

# Louisiana Regional Service Committee of Narcotics Anonymous

## RSC Minutes – Emergency Phone Meeting

**Tuesday, May 14, 2024**

**I. Meeting Convened:**

- A. Emergency Phone Meeting
- B. ASR Polled by Administrative Committee

**II. Roll Call**

**A. Administrative Committee:**

1. Chairperson – Amy G.	Present	504-450-6839	<a href="mailto:amygunity@yahoo.com">amygunity@yahoo.com</a>
2. Vice Chair –	Vacant		
3. Treasurer – Don B.	Present		
4. Secretary – (Acting) Don B	Present	504-234-8301	<a href="mailto:donb.larna@gmail.com">donb.larna@gmail.com</a>
5. Regional Delegate - Bob St.	Absent	225-335-4940	<a href="mailto:bstorer79@gmail.com">bstorer79@gmail.com</a>
6. RD Alternate - Scotty H.	Absent	337-304-3419	<a href="mailto:scottyhigginbotham@yahoo.com">scottyhigginbotham@yahoo.com</a>

**B. Area Service Representatives:**

1. Acadiana – Anthony L	Present	337-366-5369	<a href="mailto:tony736@hotmail.com">tony736@hotmail.com</a>
2. Bayou Recovery – Nancy S.	Present	225-241-4680	<a href="mailto:nancy61088@gmail.com">nancy61088@gmail.com</a>
3. Central – Robbie L.	Present	318-201-9383	<a href="mailto:robbie@deltamerchantservices.com">robbie@deltamerchantservices.com</a>
4. Grtr. Baton. Rouge –	Absent		
5. Lake – Stephen L.	Present	337-263-3656	<a href="mailto:s.losee@yahoo.com">s.losee@yahoo.com</a>
6. New Orleans – Paul P.	Present		
7. North – Jax W.	Absent	318-272-1324	<a href="mailto:jwebb925.jw@outlook.com">jwebb925.jw@outlook.com</a>
8. Northshore – Trent H. -	Present	985-801-9281	<a href="mailto:trenthowell@live.com">trenthowell@live.com</a>
9. Serenity – Daniel S.	Present	318-245-0604	<a href="mailto:bigdaddystew1979@gmail.com">bigdaddystew1979@gmail.com</a>
10. Unity – Robbie G.	Present	504-427-4401	<a href="mailto:robertguillot1955@gmail.com">robertguillot1955@gmail.com</a>

**II. Quorum Established:**

- A. Yes - 8 Areas present out of 9
- B. For voting purposes Greater Baton Rouge Area is not counted for quorum due to missing more than two consecutive meetings.

**III. New Business:**

- A.** Chairperson Amy Galland appointed Don B. as acting Secretary of the Louisiana Regional Service Committee of Narcotics Anonymous.
- B.** Emergency Meeting was called to deal with an administrative member having to be removed from their service position as well as having her name removed from the Louisiana Regional Service Committee's Checking Account. The Account is at Red River Bank on Baronne St. Branch in New Orleans, LA. Account Number ending in xxx0955.
- C.** According to Regional Guideline a phone vote was polled, and a 2/3 Majority had to be met to pass all motions.

**D. Motion#2024-05-01 – Maker: Administrative Comm.**

**2<sup>nd</sup> By: Bayou Recovery Area Nancy S.**

**Motion:** To Remove Nikki Bailey from the Louisiana Regional Service Committee's Checking Account. The Account is at Red River Bank on Baronne St. Branch in New Orleans, LA. Account Number ending in xxx0955.

**Intent:** The Reason for said removal is that Nikki is no longer a member of the Louisiana Regional Service Committee and should not have access to the checking account.

**Call to Vote:            For: 8            Against: 0            Abstention: 0**  
**Motion Passed With a 2/3 Majority**

**E. Current Signors remaining on the Louisiana Regional Service Committee Checking account are:**

- 1.** Amy Galland
- 2.** Don J. Buwe

**Minutes Prepared By:**

**Don J. Buwe**  
**Secretary**

**Amy Galland**  
**Chairperson**

**Louisiana Regional Service Committee of Narcotics Anonymous**

**Motion Form**

Motion #: 2024-04-08

Date: 4/7/24

Maker: NANCY S Bayou

2<sup>nd</sup> By: Paul P.

Policy Change:

Type:  Simply Majority

Two-thirds

**Motion:**

Pg 9. #2 under Hosting Region Weekend.  
Remove the Convention as one of  
the donee from the split of the Saturday  
night fundraisers held by the hosting Area on  
Region Weekend.

**Intent:**

The region can not donate to the Convention  
Corporation legally. The was and old guideline  
before the Corporation was in place

Pro \_\_\_\_\_ Con \_\_\_\_\_

Final Vote: 7 For 0 Against 2 Abstention

Passed  Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-01

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: NANCY BR

Policy Change: X

Type: \_\_\_\_\_ Simply Majority

X Two-thirds

Motion: Page 5 Add LRSCNA Meeting Format to our Guidelines.

Intent: To help keep Region Business meeting organized and flowing using the same format at quarterly meeting.

Pro \_\_\_\_\_ Con \_\_\_\_\_

Final Vote: 10 For 0 Against 0 Abstention

Passed ✓ Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_

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# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-02

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Anthony L

Policy Change: X

Type: \_\_\_\_\_ Simply Majority

X Two-thirds

**Motion:** Page 6 - Add the Twelve Traditions to the Louisiana Regional Service Committee Guidelines.

**Intent:** The Traditions should be included in our guidelines since we read them at our service meetings, and we are asked to have an understanding of the Twelve Traditions through Application as part of our responsibilities in our service positions.

Pro \_\_\_\_\_ Con \_\_\_\_\_

Final Vote: 10 For 0 Against 0 Abstention

Passed  Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_

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# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-03

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Anthony L

Policy Change: X

Type: \_\_\_\_\_ Simply Majority

X Two-thirds

**Motion:** Page 7 - Add the Twelve Concepts to the Louisiana Regional Service Committee Guidelines.

**Intent:** The Concepts should be included in our guidelines since we read them at our service meetings, and it is suggested to have knowledge of the Twelve Concepts as part of our responsibilities in our service positions.

Pro \_\_\_\_\_

Con \_\_\_\_\_

Final Vote: 10 For 0 Against 0 Abstention

Passed  Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-04

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Aaron

Policy Change: X

Type: \_\_\_\_\_ Simply Majority

X Two-thirds

**Motion:** Page 8 - Add the Name and Service Areas to the Louisiana Regional Service Committee Guidelines.

**Intent:** This explains to the member the Organization Name and the use of LRSCNA as the acronym. This also gives a list of all Service <sup>Areas</sup> Committees throughout our Region.

Pro \_\_\_\_\_ Con \_\_\_\_\_

Final Vote: 10 For 0 Against 0 Abstention

Passed  Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

60'

# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-05

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Daniel

Policy Change: X

Type: \_\_\_\_\_ Simply Majority

X Two-thirds

**Motion:** Page 8 - Add the Purpose of the Regional Service Committee to the Louisiana Regional Service Committee Guidelines.

**Intent:** This explains to our members the Purpose for forming this Organization and why it is important to our Region.

Pro \_\_\_\_\_ Con \_\_\_\_\_

**Final Vote:** \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Abstention

Passed \_\_\_\_\_ Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas  Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Louisiana Regional Service Committee of Narcotics Anonymous**

**Motion Form**

Motion #: 2024-07-04

Date: 7/14/24

Maker: Administrative Comm. 2<sup>nd</sup> By: Daniel S

Policy Change:

Type:  Simply Majority

Two-thirds

**Motion:**

Pg. 9 Rotation of Region Section  
#5 Remove. → After the Convention every year the  
Region will meet in July. in the City hosting  
the Convention.

**Intent:**

This was an guideline the was used before  
the Convention Corporation was formed. so this  
is out dated and should be removed.

Pro \_\_\_\_\_ Con \_\_\_\_\_

Final Vote: 10 For 0 Against 0 Abstention

Passed  Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Louisiana Regional Service Committee of Narcotics Anonymous

Motion Form

Motion #: 2024-07-07

Date: \_\_\_\_\_

Maker: Robby G

2nd By: Nancy H

Policy Change: \_\_\_\_\_

Type: \_\_\_\_\_ Simply Majority

\_\_\_\_\_ Two-thirds

Motion:

Motion to Wave Cleartime Requirements for Steven J who only has 5 months. Position Required 7 years

Intent:

To serve on BOD

Pro \_\_\_\_\_

Con \_\_\_\_\_

Final Vote: 7 For 0 Against 2 Abstention

Passed \_\_\_\_\_ Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: Elected 9 for 0 against no Abstention

# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-08

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Doug.

