

TBRNA  
Treasurer's Report  
February 14, 2014

**Financial**

The Bank statement has been reconciled as of February 14, 2015. As of this report, we have \$11,196.08 in the bank. Currently, our available funds are the following:

<b>TBRSC</b>	
Starting Bank Balance on November 8th, 2014	\$ 6,705.90
Income	\$ 7,286.52
Expenses	\$ (2,777.87)
Sales Tax Paid	\$ (18.47)
Amount in Bank as of 02/14/2015.	\$ 11,196.08
AAI Funds to date	\$ -
RSC Banking Funds to Date	\$ 11,196.08
WS/SZF Prudent Reserve	\$ (1,500.00)
RSC Prudent Reserve	\$ (1,500.00)
Available Funds	\$ 8,196.08
Sales Tax Due to Date	\$ -
<b>Total Working Capital</b>	<b>\$ 8,196.08</b>
Funds to AAI to Budget	
	\$ 8,196.08
<b>AAI</b>	
Starting Funds from last ASC	\$ -
SC Funds to Budget	\$ 400.00
Naws Payments	
Credit applied to purchase	\$ -
<b>Funds Available</b>	<b>\$ 400.00</b>
	\$ 400.00
	\$ -
	\$ (400.00)

I will be traveling to San Antonio for the audit of the most recent TBRCNA on Saturday, February 28<sup>th</sup>. There will be detailed reports available at the next RSC.

Also on that Saturday we will be filling out signature cards for the TBRCNA checking account so that the next convention chair and treasurer will be on the account. All the audited records will be turned over to Cindy, the TBRCNA 16 Treasurer, at that time.

**I have included year end comparison reports for your inspection this month.**

**Sales Tax Report** – The 4th Quarter Sales Tax Report was mailed in a timely manner, using Certified mail. The sales tax paid is reflected above.

Steven P.  
TBRNA Treasurer  
(713) 357-8030

**Tejas Bluebonnet Regional Service Committee of NA**  
**Donations & Expenses Detailed Comparison**  
January through December 2014

5:08 PM  
02/14/2015  
Accrual Basis

	Jan - Dec 14	Jan - Dec 13	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
Income				
4000 · Donations	18,293.55	10,926.34	7,367.21	67.43%
4200 · TBR Conventions				
4210 · Registration	9,854.00	15,214.17	-5,360.17	-35.23%
4220 · Merchandise	11,650.58	13,305.92	-1,655.34	-12.44%
4230 · Hospitality	166.20	0.00	166.20	100.0%
4260 · Convention Donations	456.00	2,754.28	-2,298.28	-83.44%
4270 · Entertainment	5,675.00	7,805.72	-2,130.72	-27.3%
Total 4200 · TBR Conventions	27,801.78	39,080.09	-11,278.31	-28.86%
4300 · Misc Merchandise Sales	452.66	0.00	452.66	100.0%
Total Income	46,547.99	50,006.43	-3,458.44	-6.92%
<b>Cost of Goods Sold</b>				
5000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
5100 · TBR Convention Cost				
5110 · TBR Conv. Reg. Costs	1,464.74	3,240.02	-1,775.28	-54.79%
5120 · TBR Conv. Merchandise Costs	8,605.93	15,127.41	-6,521.48	-43.11%
5130 · TBR Conv. Hospitality Costs	758.95	440.67	318.28	72.23%
5150 · TBR Conv. Serenity Keepers Cost	492.55	871.93	-379.38	-43.51%
5160 · TBR Conv. Programming	4,183.72	7,297.79	-3,114.07	-42.67%
5170 · TBR Conv. Entertainment Costs	8,252.42	10,974.84	-2,722.42	-24.81%
5180 · TBR Conv. Office & Postage Exp.	465.26	557.03	-91.77	-16.48%
5181 · TBR Conv. Bank Fees	343.24	0.00	343.24	100.0%
5182 · TBR Conv. Cash Over/Short	80.23	0.00	80.23	100.0%
5100 · TBR Convention Cost - Other	0.00	0.00	0.00	0.0%
Total 5100 · TBR Convention Cost	24,647.04	38,509.69	-13,862.65	-36.0%
Total COGS	24,647.04	38,509.69	-13,862.65	-36.0%
Gross Profit	21,900.95	11,496.74	10,404.21	90.5%

	<u>Jan - Dec 14</u>	<u>Jan - Dec 13</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Expense</b>				
5300 · Misc Merchandise Cost	560.00	0.00	560.00	100.0%
6100 · Adopt an Inmate				
6110 · AAI - Literature Purchases	714.00	659.65	54.35	8.24%
Total 6100 · Adopt an Inmate	714.00	659.65	54.35	8.24%
7210 · Bank Charges	39.00	30.00	9.00	30.0%
7225 · Computer/Scanning Services	0.00	69.00	-69.00	-100.0%
7230 · Contributions				
7231 · Contributions - SZF	400.00	300.00	100.00	33.33%
7235 · Contributions - WSO	5,600.00	160.00	5,440.00	3,400.0%
7230 · Contributions - Other	4,027.86	3,926.00	101.86	2.59%
Total 7230 · Contributions	10,027.86	4,386.00	5,641.86	128.63%
7240 · Copies	0.00	101.16	-101.16	-100.0%
7260 · Facility Rent	620.00	685.00	-65.00	-9.49%
7270 · Food	53.55	0.00	53.55	100.0%
7290 · Graphics - Displays & Signs	0.00	22.13	-22.13	-100.0%
7350 · Hospitals & Institutions	92.25	0.00	92.25	100.0%
7700 · Office Supplies	97.65	140.16	-42.51	-30.33%
7720 · Public Information	100.00	0.00	100.00	100.0%
7730 · Post Mailbox	144.00	144.00	0.00	0.0%
7735 · Postage	40.24	9.20	31.04	337.39%
7800 · Travel				
7820 · Convention & CAC Travel				
7823 · Conv/CAC Travel - Gas	0.00	35.00	-35.00	-100.0%
Total 7820 · Convention & CAC Travel	0.00	35.00	-35.00	-100.0%
7850 · RSC Travel				
7853 · RSC Travel - Gas	1,124.75	1,736.01	-611.26	-35.21%
7854 · RSC Travel - Lodging	427.96	2,320.48	-1,892.52	-81.56%
7855 · RSC Travel - Meals	0.00	15.45	-15.45	-100.0%
7856 · RSC Travel - Misc	0.00	5.38	-5.38	-100.0%
Total 7850 · RSC Travel	1,552.71	4,077.32	-2,524.61	-61.92%

	Jan - Dec 14	Jan - Dec 13	\$ Change	% Change
<b>7860 · SZF Travel</b>				
7863 · Gas - SZF	306.66	104.98	201.68	192.11%
7864 · Lodging - SZF	0.00	111.70	-111.70	-100.0%
7868 · Registration / CD's - SZF	0.00	90.00	-90.00	-100.0%
<b>Total 7860 · SZF Travel</b>	<u>306.66</u>	<u>306.68</u>	<u>-0.02</u>	<u>-0.01%</u>
<b>7880 · Workshop Travel</b>				
7883 · Workshop Travel - Gas	317.00	497.40	-180.40	-36.27%
7884 · Workshop Travel - Lodging	97.75	230.41	-132.66	-57.58%
<b>Total 7880 · Workshop Travel</b>	<u>414.75</u>	<u>727.81</u>	<u>-313.06</u>	<u>-43.01%</u>
<b>7890 · World Service Conference Travel</b>				
7891 · WSC - Airfare	355.00	0.00	355.00	100.0%
7894 · WSC - Lodging	624.24	0.00	624.24	100.0%
<b>Total 7890 · World Service Conference Travel</b>	<u>979.24</u>	<u>0.00</u>	<u>979.24</u>	<u>100.0%</u>
<b>Total 7800 · Travel</b>	<u>3,253.36</u>	<u>5,146.81</u>	<u>-1,893.45</u>	<u>-36.79%</u>
<b>7900 · Website</b>	<u>365.61</u>	<u>48.00</u>	<u>317.61</u>	<u>661.69%</u>
<b>Total Expense</b>	<u>16,107.52</u>	<u>11,441.11</u>	<u>4,666.41</u>	<u>40.79%</u>
<b>Net Ordinary Income</b>	<u>5,793.43</u>	<u>55.63</u>	<u>5,737.80</u>	<u>10,314.22%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
8100 · Sales Tax Discount	1.20	0.83	0.37	44.58%
<b>Total Other Income</b>	<u>1.20</u>	<u>0.83</u>	<u>0.37</u>	<u>44.58%</u>
<b>Net Other Income</b>	<u>1.20</u>	<u>0.83</u>	<u>0.37</u>	<u>44.58%</u>
<b>Net Income</b>	<u><u>5,794.63</u></u>	<u><u>56.46</u></u>	<u><u>5,738.17</u></u>	<u><u>10,163.25%</u></u>

**Tejas Bluebonnet Regional Service Committee of NA**  
**Donations by Areas & Groups / Monies Returned**  
**Annual Comparison Summary Report**

5:18 PM  
02/14/2015  
Accrual Basis

	<b>Jan - Dec 14</b>	<b>Jan - Dec 13</b>	<b>\$ Change</b>	<b>% Change</b>
1960 Group (c)	66.86	0.00	66.86	100.0%
Agape Freedom Group (c)	150.00	0.00	150.00	100.0%
CBANA (c)	3,776.21	1,200.00	2,576.21	214.68%
CTANA (c)	2,349.18	1,928.54	420.64	21.81%
EANA (c)	1,088.18	3,071.49	-1,983.31	-64.57%
HASCONA (c)	2,275.21	1,441.48	833.73	57.84%
HCANA (c)	1,964.21	938.12	1,026.09	109.38%
NASCONA (c)	1,700.00	706.40	993.60	140.66%
Phoenix Group (c)	231.00	200.00	31.00	15.5%
Saturday Night Live	287.63	55.00	232.63	422.96%
Serious Undertakings (c)	150.00	100.00	50.00	50.0%
Stepping Up Group	227.93	235.31	-7.38	-3.14%
SWCCA	100.00	100.00	0.00	0.0%
TBRCC Convention (c)	27,835.16	36,779.33	-8,944.17	-24.32%
Texas Tri County (c)	2,204.80	0.00	2,204.80	100.0%
Tomball New Attitudes	50.00	0.00	50.00	100.0%
Victoria NA (c)	0.00	200.00	-200.00	-100.0%
Wings of Freedom (c)	2,125.00	750.00	1,375.00	183.33%
<b>TOTAL</b>	<b>46,581.37</b>	<b>47,705.67</b>	<b>-1,124.30</b>	<b>-2.36%</b>

**Tejas Bluebonnet Regional Service Committee of NA**  
**Donations by Areas & Groups / Monies Returned**  
November 8, 2014 through February 14, 2015

9:33 PM  
02/14/2015  
Accrual Basis

	Type	Date	Num	Memo	Account	Amount
<b>Agape Freedom Group (c)</b>						
	Deposit	11/10/2014	1037	Deposit	4000 · Donations	100.00
	Deposit	11/10/2014	1042	Deposit	4000 · Donations	50.00
Total Agape Freedom Group (c)						150.00
<b>CBANA (c)</b>						
	Deposit	11/10/2014	1763	Deposit	4000 · Donations	1,776.21
Total CBANA (c)						1,776.21
<b>CTANA (c)</b>						
	Deposit	11/10/2014	4179	Deposit	4000 · Donations	606.72
Total CTANA (c)						606.72
<b>EANA (c)</b>						
	Deposit	11/10/2014	1647	Deposit	4000 · Donations	151.37
	Deposit	11/10/2014	1649	Deposit	4000 · Donations	377.88
Total EANA (c)						529.25
<b>HASCONA (c)</b>						
	Deposit	11/10/2014	2362	Deposit	4000 · Donations	268.84
	Deposit	12/29/2014	2401	Deposit	4000 · Donations	1,226.23
Total HASCONA (c)						1,495.07
<b>HCANA (c)</b>						
	Deposit	11/10/2014	2465	Deposit	4000 · Donations	154.10
Total HCANA (c)						154.10
<b>NASCONA (c)</b>						
	Deposit	11/10/2014	1307	Deposit	4000 · Donations	500.00
	Deposit	12/29/2014	1320	Deposit	4000 · Donations	1,000.00
Total NASCONA (c)						1,500.00
<b>Phoenix Group (c)</b>						
	Deposit	11/10/2014	772387	Deposit	4000 · Donations	30.00
	Deposit	11/10/2014	620272	Deposit	4000 · Donations	100.00
Total Phoenix Group (c)						130.00
<b>Saturday Night Live</b>						
	Deposit	11/10/2014	252026	Deposit	4000 · Donations	36.36
Total Saturday Night Live						36.36
<b>Stepping Up Group</b>						
	Deposit	11/10/2014	609604	Deposit	4000 · Donations	54.31
	Deposit	12/29/2014		Deposit	4000 · Donations	74.31
Total Stepping Up Group						128.62
<b>SWCCA</b>						
	Deposit	11/10/2014	1007	Deposit	4000 · Donations	100.00
Total SWCCA						100.00
<b>Texas Tri County (c)</b>						
	Deposit	11/10/2014	1573	Deposit	4000 · Donations	680.19
Total Texas Tri County (c)						680.19
<b>TOTAL</b>						<u><u>7,286.52</u></u>

**Tejas Bluebonnet Regional Service Committee of NA**  
**Expenses by Vendor Detail**  
November 8, 2014 through February 14, 2015

2:43 PM  
02/14/2015  
Accrual Basis

	Type	Date	Num	Memo	Account	Amount
<b>Bryan S.</b>						
	Check	11/08/2014	1491	RSC November 2014 travel	7853 · RSC Travel - Gas	-24.48
	Check	11/08/2014	1491	Nov RSC 2013 Travel	7700 · Office Supplies	
Total Bryan S.						<u>-24.48</u>
<b>LeAnn K.</b>						
	Check	01/13/2015	1498	Repair for TBRCNA 2 banner	7290 · Graphics - Displays & Signs	-172.00
Total LeAnn K.						<u>-172.00</u>
<b>Marty C.</b>						
	Check	11/08/2014	1489	11/2014 RSC travel - Greyhound bus ticket	7853 · RSC Travel - Gas	-28.50
Total Marty C.						<u>-28.50</u>
<b>Michelle H.</b>						
	Check	11/08/2014	1488	11/2014 RSC travel, gas	7853 · RSC Travel - Gas	-28.25
	Check	12/02/2014	1495	RSC November car rental - gas	7853 · RSC Travel - Gas	-57.59
Total Michelle H.						<u>-85.84</u>
<b>NAWS (v)</b>						
	Check	12/02/2014	1493	Adopt an Inmate invoices	6110 · AAI - Literature Purchases	-151.95
	Check	12/02/2014	1494	3rd quarter 7th Tradition donation.	7235 · Contributions - WSO	-1,600.00
Total NAWS (v)						<u>-1,751.95</u>
<b>St Andrews Episcopal Church</b>						
	Check	11/08/2014	1486	11/2014 RSC Facility Rent	7260 · Facility Rent	-150.00
	Check	11/08/2014	1487	11/2014 Learning Day Facility Rent	7260 · Facility Rent	-75.00
Total St Andrews Episcopal Church						<u>-225.00</u>
<b>Steve P.</b>						
	Check	11/08/2014	1492	RSC November - gas	7853 · RSC Travel - Gas	-56.00
	Check	11/08/2014	1492	RSC November - lodging	7854 · RSC Travel - Lodging	-92.82
	Check	11/08/2014	1492	Mail TBRCNA signature cards and 2nd and 3rd quarter l	7735 · Postage	-18.73
	Check	12/02/2014	1496	Purchase a digital recorder for the Region Recorder	7700 · Office Supplies	-62.95
Total Steve P.						<u>-230.50</u>
<b>Tom K.</b>						
	Check	01/19/2015	1499	TBRCNA security certificate	7900 · Website	-259.60
Total Tom K.						<u>-259.60</u>
<b>VOID</b>						
	Check	11/08/2014	1490	Void check	7853 · RSC Travel - Gas	
Total VOID						<u>0.00</u>
<b>TOTAL</b>						<u><u>-2,777.87</u></u>



TBRCNA 15  
Treasurer's Report  
02/17/2015

Bueno Dias'!! I am sorry that I am unable to be at the RSC today, but I am currently on a scheduled company trip to Cabo San Lucas. I promise I let Monika V. know where everything was before I left! Although I have pretty much everything taken care of, please do not consider this my final report. I will submit a final report at the May RSC.

This is a long one, so here are the list of attachments with this report. Did you really expect anything less from me????

1. Check Register
2. PreRegistration Worksheet Numbers
3. Merchandise Onsite Sales
4. Income and Expense Breakdown

Our current register balance is \$19,128.70, which reconciles with the Bank Statement. We do have one final bill outstanding for the Serenity Keeper Radios of \$260.00, which is set up to be processed on my credit card. Once that bill is paid, that will leave us with \$18,868.70 in the bank account.

