we are awaiting a response from the lessor to the proposed changes drafted by our lawyer. Bell is planning to donate a \$800 piece of equipment for the system. (A check of records concerning our charitable donation status revealed that this had expired; we will refile.)

Friday morning hours do not seem to be very productive. The Office Manager would like to eliminate these as regularly scheduled times, effective July 1. This would free up 8 hours per month to take care of tasks that cannot be done at the office.

Bank statements are not being received in time for our RSO Board meetings. The Office Manager has suggested that we might want to consider switching our meetings from the first to the second Monday of the month.

Hours worked in March: 59 (\$708.00) (There were 5 Tuesdays in March.)
(A breakdown of these hours is attached to the monthly financial report.)

The proposed donation by Bell prompted discussion of the issue of how our 7th Tradition would affect this. (It was noted that RSO By-Laws allow for a limit of \$1000 on a donation from an individual.) There will be further discussion of this when the finalized contract comes before the Board for review and approval.

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Finance Committee:

-- RSO TREASURER

A written report is attached to these minutes, including a projected budget and revised yearly report for 1992.

There are no finalized recommendations for credit card use; more discussion is needed. Thus far, the feeling is that we would have only one card and that there would be one person authorized to use it. Our accountant does not have a preference as to whether or not we get a credit card, since he uses cancelled checks for accounting purposes.

The treasurer noted that with @46,000 in our bank accounts and @\$31,000 still owed to the WSO for our last literature order, we have approximately \$15,000 cash on hand. Of this amount, more than \$4,000 is cash advanced to us, leaving us with \$10,000 in available cash (liquid assets).

The treasurer also pointed out that according to our projected budget, after our projected (fixed) expenses are subtracted from gross income (projected figure is based on sales for the past year), we will have a balance of @\$28,000. Allowing \$16,000 to be held in reserve for the purchase of literature, that leaves a balance of \$12,000. Based on these figures, we could support the RSC with approximately \$1000 per month for their operating expenses. (Consultation with the RSC Treasurer revealed that monthly operating expenses are \$1,075 and average monthly 7th Tradition donations are \$482.00. The Region is currently operating \$593.00 in the red each month.) (Please note that these projections do not allow for any donation to the WSO.)

-- RSC TREASURER

A written report is attached to these minutes.

After this report was prepared, a donation of \$400.00 was received from the Montco Area, bringing the new balance to \$2,261.27. The Region still must pay for expenses (not including airfare) for our representatives to attend the WSC in Texas later this month. The RSR, RSR Alternate, and H&I Chairperson are attending. Estimated costs for these expenses is \$2,000.

Yearly expenses for the Region are @\$12,000; area donations are @\$7,000. The Region is operating approximately \$5,000 in the red.

-- CONVENTION COMMITTEE TREASURER

Since the Board's last meeting, when the Committee's balance was \$3,554.06, the Committee has been meeting weekly and the expenditures have been \$16,374.05. The credits and deposits have totaled \$13,552.87 (a difference of \$2,821.18.) The current balance stands at \$732.90. (This represents a discrepancy of 2¢; the Convention Committee Treasurer will try to find this error.)

At the last meeting, the Board expressed their concerns on money expenditures. The Convention Committee Treasurer did tell the Convention Committee of this (the Committee was meeting at the same time as the Board, in another room). However, at that time, the registration packages had already been approved.

The Convention Committee is also concerned about its finances, and voted to drop the expenditure for coffee (which will reduce our costs @\$12,000).

We have received three bad checks for Convention registration, totaling @\$190.00. If these individuals would like to reregister, they will be asked to pay the \$3.00 bank charge for the bad checks. Also, there has been a dispute concerning a bank deposit made by the registration chairperson. Cash and checks were deposited (the registration chairperson has the receipt), but the bank says only checks were received. This matter will be resolved with the bank.

The Convention Committee will be asking for \$10,000 from the RSO at tomorrow's RSC Meeting. (Merchandising has a \$7,000 bill that must be paid before the convention.)

The Convention Committee Treasurer expressed his feeling that, despite recent discussion of financial difficulties, the Convention would go ok -- people will show up, purchase banquet tickets, merchandise, etc., and make for a successful Regional Convention.