Policy Change: X

Type: \_\_\_\_\_ Simply Majority

X Two-thirds

**Motion:** Page 10 - Add to the Agenda Section that

#1 The LRSCNA Agenda will follow the New Meeting Format which is on page 5

#2. The Chairperson can add any new business or revisit pervious agenda items if he/she deems it necessary.

**Intent:** To ensure that the meeting follows a logical format and give the chairperson the autonomy to adjust the agenda if needed.

Pro \_\_\_\_\_ Con \_\_\_\_\_

**Final Vote:** \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Abstention

Passed \_\_\_\_\_ Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas  Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-10

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Trout

Policy Change: X


Type: \_\_\_\_\_ Simply Majority

X Two-thirds

**Motion:** Page 10 Add Lines #10 and #11 to the General Guidelines sections.

#10 - This informs everyone that Saturday Subcommittee Meetings can be attended virtually.

#11 - And gives permission for Subcommittees and Ad hoc Committees to be able to use the virtual platform to have meetings.

**Intent:** To inform  members about the availability of the virtual platform.

Pro \_\_\_\_\_ Con \_\_\_\_\_

Final Vote: 8 For 1 Against 1 Abstention

Passed  Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_

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\_\_\_\_\_

# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07- //

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Nancy

Policy Change: X

Type: \_\_\_\_\_ Simply Majority

X Two-thirds

**Motion:** Page 10 Add the Participation Section which states:

1. Participation is open to any members of Narcotics Anonymous who are willing to be of service and provide needed support to those seeking help.
2. All Administrative Officers, Standing Committee Chairpersons, Area Service Representatives, Area Service Representative Alternates, Members and Volunteers who act as an official Representative of the LRSCNA must be registered with the LRSCNA.
3. All participants shall be subjected to the LRSCNA Guidelines.

**Intent:** This section tell our members how they can be apart of LRSCNA.

Pro \_\_\_\_\_ Con \_\_\_\_\_

Final Vote: \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Abstention \_\_\_\_\_

Passed \_\_\_\_\_ Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas  Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

**Louisiana Regional Service Committee of Narcotics Anonymous**  
**Motion Form**

Motion #: 2024-07-12

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Doug

Policy Change: X

Type: \_\_\_\_\_ Simply Majority

X Two-thirds

**Motion:** Page 11 Add the Members Section which states:

The LRSCNA shall have two (2) <sup>Categories</sup> ~~classes~~ of participants:

1. **Voting Participants** – which consist of Area Service Representatives (ASR) or the Area Service Representative Alternate (ASR-Alt) and the Administrative Committee (as a whole, only in the case of a tie vote).
  - Participants are only allowed to vote one time. In the case of an ASR or ASR Alternate serving as Administrative Officer they waiver their rights to vote at Administrative Committee in the case of a tie.
2. **Non-Voting Participants** – consist of Administrative Officers (allowed to vote only in case of a tie), Standing Committee Chairpersons, Interested Parties, Volunteers and Observers.

**Intent:** This section tells our members about the two different types of participants you can be at region.

Pro \_\_\_\_\_ Con \_\_\_\_\_

Final Vote: 9 For 0 Against 1 Abstention  
Passed  Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-13

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Daniel

Policy Change: X

Type: \_\_\_\_\_ Simply Majority

X Two-thirds

**Motion:** Pages 13 - 17 Add the Commonly Types of Motions Used Section to the Guidelines.

**Intent:** This section tells our members about what are some common types of Motions that ASR's can using during our meetings.

Pro \_\_\_\_\_

Con \_\_\_\_\_

Final Vote: 10 For 0 Against 0 Abstention

Passed  Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-14

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Nancy

Policy Change: X

Type: \_\_\_\_\_ Simply Majority

X Two-thirds

Motion: Page 18 Add the following information under the Voting Section:

4. If an Area has been absent for more than two unexcused consecutive LRSCNA meetings their voting rights shall be suspended. (The procedure to follow is listed in Area Membership Section.)
- a) A suspended Area can have their voting rights re-instated after attending one LRSCNA meeting.
  - b) An excused absence consists of notification to the Chairperson prior to start of Region. An ASR report should still be submitted. Excused absences must have LRSCNA Chairperson approval.
  - c) An unexcused absence consists of a No Call, No Show with No ASR Report being submitted.

Intent: This section informs an Area about how their voting rights can be suspended. Which is part of our original guidelines. The section the ad hoc committee would like to add is how an Area gets their voting rights reinstated as well as what constitutes an excused and an unexcused absence.

Pro \_\_\_\_\_ Con \_\_\_\_\_

Final Vote: \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Abstention \_\_\_\_\_

Passed \_\_\_\_\_ Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas  Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-15

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Daniel.

Policy Change: X

Type:          Simply Majority

X Two-thirds

**Motion:** Page 21 Add the following information under the Non – Profit Section.

### Non-Profit Status

1. The LRSCNA will maintain status as a nonprofit organization under the laws of the State of Louisiana and shall obtain and maintain non-profit status under the Internal Revenue Code of the United States of America.
2. In Louisiana, non-profit status is obtained by filing Nonprofit Articles of Incorporation with the Corporation Division of the Louisiana Secretary of State and registering with the Department of Revenue as required by rules and statutes.
3. The LRSCNA shall engage in lawful activity, none of which is for profit, pursuant to Louisiana Statutes and 501 (c)(4) of the Internal Revenue Code.

**Intent:** This section informs everyone of our Non-Profit Status.

Pro          Con         

**Final Vote:**          For          Against          Abstention

Passed          Failed         

Motion Withdrawn          Referred to Areas  Tabled         

Moved to Postpone          When         

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-17

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Doug

Policy Change: X

Type:          Simply Majority

X Two-thirds

**Motion:** Page 22 Add the #4 to the Election of Administrative Committee and Standing Chairperson.

4. Once the Nominee accepts the Nomination, they are required to fill out a ~~new~~ Service Resume form so this resume can be included in the minutes.

*CURRENT*

**Intent:** This informs the Nominee about completing the LRSCNA Service Resume.

Pro          Con         

Final Vote: 9 For 0 Against 1 Abstention  
Passed ✓ Failed         

Motion Withdrawn          Referred to Areas          Tabled         

Moved to Postpone          When         

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-18

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Anthony

Policy Change: X

Type: Simply Majority

X Two-thirds

Motion: Page 23 Add the #5 to the Terms of Service Section.

5. No Administrative Officers can serve no more than two consecutive terms of Office in the same position.

Intent: In keeping with the spirit of rotation this information the Admin Officers that there is a term limit on all Administrative positions. Except the Delegates.

Pro \_\_\_\_\_ Con \_\_\_\_\_

Final Vote: 9 For 0 Against 1 Abstention

Passed  Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_

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# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-19

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Anthony,

Policy Change: X

Type: \_\_\_\_\_ Simply Majority

X Two-thirds

**Motion:** Page 24 Add the #1, #2, #3 to the Administrative Committee Section.

1. This committee consists of the **Administrative Officers**. All have equal voting rights at the committee level.
2. There are (4) **Registered Administrative Officers** with the Louisiana Secretary of State. Upon election to one of these positions the treasurer will update all information with the Secretary of State's Office.
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Secretary
  - d. Treasurer
3. The following **Administrative Officers** are not registered with the Louisiana Secretary of State's Office.
  - a. Vice-Treasurer
  - b. Regional Delegate
  - c. Regional Delegate Alternate
  - d. Regional Delegate Alternate Elect.

**Intent:** This information is being added to the guideline so our members know which Administrative Officers are registered with the Louisiana Secretary of States Office. In compliance with our 501c4 Status.

Pro \_\_\_\_\_

Con \_\_\_\_\_

**Final Vote:** \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Abstention

Passed \_\_\_\_\_ Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas  Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_

# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-20

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Doug.

Policy Change: X

Type: \_\_\_\_\_ Simply Majority

X Two-thirds

**Motion:** Page 25 - 32 Add to all service position under Qualification for each position. That it is suggested that the member should have some knowledge of the 12 Concepts of NA.

**Intent:** This information is being added to the guideline so our service members will take some time and familiarize themselves with the 12 concepts of NA.