Unless I'm forgetting something, I believe that will take care of all expected deposits & expenses from the Convention. I do have some outstanding checks, a couple which were just mailed in the last couple of weeks. One of ARP's checks from December has not cleared the bank, even though their Treasurer said it has been deposited....they are looking into it. So unless something changes, that should leave us with approximately \$8,868.70 in the bank account, minus \$10,000 in seed money, gives an approximate profit of \$8,868.70.

**Yes \$8,868.70!!**

I know the convention is not supposed to be about money, but you have no idea how blown away by this number I am! Considering that just 5 weeks ago, we didn't think we would make our Room Block. On December 29<sup>th</sup>, we were looking at having to pay the hotel in almost \$12,987 because we hadn't met even 80% of the block.....I even called my Credit Card company in case I needed buy a bunch of rooms, which would have been cheaper than paying the hotel outright. Finally, we were informed on January 16<sup>th</sup>, the day our Room Block rate expired, that we had met the 80% needed to avoid any attrition charges. This has put a whole new realization of how important PreRegistration is for an event of this size and commitment! I personally will never again think "*oh....I'll just wait until I get there to Register*".

So, being the person that I am. I wanted to know exactly how we got there. I've attached a breakdown of our Income and Expenses. What I tried to do is allocate all our expenditures by Committee, with a breakdown by the type of items that the committee was responsible for. I included the number of items sold, the cost of the sold items, and the cost of any remaining inventory for those items. By noting the numbers, I hope this will help TBRC 16 in figuring out any budget number they need. I went ahead and added the expected cost of the outstanding bill for the Serenity Keepers Radios, since that is the only outstanding bill that I know of. So for instance,

Registration: Even though the Registration Bag items purchased with a count of 500 or 600 items, I averaged the cost per bag by the number of paid registrants + the 3 speakers (since TBRC 15 was absorbing their cost). This gives the average per bag cost by PAID registrants of \$8.23 per bag. The reason I used Paid Registrants was because it is the income from the paid registrants, plus Newcomer Donations, that basically covers the cost for any unpaid newcomer registrants. I then backed out the cost per bag for the 3 speakers (\$24.69) and transferred that cost to Programming. So the total income for just the Registration Only was \$6,707.15.

Merchandise – TBRCNA 15 T-shirts: We sold 248 T-shirts for a total income of \$4,960.00. The Total cost of the entire order from Non-stop Printing for 360 was \$3,289.20. That averages \$9.14 per shirt. So the cost of the 248 shirts we actually sold was \$2,266.72. That would give us a profit on just the sold shirts of \$2,693.28. However, we still had 112 shirts left over after the convention. The cost of those shirts was then \$1,022.48. If we subtract that from the profit of the sold shirts, our Net Profit for the TBRCNA 15 Shirts is \$1,670.80.

This report does not include any Sales Tax expenses, since the TBRCNA Treasurer paid that out of the Service Account. When I present my final report in May, I will add that cost to the final numbers. I am sorry I'm not there to better explain the report. I will be going over all this with the TBRCNA 16 Committee during our Audit, scheduled for February 28<sup>th</sup> in Austin. I have been in touch with the TBRCNA 16 Treasurer, Cyndi, and we have been going over a number of items already. I have also given her the instructions regarding getting the signature card changed while both Steve P. and I will be in Austin for the audit. I'm hoping that all the signatories can meet at the bank that day so we don't have to worry about mailing off or getting the signature card notarized.

There are a couple of more items I'd like of the Region to be aware of.

- Keeping in mind the success of TBRCNA 15, every Convention has it's Faux Pas.....the PreConvention T-shirts was ours. Although we had considered not doing PreConvention Shirts, the logo that our A&G Chair came up with sold us on doing the shirts. We ordered 144 shirts in June, with one having a printing error, so we actually did pick up 143 shirts. During the course of selling them, the shirts were signed out to various people, and sold at a number of events. But as we were going over the numbers in October, the number I showed as sold, and the number the Merchandise Committee had left, did not match. We were off by 23 shirts. We spent the next 3 weeks trying to either track down the shirts or account for the money difference. We did an audit on the shirts, we tracked down people who were supposed to have shirts or outstanding money, Registration tracked down receipt books that had purchases in them...but we could not find the discrepancy or the shirts. In the course of the Audit, the Merchandise Chair misplaced the original book she had with the log of payments she had submitted to me, and at the same time, even though I had copies of my deposit slips for the shirts, I could not find my original receipt book for the first two deposits she gave me. So after careful consideration, the Merchandise Chair and the Merchandise Co-Chair made the decision to pay for the cost of the 23 PreConvention shirts, for a total of \$175.29. Since I could not verify the first two deposits with a receipt book, I could not in good faith say that there is not the slight chance the Merchandise Chair may not have given that money to me, so I paid the difference of \$54.71, which is the profit that TBRCNA 15 would have benefited from the sale of the shirts. We are still hopeful that in the future someone is going to show up to Region asking "what to do with these 23 shirts they found in the back of some closet or garage.", but for now, Region is not out anything for the loss of the shirts, and we feel that we did the best to make good on the loss.

- The lessons we learned was how important it is to keep receipts!
- We also learned the importance of showing a financial and inventory count on each and every report given by a Committee Chair. I think if we had done this we may have caught the discrepancy earlier.
- We also agreed that the single appoint of accountability is important throughout the entire committee. There were a number of times people would try to give me money for Merchandise or Registration before it had gone through the actual committee first. I was also approached to receive money outside of our committee meetings, and therefore did not have my receipt book on me, and would refuse to accept it because I wasn't prepared to give them a receipt. Any time I received money on behalf of a Committee, I would make sure I contacted the Committee Chair and let them know. We would then make sure that what I was given reconciled to their documentation, such as Registration forms or T-shirt counts.
- The most important lesson was the benefit of checks and balances. People make mistakes!...it's not always intentional, sometimes it's just a mistake. Even at the final T-shirt audit, I missed a line in counting the shirts, which the Merchandise Chair caught a couple of days later. (which by the way, accounts for every one of their shirts!). Every report the Treasurer does, should balance to a report that the Registration Committee or Merchandise Committee does. Although it may seem like double work, it allows for a way to make sure items aren't missed. By breaking out the Treasurer's Report with an exact Registration Count, the Registration Committee could compare my numbers to theirs, including the ticket count. If we were off, then we could go back and see if one of us made an entry error. Merchandise was the same way. By my breaking out the sales of the PreConvention Shirts by deposits received; the Merchandise Chair was able to discover the discrepancy with her count in October, and not after the Convention was over.
- Registration – as you know, I had approached Region a couple of meetings back, and requested help with my relationship as the Treasurer and the Registration Committee. The difficulty was in both of us being responsible for the funds, them for the individual registrations and me for the accountability of the deposits. This is one relationship where the Single Point of Accountability crosses lines, and from my perspective, we are both responsible. I am happy to say that we did sit down together and find a common ground. We were able to come up with some procedures that allowed us both to work together and be responsible for our individual area, and yet create a way where we could be a Checks & Balances for each other. One of the things we did was that I requested from the Webservant that the Registration Chair be copied on all the e-mails that were generated from Paypal and the Website. In the beginning, I was the only one getting them. This way Registration got a copy of every order that was submitted without them having to go directly into the Paypal Account. Then every time I transferred money from Paypal, I would send Registration a copy of the Funds breakdown so that they could confirm what payments were received. We also worked out a system to scan the Registration forms so that both of us had a copy for our own use. I am very grateful that the members of the Registration Committee were willing to work through this process with me. I think the ideas that we came up with will benefit the next committee too. I also want to thank the Regional body for helping us with this as well. Everyone's support and input was greatly appreciated.
- One other thing that came up was the large amount of purchases that I put on my personal Credit Card. This also brought up the issue of my cutting checks to myself. Although during most convention audits I have seen a number of people who paid for purchases with their personal credit card, I estimate that I put on my card almost \$5,500.00 in purchases over the

course of the last couple of months. Most of these purchases had to do with items we bought online, such as the Airline tickets, the Merchandise Coins, Registration bag items, and then finally the Serenity Keeper Radio's (which I'm still waiting on). These were items that a check could not be cut for. I was also prepared to put any outstanding hotel room shortage purchases on my card in case we didn't meet our room block....thank goodness we did. Although I have been very blessed to have the ability to do it, and it didn't bother me to do so, I wonder if future Treasurer's or Committee members will have the ability to do that too. More and more we are purchasing items online, or deposits need to be made for which only a credit card will be accepted.

- I did approach Bank of America about what options we may have. I know that when I had been elected as the TBRNA Treasurer a few years ago, I was informed that we did not accept the Debit Card that the bank had offered when establishing the account. Because of how our entity is set up, with the constant rotation of officers, and there not being a long standing officer of the corporation that would guarantee any credit line, the only product we would be offered would be a Debit Card.
- As far as my writing checks to reimburse myself for the charges, I made it a practice to always note on my Check Register any purchases I made by credit card, how much, and what it was for. The committee was always aware of those items outstanding. I don't want to hinder any Treasurer from having the ability to be paid back when necessary, but it would be a good 'Best Practices' to have another signer sign any reimbursement checks that need to be made to the Treasurer. I never really expected to put as much on my personal credit card as I did, but in looking back, this would probably be a good idea. And again, I had no problem in doing so, I just bring it up as something to consider for the future.
- Square Reader – At TBRCNA 14, I was introduced to the Square Reader. This was used on-site for Merchandise and Registration. I was very impressed with how it worked out so I created a Square Reader account for TBRCNA 15. Although it worked great on-site at the Convention, there are a couple of things to keep in mind.
  - It does not work well for PreRegistration – the only information I get on a purchase is the confirmation number and last 4 digits of the credit card number. I don't get the person's name, address, phone number, etc. The only way this would work for PreRegistration is if a PreRegistration form was also submitted for the purchase. If that form gets lost, then we lose any info on the person who made the purchase.
  - The account cannot be passed down from committee to committee – I had hoped when setting this up that I could pass the account to the next committee. However, when I set up the account, it requested my personal information, including my social and birthdate. Also, if we make more than \$20,000 or 200 sales in a year, I get sent a tax form! Boooooooo!! I did note the TBRNA tax info on the business portion setup, but due to the Patriot Act, every account has to have a personal point of contact with their personal information. Quite honestly, I'm really not willing to pass on an account with my personal info on it. I don't mind helping TBRCNA 16 setup a new account, and I'll be glad to share that with them, but each committee is going to need to set up their own account each year.

One Non-Treasury item – Facebook. I wanted to mention this because I wasn't sure if any other report would reflect this item. When our committee formed, we had made the decision not to create a Facebook Page. This was in large at my request, because I didn't want to see a Page that represented our Convention or Region where it was used as a dumping ground. However, as we got closer to the

Convention date, and our room block was in question, a Facebook Page was created in order to inform the fellowship more widely of our Registration Website, planned activities, etc. Because of the concern of the integrity of the Page, I requested that Admin's be assigned to the Page, and that any postings or pictures would have to be Approved before being allowed on the Page. John C. and I were made the Admin's of the Page, and there were a couple of attempted postings that we both declined to post because we did not feel the content was appropriate for the Page. I also had to interject when a comment thread was getting a "little questionable", and heading down the 'grape jelly' path.....which the members were very respectful on my request. I will say that, in spite of having to administer the Page, I was amazed at how useful this Social Media tool was. I also had a lot of fun with it! I would definitely recommend each committee creating a Page, but to have at least 2 or 3 Admins for the Page, and some guidelines on what is acceptable to post, and what will not be allowed.

That is all I can think of at this time. Once the audit is done, I will send out a final report, but I think most everything is covered. If anyone has any questions regarding my report, please feel free to contact me at (210) 862-7301. Unless the travel makes it difficult to be there, I will make my best effort to attend next Region with my final report. I am looking forward to working with Cyndi, and the TBRCNA 16 Committee, and any help I can give them I will gladly do. I also want to thank this Region, especially Marty and Bryan, for all their support; the CAC committee, particularly Monika V., who worked with us and the hotel, and was right there at our side as we freaked out about the Room Block! I want to thank the EACNA I Committee, Raymond and Robert, who stepped up to help us all find a common ground with two conventions being held back to back, and that the Newcomers were doubly served this year in San Antonio. Most of all, I want to thank the entire TBRCNA 15 Committee...it has been an honor to work with this group, our two Area's (Esperanza and Hill Country), the faith that everyone had that "it's gonna work out, God finds a way"!....and for not letting me give up! I love you all!

In Loving Service,  
LeAnn K.  
TBRCNA 15 Treasurer

PS: DON'T FORGET TO PREREGISTER FOR TBRCNA 16!!!!

# TBRCNA 15 Check Register

DATE DEPOSITED	DEPOSIT AMOUNT	PAYABLE TO:	CHECK #	CHECK AMOUNT	PURPOSE	BALANCE	
						\$10,000.00	x
3/21/14	\$1,135.00	Deposit			PreRegistrations - 60 Early Bird at TBRC 14	\$11,135.00	x
4/14/14		A Recovery Place	5305	\$ 40.00	Facility Rental - 4 Committee Meetings	\$11,095.00	x
4/14/14	\$100.00	Deposit			PreRegistrations (5)	\$11,195.00	x
6/3/14		Non-Stop Printing	5406	\$ 1,100.00	PreConvention T-shirts purchase	\$10,095.00	x
6/4/14	\$430.00	TBRC PreConvention Tshirts			PreConvention T-shirts (Melissa T.) - Taxable	\$10,525.00	x
7/13/14	\$38.52	Paypal Deposit			PreRegistrations	\$10,563.52	x
7/13/14		A Recovery Place	5307	\$ 140.00	TBRC Meeting Space through July 2014	\$10,423.52	x
7/13/14		Brian T - Clay Casa & Hobby Lobby	5308	\$ 450.00	Auction Plates & Holders	\$9,973.52	x
7/15/14	\$10.97	Square Reader Deposit			\$10.00 SR Rebate + \$1.00 test charge - \$0.03 fee	\$9,984.49	x
7/15/14	\$430.00	TBRC PreConvention Tshirts			PreConvention T-shirts (Melissa T.) - Taxable	\$10,414.49	x
8/27/14		Non-Stop Printing	5309	\$ 805.00	Advance - Banner and Signs	\$9,609.49	x
9/24/14	\$58.35	Square Reader Deposit			PreRegistrations	\$9,667.84	x
9/27/14	\$38.40	Brian T - Graphics Chair			Return of Plate funds - received 08/23/14	\$9,706.24	x
9/27/14	\$20.00	PreRegistration			1 PreRegistration - LeAnn	\$9,726.24	x
9/27/14	\$10.00	NewComer Donation			I'm over \$10.00 in Cash?	\$9,736.24	x
9/27/14	\$30.00	TBRC PreConvention Tshirts			PreConvention T-shirts (Katt B.) - Taxable	\$9,766.24	x
9/27/14	\$70.00	TBRC PreConvention Tshirts			PreConvention T-shirts (Melissa T.) - Taxable	\$9,836.24	x
9/27/14	\$41.29	Paypal Deposit			Tom K. - Newcomer Donations in Paypal	\$9,877.53	x
9/28/14	\$25.00	TBRC 14 Merchandise			TBRC14 Merchandise sold - Taxable	\$9,902.53	x
9/28/14		Peter Kingsley - Deposit	5310	\$ 200.00	Friday Hypnotist - Deposit	\$9,702.53	x
10/12/14		Void	5311	\$ -		\$9,702.53	x
10/12/14		Miller ProWandahl	5312	\$ 1,000.00	AV Deposit	\$8,702.53	x
10/12/14	\$64.00	TBRC 14 Merchandise			TBRC14 Merchandise sold - Taxable	\$8,766.53	x
10/12/14	\$60.00	TBRC PreConvention Tshirts			PreConvention T-shirts (Melissa T.) - Taxable	\$8,826.53	x
10/20/14		Thomas Reprographics	5313	\$ 405.00	Printing 750 Registration Flyers	\$8,421.53	x
10/26/14	\$50.00	TBRC PreConvention Tshirts			PreConvention T-shirts (Melissa T.) - Taxable	\$8,471.53	x
10/26/14	\$27.00	TBRC 7th Tradition			Committee Meeting Donation	\$8,498.53	x
10/26/14		A Recovery Place	5314	\$ 35.00	Subcommittee Rent 3.5 hrs	\$8,463.53	x
10/26/14		Melissa T. - Kinko's	5315	\$ 61.97	Registration Flyers (100 at Kinko's)	\$8,401.56	x
10/26/14		Blue Mountain	5316	\$ 1,250.00	Mike Zito - deposit	\$7,151.56	x
10/30/14	\$194.46	Paypal Deposit			PreRegistrations - minus \$100 left in Account	\$7,346.02	x
11/6/14	\$105.00	PreRegistration			PreRegistration (1) - BOA Deposit	\$7,451.02	x
11/6/14	\$783.24	Paypal Deposit			PreRegistrations	\$8,234.26	x
11/8/14	\$62.00	TBRC 7th Tradition			Service Enhancer 7th Donation	\$8,296.26	x
11/8/14	\$746.00	PreRegistration			Service Enhancer PreRegs	\$9,042.26	x
11/9/14	\$40.00	PreRegistrations			PreRegistrations	\$9,082.26	x
11/9/14	\$33.00	TBRC 7th Tradition			Committee Meeting Donation	\$9,115.26	x
11/9/14		A Recovery Place	5317	\$ 70.00	Subcommittee Rent 3.5 hrs (for 11/09 & 11/23)	\$9,045.26	x
11/18/14	\$1,081.53	Paypal Deposit			PreRegistrations	\$10,126.79	x
11/22/14	\$131.43	Paypal Deposit			PreRegistrations	\$10,258.22	x
11/22/14		LeAnn K.	5318	\$ 912.83	2 Speaker flights, PO Box & Reg Receipt Books	\$9,345.39	x
11/23/14		Thomas Reprographics	5319	\$ 140.50	250 Registration Flyers	\$9,204.89	x
11/24/14	\$100.00	PreRegistration/7th Tradition			PreRegistrations \$85.00 & TBRC15 7th \$15.00	\$9,304.89	x
12/2/14	\$1,031.14	Paypal Deposit			PreRegistrations	\$10,336.03	x
12/5/14	\$104.00	PreRegistrations			PreRegistrations	\$10,440.03	x
12/5/14	\$101.11	Paypal Deposit			PreRegistrations	\$10,541.14	x
12/7/14	\$83.00	PreRegistrations & TBRC15 7th			2 PreRegistrations (\$55.00) + 7th (\$28.00)	\$10,624.14	x
12/7/14		A Recovery Place	5320	\$ 50.00	Subcommittee Rent 2.5 hrs (for 12/07 & 12/21)	\$10,574.14	
12/17/14	\$1,265.76	Paypal Deposit			PreRegistrations	\$11,839.90	x
12/23/14	\$20.00	TBRC PreConvention Tshirts			PreConvention T-shirts (Esteban R.) - Taxable	\$11,859.90	x
12/23/14	\$392.00	PreRegistrations			PreRegistration Deposit	\$12,251.90	x
12/23/14	\$20.00	TBRC 7th Tradition			Committee Meeting Donation	\$12,271.90	x
12/29/14	\$413.85	Paypal Deposit			PreRegistrations	\$12,685.75	x
12/29/14	\$50.00	TBRC PreConvention Tshirts			PreConvention T-shirts (Melissa T.) - Taxable	\$12,735.75	x
1/4/15	\$757.58	Paypal Deposit			PreRegistrations	\$13,493.33	x
1/4/15	\$50.00	TBRC PreConvention Tshirts			PreConvention T-shirts (Jodie C.) - Taxable	\$13,543.33	x
1/4/15	\$390.00	PreRegistrations			PreRegistrations	\$13,933.33	x
1/4/15	\$32.00	TBRC 7th Tradition			Committee Meeting Donation	\$13,965.33	x
1/4/15		LeAnn K.	5321	\$ 628.75	Coinable Merchandise - SK Vest	\$13,336.58	x
1/4/15		Katt Bartam	5322	\$ 195.76	Any Promo - Programming Armadillos	\$13,140.82	x
1/4/15		A Recovery Place	5323	\$ 120.00	Subcommittee Rent for January 2015	\$13,020.82	x
1/11/15	\$1,072.42	Paypal Deposit			PreRegistrations	\$14,093.24	x
1/11/15	\$20.00	PreRegistration Deposit			PreRegistration	\$14,113.24	x
1/11/15	\$27.00	TBRC 7th Tradition			Committee Meeting Donation	\$14,140.24	x
1/11/15		Non-Stop Printing	5324	\$1,600.00	Merchandise T-shirts - Deposit	\$12,540.24	x
1/14/15		Non-Stop Printing	5325	\$1,100.00	Registration Shirts & Mugs - Deposit	\$11,440.24	x
1/16/15	\$160.46	Square Reader Deposit			PreRegistration	\$11,600.70	x
1/17/15	\$711.24	Paypal Deposit			PreRegistration	\$12,311.94	x
1/20/15	\$149.76	Square Reader Deposit			PreRegistration	\$12,461.70	x
1/22/15	\$25.00	PreRegistration			PreRegistration	\$12,486.70	x