Ad Hoc Committee:

-- OFFICE MANAGER GUIDELINES

Since there has been no meeting of this committee in the past month, and since there is some question about that chairperson's ability to continue serving, there was a suggestion that the entire Board review the guidelines of the Texas and Chicago RSOs at our next meeting. No action was taken on this suggestion.

The Board Vice-Chair will take over the responsibility for this committee.

Old Business:

-- SPECIAL WORKER TITLE

Motion: That the special worker have the title of Office Manager.
Motion passed (9-0-1).

-- TAX NUMBER

The application submitted by the Bucks County Area for a tax-exempt number was declined. This decision can be appealed. The RSO Treasurer will get our attorney together with representatives from the Bucks Area to try to resolve this matter. Written guidelines for the use of our tax-exempt number will be available at next month's Board meeting.

-- PHONE SYSTEM

Motion: That before the contract is signed for the new phone system, that the Metro P.I. Committee give a presentation to the Board to outline financial and personnel management for the system.
Motion passed (12-0-0).

New Business:

-- BOARD BUDGET

Motion: To approve the projected budget as presented by the RSO Treasurer (\$23,400 for expenses, and \$16,000 to be held in the literature account).
Motion passed (8-0-4).

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-- CONVENTION COMMITTEE

Motion: That the RSO Board take responsibility for the future Regional Conventions by acting as Treasurer.

Intent: For accountability, and also because the RSO Board has experienced members and is ultimately responsible for the finances.

Motion failed (2-3-6).

Motion: That the RSO transfer \$10,000 to the Convention Committee account.

Intent: To support the Convention Committee.

Motion passed (10-0-2).

(In connection with this last motion, it was suggested that the Region be made aware that with this \$10,000 the Convention Convention has already received a total of \$22,000 -- \$5,000 from the Region to start the Committee, and \$7,000 previously requested from the RSO.)

The Convention Committee requested that a Board member be present on the last day of the convention. The RSO Treasurer has agreed to be there.

The Meeting List Committee requested a donation of meeting lists to be used for its workshop at the Convention.

Motion: That the Board donate a box of meeting lists (800) to the Convention Committee.

Motion passed (10-0-1).

-- OFFICE MANAGER SALARY

A question was asked as to whether taxes were being withheld from the Office Manager's salary. The Office Manager is being paid as a private consultant, and is individually responsible for reporting this income and paying taxes on it. The Board submits a 1099 Form at the end of the year for this money. (It was noted that a contract is needed for this arrangement.)

-- LITERATURE ORDER

There was a question concerning the procedure for approving literature orders. The Office Manager consults with at least one Board member (usually the Chairperson or Treasurer) when planning a literature order. The total amount of the order is reported to the entire Board before the order is placed. Any individual Board member who wants to review the specific line items of the order is free to do so with the Office Manager.

-- FINANCING REGIONAL ACTIVITIES

A question was asked why the RSO Board does not set aside money for Regional activities. The RSO Board is responsible for managing Regional finances, but decisions as to specific allocations are the responsibility of the RSC.

-- RSO WORKSHOP

Motion: That the Board send the Office Manager and Board Chairperson or Vice-Chair to the RSO Workshop in August in Florida rather than to the WSC in April.

Motion failed (6-1-4). (Two-thirds majority was needed).

A revote was taken after further discussion. Motion passed (10-0-2).

Next Board Meeting: Monday, May 4, 1992, 8:00 pm, Regional Office, 6212 Ridge Avenue, Philadelphia.

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.
6212 B RIDGE AVE. REAR
PHILADELPHIA, PA., 19128
215-483-5154

RSO Mgr. Report
March 1992

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

Store open	45.5
RSO reports for RSO mtg.	2
RSO mtg.	1
Stock shelves	2
Mail\receivable	.5
Orders\processing	0
Receive orders literature/books/mtg.list	0
Check orders " " "	0
Shipping	2
Banking	1
Phone/collections	2
Filing	1
Convention merchandise	2

For March	59 hrsx12=\$708.00

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.
TREASURERS REPORT

RSO PROJECTED BUDGET
FINANCIAL REPORT 1992

This budget is based on last years income and expenditures, and this years known expenses and projected expenses.