Pro \_\_\_\_\_ Con \_\_\_\_\_

Final Vote:  For \_\_\_\_\_ Against \_\_\_\_\_ Abstention \_\_\_\_\_

10 0 Passed \_\_\_\_\_ Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_

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# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-21

Date: July 14, 2024

Maker: Don B. (Adhoc Comm. on Guidelines) 2<sup>nd</sup> By: Daniel

Policy Change: X

Type: \_\_\_\_\_ Simply Majority

X Two-thirds

Motion: Page 43 - 44 Add the Preferred Vendor Section to our Guidelines.

Intent: This information is all about The Louisiana Regional Convention Corporation and how our members bid for a convention.

Pro \_\_\_\_\_

Con \_\_\_\_\_

Final Vote: \_\_\_\_\_ For \_\_\_\_\_ Against \_\_\_\_\_ Abstention \_\_\_\_\_

Passed \_\_\_\_\_ Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_

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**Louisiana Regional Service Committee of Narcotics Anonymous**

**Motion Form**

Motion #: 2024-07-24

Date: 7/17/24

Maker: Nancy S

2<sup>nd</sup> By: Trent

Policy Change: \_\_\_\_\_

Type: \_\_\_\_\_ Simply Majority

\_\_\_\_\_ Two-thirds

**Motion:**

Grant 2025 LRMA to Baker Rouge  
biel comm.

**Intent:**

Pro \_\_\_\_\_

Con \_\_\_\_\_

Final Vote: 9 For \_\_\_\_\_ Against 11 Abstention

Passed \_\_\_\_\_ Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas \_\_\_\_\_ Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

**Notes:**



# Louisiana Regional Service Committee of Narcotics Anonymous

## Motion Form

Motion #: 2024-07-25

Date: 7/14/24

Maker: Administrative Comm. 2<sup>nd</sup> By: Doug F

Policy Change: \_\_\_\_\_

Type: \_\_\_\_\_ Simply Majority

\_\_\_\_\_ Two-thirds

Budgets. 2025

Motion:

Administration - \$350<sup>00</sup>

R. Delegates - \$5500<sup>00</sup>

H&I - \$1800

Fellowship Development - 6000.00

A & F - \$600.00

Travel Fund - \$2800<sup>00</sup>

Seed Money - \$2400<sup>00</sup>

Intent:

To set yearly Budget for 2025

Pro \_\_\_\_\_

Con \_\_\_\_\_

Final Vote: 9 For 0 Against 1 Abstention

Passed \_\_\_\_\_ Failed \_\_\_\_\_

Motion Withdrawn \_\_\_\_\_ Referred to Areas  Tabled \_\_\_\_\_

Moved to Postpone \_\_\_\_\_ When \_\_\_\_\_

Notes: \_\_\_\_\_

## LOUISIANA REGION NA SERVICE RESUME

Stephan Jeane  
147 Turner Road  
Leesville, LA 71446

Clean Date: 2/17/2020  
Phone: 337-353-7227

Group Service: Living Clean Group, alt GSR Aug 2020 - April 2021  
Recovery Group, GSR June 2021 – Jan 2022  
Recovery Group, Treasurer June 2021 – current  
Meditation Retreat, Chair 2023, 2024

Area Service: Lake Area, ASR Jan 2023 – Jan 2024

Regional Service: LRCNA, Merchandising Chair 2024

Have you failed to complete or been removed from a service position in the last 5 years? No

Have you read the RSC guidelines about the position you are nominated for? Yes

Do you meet the suggested clean time requirements?

Do you have and are you willing to make the necessary commitment of time, resources, and skills to complete the service position to which you have been nominated? Yes

Nominated by Ric S.

Seconded by Bob L.

Nominated for position BOD

In Loving Service,

Stephan J.

Louisiana Region N.A. Service Resume  
This Service Resume is used to send information about RSC nominees  
back to Areas/ Groups.

Name BILLIE F.  
Address: \_\_\_\_\_

Clean Date 10/19/93 (31 yrs)  
Phone (225) 938-9405

Group Service (list position/ approx. dates served) GSR - SATURDAY NIGHT LIVE  
GROUP - TOTAL GSR TIME - 10 YEARS

Area Service ACTIVITIES COMMITTEE 2005-2007

Regional Service ENTERTAINMENT COMMITTEE FOR 2013 + 2014  
CONVENTIONS, CONVENTION HOTEL LIAISON - 2023

World Service \_\_\_\_\_

Have you failed to complete or been removed from a service position in the last 5 years? (please explain)  
NO

Have you read the RSC Guidelines about the position you are nominated for? \_\_\_\_\_

Do you meet the suggested clean time requirements? YES

Do you have and are you willing to make the necessary commitment of time, resources, and skills to  
complete the service position to which you have been nominated? YES

Please turn into RSC Secretary for inclusion in minutes for sending back to groups.

Nominated By RIC S  
Nominated for (position) B.O.D.

Seconded by \_\_\_\_\_

Doug Domittee,

**Louisiana Regional Service Committee of Narcotics Anonymous**

**Service Resume**

This Service Resume is used to send information about LRSCNA nominees back to Areas.

Name: PAUL P. Clean Date: 1-21-92  
Area/Home Group: \_\_\_\_\_ Phone #: 504-701-0396  
Position: Vice Chair  
Nominated By: Doug F 2nd By: Anthony L

**Prior Service Experience**

(List position held/approximate dates served)

Home Group: GSR FogLITER 30 YRS

Area Service: HBI 1993 TO 2024 30 YRS

Regional Service: ~~HBI~~ ~~ADD~~ Bod 14 YRS  
HKI 2 YRS

World Service: \_\_\_\_\_

Have you failed to complete or been removed from a service position in the last 5 years? \_\_\_\_\_  
(Please Explain) NO

Have you read the LRSCNA Guidelines about the Position you are nominated for? YES

Do you meet the suggested clean time requirements? YES

Are you willing to make the necessary commitment of time, resources and skills to complete the service position to which you have been nominated for? YES

(Please turn into LRSCNA Secretary for inclusion in minutes for sending back to Areas.)

**Louisiana Regional Service Committee of Narcotics Anonymous**

**Service Resume**

This Service Resume is used to send information about LRSCNA nominees back to Areas.

Name: Jax W. Clean Date: 10-28-18  
Area/Home Group: North - Unloaded Phone #: 318-272-1324  
Position: Secretary  
Nominated By: \_\_\_\_\_ 2nd By: \_\_\_\_\_

**Prior Service Experience**

(List position held/approximate dates served)

Home Group: GSR - 2019 - 2023  
\_\_\_\_\_  
\_\_\_\_\_

Area Service: ASB - 2023 - Present  
\_\_\_\_\_  
\_\_\_\_\_

Regional Service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

World Service: \_\_\_\_\_  
\_\_\_\_\_

Have you failed to complete or been removed from a service position in the last 5 years? No  
(Please Explain) \_\_\_\_\_  
\_\_\_\_\_

Have you read the LRSCNA Guidelines about the Position you are nominated for? yes

Do you meet the suggested clean time requirements? yes

Are you willing to make the necessary commitment of time, resources and skills to complete the service position to which you have been nominated for? yes

(Please turn into LRSCNA Secretary for inclusion in minutes for sending back to Areas.)

**Louisiana Regional Service Committee of Narcotics Anonymous**

**Service Resume**

This Service Resume is used to send information about LRSCNA nominees back to Areas.

Name: Don Buwe Clean Date: 10/15/18  
Area/Home Group: New Orleans/Open Mind Phone #: (504) 234-8301  
Position: Treasurer  
Nominated By: Trent 2nd By: Anthony

**Prior Service Experience**

(List position held/approximate dates served)

Home Group: Open Mind GSR 2019 - 2020  
Open Mind Tech Host 2021 - present  
Open Mind GSR 2024 - present  
The Category Is ... Recovery 2022 - 2023

Area Service: Secretary 2021, 2022  
Polity 2023

Regional Service: Secretary 2021, 2022  
Treasurer 2024  
Louisiana Regional Convention - Host Comm. Treasurer 2024

World Service: \_\_\_\_\_

Have you failed to complete or been removed from a service position in the last 5 years? \_\_\_\_\_  
(Please Explain) NONE

Have you read the LRSCNA Guidelines about the Position you are nominated for? yes

Do you meet the suggested clean time requirements? yes

Are you willing to make the necessary commitment of time, resources and skills to complete the service position to which you have been nominated for? yes

(Please turn into LRSCNA Secretary for inclusion in minutes for sending back to Areas.)

**Louisiana Regional Service Committee of Narcotics Anonymous**

**Service Resume**

This Service Resume is used to send information about LRSCNA nominees back to Areas.