# TBRCNA 15 Check Register

DATE DEPOSITED	DEPOSIT AMOUNT	PAYABLE TO:	CHECK #	CHECK AMOUNT	PURPOSE	BALANCE	
1/22/15	\$28.00	TBRC 7th Tradition			Committee Meeting Donation 01/18/2015	\$12,514.70	x
1/22/15	\$10.00	TBRC PreConvention Tshirts			PreConvention T-shirts (Jodie C.) - Taxable	\$12,524.70	x
1/22/15	\$526.92	Paypal Deposit			PreRegistrations	\$13,051.62	x
1/25/15	\$100.00	LeAnn K.	PC		Hospitality Donation for expired items	\$13,151.62	x
1/25/15		Grady - Hospitality Chair	PC	\$ 100.00	Hospitality Expenses	\$13,051.62	x
1/28/15	\$3.89	Square Reader Deposit			Square Practice - donation (\$4.00 - \$0.11 fee)	\$13,055.51	x
1/29/15	\$788.13	Paypal Deposit			PreRegistration	\$13,843.64	x
1/29/15		LeAnn K.	5326	\$ 536.84	NAWS - books for Programming	\$13,306.80	x
1/31/15	\$413.55	Paypal Deposit			PreRegistrations	\$13,720.35	x
2/1/15	\$394.00	PreRegistrations			PreRegistrations	\$14,114.35	x
2/1/15	\$19.71	TBRC15 7th Tradition			Committee Meeting Donation	\$14,134.06	x
2/1/15	\$87.84	TBRC PreConv. Shirts - Jodie C.			PreConvention T-shirt Reimbursement - Taxable	\$14,221.90	x
2/1/15	\$87.45	TBRC PreConv. Shirts - Melissa T.			PreConvention T-shirt Reimbursement - Taxable	\$14,309.35	x
2/1/15	\$9.72	Square Reader Deposit			Treasurer Practice - donation (\$10.00-\$0.28 fee)	\$14,319.07	x
2/1/15		Laura Beatty - Sundance Print	5327	\$ 79.00	Programming Schedules	\$14,240.07	x
2/1/15		Melissa Forsythe - Merch	5328	\$ 191.82	Merchandise Plate Posters	\$14,048.25	x
2/1/15		Non-Stop Printing	5329	\$ 1,689.20	Inv #8200 Merchandise Shirt balance	\$12,359.05	x
2/1/15		Sundance Print & Copy	5330	\$ 34.00	Programming Schedules - additional 200	\$12,325.05	x
2/1/15		Non-Stop Printing	5331	\$ 546.50	Inv #8246 Registration shirt balance	\$11,778.55	x
2/1/15	\$54.71	TBRC PreConv. Tshirts - LeAnn K.			PreConvention T-shirt Reimbursement - Taxable	\$11,833.26	x
2/3/15	\$765.64	Paypal Deposit			PreRegistrations	\$12,598.90	x
2/3/15	\$100.00	Paypal Deposit			Balance in Account transferred	\$12,698.90	x
2/4/15		Petty Cash	5332	\$ 2,000.00	Cash for Mike Zito, Merch/Reg Registers and Auction	\$10,698.90	x
2/4/15		Tom Kraft Designs	5333	\$ 276.00	Website Development	\$10,422.90	
2/6/15	\$1,126.00	Registration - Onsite			Registration Drop #1	\$11,548.90	x
2/6/15	\$1,566.00	Registration Onsite			Registration Drop #2	\$13,114.90	x
2/6/15	\$3,829.34	Registration - Square			Registration - Square	\$16,944.24	x
2/6/15	\$1,624.99	Merchandise -Square			Merchandise -Square	\$18,569.23	x
2/6/15	\$382.01	Registration Onsite			Registration Drop #3	\$18,951.24	x
2/6/15	\$ 892.00	Merchandise - Onsite			Merchandise - Drop #1	\$19,843.24	x
2/6/15	\$ 638.00	Merchandise - Onsite			Merchandise - Drop #2	\$20,481.24	x
2/6/15	\$ 299.00	Merchandise - Onsite			Merchandise - Drop #3	\$20,780.24	x
2/7/15	\$1,784.09	Registration - Square			Registration - Square	\$22,564.33	x
2/7/15	\$1,575.52	Merchandise - Square			Merchandise - Square	\$24,139.85	x
2/7/15	\$1,532.64	Auction - Square			Auction - Square	\$25,672.49	x
2/7/15	\$1,579.00	Registration - Onsite			Registration Drop #4	\$27,251.49	x
2/7/15	\$160.00	Registration - Onsite			Cash Sales for Mike Zito	\$27,411.49	x
2/7/15	\$577.00	Merchandise - Onsite			Merchandise - Drop #4	\$27,988.49	x
2/7/15	\$760.00	Merchandise - Onsite			Merchandise - Drop #5	\$28,748.49	x
2/7/15	\$473.00	Merchandise - Onsite			Merchandise - Drop #6	\$29,221.49	x
2/8/15	\$330.62	Merchandise - Onsite			Merchandise - Square	\$29,552.11	x
2/8/15	\$514.00	Merchandise - Onsite			Merchandise - Drop #7	\$30,066.11	x
2/8/15	\$1,272.87	Petty Cash			Reconciliation of Petty Cash	\$31,338.98	x
2/8/15		Miller ProWandahl	5334	\$ 1,000.00	AV Service - balance of contract	\$30,338.98	x
2/12/15		HASO	5336	\$ 36.00	Programming Readings	\$30,302.98	
2/12/15		LeAnn K.	5337	\$ 3,384.79	Registration & Merchandise Items on CC	\$26,918.19	x
2/13/15		Omni Hotel	5335	\$ 7,626.42	Banquet and Speaker Rooms	\$19,291.77	
2/15/15		Esteban R.	5338	\$ 18.81	Weights for Banner Hangings	\$19,272.96	
2/15/15		Void: Melissa T.	5339	\$ -	Melissa donated back check for Raffle Tickets	\$19,272.96	x
2/15/15		A Recovery Place	5340	\$ 60.00	Feb 1st & Feb 15th Subcommittee Meeting	\$19,212.96	
2/15/15		Katt Bartan	5341	\$ 84.26	Ink cartridge for Registration printing	\$19,128.70	
						\$19,128.70	
						\$19,128.70	
						\$19,128.70	
Totals	\$37,097.15			\$ 27,968.45	\$9,128.70	net profit!	
					Owed to Treasurer		
					USA Radio's - Not yet charged to card	\$260.00	
						\$18,868.70	
					Other upcoming expenses		
						\$0.00	
						\$18,868.70	

	A	B	D	E	F	G	H	I
1								
2								
3	NAME (enter full name, last name 1st)		Form of Pay Cash, Check, MO or PP	# of TBR 15 Early Bird Registrations	# of Pre- Registrations	# of Standard Registrations	Total Registrations	SUB TOTAL
262			Grand Total (doesn't include speakers)	73	125	50	248	\$ 4,845.00
263	PREREG TOTALS							
264								
265								
266								
267	Onsite Drop 1	02/06/15 5:10pm				23	23	\$ 575.00
268	Onsite Drop 2	02/06/15 9:11pm				38	38	\$ 950.00
269	Voids	02/06/2015 9:11pm					0	\$
270	Onsite Drop 3	02/06/15 10:40pm				4	4	\$ 100.00
271	Onsite SR	2/6/2015	SR			66	66	\$ 1650.00
272	Onsite Drop 4	2/7/2015				36	36	\$ 900.00
273	Onsite Zito cash	2/7/2015					0	\$
274	Onsite SR	2/7/2015	SR			28	28	\$ 700.00
275							0	\$
276							0	\$
277							0	\$
278						195	195	\$ 4,875.00
279								
280	Grand Total Paid Registration			73	125	245	443	\$ 9,720.00
281								
282								
283	Speaker		Speaker		1		1	\$ 20.00
284	Speaker		Speaker		1		1	\$ 20.00
285	Speaker		Speaker		1		1	\$ 20.00
286				0	3	0	3	\$ 60.00
287								
288	Grand Total Tickets Only						446	
289								
290	Newcomer Comp'd Registrations						108	
291	Total Registered Attendance						554	



	J	L	M	N	O	P	Q	S	T	U
1										
2				Price per Mug		Breakfast				Light Show ONLY
3	# of PreReg T-Shirts	Sub total	# of PreReg Mugs	Sub total	# of Breakfast Tickets	SUB TOTAL	# of Banquet Tickets Banquet	SUB TOTAL	# Light Show Only Tickets	SUB TOTAL
262		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
263	51	\$ 1,020.00	43	\$ 430.00	50	\$ 1,000.00	88	\$ 3,960.00	6	\$ 60.00
264										
265										
266										
267		\$0.00		\$0.00	4	\$380.00	4	\$180.00		\$0.00
268		\$0.00		\$0.00	2	\$200.00	2	\$90.00	1	\$0.00
269		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
270		\$0.00		\$0.00		\$0.00	2	\$90.00	1	\$0.00
271		\$0.00		\$0.00	11	\$220.00	19	\$85.00	4	\$40.00
272		\$0.00		\$0.00	3	\$60.00	6	\$270.00	9	\$90.00
273		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
274		\$0.00		\$0.00	3	\$60.00	17	\$765.00	2	\$20.00
275		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
276		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
277		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
278	\$ -	\$0.00	\$ -	\$ -	23	\$460.00	50	\$2,250.00	17	\$170.00
279										
280	51	1,020.00	43	\$ 430.00	73	\$ 1,460.00	138	\$ 6,210.00	23	\$ 230.00
281										
282										
283	1	\$20.00	1	\$0.00	1	\$20.00	1	\$45.00		\$0.00
284	1	\$20.00	1	\$0.00	1	\$20.00	1	\$45.00		\$0.00
285	1	\$20.00	1	\$0.00	1	\$20.00	1	\$45.00		\$0.00
286	3	\$60.00	3	\$ 30.00	3	\$ 60.00	3	\$ 135.00	0	\$ -
287										
288	54		46		76		141		23	
289										
290										
291										

	V	W	X	Y	Z	AA	AB	AC	AD
1									
2		Comedy/ Hypnotist Show		Concert - Mike Zito		Raffle Ticket			
3	# of Comedy/ Hypnotist Tickets	SUB TOTAL	# of Concert - Mike Zito Tickets	SUB TOTAL	# of Raffle Tickets	SUB TOTAL	NEWCOMER DONATION	PAY PAL FEES	GRAND TOTAL
262		\$0.00		\$0.00		\$0.00			\$0.00
263	68	\$ 1,020.00	71	\$ 1,420.00	131	\$ 262.00	\$ 410.00	\$ 270.91	\$14,156.09
264									
265									
266									
267	10	\$150.00	3	\$150.00	8	\$16.00	\$ 25.00		\$1,086.00
268	24	\$360.00	5	\$360.00	8	\$16.00	\$ 31.00		\$1,597.00
269	4	\$60.00		\$0.00		\$0.00			\$60.00
270	13	\$195.00	1	\$20.00	3	\$8.00	\$ 30.00		\$451.00
271	36	\$540.00	25	\$500.00	17	\$4.00	\$ 100.00	\$ 109.66	\$2,829.54
272		\$0.00	9	\$80.00	24	\$8.00	\$ 31.00		\$1,529.00
273		\$0.00	8	\$160.00		\$0.00			\$160.00
274		\$0.00	14	\$280.00	1	\$2.00	\$ 8.00	\$ 50.91	\$1,784.00
275		\$0.00		\$0.00		\$0.00			\$0.00
276		\$0.00		\$0.00		\$0.00			\$0.00
277		\$0.00		\$0.00		\$0.00			\$0.00
278	79	\$1,185.00	65	\$1,300.00	61	\$122.00	\$225.00	\$160.57	\$10,426.43
279									
280	147	\$ 2,205.00	136	\$ 2,720.00	192	\$ 384.00	\$ 635.00	\$ 431.48	\$ 24,582.52
281									
282									
283	1	\$15.00	1	\$20.00	1	\$2.00			\$152.00
284	1	\$15.00	1	\$20.00	1	\$2.00			\$152.00
285	1	\$15.00	1	\$20.00	1	\$2.00			\$152.00
286	3	\$ 45.00	3	\$ 60.00	3	\$ 6.00	\$ -	\$ -	\$456.00
287									
288	150		139		195				
289									
290									
291									

TBRCNA 15

Feb 6th - 8th, 2015

Total Merchandise TBRC15

Item

Total Merchandise TBRCNA 15

M21 TBRC 15 T-shirt Count	248	\$	4,960.00
M22 TBRC 15 Mug Count	91	\$	910.00
M23 TBRC 15 Coin Count	79	\$	790.00
M24 TBRC 15 Armadillo Sticker - Round Count	60	\$	120.00
M25 TBRC 15 Plate Poster Count	6	\$	90.00
M26 TBRC 15 Stuffed Armadillo Count	35	\$	350.00
M27 TBRC 15 Frames Count	6	\$	120.00
M41 TBRC14 Tee/Speg Shirts Count	17	\$	85.00
M42 TBRC14 Mug/Cup Count	37	\$	185.00
M43 TBRC14 Polo Shirt Count	7	\$	70.00
M44 TBRC14 Jean Jacket Count	2	\$	50.00
M45 TBRC14 Ball Cap Count	6	\$	30.00
M9 Newcomer Donation w/ Merch Purchase Count	25	\$	25.00
Grand Count	619	\$	7,785.00
SR Fees		\$	(100.87)
Total Onsite Sales		\$	7,684.13