Rent For 1992	\$ 6,600.00	+
Utilities	\$ 1 200.00	+
Add'l Wker	\$ 9,000.00	+
Phone	\$ 1,000.00	+
Petty Cash	\$ 300.00	+
Office Supplies	\$ 1,000.00	+
Postage\Shipping	\$ 1,400.00	+
Ins./Bond/Renew/93	\$ 1,400.00	+
Account\Legal	\$ 1,500.00	+

Balance	\$ 23,400.00	+
Castor\Meeting>List	\$ 14,300.00	+
Money to WSO\Lit	\$ 70,000.00	+

Balance	\$107,700.00	+
Divided by 12Mo.	\$ 23,400.00	=
Monthly Exp.	\$ 1,950.00	

Last year gross income was	\$136,507.05	+
Projected expenses for 92	\$107,700.00	-

Balance	\$ 28,807.05	+
Reserve/Literature Acct.	\$ 16,000.00	-

Balance	\$ 12,807.05	+

Based on the figures above we could support the RSC with approx. \$1,000.00 a month for their operating expenses.

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.
TREASURERS REPORT FOR MARCH

RSD BOARD MEETING
April 4th 1992

Financial Report:

<u>GPRSO</u> acct.	Opening balance	\$ 16,777.73 +		
	Deposit	\$ 16,494.53 +		
	Balance	\$ 33,272.26 +		
	Rent March	\$ 550.00 -		
	PECO	\$ 119.98 -		
	Add'l Wker Dec.	\$ 648.00 -		
	Phone	\$ 103.90 -		
	Petty Cash	\$ 00.00 -		
	Office Supplies	\$ 266.69 -		
	Postage\Shipping	\$ 234.94 -		
	Copier 1/4 contract	\$ 123.00 -		
	Returned ck\paid	\$ 367.70 -		
	Castor\Meeting>List	\$ 3,900.00 -		
	Transfer to GPRL	\$ 13,000.00 -		
	Balance	\$ 13,958.05 +		
<u>GPRL</u> acct. Continental	Balance	\$ 19,347.31 +		
	Deposit\Interest	\$13,093.81 +		
	Balance	\$ 32,441.12 +		
	Balance/RSD Acct.	13,958.05 +		
	WSD Paid in	\$ 00,000.00 -		
	Balance	\$ 46,399.17 +		
	Literature value on hand	\$ 55,334.03 +		
	<u>Receivables</u>	\$ 16,264.87 +		
	Balance	\$117,998.07 +		
	WSD Owed	\$ 71,021.49 -		
	Balance	\$ 86,976.58 +		
	<u>Cash advance to us</u>	\$ 4,467.51 -		
	<u>Net Worth</u>	\$ 82,509.07 +		
Sales for March	\$ 18,592.03	<u>Gains</u>	\$ 6,586.45	
Sales year to date	\$ 49,878.70	<u>Gains</u>	\$ 17,772.86	

We just received an order for 61,165.55 dollars to get the old price.

As of February 1st. literature goes up by 10%

GREATER PHILADELPHIA REGIONAL SERVICE OFFICE Inc.
TREASURERS REPORT

RSO BOARD
FINANCIAL REPORT 1991
Revised 3/92

<u>GPRSO</u> acct.	Opening balance	\$ 145.34 +	
	Deposit	\$ 54,380.51 +	
	Balance	\$ 54,525.85 +	
	Rent FOR 1991	\$ 5,250.00 -	
	UTILITIES	\$ 585.62 -	
	Add'l Wker	\$ 8,718.00 -	
	Phone	\$ 997.60 -	
	Petty Cash	\$ 290.98 -	
	Office Supplies	\$ 746.92 -	
	Postage\Shipping	\$ 1,248.69 -	
	Ins. Renewal\92	\$ 856.00 -	
	Bank Bag Deposit	\$ 30.00 -	
	Castor\Meeting>List	\$ 5,000.00 -	
	Software\mtg price	\$ 100.00 -	
	Deposit\Utilities	\$ 212.00 -	
	Deposit\Office	\$ 550.00 -	
	Calendars	\$ 292.50 -	
	Book covers	\$ 2,012.00 -	
	Office Clean 90\91	\$ 200.00 -	
	Special Purchase	\$ 54.00 -	
	Accountant	\$ 2,000.00 -	
	Copier	\$ 7,518.00 -	
	Renovations	\$ 1,692.00 -	
	Trans to GPRL	\$ 6,900.00 -	
	Returned check	\$ 700.00 -	
	Ck from 1991	\$ 37.07 -	
	Balance	\$ 8,534.51 +	
<u>GPRL</u>	PSFS	Balance open 1991	\$ 5,731.87 +
		Deposits	\$ 125,949.63 +
		Interest	\$ 474.47 +
		Balance	\$ 132,155.97 +
		Service charge	\$ 3.00 -
		Check purchase	\$ 35.10 -
		Deposit error	\$ 180.00 -
		Return check	\$ 600.00 -
		Trans to GPRL	\$ 124,254.63 -
		Trans to RSO	\$ 4,000.00 -
		Closed to RSO	\$ 3,083.24 -
		CLOSED	00000000000000