Name: MONA LISA B. Clean Date: 05/14/2006  
Area/Home Group: Co-creator B.R. Area Phone #: 225-264-1164  
Position: Activity Chair  
Nominated By: Sherrina J 2nd By: \_\_\_\_\_

**Prior Service Experience**

(List position held/approximate dates served)

Home Group: Welcome Home  
\_\_\_\_\_  
\_\_\_\_\_

Area Service: Activity Chair & literature Chair  
ANF Bayou Recovery - Active ANF - GBRA  
\_\_\_\_\_  
\_\_\_\_\_

Regional Service: NO  
\_\_\_\_\_  
\_\_\_\_\_

World Service: NO  
\_\_\_\_\_  
\_\_\_\_\_

Have you failed to complete or been removed from a service position in the last 5 years? \_\_\_\_\_  
(Please Explain) NO  
\_\_\_\_\_  
\_\_\_\_\_

Have you read the LRSCNA Guidelines about the Position you are nominated for? yes

Do you meet the suggested clean time requirements? yes

Are you willing to make the necessary commitment of time, resources and skills to complete the service position to which you have been nominated for? yes

(Please turn into LRSCNA Secretary for inclusion in minutes for sending back to Areas.)

# Louisiana Regional Service Committee of Narcotics Anonymous

## Service Resume

This Service Resume is used to send information about LRSCNA nominees back to Areas.

Name: Stephen L. Clean Date: 10-1-19  
Area/Home Group: Lake Area Phone #: 337-263-3656  
Position: H+I  
Nominated By: Nancy S 2nd By: Anthony

### Prior Service Experience

(List position held/approximate dates served)

Home Group: Treasurer / 2 years

Area Service: ASB / ~~Patrol~~ 1 year  
ASB Att. 1 year  
Patrol 1 year

Regional Service: H+I 1 yr

World Service: \_\_\_\_\_

Have you failed to complete or been removed from a service position in the last 5 years? No  
(Please Explain) \_\_\_\_\_

Have you read the LRSCNA Guidelines about the Position you are nominated for? Yes

Do you meet the suggested clean time requirements? Yes

Are you willing to make the necessary commitment of time, resources and skills to complete the service position to which you have been nominated for? Yes

(Please turn into LRSCNA Secretary for inclusion in minutes for sending back to Areas.)



**Louisiana Regional Service Committee of Narcotics Anonymous**

**Service Resume**

This Service Resume is used to send information about LRSCNA nominees back to Areas.

Name: Richard Tripp Clean Date: 6/18/2014  
Area/Home Group: Serenity Area / Black Sheep Phone #: 318-578-0344  
Position: Fellowship Development Chair  
Nominated By: ~~ESB~~ B. Robbic G 2nd By: Nancy H

**Prior Service Experience**

(List position held/approximate dates served)

Home Group: 2017 GSR Black Sheep Group

Area Service: 2017 PR Chair North Area, 2018 Outreach Chair North Area  
2023 Vice Chair Serenity Area  
2024 Chair Serenity Area  
2019 ASR North Area, 2020-2021 PR North Area, 2022 FD Serenity Area

Regional Service: 2019 - Present Fellowship Dev Chair

World Service: \_\_\_\_\_

Have you failed to complete or been removed from a service position in the last 5 years? \_\_\_\_\_  
(Please Explain) NONE

Have you read the LRSCNA Guidelines about the Position you are nominated for? yes

Do you meet the suggested clean time requirements? yes

Are you willing to make the necessary commitment of time, resources and skills to complete the service position to which you have been nominated for? yes

(Please turn into LRSCNA Secretary for inclusion in minutes for sending back to Areas.)

# **Louisiana Regional Convention Report**

**7/14/24**

## Greetings

It has indeed been a busy 3 months since the last Regional meeting. In that time, we had 2 board meetings and The Louisiana Regional Convention XL, as well as all the things that go with it. I would like to begin by congratulating the Convention committee for an outstanding job in planning and pulling off a great convention, thank you. Hard work pays off.

Included in my report package will be minutes from The May 7<sup>th</sup> meeting, Treasurers reports and two chairperson reports supporting information as well as a general report from the convention treasurer. The final convention minutes and the treasurer's report will be included in the October Regional report.

We met Sunday July 7<sup>th</sup> at Grace Baptist. Among the items on the agenda:

- 1) Closeout of the LRCNA XL convention
- 2) Bids for 2024 and 2025 convention
- 3) upcoming reports to the Louisiana Region
- 4) Hotspot for the upcoming convention
- 5) transfer of the zoom account and the Microsoft 365 account to the board.
- 6) additions to the board

## **2024 LRCNA XL**

Ronnie P and Don B were both in attendance at the meeting, both turned in a report to the board and made possible suggestions to the guidelines in the future. Some of them were

- a) Better define hours for merchandise, jewelry, tapes, etc.

- b) If we're holding the convention in the Marriott in the future, have the merchandise in the room facing the hallway and move Lonestar into the general merchandise area
- c) Proofread all announcements, flyers, web pages, etc.
- d) Add link to hotel with the QR code

These suggestions as well as others will be discussed in depth at the next board meeting. Most of the items left from the convention were turned over to the board members, they include, among other things:

- a) 2 square terminals and paper
- b) Shirts, mugs, tumblers and various other merchandise will be forwarded to the next convention committee after inventory.
- c) A printer that was purchased for the secretary, along with paper and an extra laser toner cartridge.
- d) A laptop from registration.
- e) Cash box, paper items, unused registrations and anything else left over from the convention that the next committee can use (or throw away).

The committee had very few shirts and other items left over from the convention. All leftover items will be recycled for the next committee to use as they decide. Don B. set up the square machines to keep a very accurate count of merchandise, both in quantity and sizes sold; this was also used to keep track of items sold during the auctions. This should be a great guide for the next committee to use when purchasing merchandise. He also turned over all the purchase paperwork (who, how much and where). This information will be turned over to the next committee. Don B and Ric set up a system for money drops at the convention that allowed them to keep track of where the money came from, merchandise, registration or the auctions. Again, this will be very useful for the next convention.

Overall, Ronnie P and company did a very good job with the convention. It was nice seeing a committee work together and it was great to see them being able to communicate the committee's needs to the board in a productive manner. Which brings us to our next item on the agenda. The convention cleared around \$13,000.00 in addition to replenishing the \$7,000.00 that they were given as seed money. The convention treasurer (Don

B) and the board treasurer (Ric) will reconcile the treasurers' statements in the next few weeks. The board will review the convention budget and issue a check with a detailed report at the October Regional meeting. The convention kept excellent records so this should be relatively straightforward.

### **2025 and 2026 convention bid**

At the last regional meeting we discussed the possibility of a bid in the Serenity area. The suggestion was a site in Ruston at the community center. However, upon a closer look we discovered that the site was not available on the dates we needed, and an alternative site was either not available or was too expensive. I guess the short story is some time in the hopefully not so faraway future we will be able to have a convention there, but not this year. I would like to thank Daniel for doing the footwork on this.

That leaves us with where to go in 2024 and who to go there with. Bob Singer approached the Baton Rouge Marriott to see if they would like us back and if those dates are available? The hotel would be delighted to have us back and the dates are available. At the July 7<sup>th</sup> board meeting Bob Singer presented the board with a bid for the 2025 convention to be held at the Baton Rouge Marriott. After reviewing the bid, it was decided by the board that this was a valid bid and would present it to the Region as such. Bob Singer will be available to take questions on Saturday via zoom. Bob Storer will be presenting the bid to the Region on Sunday. If the region accepts the bid, we plan on elections as soon as possible.

Don B has asked the board to explore hotels in the New Orleans area for a bid for 2026. The hotel we (as well as Don) had in mind is the Marriott in New Orleans where we had the 2019 Regional convention. We have been contacted by them several times in the past few years to return and the hotel is affiliated with the Baton Rouge Marriott. We hope to have some news by the next region.

### **Additions to the Convention Board**

Hopefully we will be able to elect some new members to the board at the July RSC meeting. We have a couple of members who have shown willingness and

filed out service resumes. Bob Singer rolled off the board after the July 7<sup>th</sup> meeting and Ron and Denise will be rolling off later this year. That leaves Ric and Pixie, which is not enough.

The board will be having elections in October, per our guidelines. All positions will be elected. We will be transferring the Microsoft 365 office account from Don B to the board as well as the zoom account in Bob Singers name to the board. We have not yet scheduled the next board meeting, but plan on setting a date once the region awards the convention and the date is set for elections of the host committee. We will send a flyer once that is done, but plan on holding elections as soon as possible.