## Merchandise

[illegible]

## Registration

Convention Registration Income (443)	\$	9,720.00					
Register Over	\$	0.01					
Newcomer Donations	\$	635.00	\$	10,355.01	\$	10,355.01	
Discount Mugs - Bags (500)	\$	(730.00)					
NonStop Printing - Logo Sticker	\$	(270.00)					
Amazing Wristbands (500)	\$	(175.68)					
AnyPromo - Glow Cups (500)	\$	(321.97)					
AnyPromo - Pens (500)	\$	(147.58)					
AnyPromo - Neck Wallets (600)	\$	(852.32)					
Non-Stop Printing - Bandana's (500)	\$	(1,175.00)	\$	(3,672.55)			(8.23) @446 people
Registration Items to Speakers	\$	24.69	\$		\$	(3,647.86)	\$
							6,707.15
Coffee Cup Income (43)	\$	430.00	\$	430.00			
AnyPromo - Coffee Cups (72)	\$	(258.38)					
Cups Sold (43)			\$	(154.31)	\$	275.69	
15 Cups to Programming	\$	53.83					
3 Cups to Speakers	\$	10.77					
11 Cups in Inventory			\$	(39.47)	\$	(39.47)	\$
							236.22
T-Shirt Income (51)	\$	1,020.00	\$	1,020.00			
NonStop Printing - T-shirts (54)	\$	(471.50)					
T-shirts sold (51)			\$	(445.30)	\$	574.70	\$
3 Shirts to Speakers	\$	26.20					
							574.70
Thomas Reprographics (750)	\$	(405.00)					
Kinko's (100)	\$	(61.97)					
Thomas Reprographics (250)	\$	(140.50)	\$	(607.47)	\$	(607.47)	\$
							(607.47)
Katt B. - Ink for printing Tickets	\$	(84.26)					
							(84.26)
Square Fees	\$	(160.57)					
Paypal Fees	\$	(270.91)	\$	(431.48)	\$	(431.48)	\$
							(431.48)
<b>Total Registration</b>							
			\$				<u><u>6,394.86</u></u>

**Hospitality**

Donations	\$	214.18	
Supplies	\$	(89.47)	\$ 124.71
<b>Total Hospitality</b>			<b>\$ 124.71</b>

**Donations & Vendor Profit**

Individual	\$	67.00	
Paypal Fees	\$	(1.13)	
Service Enhancer	\$	62.00	\$ 127.87

Designs of Freedom - %  
(donated pendants to Auction  
Phoenix Recovery - %  
Tapeman - %

	\$200.00	
	\$491.00	
	\$120.00	\$ 811.00

**Total Donations & Vendor Profit**

\$	938.87
----	--------

**Total Reg & Merch Pages**

\$	10,343.69
----	-----------

\$	10,343.69
----	-----------

## Entertainment

Auction Income	\$	2,926.00				
Plate Costs	\$	(411.60)	\$	2,514.40		
Square Fees	\$	(43.36)			\$	2,471.04
Raffle Income	\$	384.00			\$	384.00
Peter Kingsley (136)	\$	2,205.00				3 Comps to Speakers
Peter Kingsley	\$	(1,400.00)	\$	805.00	\$	805.00
Mike Zito (61)	\$	2,720.00				3 Comps to Speakers
Mike Zito	\$	(2,500.00)	\$	220.00		
Omni 1 night	\$	(136.60)	\$	(136.60)	\$	83.40
Breakfast (73)	\$	1,460.00				
Omni (90)	\$	(1,599.62)	\$	(139.62)		(17.77) @ 90 Meals
3 Meals to Speakers	\$	53.31			\$	3 Mealst to Speakers
Banquet (138)	\$	6,210.00				
Omni (150)	\$	(6,116.18)	\$	93.82		(40.77) @150 Meals
3 Meals to Speakers	\$	122.31	\$	122.31		3 Mealst to Speakers
Light Show Income	\$	230.00				
Light Show Performers	\$	(400.00)	\$	(170.00)	\$	46.13
Miller AV (1/2 fee)	\$	(1,000.00)			\$	(1,000.00)
Esteban R. - Banner Weights	\$	(18.81)				
Omni Power Drop	\$	(275.00)				
Omni Room Change Fee	\$	(150.00)				
Omni Banner Hang	\$	(250.00)				
Omni Select Award Credit	\$	500.00				
Omni Group Commission	\$	882.00	\$	688.19	\$	688.19
Total Entertainment	\$	3,391.45			\$	3,391.45

## Prgramming

Speaker Costs				
Airline Flights	\$	(814.40)		
Registration Items	\$	(24.69)		
AnyPromo - 3 cups to Speakers	\$	(10.77)		
Non-Stop Printing - 3 shirts to speakers	\$	(26.20)		
Breakfast to Speaker	\$	(53.31)		
Banquet to Speaker	\$	(122.31)		
Omni (6 free nights, 2 nights charge)	\$	(207.82)	\$ (1,259.50)	\$ (1,259.50)
Deaf Interpreters	\$	(100.00)	\$ (100.00)	\$ (100.00)
Miller AV (1/2 of cost)	\$	(1,000.00)		
Omni - 2 nights	\$	(273.20)	\$ (1,273.20)	\$ (1,273.20)
15 Armadillos	\$	(61.18)		
AnyPromo - 15 cups	\$	(53.83)		
Laura - Centerpiece deco	\$	(68.42)		
Naws - 15 It Works	\$	(135.00)	\$ (318.43)	\$ (318.43)
Naws - Basic Text & Tags	\$	(401.84)		
Haso - Readings	\$	(36.00)	\$ (437.84)	\$ (437.84)
Sundance Printing (500)	\$	(79.00)		
Sundance Printing (200)	\$	(34.00)	\$ (113.00)	\$ (113.00)
<b>Total Programming</b>			<b>\$</b>	<b>\$ (3,501.97)</b>



**NonStop Printing (Banner & Signs)**

\$ (400.00) \$ (400.00)

Serenity Keeper Vests

\$ (54.75)

\* USA Radios

\$ (260.00) \$ (314.75)

**Total Serenity Keepers**

\$ (314.75)

**Other Income/Expenses**

Square Reader Credit

\$ 10.00 \$ 10.00

TBRCNA 7th Traditions

\$ 229.71

A Recovery Place (meeting space)

-\$515.00 \$ (285.29)

US PO Box

\$ (74.00)

Office Depot Reciept Books

\$ (24.43)

Tom Kraft Webservices

\$ (276.00) \$ (374.43)

**Total Other Income/Expenses**

\$ (649.72)

This page

\$ (1,474.99)

Reg/Merch Pages

(1,474.99)

\$ 10,343.69

**P & L to Date**

\$ 8,868.70

**Seed Money**

\$ 10,000.00

**Balance to Check Register**

\$ 18,868.70

# **TBRNA Regional Delegate Alternate Report**

## **February 2015**

The Regional Assembly will be March 21<sup>st</sup> at the VFW at 2001 Lova Lane, Victoria, TX, 9am-3pm. I've e-mailed out fliers and posted a copy in the TBRNA Facebook group. Their standard rental fee (for parties and such) is \$720, but they're letting us have it for only \$200 with the understanding that we'll be out of there by 3:30pm so that they can rent it out to another party for the evening. I am really excited about the Issue Discussion Topics (IDTs) that we will workshop and hope that everyone will plan to stay for the duration so we can benefit from each other's experience, strength, and hope.

I attended the Multi-Area Literature Review Workshop hosted by Hugs Not Drugs in Houston on January 10<sup>th</sup>, and it was a wonderful experience. We all thoroughly enjoyed reading the draft Intro and First Tradition for the new Traditions book, and the group plans to continue holding workshops as each section of the book becomes available for review and input. I look forward to hearing when the next workshops will be and hope that I will be able to attend.

I attended the Southern Zonal Forum (SZF) meeting in Lake Charles, Louisiana, January 24-25<sup>th</sup>, where we workshoped the topics Technology In Service, Disruptive and Violent Behavior, and Traditions 7-12 (to provide input for the Traditions book). If elected, I will workshop these topics at our Regional Learning Day in May and probably combine that with a literature review workshop as we have done in the past. At the SZF meeting, the South Florida Region joined our forum, and they said that their entire zone may be joining ours soon. They are very impressed with what our zone is doing. Our zone plans to hold a meeting/workshop via Skype in April to practice using technology for our interactions and save money on travel. We are also starting to plan PR and H&I events in conjunction with future SZF meetings so that local areas/regions can benefit from the experience that SZF members can share.

On February 8<sup>th</sup>, at TBRCNA, I facilitated a workshop on the topic of Zonal Representation. I showed a few of the videos that various zones presented at the WSC last year and shared about the direction that our zone is heading. I appreciated all those who attended and participated in the discussion. It was good to hear the different points of view.

The day after the November RSC, I facilitated a "Technology in Service" Regional Learning Day, presenting much of the material that is posted on the Multi-Zonal Symposium website at [www.mzssna.org](http://www.mzssna.org). We also sampled the webinar software, GoToMeeting. The participants at the workshop were wonderful, and we all shared information and experience and learned a lot from each other.

Speaking of technology in service, on January 22<sup>nd</sup> I participated in my first Skype meeting regarding the Texas Unified Services Project. The purpose of this project is ultimately to provide a single contact point for the public to find NA in Texas. We are an informal network of trusted servants in NA who are exploring possibilities, such as having a single 800# for NA in Texas that would direct callers to local helplines in whichever area they needed a meeting, and a single website that would have links to all

Texas NA region and area websites. One person shared an example of why this is needed is that she is asked by inmates at H&I meetings how they can find NA meetings when they get out, and she always has to answer that it depends on what part of Texas you're paroling out to. It would be so much simpler if there were a single helpline she could give them for Texas.

The group has already created a map of all TDCJ facilities that shows which region's boundaries each falls into, and this could assist H&I subcommittees in determining how best to support H&I meetings. It is also putting together a complete list of trusted servants contact information for each region and area in Texas to be used to gather and share information. This is mostly a statewide PR project, and we could really use the help of any member who has experience with phoneline or web development. If you would like to be added to this group and participate in the Skype meetings, please let me know. The next meeting is scheduled for this coming Thursday, February 26<sup>th</sup>, at 6:30pm.

Because the roles of the regional delegate and alternate are becoming so technology oriented, I am making a proposal to further define the expectations of RD and RDA candidates in our policy. I hope what I have covered in this report makes it clear that this truly is a necessary change in order for our region to remain an effective participant in the SZF and keep up with technology trends in service.

I am asking for reimbursement for only my hotel room (no travel or meals) at the SZF, which was \$214.68 for both nights. I've provided the receipt to our treasurer.

As always, I am willing to visit any ASC or assist with an Area learning day, as long as you give me at least a month advance notice and I don't already have a prior commitment.

Yours in service,

Heidi M.

512-536-0863

**Subject:** Co FAC report  
**From:** Bryan Swofford  
**Date:** 2/17/15, 4:52 PM  
**To:** Region

Hi folks

Please consider this email as my report. This quarter I have been in touch with the TBRCNA 15 committee. I have met with Myron B. regarding the TSCNA and TBR in hopes of finding a solution to the division in our fellowship. I do plan to bring temporary color coded cards to simplify voting using consensus based decision making. There seems to be some confusion with this simple process. I encourage everyone to review the section in our policy that outlines the process we use. Let me or Marty know of any suggestions you may have. I look forward to seeing you all.

I.L.S.  
Bryan

# TBRNA Policy

November 2014



**TBRSC** was formed February 12, 1994 after a year of meetings held by the Regional Formation Committee. The Purpose of the TBRSC is simply to help unite and assist member Areas in fulfilling our primary purpose. Hopefully we will always remain simple and avoid the perplexity of politics and financial debates.

Policy should never conflict with the principles of the Twelve Traditions of Narcotics Anonymous or the Twelve Concepts of Service.

Adopted: 5/11/1996

Remembering who we serve to avoid the pitfalls our predecessors had to face.

In 2002, the World Service Conference completed its transition to a 2 year Conference Cycle. Much of the business conducted by the WSC is now discussion and consensus based in nature.

These TBRNA Policy guidelines reflect the changes we have made since 1995, as we have moved from the old structure to the new 2 year Conference Cycle structure.

TBR's Policy Document will be updated after each RSC if needed and emailed to all TBR trusted servants. A Policy Change Log will document policy changes made during the year. A Motion/Decision Log will also be kept at each RSC.

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## **MEETINGS**

**TBRSC** meets 4 times annually for 1 day through the hours of 9 AM until 5 PM on the second Saturday of February, May, August, and November.

### **TBRSC Hosting Area**

Each Hosting Area will be responsible for finding a meeting space for the TBRSC Business meeting. TBRNA will reimburse the hosting area for facility rental for the RSC. If a basket is passed it is up to the hosting area where the funds go. TBRNA will also pay for facility rental for workshops the following day of the RSC.

**Note:** Any other activities (i.e. dances, speakers, workshops, etc.) are the sole responsibility of the hosting Area and can be coordinated and assisted with the help of TBRSC Trusted Servants if they so chose to be assisted. (Please try hard to schedule such activities for after 6:00 PM.)

### **TBRSC ROTATION is as follows:**

Northside  
Central Texas  
Houston  
Brazos Valley  
Esperanza  
Coastal Bend  
Hill Country  
Southeast Texas  
Tri-County  
Rio Grande Valley

### **TBRSCNA ROTATION is as follows:**

Zone 1 Tri County ,Southeast  
Zone 2 Houston, Northside  
Zone 3 Coastal Bend, Rio Grande Valley  
Zone 4 Esperanza, Hill country  
Zone 5 Central Texas, Brazos Valley

## **Recommendations for Seating a New Area**

1. A new Area requesting to join the TBR has clear geographical service boundaries within the boundaries of the Tejas Bluebonnet Region.
2. The ASC meets on a monthly basis.
3. The area will be represented by an RCM.
4. The area will be recognized at the RSC and become a part of the Tejas Bluebonnet Region at this time with full voting privileges.
5. The New Area will be added to the bottom of the rotation for hosting the RSC.

## **Removal of an Area from the TBR Region Rotation**

1. If an Area no longer meets then the area will be removed from the RSC Rotation. It will be the duty of the RD or RDA or assigned TBR trusted servant to visit the area to verify that the area no longer meets. The RD or RDA or assigned TBR trusted servant will be funded to do this task as per the Travel and Per Diem section of the TBR Policy.



2. The Area will be added back to the RSC Rotation at such time they resume their ASC meetings and are able to send RCM(s) back to the RSC. TBR will do every thing possible to help a struggling area.

**TBRSC AGENDA** will be set, typed, and mailed 30 days prior to each RSC, along with meeting location and information, in order to expedite short meetings.

\* **Note: Proposals for TBRSC** need to be sent to TBRSC Chair before agenda is set in order to expedite short meetings.

**RECORDINGS** will be typed and mailed no later than 2 weeks after the end of each TBRSC to All Regional Trusted Servants (Administrative Committee, RCMs and Subcommittee Facilitator). Contents of the recordings will contain basic actions and discussion of TBRSC, RD and RDA Reports, Treasurer's Report, and a current mailing list of TBRSC Administrative Committee, RCMs and Subcommittee Facilitators.)

\* Note: Individual Area requests for other reports (Subcommittee, Ad-Hoc, etc.) need to be directed to the Recorder.

## **REPORTS**

For the purpose of financial prudence, RCMs need to bring only 1 copy of their reports for TBRSC archives. (Extra copies are the Area's option.)

Subcommittee reports are to be legibly written and given to the recorder prior to the end of the TBRSC meeting.

RD and RD Alternate reports should take no longer than 30 minutes maximum combined time.

The RDA and RD will put on a Southern Zonal Forum Learning Days (2) times a year following the Southern Zonal Forums, to report on the SZF itself. These workshops will be held on the day following the May and December RSCs.

RCM reports should take no longer than 15 minutes.

Subcommittee Reports should take no longer than 10 minutes.

All reports are to be emailed to Recorder and Archive Facilitator when possible.

Note: study previous minutes or archives for basic report contents and information.

## **VOTING AND PROPOSALS**

Voting and proposals are made by any Regional Trusted Servant (RCMs, Committee Chairs, RD, RDA or Administrative Committee members). Decisions will be made by consensus when possible. Otherwise, voting is done by a show of hands. TBRSC Facilitator votes only in the case of a tie. Co-facilitator is excluded from voting on all proposals before the RSC. The administrative Committee members shall have no vote on old business proposals which have been sent back to the areas for consideration. Positions of service are voted on by paper ballot or by hand if nominated individuals are not present. Majority is 1 plus half of the voting members (Regional Trusted Servants) present. Quorum is however many voting members are present (so business can always continue).