<u>GPRL</u> acct. Continental	Balance	1/91	\$ 29,280.52 +
	Deposits		\$117,900.00 +
	Interest		\$ 825.06 +

	Balance	12/91	\$148,005.58 +
	Transfer to RSO		\$ 25,000.00 -
	WSO paid		\$ 66,170.97 -
	Loan to GPRC		\$ 1,000.00 -
	Castor printing		\$ 4,463.00 -
	Mugs for H&I		\$ 369.56 -
	Book covers		\$ 1,781.25 -
	Basic Key tags		\$ 2,065.00 -
	Return\Riverfront		\$ 12.65 -
	Checks purchased		\$ 31.01 -

	Balance	12/91	\$ 47,112.14 +
	Literature value on hand		\$ 43,022.74 +
	<u>Receivables</u>		\$ 12,919.50 +

	Balance		\$ 55,942.24 +
	WSO Owed		\$ 22,515.09 -

	Balance		\$ 33,427.15 +
	<u>Cash advance to us</u>		\$ 4,451.22 -

	<u>Balance</u>		\$ 28,975.93 +
	Cash on hand		\$ 55,646.65 +
	Receivables		\$ 12,919.50 +
	Literature value		\$ 43,022.74 +

	Balance		\$111,588.89 +
	Advance to us		4,451.22 -
	Owe WSO		\$ 22,515.09 -

	Net Worth		\$ 84,622.50 +

Sales year to date	\$ 136,558.97	<u>Gains</u>	\$ 51,138.31 +
		Expenses	\$ 46,439.38 -

		True Gains	\$ 4,698.93 +

Cash needed to operate the office for the first three months of the new year.

\$ 6,000.00	Office expenses
\$20,000.00	owe WSO
\$20,000.00	For lit.Purchase
\$ 2,000.00	Reserve

R.S.O. Board Meeting
Regional Treasurer's Report
April 4, 1992

Balance as of 2/1/92	\$3,629.21
Revenue from February Regional:	
Payment on Account December 91	150.00
Payment on Account January 92	150.00
Payment on Account February 92	150.00
Payment on Account March 92	150.00
Area Donations February Meeting	<u>253.06</u>
Sub-Total	\$4,482.27

Expenditures:

Check #306 J.A.C./Lit Comm	141.03
#307 P.I./Ernie E - Phone calls	90.00
#308 R.S.R. - GPRSO - Shipping CAR	115.50
#309 J.A.C./ DHCC 8th GPRCNA	94.00
#310 H&I - GPRSO Lit/West-So.West	172.64
#311 H&I - Beehive - Darren M.	150.00
#312 H&I - W/So/W - Walter H.	300.00
#313 H&I - Steve H. - Misc expenses	25.00
#314 Reg. Sect - GPRSO - Printing	110.70
#315 Unity - GPRSO - Cleansheet	272.00
#316 VOID	
#317 P.I. - Secretary - Copies	54.88
#318 RSR - Howard Johnsons - CAR Mtg.	560.50
#319 Conference - Howard Johnsons	484.75
#320 H&I - Beehive Learning Day	<u>50.00</u>
<i>Pi</i>	
Current Balance	\$1,861.27

Respectfully submitted;

F. Michael Black
Regional Treasurer