In Service

Ron Duggins

## Convention Board Chair Report 07/07/24

07/07/24

Greetings all

We have a fair amount to get done today, so hopefully we can keep it brief. Ronnie P and Don B will be there today, and I'm sure they have a lot to share. Mainly the wrap up from the convention, but any suggestions they may have for future conventions. I would hope the board will discuss this and consider any additional changes they might suggest. I brought the items left over from the convention as well as equipment they turned over.

This will be my last meeting as a convention board member. I appreciate the support that past and present members have given me over the past 8 years, thank you. If Ron or whoever is elected as Chair likes I can help them with the report to Region, which is next week July 13<sup>th</sup> and 14<sup>th</sup> in Alexandria. I have informed the region that we need new board members. I have also approached members to see if they might have any interest in being on the board.

I was also approached by the ASR from the Serenity Area, located in Ruston at the last regional meeting. He informed the region they have a convention center in Ruston that is separate from a hotel. I met Daniel at the convention to discuss a possible bid and check the location availability. Unfortunately, the Ruston convention center is not available on the Memorial Day weekend and is not rented on Sundays. We looked at other possible locations in the general area. There is a new facility at Louisiana tech in Ruston and a convention center in Monroe. I did some research on the Louisiana Tech location, and it's \$3500.00 per day to rent and we must hire security, in addition they don't book 1 year out and that is a bad time for them due to graduations. After talking to Daniel yesterday, he doesn't believe they have the support to put on a convention at this time. They are a growing area and will look at it in the next few years. I have had some discussion with Don B on the intention to bid on the LRCNA 42 convention, to be tentatively held somewhere in the New Orleans vicinity, we will see.

That still leaves 2024 open. I have spoken with Michelle, our hotel contact, about having it there next year. She told me that the hotel would be delighted to have us back and tentatively reserved the spot for us on May 23, 24 and 25 of

2025, pending approval from the board and the Louisiana Region. With my time on the board ending after this meeting, I have put together a group of people willing to serve on a convention committee for 2025. I have approached the Bayou Recovery for their blessing and have received it. I will be submitting a bid for the 2025 convention at the Marriott. I am bringing the bid guidelines with me to answer any questions the board may have. Additionally, Robbie has called me concerning Pre-Christmas night of fun, more will be revealed.

Finally, it looks like Ronnie and his band of merry people have put on a fine convention. It was well attended, fun and went off without a hitch (sic). After a brief look at the finances, it looks like it was a financial success as well. I am looking forward to Ronnie and Don's report.

I will be cutting off the zoom account this week and will coordinate with Rick for payment and the starting of a new zoom account.

In Service Bob Singer

Chair

## Louisiana Regional Convention Board Report 3-

4/7/24

### Greetings

It has been a couple of busy months for the board. Included with my report will be bank statements from the 3 accounts for December, January and February, minutes from our last board meetings as well as convention committee meeting minutes (I will give a copy to the secretary, as well as a digital copy, as there 17 pages). As well as the treasurers report from the convention for a little light reading. I will also forward them electronically to whoever becomes the secretary.

We have held two (2) meetings since the last regional meeting.

We have completed work on our property sheet for any of the equipment that we purchase and give to committee members to fulfil their duties, I have included a preliminary copy of the form.

We held our last board meeting in Baton Rouge in March. In addition to the board members Ronnie P, convention chair, was in attendance. Our discussion was focused on improving how we keep track of inventory and how money is processed. Don B had some excellent suggestions at the previous board meeting that the board agreed to adopt and fund. We have purchased:

2 square terminals for use by the convention committee, for approximately \$299.00 each, plus tax (shipping is free)

We will be purchasing:

1 hotspot device and subscription. To be maintained (paid) by the board and used by the convention committee. Price to be determined.

We have also purchased rolls of thermal paper for the terminals for receipts. The board currently purchases event insurance rider for the convention, through an online service, we will do this in advance of the Convention. We agreed that in the future we will consider event insurance on a venue-by-venue basis. Most likely Pre-Christmas Nite of fun. We also agreed to obtain a Debit card to be held by the treasurer, which the treasurer has done. This will be used to pay for future subscriptions to Microsoft 365 account and the zoom subscription expenses that the board will be responsible for. It is currently on my credit card (I am to reimbursed for the expense), but in the future it can be paid by the board



treasurer, whoever they might be. Ric has been looking into the hotspot device, and apparently it was not as straightforward as we thought. After discussion we decided that we would go ahead with the purchase on a trial basis.

We also discussed future additional board members, and the problems of traveling to board meetings that are located mainly in Baton Rouge. As a result, we approved having board members be able to join the board meeting through zoom if necessary. We have the technology available and will try it out. Speaking of board members, we currently have 2 vacant spots on the board to fill. Hopefully the Region can find some members to fill these spots. On a more personal note, I will be rolling off the board in June. It has been both challenging and rewarding. It has been a privilege to be able to serve. Despite all the work involved, it's actually very rewarding.

The convention committee has recently filled its Secretary and Hospitality chair positions. Cheyenne W from Bayou has stepped up to be Secretary and Trevis J. from Central has stepped up to be Hospitality chair. Ronnie P and Nikki B. have done a great job keeping the committee focused, Don has done an excellent job as treasurer. The speakers have been chosen, the workshops selected and the design for the convention T shirts has been set. All and all it looks like they are working well together, and have great energy together. There will be a convention fundraiser in Alexandria on April 27<sup>th</sup>, hosted by the Central Area and a the Pajama Jam in Lafayette on April 13<sup>th</sup>. There are flyers available. In addition we will have the Lone Star Regional Office selling literature and book covers at the convention. You can also arrange for orders and pick them up at the convention to save the cost of shipping.

Finally, we would like to have a convention bid for 2025, or even 2026. The board would love to help. If you have any questions, please feel free to ask me or one of the other board members for help. My phone number is 225 9784749 and my email is [rsinger@tgpohio.com](mailto:rsinger@tgpohio.com).

In service Bob Singer

LRCC Chair

LRCNA BOD  
May 11, 2024

Meeting opened at 3:36pm.

**Roll Call:**

Chair - Bob Singer  
Vice Chair - Ron Duggins  
Secretary - Denise Howell  
Treasurer - Ric S.  
Vendor Liaison - Pixie Storer  
Web Liaison - Pixie Storer  
Convention Chair - Ronnie Pope

Review and approval of minutes: Made by Ric, 2nd Ron - Passed

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**Chair Report: Bob Singer**

05/11/24

Greetings all

Thank you all for attending, this is a little different meeting type for the board, but it should be fine. We will try to keep this meeting as focused as possible. The business we will cover is:

- 1) Money drop off and giving receipts during the convention. I asked Ric to work out a system for the money drops during the convention. Last year was not very well organized and needed some tweaking. (located at the end of these minutes)
- 2) Night deposit to the bank. Last year we didn't have the ability to make night deposits to the bank, as a result we had to leave the money in the hotel's safe until Tuesday, when the bank opened. Pixie and I had to go to the hotel on Tuesday, take the money to the bank and make the deposit, which was very cumbersome. This year the treasurer lives in New Orleans, which would be a mess. I asked Ric to investigate getting some type of night deposit method from the bank, so we can do night deposits during the convention. (located at the end of these minutes)
- 3) Event insurance. We typically do event insurance for the convention, this year will be no different.
- 4) A printer for the secretary to use and use by the committee during the convention. It has been suggested that we purchase a printer for the convention secretary to use during the year and the convention committee to use during the convention. The Committee secretary does not have a printer, and there are no requirements that they do. This requires them to have everything printed for them at Office Depot, or wherever they are having it done. This would provide a printer for the secretary to use.

5) More discussion on the hotspot for the convention committee. There seems to be a problem with us purchasing a hotspot, the cost. We will have additional discussion on this.

I attended the regional meeting April 6<sup>th</sup> and 7<sup>th</sup> in Baton Rouge. I provided them with a copy of the current bank statements and or transaction reports as well as a treasurer's report, the board minutes, convention committee minutes and bank statements/reports and a report from the board. I have included a copy of my report with this report. I expressed to them the need for additional board members as well as a convention site for LRCNA 41 in 2025 and even LRCNA 42 in 2026. I have had some discussion with Don B on the intention to bid on the LRCNA 42 convention, to be tentatively held somewhere in the New Orleans vicinity, we will see. I was also approached by the ASR from the Serenity Area, located in Ruston. They have a convention center in Ruston that is separate from a hotel. They will be meeting this weekend to discuss hosting LRCNA 41 next year. This will require someone from the board to travel to Ruston to look at the site and the costs associated with it. I told them I would be willing to go once they decided. Hopefully someone else from the board will go with me.