## Guidelines for Consensus-Based Decision-Making (CBDM)

1. Bring proposals to the body
2. Open up the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal)
3. Facilitator asks whether anyone has any reservations about the proposal. These are heard, and they may be answered or the proposal may be tweaked in a manner similar to the "friendly amendment" process in Robert's Rules.
4. Once all reservations have been heard and answered in this way, facilitator asks, "Do we have consensus." Participants respond in one of four ways. Some models only have three, as I'll point out below.

a. **Assent.** This means that I can support the proposal, all things considered. It may not mean that I'm in agreement with every aspect, but that I've heard the discussion and had my chance to participate in the process of finalizing the proposal, and am prepared to support it. Assent is signified by remaining silent.

b. **Assent with Reservation.** This is not materially different from number one, and is the option often left out for that reason, but it is sometimes included as a way of giving people a place to stand when they don't want to object more strongly, but they do want to note that they have reservations. It is done by raising your hand and simply saying when the facilitator calls on you, "Assent with reservations." The assumption is that the reservations have been heard already, and you're simply noting that you can support the proposal, and continue to have these reservations.

c. **Stand Aside.** A common misconception about the stand aside is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. It is a statement that I do not support the proposal, but my objection is not of the nature or the severity to warrant a block. One of the group's guidelines needs to be how many or what proportion of stand asides indicate a consensus too weak to adopt the proposal.

d. **Block.** This is also commonly misunderstood. Given that a proposal can be defeated by a sufficient number of stand-asides, the block should be an extremely rare step taken only when a participant honestly believes that one of the traditions or concepts is directly violated by this proposal, or some very fundamental moral position of the participant is violated. A member who blocks should be able to articulate which tradition or concept or other principle fundamental to N.A. is violated by the proposal.

## ELECTIONS

**Position requirements** are given from "Guide To Local Service" or by experienced members. Nominations are taken (no second required), volunteers accepted, individual qualifications are given, questions are asked, a vote is taken, and the elected servant is announced.

**Election of Regional Trusted Servants:** To be elected as a regional trusted servant one must have a majority of the votes by the voting members of TBR present at that RSC. In The event that 3 or more recovering addicts are running for the same position and no one has a majority of the votes the person with the least votes will be removed

from the ballot and another vote will be taken. This process will continue until one nominee has a majority of the votes.

**Scheduled elections** or unfilled positions of service will be placed on the agenda. Immediate positions open due to resignation, death, impeachment or whatever will be filled by nominations from RCMs or participating members on the floor of a Regional Service Committee meeting.

Newly elected servants will assume their positions at the conclusion of the TBRSC meeting of their election.

**Administrative Committee:**

**TBRSC Facilitator, Co-facilitator(will also aid in hosting regional events),** Treasurer, Co-Treasurer, Recorder, Policy Facilitator will be elected every two years (odd numbered years) at the **November RSC** meeting. The RD & RDA are members of the Administrative Committee. As of the May 2010 RSC, each subcommittee shall have its own facilitator. No Regional Servant will hold more than one elected Regional position. No member of the RSC will have more than one vote. Facilitator and Co-Facilitator must be signers on the Regional Bank Account.

**Policy Facilitator** will not form a committee; he/she will just maintain policy as it is added and/or amended. This facilitator will act as an advisor to the region and to any member areas having questions regarding this regions policy or forming/changing their areas policies. In essence the regional body is the "Policy Committee. For special projects the Regional Policy Facilitator may form a committee with past regional trusted servants as well as current regional trusted servants at the direction of Tejas Bluebonnet Region. When the TBR Policy is changed the Policy Facilitator will email an updated policy to all regional trusted servants before the next RSC. The Policy Facilitator will have a minimum of 5 updated regional policies for regional trusted servants at each RSC.

**Treasurer** will be elected at the November RSC in odd numbered years. The term is for 2 years.

1. The clean time requirement is 5 years.
2. Should have knowledge of 501 c 3.
3. Must be willing to learn or have knowledge of Quick Books Pro.  
All funds received by treasurer must be deposited within 7 working days.  
Receipts will be given at the RSC for moneys received at the RSC. For moneys received by mail, a receipt will be sent within 7 working days .

**Co-treasurer** clean time requirement will be 3 years. Co-treasurer will be signer on the Regional Bank Account.

**Recorder** will be elected at the November RSC in odd numbered years. The term is for 2 years.

1. Will be responsible for taking recordings for the RSC meetings.

2. Recordings will be typed and mailed or emailed no later than 2 weeks after the end of each TBRSC to all Regional Trusted Servants (Administrative Committee, RCMs and Subcommittee Facilitators). Contents of recordings will contain basic actions and discussion of TBRSC, RD and RDA report, Treasurer's (contd.) report, Administrative Committee, Regional Subcommittee Facilitators, RCM reports, and a current mailing list of TBRSC Administrative Committee, RCMs and Subcommittee Facilitators.
3. All TBRSC Policy changes will be recorded in the recordings.  
Should have experience as an Area Secretary or secretary.

#### **Subcommittee Facilitators:**

Subcommittee Facilitators will be elected every 2 years (even number years) at the **May RSC** meeting.

**TBRCNA Facilitator:** is to be elected by the RSC during the August meeting, TBRCNA Co facilitator & Treasurer will be elected at The November RSC. TBRCNA Facilitator position ends at the closing of the RSC of their last report.

**Internet Technologies Facilitator** will be elected at the May RSC in even numbered years. The term is for 2 years. Webservant may form a committee to aid in keeping up with regional information, and a budget will be provided for website upkeep and development. The following are requirements:

1. Must have access to a computer with a high speed Internet connection.
2. Must have a working knowledge of web site management and all the technologies, programs required, to manage the TBR web site.
3. Experience as a web servant or web master preferred. Proficiency in other information technologies can be considered.

#### **Convention Advisory Committee Structure**

(a) The committee consists of five (5) elected members chosen by the region plus the future and past TBRCNA facilitators. (b) Each elected member serves a five (5) year term. (c) The elected member in their fifth (5th) year will automatically become the facilitator, and will rotate out at the end of their term. (d) One (1) new elected member will be chosen at the August RSC. (e) Suggested clean time requirement of seven (7) years. C.A.C. quarterly budget is \$100.00.

#### **Regional Delegate and Regional Delegate Alternate:**

The length of the RD and the RDA's term will be 2 years. RD must be a signer on the Regional bank account.

**The RD Alternate** automatically becomes nominated for the position of Regional Delegate and no other nominations are taken until a vote is taken. If there are one or more dissenting votes (no's), then nominations are solicited from the floor, and normal voting procedures are followed. If there are no dissenting votes, then s(he) assumes the RD position.

**RD and RD Alternate** will be elected every two years, (in odd numbered years beginning in 2013). Elections will be held at the Regional Assembly. This vote will be a consensus of all GSRs and RCMs present at the Regional Assembly. In the event of an unscheduled vacancy, the RD or RDA may be elected by the RCMs at an RSC. The newly elected RD and RDA will assume their duties at the RSC immediately following

elections. The RD Alternate or RD will be the RSC's one representative to the Southern Zonal Forum.

**RD or RDA** will make available to the RSC all reports they obtain from the Southern Zonal Forums which they attend so that they can more effectively communicate what they have learned to the RSC. The RD or RDA will obtain CD recordings of the SZF and make them available to the RSC, the cost of which the RSC will pick up.

The RD or RDA will conduct 2 (two) SZF Learning Day Workshops per year at a location to be decided at the RSC, and attended by the ASC representatives.

**RD and RDA** will be reimbursed \$100 for gas & food each per quarter for travel to TBR ASC's within the region.

### **Removal of a Regional Trusted Servant**

An Administrative Trusted Servant or Regional Subcommittee Facilitator may be removed by a 2/3 paper ballot vote. Note: The trusted servant shall be given a rebuttal time of 10 minutes. If trusted servant is not present the RSC can choose, by consensus, to remove them without rebutal.

1. Relapse is an automatic removal from trusted servant position.
2. Missing 2 consecutive RSC's without notifying the Regional Facilitator or Co-Facilitator.
3. Not being capable or willing to fulfill the duties of the trusted servant position.
4. Misappropriation of any NA funds.

The Regional Body cannot remove a RCM from their position. However, TBR can send a report to the Area and ask the area to deal with the RCM.

### **TRAVEL AND PER DIEM**

Basic travel includes gasoline, plane fare, car rental and/or motel, only, up to the amount approved in this policy.

Basic travel to TBRSC meetings is \$200 which is allocated to standing Administrative Committee members (*Facilitator, Co Facilitator, Recorder, Treasurer, Co-Treasurer, Regional Delegate, Alternate Regional Delegate, Policy Facilitator, and Archives Facilitator*) and Subcommittee Facilitators, CAC representative (*Convention, Hospitals & Institutions, Public Information, and Web Master*).

Food allocation for travel out of the Region to represent TBRSC is \$50.00 maximum per day for persons approved prior to travel.

Trusted servants who travel on TBRSC approved trips within the Region will receive \$100.00 for travel and \$25.00 per day for food.

For other financial expenditures, refer to **TBRSC Financial Policy**.

# **Financial Policy**

Tejas Bluebonnet Region  
Adopted May 11, 1995

## **I. General Provisions**

### **A.) Definitions:**

Quarter: from RSC to the next RSC

Fiscal Year: The Fiscal Year for TBRNA is from January 1 to December 31.

**B.) Bank Account:** All TBRSCNA funds will be deposited in a non-interest bearing account with a federal EIN, at a bank approved by the RSC. All checks will require a minimum of two of the following five authorized signatures: (1.) Facilitator; (2.) Treasurer; (3.) Co-Treasurer, (4.) Co-Facilitator, and (5.) Regional Delegate.

**C.) Receipt and deposit of funds:** All funds received by the RSC from any source shall be delivered to the Treasurer immediately upon receipt. The Treasurer is responsible for depositing all funds within seven (7) working days. The Treasurer shall not receive any cash in excess of \$25.00 unless the receipt is countersigned by at least one other regional officer, trusted servant, or member. The receipts for all funds received will be mailed.

**D.) Reports:** The Treasurer shall submit a quarterly report reflecting all income and expenses of the Region, and will include in the report a detail of income and expenses of each sub-committee, so that they will have an on-going record of funds available for operation.

**E.) Audits:** The Treasurer will make available at each RSC meeting the previous bank statements, canceled checks and books for inspection by any TBR trusted servant to verify the quarterly financial report. The Treasurer will also, upon request of the Facilitator, make available all of the financial records for review and audit. When there is a change in Treasurers, an internal review will be done. The incoming Treasurer is to verify that the cash on hand matches the amount shown on the outgoing Treasurer's report. Any discrepancy is to be reported to the RSC Facilitator immediately. The internal review will be conducted by the Treasurer, RSC Facilitator, and another RSC member.

**F.) Committee Appropriations:** Subcommittees will develop their own internal guidelines to be approved by the RSC. The committees are authorized to responsibly and prudently spend the moneys allocated to them as approved by the RSC. Regional funds will be used for subcommittee facility rental, literature, facilitator travel, and food. Anything other than these uses must first be submitted to the RSC for its approval. Each committee Facilitator is directly accountable to the RSC for any expenditures. The financial responsibility of each committee is outlined by each of their respective policies, except for the World Service Conference

donation, which will be mailed to the WSC after each RSC.. All receipts, along with a written record showing name, position, and reason for any and all expenses shall be turned over to the Treasurer as soon as possible. The time allowed is not to exceed the next RSC.. The Treasurer will not release any more money to that person until all receipts are properly accounted for.

**G.) Regional Tax Number:** If you as an individual or subcommittee need the tax number, then you need to get the regional treasurer the information of the company you are doing business with, give the company the information on our treasurer. They can then contact one another and we are sure the tax number is being used properly.

**H.) Federal and State Taxes:** Federal income taxes are to be filed (Form 990) by the MAY RSC if required under IRS regulations. It is the treasurer's responsibility to file or have the TBR Regional income tax filed by a professional. Also, a quarterly sales tax report is required to be prepared and filed with the state comptroller.

## **II. Distribution of Funds into Accounts**

**A.) Accounts:** The treasury will be divided into separate accounts as approved by the RSC. Each account will be reported to the RSC separately, although all funds will be held in a single bank account.

**1.) A Prudent Reserve** equal to one calendar quarter of the RSC fixed expenses (or \$1500.00) will be maintained by the Treasurer. This amount will be reviewed by the Administrative Committee on a yearly basis. This reserve cannot be used or changed without a 2/3 majority vote of the RSC.

**2). A WSC Travel Reserve** of \$1500.00 will be maintained by the Treasurer. Travel Reserve money is to be used for RDA travel and expenses to World Service Conference meetings, (the RD's travel and expenses to the WSC are paid by the WSC) and for RD and RDA travel and expenses to the Southern Zonal Forum or other authorized events.

**3.) Administrative Committee Standing Appropriations:** The RSC authorizes the Treasurer to apply the following recurrent expenses per RSC:

- a.)** Printing and postage for official reports made to the RSC, and other business expenses. Maximum \$160.00
- b.)** Travel for the Administrative Committee (Facilitator, Co Facilitator, *Recorder, Treasurer, Co-Treasurer, RD, RD Alt., Policy Facilitator, CAC Facilitator*) and Committee Facilitator (*Convention, Hospitals & Institutions, Public Information, AAI Facilitator and Webservant*)
- c.)** Interpreter for the hearing impaired, as approved by the RSC.
- d.)** Meeting facility expenses, maximum \$150.00.
- e.)** NAWS, 20% of funds remaining administrative funds, but not to surpass the prudent reserve.

- f.) RDA or other designated person's travel and lodging to the Southern Zonal Forum.
- g.) Printing of Regional meeting schedules, maximum of \$250.00 per year.
- h.) AAI funds will only be allocated at the RSC if the account balance at the time of the RSC is below \$400. Only enough funds will be deposited to bring the account up to \$400.

#### 4.) Convention (TBRCNA):

**The Convention Account** will be set by the RSC. After each TBRCNA Convention, \$10,000.00 will be set aside as seed money for the next TBRCNA Convention. The profit left after the seed money is deducted will go one half (1/2) to the RSC and one half (1/2) to NAWS.

The TBRNA Treasurer will be a signer on the Convention account. The address on the Convention bank account will be the Regional address.

Within 5 days after an activity, a report detailing all income and expenses, along with all funds and receipts, will be given to the Treasurer and a copy will be sent to the Facilitator of the RSC.

An audit of the TBRCNA account will be conducted within 60 days of the end of a convention. Auditors will include the Convention Treasurer, TBR Treasurer, TBR Facilitator and one RCM chosen for the task.

**5.) Quarterly Funds for Standing Committees:** The following accounts are established to fund the activities of the Standing Committees of the Region. All Area donations, profits from activities, or other income will be distributed to these accounts in percentages (%) determined by the RSC by a consensus or majority vote of the Regional Trusted Servants present and voting at any regular meeting. The dollar amount of this percentage cannot exceed the ceiling set by the RSC. Amounts so distributed will remain in the committee account and may be accumulated from quarter to quarter to meet periodic expenses. The amount in a committee account may not exceed the allotted ceiling. The RSC may determine, by a majority vote of the Regional Trusted Servants present and voting at a regular meeting, that the accumulated account balance is in excess of the amount needed by a committee, (or is in excess of the cap), and may transfer these surplus funds to such other accounts as they may deem proper.

<b>Distribution</b>	<b>%</b>	<b>Ceiling/Quarter</b>
Hospitals and Institutions	45	\$400.00
Public Information	35	\$300.00
World Service Donation	20	no cap
Donations for the Southern Zonal Forum		\$100.00
		Not to exceed \$400 in acct. per quarter.
AAI Account	Var.	



## **PLAN OF NEW REGIONAL STRUCTURE**

This plan was originally approved 08 09-97, as presented by RD, to help us move into our new 2 year Conference Cycle structure. Since that time, we discovered that we don't like sub committee meetings separate from the RSC, and have moved them back to being held during the RSC. This document reflects the changes as we have been practicing them since that time.

All RCMs are elected by their Area in October at their ASC.

**November RSC, 2nd Saturday and the Following Sunday for a learning day.. 9:00 AM -6:00 PM Saturday. 9 am till 3pm on Sunday.**

### **Agenda:**

Regional Delegate and Alternate Regional Delegate reports  
Recorder. Treasurer, Policy (Policy Facilitator will distribute updated Regional Policy) and Sub Committee Facilitator reports.  
Election of upcoming TBRCNA Co Facilitator.  
Election of upcoming TBRCNA Treasurer.  
Sub-committees break out for committee meetings.  
Reports from RCMs.  
Old Business  
Reports from Sub-committees.  
New Business  
Decide location of next RSC.  
**Beginning in 2003, and every odd year: Election of Facilitator, Co Facilitator, Recorder, Treasurer and Co-Treasurer, Policy Facilitator, Archive Facilitator, and Web Servant.** Elections are held every two years.