The issue of the hotspot for the convention committee has been brought to my attention by Ric. There is some confusion on my part as to what is involved in getting a "hot spot". This will need some clarification at the meeting today to resolve this issue. Other than that, things seem to be well in hand. Im sure by now the convention committee will have pinned down most of the tasks they have to do. I have attended the Convention committee meetings along with some of the other board members and they seem to be making great progress. Ronnie and Nikki have done a great job keeping the committee focused, Don has done an excellent job as treasurer, Program has made great progress on the speaker selection as well as the rest of the program. The committee seems ready for the convention.

Finally, we will have to think about electing a new chair at our next meeting. I am going to be rolling off the board in June or July(?) . Either way we need a Chair. I don't have a problem going to the meeting in Ruston to review the site, if that's what it comes to, however it will be a challenge to have a convention there with just a few if any experienced members to put it on. It looks like things are going to stay challenging for a while.

In Service Bob Singer

Chair

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## Louisiana Regional Convention Board Report

4/7/24

Greetings

It has been a couple of busy months for the board. Included with my report will be bank statements from the 3 accounts for December, January and February, minutes from our last board meetings as well as convention committee meeting minutes (I will give a copy to the secretary, as well as a digital copy, as there 17 pages). As well as the treasurer's report from the convention for a little light reading. I will also forward them electronically to whoever becomes the secretary.

We have held two (2) meetings since the last regional meeting.

We have completed work on our property sheet for any of the equipment that we purchase and give to committee members to fulfill their duties, I have included a preliminary copy of the form.

We held our last board meeting in Baton Rouge in March. In addition to the board members Ronnie P, convention chair, was in attendance. Our discussion was focused on improving how we keep track of inventory and how money is processed. Don B had some excellent suggestions at the previous board meeting that the board agreed to adopt and fund. We have purchased:

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In service Bob Singer

LRCC Chair

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#### Vice Chair Report - Ron Duggins

- No report
- 

#### Treasurer Report - Ric S.

##### Louisiana Regional Convention Corporation Treasurer's Report

May 11, 2024

Since the March 10<sup>th</sup> meeting, I filed the Federal Form 990 with the Internal Revenue Service. The receipt and postcard are in the Corporation's binder as a permanent record.

Hotspot device requested by the HCC, I did go back and research the possibility of getting a better rate as a non-profit organization. I sent an email to board members on 3/25 (attached) and no one responded so I didn't proceed with a purchase because a) it would cost us \$1,200 over 24 months for the service; b) we're only 6 weeks away from the convention; c) the Marriott provides free wi-fi in every area we need service; d) we won't even use the service four about five months out of the year. It would effectively cost us \$85.71 per month of active usage. Unless the board disagrees, I see no reason to enter into this obligation.

Alternative P O Box Option—the smallest box available at the UPS Store is \$25 per month. If we pre-pay for a year, we get one month free. Even with that discount, it would still cost us \$275 per year. At present, we are only paying \$248 per year to USPS. Since the only materials that show our P O Box are our checks—and the recipient only sees that information after they have received a check—we really don't have a great need for a box at all. I suggest that we use the mailing address of an officer, either the secretary or the treasurer, on any publications. This information would only need to be updated or changed in two-year intervals and, without renting a box, we will have saved \$550 over that period. I recommend that we not renew the P O Box next year.

Electronic/Digital Property Acknowledgement to establish a protocol for the handling of all IT and related equipment or other property, I have updated the form which we agreed would be implemented for May 1<sup>st</sup>. Again, we're just weeks away from the convention, however, we have substantial IT property (hardware and software) that will be used at that event so I will get signatures before the convention begins.

**Transfer of Recurring Payment** process for Zoom and the Microsoft Account, I need to have the information to complete that request and I'll get it done.

**Cash Handling Policy** for the convention. I have prepared a policy and, if approved today, will have the process implemented on 5/24. This includes step-by-step requirements of cash handling throughout the convention with all specified documents to be used. Night deposit drop capability has been confirmed with Regions Bank so we will make drops each night of the convention.

**Purchase of All-in-One Printer** to be added to the inventory of equipment owned by the corporation. Pre- and post-convention, the printer would be assigned to the Secretary or another HCC officer and will be used to scan, print and otherwise produce reports and related documents for the HCC.

Cash Balance beginning of meeting: \$ 2,796.55 /End of Meeting: \$ \_\_\_\_\_

I.L.S.,

Ric S

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#### **Convention Committee Chairperson Report - Ronnie Pope**

- Everything is in place
  - All committees are ready
  - Vice Chair has resigned
  - Room block has been met.
  - Final committee meeting will be by Sunday after the convention ends.
- 

#### **Web Liaison - Pixie Storer**

- Form not being forwarded to Treasurer and Registration Chair. Steve has corrected it.
  - Bob suggested updating the website as early as this year.
  - BOD needs to have access to the website. Steve hosts the domain/server.
- 

#### **Vendor Liaison Report - Pixie Storer**

- Parable Designs will be at the convention
  - Lanier Taping will be at the convention
  - Lone Star will donate 20 books for the newcomers. They will also sell literature and other items that are non competitive with other vendors.
-

## Old Business:

1. Convention Bids
  - a. Don has stated that he wished to put in a convention bid in 2026. This would be an off year for NOACNA.
  - b. Ruston is interested in hosting in 2025 but has questions. Bob will call contact to answer. Bob and Ron will go to Ruston to review space.
2. Zoom - Cancel Zoom until the convention committee starts to meet again.
3. Microsoft Account - Will also probably cancel until needed again.
4. Hot Spot
  - a. Hotspot will not be used at least 5 months out of the year.
  - b. Will revisit when a committee is in place.

## New Business:

1. Vendor Liaison Proposal
  - a. Need to resign a new contract.
  - b. Parable will sign a new agreement.
2. Elections
  - a. Bob, Ron and Denise will roll off the board this year.
  - b. Possible suggestion to nominate Ronnie P. for the BOD
  - c. Ron will go to July's region in place of Bob.
3. Printer Proposals
  - a. Will purchase BW printer, large capacity toner, and ½ case of paper.
4. Treasurer's proposals
  - a. Money drops and onsite counting process in place
5. Cash App
  - a. BOD currently has PayPal and Square. Ric will create a Cash App account for the BOD. Will need a BOD email address. Possible [LRCC@gmail.com](mailto:LRCC@gmail.com) or [LRCCNA@gmail.com](mailto:LRCCNA@gmail.com).
  - b. Motion to create a Cash App to be used by the convention committee in the name of the corporation to use for payment. Made by Bob and 2nd by Ron.  
Passed
6. Next business meeting date - Saturday, June 15, 2024 at 1pm at Grace Baptist Church..

Motion to close at 4:43pm made by Ron and 2nd by Denise

## LRCNA XL CONVENTION – BATON ROUGE, LA

MAY 24-26, 2024

### POS FUNDS PICK-UP AND DEPOSIT POLICY

As Trusted Servants of Narcotics Anonymous, it is our responsibility to ensure that cash handling procedures are established and maintained throughout the Louisiana Regional Convention of Narcotics Anonymous. The following policy has been established and should be strictly adhered to, with all documentation, receipts, notes, etc. to be retained for the permanent record.

1. The room designated as the "Office" or "Vault" is just that and should not be considered a place of gathering for anyone not directly responsible to the Louisiana Regional Convention Corporation, namely, the LRCC Treasurer and the HCC Treasurer. Doors are *never* to be left open at any time.
2. Keys for the "Office" or "Vault" shall be issued to and remain in the possession of the LRCC Treasurer and the HCC Treasurer at all times.
3. The "Office" or "Vault" should not be used to store any other items not directly related to cash handling throughout the convention.
4. Frequent "Cash" pick-ups from various points of sale (POS) should be made frequently, not less than every 2 hours, and such should only be done jointly by the LRCC Treasurer and the HCC Treasurer or, in rare circumstances, their designee(s). This should not be a common practice, as the two treasurers are the fiduciaries for the Louisiana Regional Convention of Narcotics Anonymous.
5. Cash and other negotiable instruments are to be collected by the aforesaid trusted servants and only using envelopes labeled, "**POS FUNDS PICK-UP REPORT,**" which are completed at the Point of Sale station, and are numbered sequentially to match the cash pick-up receipt book provided.
6. Funds are to be counted in the presence of the two treasurers, with the POS designee verifying the amount of cash, etc. collected. Envelope labels are to be completed *at the point of service*, the results of which are to be initialed by all three parties.
7. The HCC Treasurer is to establish, in advance, a system through which "readings" can be taken from the POS management system (Square). Such readings are to be made available to the POS designee when collecting funds from each location. POS reports are to be printed and maintained as part of the permanent record, being balanced to the amount of money collected once in the vault. Any discrepancies between machine readings are to be explained and well-noted during each reconciliation.
8. Ultimately, Daily Cash Collections and Electronic Transactions reports are to be used to complete the daily bank deposit. Reports and all supporting documentation, including a detailed spreadsheet, are to be kept for the permanent record.
9. A deposit slip should be prepared for each day's transactions during the three-day convention (Friday, Saturday and Sunday). Again, deposits should be verified by both treasurers. Zippered deposit bags, containing cash, checks and coins are to be taken to Regions Bank and deposited in the night drop after reconciled each day. Validated deposit slips will be returned with the zipper bags by Regions Bank on the next business day (Tuesday, following Memorial Day).
10. For *any* games of chance (50/50, auction, giveaways, etc.), controls must be controlled as with any other cash-handling project. ONLY numbered tickets should be used.



Pre-packaged, labeled envelopes containing a fixed number of tickets and the value of same written on the label should be used and distributed to/picked up from those persons trusted with ticket sales. To receive additional tickets, each volunteer should return the envelopes reconciled with the amount of cash required. Treasurers should verify the total cash returned, issuing a receipt to the volunteer. A control sheet should be used to account for all tickets issued and cash returned.

Agreed to on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;

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HCC Treasurer

---

LRCC Treasurer

**Louisiana Regional Convention Corporation**  
**Electronic/Digital Property Acknowledgement**

As a trusted servant of Narcotics Anonymous and Louisiana Regional Convention Corporation (LRCC), you have been issued the following electronic/digital property, hardware or software to be used to carry out your duties to the Louisiana Regional Convention. By your signature(s) below, you acknowledge and agree to:

1. Receipt of 1 Laptop Computer valued at \$1,700.00
2. Access to LRCC subscription of Microsoft 365 software bundle
3. Access to VENMO, CashApp & PayPal digital payment systems
4. Receipt of 2 (two) Square digital payment systems sale processing POS devices
5. \_\_\_\_\_
6. \_\_\_\_\_

By receipt of the abovementioned hardware or software packages, you agree to:

1. Take all reasonable measures to protect and secure all items from damage, theft, or other loss.
2. Secure all passwords issued by LRCC, ensuring that said information is not shared with any other person or entity (other than other duly appointed trusted servants).
3. Not download ANY personal software, personal emails, photos, personal website searches, or any digital media not directly associated with your assigned duties.
4. Not change any passwords associated with LRCC, its subscriptions and/or software, its vendors, or related business partners, unless, as may be required for security purposes, and ONLY after communicating with the LRCC Chair, Vice Chair or Treasurer (if appropriate). Current passwords to be provided below.
5. Not lend or otherwise allow access to the Electric/Digital Property and related hardware or software to anyone not serving in an official capacity with LRCC, its agents or assigns.
6. Surrender, upon formal written demand from LRCC, any or all of the abovementioned items within 72-hours or a time frame mutually agreed upon by all parties.

Signature of Trusted Servant	____/____/____
Signature of Trusted Servant	____/____/____
Signature of LRCC Chair, Vice Chair or Treasurer	____/____/____

Please provide **User Names/Passwords** currently in use for each system or service in the section below.

1. Equipment, Service Name: \_\_\_\_\_ User: \_\_\_\_\_  
 Password: \_\_\_\_\_
2. Equipment, Service Name: \_\_\_\_\_ User: \_\_\_\_\_  
 Password: \_\_\_\_\_

3. Equipment, Service Name: \_\_\_\_\_ User: \_\_\_\_\_  
Password: \_\_\_\_\_
4. Equipment, Service Name: \_\_\_\_\_ User: \_\_\_\_\_  
Password: \_\_\_\_\_
5. Equipment, Service Name: \_\_\_\_\_ User: \_\_\_\_\_  
Password: \_\_\_\_\_
6. Equipment, Service Name: \_\_\_\_\_ User: \_\_\_\_\_  
Password: \_\_\_\_\_

**Electronic/Digital Property Acknowledgement**, as approved at the May board meeting, was signed by myself and the HCC Treasurer on 5/24/24 and is part of the public record.

**Transfer of Recurring Payment** process for Zoom and the Microsoft Account. Sorry to say, I just didn't get it done but I will within the next month. I do have all the necessary information so it should not be a problem.

**Cash Handling Policy** for the convention, as approved, was signed by myself and the HCC Treasurer on 5/24/24. The program was implemented during this year's convention and seemed to go very smoothly. Rather than keep any funds on hotel property, we made secure drops each night/day and retrieved validated deposit slips from Regions Bank on 5/28/24.

**Purchase of All-in-One Printer, Toner and ½ Case of Multi-Purpose Copy Paper**, as approved, was purchased, was used throughout the convention, and was returned to the Board following the convention.

**Net Financial Position of Convention XXXLX** I have reconciled all three bank accounts with all records submitted by the HCC and the convention was, in fact, a success again this year. HCC Treasurer, Don B kept meticulous records, all of which will be turned into the board as the fiduciary body for Louisiana Regional Convention Corporation.

Today, I'm submitting an Overall Income Statement (Attachment #1) that shows all income, costs of sales and all expenses of both the HCC and the board since July 1, 2023, as well as a secondary Income Statement (Attachment #2) that reflects only the transactions directly related to the convention.

According to my records, which tie perfectly with all bank accounts, the 2024 convention had net proceeds of \$13,644.73, compared to the HCC report showing a surplus of \$13,014.40 (Attachment #4). My records indicate that there was an additional "profit" of \$630.33 not shown in the HCC reconciliation. To set the HCC team at ease and why I believe my final numbers are correct, their reconciled checkbook balance is \$20,462.56 (Attachment #3). If we deduct the start-up money added to the account in the amount of \$7,000.00, the remaining available to return on behalf of the convention is \$13,462.56. There is yet an unreconciled difference of \$182.17, which I have been unable to find but nonetheless, it is safe to say that \$13,462.56 is the actual profit of the convention.

As a point of clarification, with equipment and technology expenses and federal filing fees, the LRCC Board shows a net surplus of \$9,256.55.

From a budgetary perspective, the HCC classified some of their expenditures differently from the way I recorded them but, regardless of the categories used, they overall convention costs were under budget by \$156.80. The team did a great job.

The two Income Statements and Balance Sheet are being distributed to everyone today. The General Ledger, which shows every transaction in every account since July, 2023, along with the bank statements and bank reconciliations, are being included in the binder for anyone to review.

For this record, however, I am including a breakdown of our cash-on-hand in the three Regions accounts as of June 30, 2024:

Savings Account	-2285	\$ 500.00
LRCC Main Account	-4210	\$ 2,143.99
HCC Operating Account	-4245	\$ 20,462.56
<b>Total Cash-on-Hand</b>		<b>\$ 23,106.55</b>

Finally, at the close of the convention, Bob Si. loaded his truck with several boxes of miscellaneous items and inventory belonging to the convention. In addition, I took the printer, toner, copy paper and many other items which I plan to turn over to the next HCC unless a decision is made to move all items from my house and Bob's to a secured storage facility.

The convention was lots of fun and I think we learned this year how to modify the process and timeline for future convention committees and it is my hope we can visit possible changes in the convention guidelines and maybe even the corporations by-laws in the next few months.