**February RSC, 2nd Saturday, one day only.**

### **Agenda:**

9:00 AM - 5:00 PM:

#### **RSC Business:**

Recorder. Treasurer, Policy and Sub Committee Facilitator reports.  
Sub-committees break out for committee meetings.  
Reports from RCMs.  
Old Business  
Reports from Sub-committees.  
New Business  
Decide location of next RSC.

## **Regional Assembly**

The Regional Assembly will be held annually in the month of March from the hours of 9 am to 3 pm on Saturday or Sunday. Business in even numbered years will be CAR and

CAT discussion and collection of CAR votes. Business in odd numbered years will be issue discussion and elections of a new Regional Delegate and Regional Delegate Alternate. Regional Assembly expenses will not exceed \$ 250.00.

**RSC meets in May, 2nd Saturday and the following Sunday for a learning day..**  
9:00 AM - 5:00 PM Saturday. Sunday 9am till 3pm.

Agenda:

Regional Delegate and Regional Delegate Alternate reports.

Recorder, Treasurer, Internet Technologies Facilitator and Sub Committee Facilitator reports.

Sub-committees break out for committee meetings.

Reports from RCMs.

Old Business

Reports from Sub-committees.

New Business

**Election of Sub-committee Facilitator (H & I, Literature Review, PI, Internet Technologies Facilitator.)**

Decide location of next RSC.

**RSC meets in August, 2nd Saturday, one day only. 9:00 AM- 6:00 PM**

Agenda:

Regional Delegate and Regional Delegate Alternate reports.

(In even number years), the RD will give comprehensive yearly WSC reports to the RSC. )

Election of Upcoming TBRCNA Facilitator

Election of new Convention Advisory Committee Member.

Recorder. Treasurer, and Sub Committee Facilitator reports.

Sub-committees break out for committee meetings.

Reports from RCMs.

Old Business

Reports from Sub-committees.

New Business

Decide location of next RSC.

## Convention Advisory Committee

February 21, 2015

The Committee, Randie B., Dickie B., and Monika V. met on December 3, 2014 to discuss the proposals for TBRCNA 17. We received 2 proposals—La Torreata and South Shore Harbour Resort and Conference Center. Galveston hotels did not provide proposals although there were several attempts to obtain some; the reasons were that they were not certain what dates the Super Bowl would be on. The committee met again this past week and agreed South Shore Harbour is the best offer. This is the same place the hosting area is having their area convention. I did a site tour of South Shore Harbour on January 19, 2015 and found there would be adequate space to hold the regional convention. A contract has been received; however, there are still amendments that need to be incorporated---such as the concessions and the triple/quad occupancy rates. As soon as all details are incorporated into the contract, it will be forwarded to the Regional Facilitator for signature. TBRCNA 15 was a successful event. Observations from it were presented at the final meeting and are incorporated into the Facilitators report.

I am submitting receipts for \$78.61 for the Austin TBRCNA 16 property tour and meeting and TBRCNA 17 site visit at South Shore Harbour.

ILS, Monika V.



TBRCNA XV 2015 Hosted by HCANA & EANA  
Facilitator Final Report to the  
Tejas Bluebonnet Region of Narcotics Anonymous  
February 21, 2015

What an incredible way to wrap up one the most successful TBRCNA Conventions in recent times. From our early days of forming our Sub-committees, we were challenged to work our programs and trust this Loving-Caring-Forgiving-Patient Higher Power to do for us what we could not do for ourselves. We as a group of volunteers in service from Hill Country and Esperanza Areas had to overcome the reality of Esperanza choosing to have their 1<sup>st</sup> Esperanza Area Convention 3 weeks prior to TBRCNA 15. This was a precedent we had not seen before within this Region. This Convention Committee rose to the occasion to plan and prepare to carry the message of hope to the addicts in our fellowship. Not only were we, as TBRCNA 15, able to facilitate a memorable convention; Esperanza Area was also able to have a successful first convention.

There have been numerous comments, from various members of areas and regions from around NA, of how much fun and fellowship they enjoyed at this special occasion of TBRCNA 15. Many members renewed friendships and new friendships were made and that is what it was all about. We had well over 100 newcomers under 90 days and we pray we see you continue to Keep Coming Back so we can celebrate in Austin in February 2016.

We, as a Convention Committee, want to thank the Management and staff of the Omni Hotel Colonnade for their professionalism, their guidance when we had questions, and their support during the planning stage and during the actual convention. Thank you for your hospitality. Our hotel rooms were great and I am not aware of any complaints directed at the Omni. Did you ever think we could have such a Hospitality Room on the 20<sup>th</sup> floor overlooking the breathtaking view of San Antonio. The Ballroom and the various meeting rooms were also fantastic and workshops were well attended - sometimes over maximum capacity. Thank you again Omni Hotel and thank you Monika V. for all your effort in securing such a wonderful convention hotel. We were able to meet and exceed our projected room block and our food/beverage commitment.

To our Speakers: Friday Night Regional Speaker - Allen from Austin; our Saturday Night Main Speaker - Sam from Connecticut; and our Sunday Morning Speaker - Holly from California... everybody Thank You for sharing your Experience, Strength and Hope. To our workshop chairs and speakers, Thank You for being of service. Our Gratitude speaks... As Chair I want to say how much most attendees and I gained from listening to you share your recovery. Thank you again!! More to be revealed in Programming Facilitator Report.

To our Entertainment: WOW!!! WOW!! Friday Night: Mr. Peter Kingsley - Hypnotist/Comedian/Entertainer - you were absolutely fantastic and everybody had a blast as we rolled in the isles laughing out loud. Thanks to all that participated including our Co-facilitator and Susan and Julie (thanks guys) Lol! Saturday after Banquet Show by Lazuli...Thank you so much Kaylah, Katy, and Topher for producing an awe-inspiring light and interpretive dance performance that attendees will be talking about for a long time. If interested in these performers contact Katt B. Finally, our Saturday Night Live Performance by Mike Zito- Mike, you went out of your way to give back to our convention by Rockin' till [1am](#). Remember all these performers had a link to recovery and we were blessed. More will be revealed in Co-Facilitator--Entertainment Report.

To the most awesomest Sub-committee Facilitators and co-facilitators to whom this successful convention could not have happened without your commitment - Thank You! Most of us on this committee had never held a Facilitator/Chair position at a Convention level, including myself.

To our Recorder: Katt B. - Thank you so much for Your meeting minutes, introducing us to Dropbox, initial design of original registration flyer, reminders and coaching me throughout this entire process.

To our Treasurer: LeAnn K - Thank you for Your meticulous attention to financial accountability. What's \$.01 anyway. See her report. We appreciate your focus on priorities.

To our Arts and Graphics Facilitator: Brian T - Thank You for Your attention to various designs, care for convention banners, your ideas and artwork regarding the commemorative convention plates and your faith that our convention would benefit financially from auctioning these plates. WOW!!! Thank you Melissa for assisting Brian. See his report.

To our Registration Facilitator: Eric C. - and Co-Facilitator Tom D. - From gathering pre-registrations, paper registrations, online registrations, preparing the swag bags with all the goodies, helping out newcomers, printing show tickets, and your service volunteers handling approximately 800 conventioners. Special Thanks to Katt B., Mary W. and their sponces for the assembly-like preparation of all swag bags and again to Katt B for All her efforts in Registration. See his report.

To our Hospitality Facilitator: Grady S. and Co-Facilitator Judy M. - Y'all had the best room in the House...What a view!! Thanks to areas CTANA, CABANA, HASCONA, TTCANA, HCANA Groups (Full Circle, Freedom, It Works, SOS) and EANA groups (Freedom, Nooners and Lifeguard) for volunteering for a time slot and providing food and beverage for conventioners. Everybody enjoyed the food and fellowship. Special Thanks to Shelly S. for supervising Grady... Lol..See his report.

To our Merchandise Facilitator: Melissa T. and Co-Facilitator Jodie C. - Your preparation and sales during the previous year and how you brought together your service volunteers to present convention merchandise for duration of convention. Ya'll were fantastic!! You generated over \$7500 in sales and the convention appreciates your effort. See her report.

To our Programming Facilitator: Laura B. and her Co-Facilitator Suni - You and your committee rose to the occasion and planned a fantastic convention. You were focused on providing the best Speakers and Workshop speakers and everybody was blessed with their E-S-H. Your working closely with the Omni Hotel in planning the Banquet and Breakfast proved to very successful and no complaints about food. You handled the unforeseen room changes after printing the Convention program. The volunteers that signed in speakers and how your committee worked with Serenity Keepers to manage ticket taking. The Marathon Meetings on the 20<sup>th</sup> floor were again very awesome. Your efforts were greatly appreciated. You also were so kind to our out of town Speakers. See her report.

To our Convention Information Facilitator: Mary W. and Co-Facilitator Linda T. - Having come into our convention committee several months ago, you and Linda did a wonderful job providing important information to conventioners as well as informing NA members points of interest to what makes San Antonio so attractive. Thanks for contacting almost all treatment Centers and  $\frac{3}{4}$  Recovery houses that generated over 100 newcomers. Thanks for your experience you brought to TBRCA 15. See her report.

To our Serenity Keeper Facilitator: John C. - Your planning with Serenity Keepers and providing smooth management throughout convention was unparalleled. Special Thanks to Rayne. Your escorts to Treasurer were greatly appreciated. Good job ol' chap!!

To our TBR Convention Advisory Committee: Monika V, Dickie B, and Steve S - We sincerely Thank You for your experience, input, guidance, and utilizing resources to assist this committee in providing this most awesome convention.

To Julie B: Thank You for suggesting the Convention Theme "The Radiance of Recovery Disperses the Darkness of Our Disease."

To our Co-Facilitator: Esteban R. - You have been such a big support to me and this convention. You stepped up to coordinate contracts to entertainers, worked closely with Omni staff in hanging Convention Banners, your wonderful and detailed monthly reports, and your coordination of the TDCJ Volunteer training. 66 people (not all were from NA) participated in this training and the message of recovery will continue to be carried to those unable to attend meetings. You reinforce the importance of H & I service work.

In conclusion: I have been so blessed to be associated with some of the most loving friends in this TBRCA 15 and I am so grateful our committee made me aware of my liabilities (computer illiterate, smart phone more intelligent than me, and my drain damage-forgetfulness) as well as I needed support while dealing with a family member overdosing-going to treatment- and now having 6 months clean. Thanks friends for tolerating and loving me. Thank you team for including this dinosaur in your fun in recovery through selfless service. Thank you TBR.

In loving Service,  
Your Humble Servant  
Ollie S.



## **TBRCNA XV Co-facilitator & Entertainment Final Report February 15, 2015**

An addict I am, call me Esteban. I would like to compliment this convention's committee and the Hill Country and Esperanza hosting areas for the wonderful arrangements for this convention and also for the freedom of suggestions wherein everyone had been given the opportunity to participate and to convey each individual's experience, knowledge, strength, weakness, assets, personalities, fears, faith, principles, defects, concerns, unity, humility, love and hope. The full fruit of our committee's energy, time and unending effort is evident in the excitement of success and memorable experience of this convention.

I will now point out some of issues that were observed and in doing so, the next committee will know which aspects of the program to be mindful of:

The banners: point out to the hotel engineer department that thumb tacks are not to be used to hang the banners that will pierce the material. We discussed using dowels and rods and the cost this may incur. Also, at what point in time will the banners not fit on the wall? We may want to explore this possibility and not let any future convention committee be caught off guard and find out there's no room on the wall for all convention banners!

The auction: found out that a first timer auctioneer for a convention of this proportion may be nerve wrecking (as was pointed out by some members). It was suggested that Norman Spells is a good choice for TBRCNA 2016. Have a table set up for viewing items prior to the auction. This will provide members a better preview of said items and drum up interest for bids. Person collecting auction bid money be located close to the vicinity of the auctioneer. Have 3 or 4 persons as roamers to assist in pointing out bidders to auctioneer.

TDCJ Volunteer Training: 66 volunteers attended (not all were from NA). Only issue was members coming in super late and staying for the training, only to find out that were not on the sign in sheet which was picked up by staff and not getting credit. Stacie Woods, Volunteer Coordinator, (936)437-3027 [stacie.woods@tdcj.state.tx.us](mailto:stacie.woods@tdcj.state.tx.us) Kay Hindmon, Assistant, (936)437-3026 [Kay.Hindmon@tdcj.state.tx.us](mailto:Kay.Hindmon@tdcj.state.tx.us) TDCJ requires 10 names to be submitted for a possible speaker from behind the walls. This year, names submitted did not meet their criteria. Maybe a speaker from a facility/prison that houses women next year?

Entertainment: Coordinate arrival time with Serenity Keeper chair to help unload audio visual and musical equipment. Be familiar with any special requests made by entertainers as agreed to in signed contract. We have been receiving rave reviews from those that attended the dance/light show. Kaylah is one of the performers who happens to be a NA baby! Katy is also a fellowship baby. The light choreographer, Topher, did a great job. Kaylah said, "We



had a great time sharing our art with the convention. Thanks for having us out to be a part and for supporting what we do! So glad everyone enjoyed it." The hypnotist comedy show by Peter Kingsley was just too hilarious! Peter said, "The audio visual hookup was just superb and so impressed by the interaction of all that attended. There was no script for the participants!"

Mike Zito couldn't help but be great! He cranked things into the stratosphere with a sonic blast of electric slide guitar and blistering vocals. He said, "In the late show hours, y'all know how to party! WoW! Let me give my band a break while I play something for you." He played a song called, "Just For Today." ~ Entertainment was superbly stellar!

Clean Time Countdown: This phase of the Saturday night event has always been very time consuming and at times confusing. It starts off good but then as the countdown continues and as members go up to form a circle, mix-ups start happening and then there's a backup of members going up and crowd the center and aisles. Suggestion: Serenity Keepers directing members to start forming the circle as each year is being named and keep a steady flow. Makes me wonder how our members will feel by not going around the circle giving each other a hug?

Other notes: HASO and the merchandise that was placed on display and the disregard of items that would not be allowed to be sold as per our agreement. Next time have them sign a contract maybe?

Concerns about coffee or sodas not being readily available in the hallways.

Concerns about workshop rooms being too small. (I've yet to see a hotel with all large rooms. Some are small, others are roomier).

Entertainment Expenditures attached in separate report.

TBRCNA XV co-facilitator makes 2 proposals to February 2015 RSC

1. To auction off the TBRCNA 2001 banner that was replaced by a new one.
2. To auction off the Time Capsule Memorabilia that was recently opened.

For more information on these Time Capsule items, contact Melvin H. of Texas Tri-County (979)285-8544.

In closing, a convention becomes a success only if participants arrive.

Conventioneers are the lifeblood of a convention. Thus, we do express our sincere thanks to all of you who came to celebrate recovery in unity, fellowship, furthering our primary purpose and to celebrate with us the radiance of recovery at TBRCNA XV 2015.

And so, as the sun slowly sets into the West,  
we bid y'all a fine farewell.

We serve to live,  
Esteban R.



**Subject:** TBRCNA16 Facilitator report

**From:** Allen Eastman

**Date:** 2/17/15, 5:39 PM

**To:** all

Howdy!!!

First off, thank you to the TBRCNA15 committee for all the work they put in and a job well done!

I spent a good amount of time talking with subcommittee chairs and addicts in attendance about what was working, and more importantly, what wasn't working.

Several of the TBRCNA 16 subcommittee chairs shadowed their counterparts. We all learned things and benefited from the hands on experience.

Our registration chair and treasurer spent Sunday morning pre registering, they did great!

We registered 60 people!

Our registration count so far stands at 61 @ \$20= \$1220.00 plus \$90.00 in new comer donations for a total of \$1310.00

We are currently meeting on the second Sunday of the month at the IHOP at I-35 and Cesar Chavez @ 3pm ( for the month of March we will meet at my house due to SXSW staring up.)

Look for the first of several pre convention tshirts soon, they will be a very limited run, so score one while you can!!!

ILS,

Allen

Sent from my iPad

# Literature Review Report

Saturday, February 21, 2015

Greetings from Literature Review!

The Traditions Book Project continues. The first Review and Input period for the Introduction and Tradition One has been extended to the end of February. The next Review and Input period will be March 1-May 31 on Traditions 2-6. After that we will have Traditions 7-12 from June 1-August 31.

The workgroup has received over one hundred submissions from the United States and at least six countries. They decided to extend the first Review and Input period so they would have more time to assess the input to see if changes are needed before sending out the draft for Traditions 2-6.

Submissions are still being accepted for Traditions 7-12 until March 31. The project page, [na.org/traditions](http://na.org/traditions), has links for the questionnaire you can use for input and the Discussion Board. Literature Review has questionnaires if you would like them. Also you can access the Review and Input draft by clicking on 'Review and Input Packet'. If you don't have online access or have trouble please let me know and I can help.

Literature Review can do workshops on the Review and Input draft or for submitting input on Traditions 7-12. If you're interested please let me know.

Due to being out of state I couldn't attend the Multi-Area Literature Review Workshop but I'm looking forward to the next one.

On Thursday February 19 I attended a workshop gathering input on Traditions 11 and 12 at The Welcome Home Group in Houston. There was a great turnout and a lot of input was collected. It was so moving to see the interest and willingness to be a part of this project. I'm looking forward to returning in March for a Review and Input workshop for the next set of Traditions being released March 1. A big thank you to

Brian D for doing such a great job and to The Welcome Home Group for making me feel so welcome.

It's an exciting time for Literature Review. We have the ability to create and shape our literature so Let Your Voice Be Heard!

Please contact me for questions, information or if you are interested in a workshop.

In Loving Service,  
Lynn S

---

210-379-1377

# **CTANA REPORT**

**February 2015 RSC**

**Hello from the Central Texas Area! I am now RCM I, and I am very happy to introduce our new RCM II, George C.**

## **News and Info:**

- **Our area currently has 43 meetings**
- **All CTANA admin and subcommittee chair positions are filled except Assistant Treasurer and Public Relations Chair.**
- **Our next ASC meeting is Sunday, March 1, 2015.**
- **Our area's donation this quarter is \$604.**
- **We've had trouble the last couple of ASC meetings with maintaining quorum because of GSRs leaving early, and this has forced delays in taking action on business items.**

## **Upcoming Events:**

- **3<sup>rd</sup> Annual CTANA Spring Campout at Bastrop State Park March 27-29**
- **We have an new Activities Chair who hopes to start putting on many more events in our area, so keep an eye on our website for new info:**  
[www.ctana.org](http://www.ctana.org)

## **Past Events:**

- **Our Annual Holiday Book Drive on December 20<sup>th</sup> was well attended and raised \$1,030 for Basic Texts for our H&I subcommittee. Also, 51 Basic Texts were donated to H&I at the function.**

**RCM I**  
**Heidi M.**  
**512-536-0863**

---

**RCM II**  
**George C.**  
**512-377-9669**

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# Esperanza Area TBRNA joint RCM Report



FEBRUARY 17, 2015

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Good Morning. My name is John C. and I'm an addict. This is a joint report for the Esperanza Area represented by myself and introducing our new RCM II Dennis R.

We have had a few groups added to EANA, No Matter What in San Antonio and Whatever it Takes in Poteet, Empowered Women of NA in Kerrville. Since the last RSC, The SWCCA RCM came to our Area to join on behalf of their groups and have since pulled out of EANA and are in the process of reforming. We have 49 groups and 34 are voting groups. Esperanza has approximately 119 meetings per week.

We have some new Chairs and participants at Area, all of our positions are filled. Chairing the Activities sub-committee is Marty O. He has already put on a successful Valentines function. We have A Taste of NA function coming up on April 18, 2015, check on our website for more information that will be revealed on this. We have a new Frolic in the woods Chair Jason O. Our new Newsletter Chair is Carolyn H. Our new Alt. Secretary is Sandra O. and our new Alt. treasurer is Donnie B. The EANA website [www.eanaonline.org](http://www.eanaonline.org) is manned by William E. he is doing an outstanding job updating our website, he can be reached at [webservant@eanaonline.org](mailto:webservant@eanaonline.org) or 210-488-0748.

Our Phoneline Chair Judy M. is doing a great job with the phoneline, Our Help Line # is 210-434-0665 or 800-221-9091.

Our H&I Chair Julio D. is doing an outstanding job in heading up our Hospitals and Institutions subcommittee, helping the addicts who are not able to make an outside meeting bring recovery to them. We attend 11 facilities in the Esperanza Service area. H&I will be having a Service Appreciation Day on Sat. July 11<sup>th</sup>, more to be revealed the closer we get to it.

The Esperanza Area Policy Chair is Gilbert L. he is doing a good job at keeping the policy up to date and available for us

Our Literature Review subcommittee is manned by Lynn S. who does an outstanding job. they are in Review and input for the Traditions Book Project and this project continues. On Wed. February 25<sup>th</sup> Literature Review will be doing a workshop at A New Way Group at 6:30pm and then for the FORCE Group at 8:00pm. At A New Way they will be talking about Literature review in general. How it works and how you can get involved. It's a great chance to learn more about this awesome sub-committee! At

FORCE they will be doing the Traditions Book Project. Lynn S. can be reached at

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The Esperanza outreach is being headed up by Raul A. who is continuing to do a great job. The outreach subcommittee is busying itself with making meeting in and out of town meetings, which are quickly growing in numbers with additional groups joining us.

Our Literature bank is headed up by Delmar E. and he is doing robust sales of our NA Literature.

Our Treasurer is Rebecca R. and she is doing an awesome job with keeping our numbers in order. The Esperanza is making donations for this quarter of \$597.59.

Our PI Chair Deborah W. is doing a fantastic job. We printed a total of 2500 copies of our schedule this month. The PI subcommittee is gearing up to do a 2hour workshop at the 2015 Drugs Impact Conference on July 29<sup>th</sup>, 2015 from 10am- 12pm, at the San Antonio, Omni Colonnade Hotel. A conference sponsored by Correctional Management Institute at Sam Houston State University. They have been asked to have a few members share personal stories and also to present who we are and how we are a resource in the community. They are looking forward to this exciting event! At the TBRCNA

Im going to put a little bit of a personnel opinion out, so hang on to your seats.

Im proud to announce that I come from a Bad Ass Area that can put on two Conventions 3 weeks apart with the help of HCANA.

EACNA 1 was a resounding success, The Message was carried to the newcomer and the old timer. With a check to Area for \$7,231.60. Congratulations to Chair Raymond L. and all who served.

TBRCNA 15 was also outstanding success. The message was carried to the new and the old, and speaking of old Congratulations to Ollie S. the Chair and all who served. Our profit to region \$8,946.28 (aprox. at this time )

EACNA II is off to a impressive start with 173 already pre-registered for next year.

EACNA II is doing there first Revenue Enhancer "HOPE TURNS TO FAITH" March 7<sup>th</sup> 2-8pm @ 6110 NW loop 410 San Antonio Tx. Four Speakers Jimmy C. (Corpus Christi), LaTonja J. (Houston), ManuelaT. (Austin), Jonas A. (Lubbock). We will be also be having a raffle, an NA auction, and be selling Mexican Plates with Tacos and Chalupas.

Our Area is dropping our proposal for this body to change from Consensus based decision making to Robert Rules of Order.

Hello everyone, I'm an addict in recovery and my name is Dennis R. I'm grateful I was nominated and elected to serve as RCM II for the Esperanza Area of Narcotics Anonymous. I'm excited and humbled at the same time! I'm proud to be an instrument of a powerful God and this fellowship. I look forward to serving with you all. I don't have everyone's number or email

address, so if you can please send me your phone number and email address if you are reading this report. Should you have any questions or concerns, please do not hesitate to call me or email me at the below address.

The Programming chair of the EACNA II Luis R will be conducting a meeting and elections on 23 Feb 2015 at Taqueria Jimador restaurant at 1106 Vance Jackson in San Antonio, TX near I-10 at 7pm. They will be holding elections for Vice- Chair and Secretary positions. If you are interested in serving, what a great way to serve. I attended our first EACNA, and was of service by chairing a meeting and heard two (2) awesome speakers carry the message of recovery. I would like to encourage anyone to be a part of this amazing convention. So If you have the spirit of willingness to be a part of our second EACNA II where you can be involved in our next set of awesome speakers, then that committee is for you.

I would like to personally thank John C for integrating me into the RCM II position.

"Unity is a must in Narcotics Anonymous" Basic Text pg. 63, First Tradition

Respectfully submitted,  
In Loving Service  
Dennis R., RCM II  
(210) 502-4248

John C.  
RCM I  
210550-8139

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Layna D. ~~Donaghy~~ RCM1  
lockhartlayna@yahoo.com  
830-370-6436

Feb. 21, 2015

~~Wittenberg~~

## Hill Country Area of NA

e-mailing report out

The Hill Country Area has 10 groups  
and ~~more~~ 18 meetings a week.

Since last we meet we held elections  
and the new trusted servants for the  
area are

ASC chair	Pandie B.	
Co-Chair	Suni H.	
Secretary	Anna D.	
Treasurer	Julie B.	co treasurer - open
Policy	- (open)	
Activities	- Laura B.	
H&I	- Heltor	
Public Information	- Chris B.	
Phone line	- <del>open</del> Steve	Stitchel Steve S.
Web servant	- Clifton B.	
Outreach	- (open)	
RCM1	Layna D.	
RCM2	Dickie B.	

Last night the HCA of NA ~~held~~ held  
the event The Art of Recovery here at  
this location there was over 45 members  
in attendance. There was music, art & poetry  
about recovery at this event. Some you can  
see today after ASC. Thank you to everyone  
in attendance that's here today.

We are working on RCM Recovery on the River  
~~and~~ we are looking for a location and talking  
about it being a one or two day event in the month of May.



Completed Policy with revisions

There is a Area Donation of 100.00 and  
a group donation of 50.00.

Next ASC is March 15, 2015 at 1pm  
location TBA.

Lunch is provided by Hill Country Area of NA. Please donate  
to the basket.  
Thank you!

In Love & Service, Layna D.  
RCMI

San Marcos (one way out) changed address to  
2815 Center Point.

(Never Alone) in San Marcos is now at 510 N.  
Guadalupe St.

Seguin (Be Here now) is closed but soon to reopen.  
2365 Huber

Changes  
of meeting  
into

## RCM2 Report to February RSC

All is well in Houston. We currently have 52 Groups hosting 132 meetings a week. We just held elections and were able to fill all positions except coTreasurer.

Facilitator: Gary M.

CoFac: Jerry M

H&I: Gordon M

PI/PR: Jessi C

Policy: Pat S.

We will announce when the MultiArea Traditions Workshop is going to resume after we receive the new material March 1. Once restarted, we will keep a regular schedule every two weeks through the end of the project. It is not too late to start one where you are. We are tossing around an idea in an ad hoc for a way to shorten the ASC by an hour and make it more attractive. No policy change required, just an agenda matter.

Alternate ASC's from Service Focus one month to Group Focus only the next month.

Old and New business remains the same. Service Focus month last 15 minutes review a Concept. Group Focus month last 15 minutes review a Tradition. I will let you know if the Groups decide to do this and how it is going.

Gratitude in Action,

JamesMc, RCM2 Houston

## Northside Area of Narcotics Anonymous

### Area Report February 2015

- Northside Area
  - 11 groups
  - 38 meetings
  - Website [nascona.org](http://nascona.org)
- Area Business
  - Elections
    - Drew-Chair
    - Bob S.-RCM 2
    - H&I, PR, Co-Treasurer, Lit Review OPEN
    - No donation
    - Next ASC March 1 at Better Late Than Never hosted by Tomball New Attitudes
- Area Events
  - Kickball February 21 at Marilyn Edgar Park in Oak Ridge North. 2-5 pm. Fundraiser for Fellowship by the Lake.
  - Spaghetti Social February 27<sup>th</sup> at 7;30pm at Better Late Than Never
  - Fellowship By The Lake May 1-3 Huntsville State Park

# SAVE THE DATE



## May 1<sup>st</sup>-3<sup>rd</sup>



## FELLOWSHIP BY THE LAKE

Hunstville State Park  
State Park Road 40  
Hunstville, TX 77340

### THEME



- \*Reserved Shelters 1-13
- \*I 45 North exit 109
- \*Turn left onto Park Road 40

## **Tejas Blue Bonnet Region of Narcotics Anonymous**

**Winter 2015 Regional Service Conference on February 21, 2015  
Universal City, TX**

**From: Rio Grande Valley Area of Narcotics Anonymous  
PO Box 3747 Edinburg TX, 78540. Website [www.rgvareaofna.org](http://www.rgvareaofna.org) helpline 956-227-0362  
Area Meetings are going to take place in Edinburg, TX at 410 University Dr in The First  
Christian Church. Every third Sunday of the month at 4 pm**

**Positions are as follows**

**Area Chair: Peter P from Laguna Vista 956-873-0213**

**Treasurer: Larry F from Mission 715-720-1012**

**Secretary: Carla S from San Manuel 956-607-3288 \_\_\_\_\_**

**PI: Art L 940-631-3000 \_\_\_\_\_**

**RCM: Jaime M from Mission 956-685-2225 \_\_\_\_\_**

**Secondly, Serenity in the Sand is going to take place on September 25-27 2015 at South  
Padre Island. Reservations have been made contact number is 866-601-6200. Travelodge  
6200 Padre Blvd.**

**Thirdly, we have five in the Rio Grande Valley Area of Narcotics Anonymous**

**Groups are as follows**

**Life Second Chance. McAllen**

**A New Day. Edinburg**

**Hourglass. Edinburg**

**We have a balance of 624.00 dollars for area. Groups that are in need of literature are  
being endorsed by Rio Grande Valley Area of Narcotics Anonymous**

**ILS**

**Jaime Martinez RCM for The Rio Grande Valley Area Of Narcotics Anonymous**

**02/21/2015**



## Southwest Is Area

Consist of 8 groups, roughly 47 mms per week.

### Upcoming events:

- 1) Recovery Bingo/Speaker - Wings of Freedom  
6:30 pm Recovery Bingo 908 Boston - Nederland  
8pm Speaker Ray L from Atascosita
- 2) Wings of Freedom Annual Picnic  
Port Neches Park - Port Neches  
April 18, 2015  
3 speakers, hot dogs & fixings furnished  
bring desserts/sides.  
Food, fun & fellowship
- 3) Planning Area Unity Dinner  
June 20th or 27th  
@ Subject To Change Group - Impact Church  
Crow Rd Bmt.  
Pot Luck dinner  
2 speakers  
Activities  
Still in planning  
more details to come

# Texas Tri-County Area NA RCM Regional Report

Mar 2015 Report

- **Area Groups and Meetings**

- 11 groups
- ~84 meetings per week

- **Area Business**

- Elections:
  - Vice Treasurer is open
  - RCM1 Dennis W. reelected
  - Chair Brian D reelected
  - Newsletter David C reelected
  - Vice Chair is open
- Next ASC March 8<sup>th</sup>
- Donation: \$97.43

- **Area Events**

- TTCANA 10<sup>th</sup> Annual Convention Will be Held on March 27<sup>th</sup>-29<sup>th</sup> 2015 at the South Shore Harbor and Convention Center, South Shore Blvd, League City, TX 77573
  - More information is on our Area's website [www.ttcana.net](http://www.ttcana.net)
  - Pre-registration: \$20
  - Saturday Banquet: \$35, Sunday Breakfast: \$20, Friday Entertainment: \$5, Saturday Entertainment: \$5, Coffee Cup: \$5, Pre-registration T-shirt: \$15, Total Package: \$95
- GIGNA 34<sup>th</sup> Anniversary @ YMCA in Galveston, April 4<sup>th</sup>

- Presented by: Dennis W (RCM 1) and Shelby T (RCM 2)

February 21, 2015

TBRNA Insurance information gathering: Randie B., James Mc., Suni H.

Greetings All,

Insurance information was hard to gather due to the Regions non-profit status without an umbrella for individual Areas or Groups. The applications used didn't seem to apply to our type of organization unless the Region is legally bound to the Areas and Groups.

The Bulletin #33 put out by WSO encouraging insurance coverage at a Group level, not a Regional level or Area level.

We did get a quote of \$800 annually to cover the TBRCNA only.

I have included Bulletin 33, the 2 applications and the agency information I received.

In Loving Service to our Fellowship,

Suni H.

---

9 Areas within our Region

Approximately 250 groups

Suni. To get a quote for the region we need your 501c3 determination letter and the attached application completed.

Thanks

Peter Walker  
Frampton Insurance Agency, LP  
P.O. Box 833190  
Richardson, Texas 75083-3190  
[972 234-1300 Ext 208](tel:9722341300)

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Ryan Luna 713.538.2012

**Moon Shepherd Baker Insurance** | 973 Wakefield, Houston, TX. 77018 | [T713.957-8112](tel:713.957.8112) | [F 713.957.1114](tel:713.957.1114) | [D 713.538.2012](tel:713.538.2012)



## ANI #1

### General Liability Supplemental Application

*(To be submitted with ACORD applications)*

Applicant Name: _____			
Contact Person: _____		Title: _____	
Phone: _____		Fax: _____	
Email: _____		<input type="checkbox"/> Check here if none available	
<input type="checkbox"/> Check here if none available		Website: _____	
Confirm Billing Address: _____			
Quote Need by Date: _____		Prop. Effective Date: _____	
Limits Requested: _____			

Please Note: This application is for General Liability only. If additional coverages are desired, please fill out the appropriate application(s) which may be found at <https://secure.insurancefornonprofits.org/Brokers-New-Submissions.cfm>

#### GENERAL INFORMATION:

1. Does Applicant currently have any General Liability coverage in force? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>				
<b>If yes,</b> please submit currently valued loss runs for the past three years and complete the following:				
Prior Carrier	Effective Dates	Limit	Premium	Retro Date (if claims made)
2. Is the Applicant a tax-exempt nonprofit organization under the U.S. Internal Revenue Code 501(c)(3), or in the process of obtaining this tax-exempt status? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No   <input type="checkbox"/> Pending</span>				
<b>If pending,</b> please attach a copy of their application and check to the IRS confirming they've applied.				
<b>If no, stop.</b> We can only write insurance for tax-exempt 501(c)(3) organizations.				
If name on letter from Dept. of Treasury conferring 501(c)(3) status differs from name of Applicant, please explain: _____				
3. In what state is the Applicant incorporated? _____				
If Applicant is not incorporated, please explain: _____				
4. What is the Applicant's principal operating state? _____				
5. Complete the following:				
Annual Budget	Annual Payroll	Annual Sales	Number of Employees	Number of Volunteers

**GENERAL INFORMATION: (Cont'd)**

6. Specify major sources of funding and indicate approximate proportion of budget from each source (for example: private foundations 20%, city 60%, fee for services 20%):

Source(s) of Funding	% of Total Budget
	%
	%
	%
	%

7. Is Applicant presently in bankruptcy or has Applicant contemplated filing bankruptcy during the past six months? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

8. List any licenses or accreditation Applicant is required to maintain: \_\_\_\_\_

9. In the past five years, has Applicant received any citations, violations, penalties or fines by any administrative or licensing organization? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

10. Does Applicant have any subsidiaries or control any other entity or organization for which coverage is desired? ☐ Yes ☐ No

If yes, please complete the following:

a. Name of other entity for which coverage is desired: \_\_\_\_\_

b. Address (if different from Applicant): \_\_\_\_\_

c. What is the relationship between the Applicant and the other organization(s)? \_\_\_\_\_

11. In the past three years has any insurance carrier declined, canceled or non-renewed any coverage for which Applicant is applying? ☐ Yes ☐ No

If yes, provide details: \_\_\_\_\_

**General Operations:**

12. Please provide a description of Applicant's operations and programs: \_\_\_\_\_

13. Is the Applicant exclusively an information and referral service (i.e., no direct services)? ☐ Yes ☐ No

14. Approximate number of clients served annually: \_\_\_\_\_

☐ Children under 10

☐ At-Risk/Disadvantaged

☐ Sex offenders

☐ Youth 10 to 18

☐ Respite/Hospice/Terminally ill

☐ Suicidal

☐ Clients over 60 years of age

☐ Drug/Alcohol addicted

☐ Known violent behavior

☐ Developmentally disabled

☐ Dementia/Alzheimer's

☐ Other (describe): \_\_\_\_\_

☐ Low-income/Homeless

☐ Non-ambulatory of any age

☐ Physically disabled

15. Does Applicant perform any engineering or restoration work (e.g., waterway or stream restoration)? ☐ Yes ☐ No

16. Is Applicant planning any renovations or new construction during the next two years? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

17. Does Applicant accept donations of real property (land or buildings) on a regular basis? ☐ Yes ☐ No

If yes, describe the type of property accepted including usage (e.g., residential home for rental): \_\_\_\_\_

### General Operations: (Cont'd)

18. Does Applicant accept donations of vehicles? ☐ Yes ☐ No

If yes, explain how Applicant uses these donated vehicles (e.g., used in Applicant's daily operations, sold to a third party; repaired by Applicant and resold, etc.): \_\_\_\_\_

19. Are any clients held in locked down facilities? ☐ Yes ☐ No

If yes, please describe: \_\_\_\_\_

20. Does Applicant provide any Medical Services? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

Is evidence of Medical Malpractice coverage required for all Medical Service Providers employed or contracted by the Applicant?

☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

21. Does Applicant employ counselors or other Social Service Professionals (veterinarians, teachers, nurses, etc.)? ☐ Yes ☐ No

If Social Services Professional Coverage is desired, please complete the "Social Services Professional" Supplemental Application.

### Special Events/Fundraisers

Complete the section below to include all of your events and fundraisers.

**Note:** We define a "Fundraiser" as any event sponsored or co-sponsored by you with the primary purpose of raising monetary contributions.

22. Does Applicant hold events/activities outside of Applicant's normal programs and/or operations? ☐ Yes ☐ No

- a. If yes, please complete the table below. If additional space is needed, please attach Special Event form or additional pages.

Event Name & Date	Describe Applicant's Activities Taking Place	# of Expected Attendees	Gross Revenue	Is Applicant a Participant or Host of the Event?	Is Alcohol Served or Sold By Applicant?	Does Applicant Require a Waiver from Participants?
<i>Example: Easter Egg Roll, March 31, 2013</i>	<i>Egg hunt, picnic lunch, face painting</i>	75	\$0	Host	n/a	n/a
			\$			
			\$			
			\$			

- b. If yes, are vendors/exhibitors required to provide proof of General Liability insurance naming the Applicant as an Additional Insured? ☐ Yes ☐ No

- c. Which events listed in 22.a. above have bounce houses, inflatables and/or climbing structures?

Name of Event:	_____	# of Structures:	_____
Name of Event:	_____	# of Structures:	_____
Name of Event:	_____	# of Structures:	_____

- d. Describe the security and safety procedures in place for the events listed in 22.a. above:

Name of Event:	_____	Procedures:	_____
Name of Event:	_____	Procedures:	_____
Name of Event:	_____	Procedures:	_____

## Athletics/Sports

23. Does Applicant offer athletics/sports programs?

☐ Yes ☐ No

If yes, please answer the following:

a. Describe all athletic activities provided: \_\_\_\_\_

b. Number of annual participants: \_\_\_\_\_

e. Indicate type of sports offered (e.g., basketball, flag football, boxing, soccer, cheerleading): \_\_\_\_\_

f. Does your organization sponsor competitions or teams that participate in competitions? ☐ Yes ☐ No

If yes, is Applicant responsible for insuring these competitions or teams? ☐ Yes ☐ No

g. Are waiver/release/hold harmless agreements obtained for all participants? ☐ Yes ☐ No

## Foster Homes

24. Does Applicant certify Foster Homes?

☐ Yes ☐ No

If yes, please answer the following:

a. Does Applicant purchase Foster Parent Liability (FPL) insurance for foster parents? ☐ Yes ☐ No

If no, please note that we usually require this be purchased concurrent with our liability coverage.

If yes, please provide a copy of Applicant's current FPL declaration page.

b. Number of homes that Applicant certifies: \_\_\_\_\_

Number of homes that Applicant has decertified over the past five years: \_\_\_\_\_

c. Number of children placed in homes by Applicant annually: \_\_\_\_\_

d. Number of years experience of Applicant's executive director in this field: \_\_\_\_\_

e. Are Applicant's foster care procedures/practices subject to state regulation? ☐ Yes ☐ No

f. Total number of training hours for each family prior to placement of each child: \_\_\_\_\_

g. Does Applicant provide follow-up visits to homes after children are placed? ☐ Yes ☐ No

If yes, how frequently? \_\_\_\_\_ Are the visits unannounced? ☐ Yes ☐ No

Do home visits include a private consultation with the foster children? ☐ Yes ☐ No

When do these visits stop? \_\_\_\_\_

h. Does Applicant conduct checks of criminal records of foster parents and other residents prior to approval of home? ☐ Yes ☐ No

Are foster parents or other residents in the home who have criminal records, or any history of physical or sexual abuse immediately disapproved or decertified? ☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

i. Does Applicant have written procedures for responding to reports of abuse? ☐ Yes ☐ No

j. What is the average case load per employee/social worker? \_\_\_\_\_

## Adoptions

25. Does Applicant provide adoption services?

☐ Yes ☐ No

If yes, please answer the following:

a. Are any adoptions "closed?"

☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

b. Number of adoptions performed annually: \_\_\_\_\_

c. Number of adoptions that are international: \_\_\_\_\_

d. Are you a member of the Joint Council on International Adoption or another similar organization?

☐ Yes ☐ No  
☐ Other

If other, please specify: \_\_\_\_\_

## Premises

26. Does Applicant provide lodging or operate residential facilities?

☐ Yes ☐ No

If yes, please answer the following:

a. Number of beds for which Applicant is licensed, and square footage of each facility: \_\_\_\_\_

b. Number of stories in each building: \_\_\_\_\_

c. If two stories or more, number of means of egress: \_\_\_\_\_

d. Average length of stay per resident: \_\_\_\_\_

e. Age range of residents: ☐ 0-10 ☐ 11-18 ☐ 19-65 ☐ over 65

f. Percentage of non-ambulatory residents: \_\_\_\_\_%

g. Is there a 24-hour resident manager?

☐ Yes ☐ No

h. Is staff trained in a formal procedure for medical emergencies?

☐ Yes ☐ No

i. Is skilled nursing or medical care provided?

☐ Yes ☐ No

27. Does Applicant have a fire alarm system?

☐ Yes ☐ No

28. Does Applicant have smoke detectors on premises?

☐ Yes ☐ No

29. Is smoking allowed inside any premises?

☐ Yes ☐ No

30. Does Applicant have a swimming pool?

☐ Yes ☐ No

If yes, please answer the following:

a. Is pool fenced with a self-closing gate?

☐ Yes ☐ No

b. Is there a diving board?

☐ Yes ☐ No

c. Is there life-saving equipment accessible?

☐ Yes ☐ No

31. Does Applicant own, lease or rent any vacant buildings?

☐ Yes ☐ No

If yes, please explain reason for vacancy, plans and time frame for occupancy: \_\_\_\_\_

32. Does Applicant offer your premises to others, either for rent or for free?

☐ Yes ☐ No

If yes, please answer the following:

a. Please explain general use and frequency: \_\_\_\_\_

b. Does Applicant obtain certificates of insurance showing proof of liability insurance from all who use the facility?

☐ Yes ☐ No

## Animals

33. Does Applicant have any exposures involving animals? ☐ Yes ☐ No

34. Does Applicant have any saddle animal operations? ☐ Yes ☐ No

If yes, please answer the following:

a. Are animals used solely for therapeutic purposes? ☐ Yes ☐ No

If no, explain other usage: \_\_\_\_\_

b. Are safety helmets required? ☐ Yes ☐ No

c. Are animals: ☐ Owned by Applicant ☐ Furnished to Applicant by third party

d. Number of animals owned by or used by Applicant: \_\_\_\_\_

35. Does Applicant provide animal shelter/rescue services? ☐ Yes ☐ No

If yes, please indicate the number of:

a. Spaces, cages or kennels on Applicant's premises available to animals: \_\_\_\_\_

b. Animals placed in foster care annually: \_\_\_\_\_

c. Foster homes used annually: \_\_\_\_\_

d. Offsite adoptions held annually: \_\_\_\_\_

e. Are all animals vaccinated and held for observation prior to being placed in any homes (adoptive or foster)? ☐ Yes ☐ No

f. Is a health assessment of the animal conducted by a professional qualified to assess communicable disease? ☐ Yes ☐ No

g. Are behavioral evaluations performed by a qualified professional of all animals prior to placement (foster or adoption)? ☐ Yes ☐ No

h. Does Applicant place animals with known (current or historical) biting issues into homes (foster or adoption)? ☐ Yes ☐ No

i. Are waivers for volunteers of adoptive/foster homes maintained and do they include hold harmless language that specifically discloses that the animal may cause bodily injury to the volunteer, and that the volunteer will not hold the nonprofit responsible for any injury to themselves or family members that arise from the foster/adoptive relationship? ☐ Yes ☐ No

j. Does Applicant have accident coverage in place? ☐ Yes ☐ No

k. How long has Applicant been in business? \_\_\_\_\_

l. How many years experience does the Applicant's leadership have in this field? \_\_\_\_\_

36. Does Applicant employ animal control officers? ☐ Yes ☐ No

If yes, please answer the following:

a. How many? \_\_\_\_\_

b. Do they carry firearms? ☐ Yes ☐ No

c. Do these officers carry separate professional liability insurance? ☐ Yes ☐ No

37. Does Applicant operate any of the following? ☐ Yes ☐ No

If yes, provide annual sales for each:

Type	Annual Sales
<input type="checkbox"/> Pet Training	\$
<input type="checkbox"/> Pet Grooming	\$

## Performing and Fine Arts

38. Does Applicant offer Performing or Fine Arts? ☐ Yes ☐ No
- If yes, please answer the following:
- a. Description of performances (e.g., dance, musical, plays): \_\_\_\_\_
  - b. Annual number of performances: \_\_\_\_\_
  - c. Average attendance at each performance: \_\_\_\_\_
  - d. Are performances held at premises owned or leased by Applicant? ☐ Yes ☐ No
  - e. Are any performances held away from premises owned or leased by Applicant? ☐ Yes ☐ No
  - f. Does Applicant provide concessions? ☐ Yes ☐ No
- If yes, please provide annual receipts: \$ \_\_\_\_\_
- g. Does Applicant provide classes to the public? ☐ Yes ☐ No

## Camping/Campgrounds

39. Does Applicant own or operate a campground? ☐ Yes ☐ No
- If yes, please answer the following:
- a. Is a caretaker present during off-season(s) (i.e., when camp sessions are not in session)? ☐ Yes ☐ No
  - b. Is camp located in a wilderness area? ☐ Yes ☐ No
  - c. Is camp located in an area at risk of wildfires? ☐ Yes ☐ No
40. Does Applicant provide camping experiences for clients? ☐ Yes ☐ No
- If yes, please answer the following:
- a. Describe any special focus and/or activities offered (river rafting, ropes courses, climbing walls, etc.): \_\_\_\_\_
  - b. Annual number of campers per day: \_\_\_\_\_
  - c. Number of days camp has campers on location each year: \_\_\_\_\_
  - d. Is there overnight exposure? ☐ Yes ☐ No

## Mentoring programs (e.g. Big Brothers Big Sisters)

41. Does Applicant have any mentoring programs that match youth with mentors? ☐ Yes ☐ No
- If yes, please answer the following:
- a. How many matches are made annually? \_\_\_\_\_
  - b. Is there a formal training and screening program in place? ☐ Yes ☐ No
  - c. Are any matches made of opposite genders? ☐ Yes ☐ No
- If yes, explain: \_\_\_\_\_
- d. Are permission slips obtained for all mentors/mentees under 18? ☐ Yes ☐ No
  - e. Are mentors allowed to take mentees to their private residence? ☐ Yes ☐ No

## Food or Merchandise Distribution (e.g. Food Banks, Thrift Stores, Meal Delivery, etc.)

42. Does Applicant distribute or sell any food or merchandise? ☐ Yes ☐ No

Type	Gross Sales or Value of Goods Distributed
<input type="checkbox"/> Food	\$
<input type="checkbox"/> Used Merchandise	\$
<input type="checkbox"/> Other (describe):	\$

## Other Exposures

43. Does Applicant have any premises, operations or exposures that are not stated in this application?

☐ Yes ☐ No

If yes, describe and state whether they are insured elsewhere: \_\_\_\_\_

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## SIGNATURES

**Applicable in AL, AR, DC, LA, MD, NM, RI and WV:** Any person who knowingly (or willfully)\* presents a false or fraudulent claim for payment of a loss or benefit or knowingly (or willfully)\* presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison. \*Applies in MD Only.

**Applicable in CO:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

**Applicable in FL and OK:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (of the third degree)\*. \*Applies in FL Only.

**Applicable in KS:** Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

**Applicable in KY, NY, OH and PA:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties (not to exceed five thousand dollars and the stated value of the claim for each such violation)\*. \*Applies in NY Only.

**Applicable in ME, TN, VA and WA:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties (may)\* include imprisonment, fines and denial of insurance benefits. \*Applies in ME Only.

**Applicable in NJ:** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

**Applicable in OR:** Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

**Notice: The policy for which you are applying is issued by a risk retention group. The risk retention group may not be subject to all of the insurance laws and regulations of your state of domicile. State insurance insolvency guaranty funds are not available for risk retention groups.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Producer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type applicant's name

\_\_\_\_\_  
Applicant's Title



Proposal:

To amend policy to clarify the TBRNA's expectations of its RD and RDA by replacing the paragraph under the heading "Regional Delegate and Regional Delegate Alternate" with the following:

The length of the RD and the RDA's term will be 2 years. RD must be a signer on the Regional bank account. The RD and RDA must have access to the internet, should preferably have a laptop and/or smartphone, and must have the willingness to explore and learn to apply and share current and new communication technologies. Both must be willing and able to facilitate workshops and learning days, and to attend all TBRNA RSCs, Southern Zonal Forum meetings, and the WSC.

Intent:

The reason we send our RD and RDA to Southern Zonal Forum meetings is to learn best practices within the fellowship and bring that information back to share with the RCMs of our region with reports, workshops, and demonstrations. If the RD or RDA is not capable of relaying the information effectively, the money spend on their travel is wasted. Additionally, the fellowship is initiating a shift from conducting business in person to meeting virtually via GoToMeeting, Skype, and other technologies in order to realize a huge savings in travel expenses. The RD and RDA will be key players in this shift, so it is important that they have the skill and willingness to learn these technologies and teach members of our region how to use them effectively.