I.L.S.,

Ric S

**Louisiana Regional Convention of Narcotics Anonymous XL**  
**May 24th - May 26th, 2024**  
**Marriot Baton Rouge**

**Income Statement**

Pre Convention	Income			Committee	Expense	Profit/Loss
	Friday	Saturday	Sunday			
\$ 3,655.00	\$ 5,146.00	\$ 2,695.00	\$ 130.00	Registration	\$ (1,685.00)	\$ 9,941.00
\$ 1,415.00	\$ 2,850.00	\$ 2,210.00	\$ 376.00	Merchandise	\$ (4,670.94)	\$ 2,180.06
	\$ 1.00	\$ 8.50	\$ -	Hospitality	\$ (2,271.32)	\$ (2,261.82)
			\$ 325.00	Parable Design		\$ 325.00
		\$ 4,010.00		Live Auction		\$ 4,010.00
	\$ 208.00	\$ 1,077.00		50/50 Raffle	\$ (642.50)	\$ 642.50
	\$ 362.00	\$ 238.00		Recovery Raffle		\$ 600.00
	\$ 72.00			Karaoke Night		\$ 72.00
				Entertainment	\$ (1,948.57)	\$ (1,948.57)
\$ 9,651.93				Fundraising	\$ (2,257.00)	\$ 7,394.93
				Serenity Keepers	\$ (293.14)	\$ (293.14)
				Hotel Liasons	\$ (4,624.43)	\$ (4,624.43)
				Arts & Graphics	\$ (1,057.35)	\$ (1,057.35)
				Programming	\$ (1,172.60)	\$ (1,172.60)
	\$ (98.44)	\$ (147.36)	\$ (5.93)	Administrative	\$ (394.21)	\$ (394.21)
\$ 14,721.93	\$ 8,639.00	\$ 10,238.50	\$ 831.00	Processing Fees	\$ (147.24)	\$ (398.97)
	\$		\$ 19,708.50	Totals	\$ (21,164.30)	\$ 13,014.40
<b>Convention Year Total</b>						<b>Profit</b>
	\$	\$	\$ 34,430.43			<b>over seed money</b>

LOUISIANA REGIONAL CONVENTION  
INCOME STATEMENT  
COMPARED WITH BUDGET  
FOR THE SIX MONTHS ENDING JUNE 30, 2024



#2

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
REVENUES						
FUNDRAISERS-HALLOWEEN	\$ 1,530.00	\$ 0.00	\$ 1,530.00	\$ 0.00	\$ 0.00	\$ 0.00
FUNDRAISERS-PRE-CHRISTMAS N	4,831.05	0.00	4,831.05	0.00	0.00	0.00
FUNDRAISERS-VALENTINE'S EVEN	925.56	0.00	925.56	925.56	0.00	925.56
FUNDRAISERS-CENLA BBQ	1,144.32	0.00	1,144.32	1,144.32	0.00	1,144.32
MARDI GRAS BALL FUNDRAISER	1,221.00	0.00	1,221.00	1,221.00	0.00	1,221.00
SALES-MERCHANDISE	6,861.00	0.00	6,861.00	6,596.00	0.00	6,596.00
SALES-RAFFLE TICKETS	1,232.50	0.00	1,232.50	1,232.50	0.00	1,232.50
SALES-REGISTRATION	11,626.00	0.00	11,626.00	11,306.00	0.00	11,306.00
SALES-LIVE AUCTION	4,010.00	0.00	4,010.00	4,010.00	0.00	4,010.00
SALES-HOSPITALITY DONATIONS	334.50	0.00	334.50	334.50	0.00	334.50
KARAOKE NIGHT	72.00	0.00	72.00	72.00	0.00	72.00
<b>TOTAL REVENUES</b>	<b>33,787.93</b>	<b>0.00</b>	<b>33,787.93</b>	<b>26,841.88</b>	<b>0.00</b>	<b>26,841.88</b>
<b>GROSS PROFIT</b>	<b>33,787.93</b>	<b>0.00</b>	<b>33,787.93</b>	<b>26,841.88</b>	<b>0.00</b>	<b>26,841.88</b>
EXPENSES						
HCC-ADMINISTRATIVE EXPENSE	1,112.60	1,000.00	112.60	513.37	1,000.00	(486.63)
HCC-ARTS & GRAPHICS EXPENSE	992.00	1,000.00	(8.00)	992.00	1,000.00	(8.00)
HCC-CONVENTION HOTEL LIAISO	4,324.43	4,000.00	324.43	3,824.43	4,000.00	(175.57)
HCC-ENTERTAINMENT EXPENSE	2,079.15	2,000.00	79.15	2,079.15	2,000.00	79.15
HCC-FUNDRAISING EXPENSE	2,257.00	0.00	2,257.00	757.00	0.00	757.00
HCC-HOSPITALITY EXPENSE	2,271.32	2,300.00	(28.68)	2,271.32	2,300.00	(28.68)
HCC-MERCHANDISE EXPENSE	3,740.61	5,000.00	(1,259.39)	2,862.53	5,000.00	(2,137.47)
HCC-PROGRAMMING EXPENSE	1,322.60	3,000.00	(1,677.40)	900.40	3,000.00	(2,099.60)
HCC-REGISTRATION EXPENSE	1,750.35	1,700.00	50.35	1,685.00	1,700.00	(15.00)
HCC-SERENITY KEEPERS EXPENSE	293.14	300.00	(6.86)	293.14	300.00	(6.86)
<b>TOTAL EXPENSES</b>	<b>20,143.20</b>	<b>20,300.00</b>	<b>(156.80)</b>	<b>16,178.34</b>	<b>20,300.00</b>	<b>(4,121.66)</b>
<b>NET INCOME</b>	<b>\$ 13,644.73</b>	<b>\$ (20,300.00)</b>	<b>\$ 33,944.73</b>	<b>\$ 10,663.54</b>	<b>\$ (20,300.00)</b>	<b>\$ 30,963.54</b>

Handwritten notes and corrections in the table:

- Next to HCC-ADMINISTRATIVE EXPENSE: -9
- Next to HCC-ARTS & GRAPHICS EXPENSE: -3
- Next to HCC-CONVENTION HOTEL LIAISO: -4
- Next to HCC-ENTERTAINMENT EXPENSE: -6
- Next to HCC-FUNDRAISING EXPENSE: -5
- Next to HCC-HOSPITALITY EXPENSE: -5
- Next to HCC-MERCHANDISE EXPENSE: -3
- Next to HCC-PROGRAMMING EXPENSE: -7
- Next to HCC-REGISTRATION EXPENSE: -10

LOUISIANA REGIONAL CONVENTION  
BALANCE SHEET  
JUNE 30, 2024

#3

ASSETS

CURRENT ASSETS		
MAIN LRCC CHECKING ACCT-4210	\$	2,143.99
HCC OPERATING ACCOUNT-4245		20,462.56
LRCC-SAVINGS ACCOUNT-2285		500.00
		<hr/>
TOTAL CURRENT ASSETS		23,106.55
PROPERTY AND EQUIPMENT		
		<hr/>
TOTAL PROPERTY AND EQUIPMENT		0.00
OTHER ASSETS		
		<hr/>
TOTAL OTHER ASSETS		0.00
		<hr/>
TOTAL ASSETS	\$	<u>23,106.55</u>

LIABILITIES AND CAPITAL

CURRENT LIABILITIES		
		<hr/>
TOTAL CURRENT LIABILITIES		0.00
LONG-TERM LIABILITIES		
		<hr/>
TOTAL LONG-TERM LIABILITIES		0.00
		<hr/>
TOTAL LIABILITIES		0.00
CAPITAL		
BEGINNING BALANCE EQUITY	\$	13,850.00
RETAINED EARNINGS		650.53
NET INCOME		8,606.02
		<hr/>
TOTAL CAPITAL		23,106.55
		<hr/>
TOTAL LIABILITIES & CAPITAL	\$	<u>23,106.55</u>



Since the March 10<sup>th</sup> meeting, I filed the Federal Form 990 with the Internal Revenue Service. The receipt and postcard are in the Corporation's binder as a permanent record.

**Hotspot** device requested by the HCC, I did go back and research the possibility of getting a better rate as a non-profit organization. I sent an email to board members on 3/25 (attached) and no one responded so I didn't proceed with a purchase because a) it would cost us \$1,200 over 24 months for the service; b) we're only 6 weeks away from the convention; c) the Marriott provides free wi-fi in every area we need service; d) we won't even use the service four about five months out of the year. It would effectively cost us \$85.71 per month of active usage. Unless the board disagrees, I see no reason to enter into this obligation.

**Alternative P O Box Option**—the smallest box available at the UPS Store is \$25 per month. If we pre-pay for a year, we get one month free. Even with that discount, it would still cost us \$275 per year. At present, we are only paying \$248 per year to USPS. Since the only materials that show our P O Box are our checks—and the recipient only sees that information *after* they have received a check—we really don't have a great need for a box at all. I suggest that we use the mailing address of an officer, either the secretary or the treasurer, on any publications. This information would only need to be updated or changed in two-year intervals and, without renting a box, we will have saved \$550 over that period. I recommend that we not renew the P O Box next year.

**Electronic/Digital Property Acknowledgement** to establish a protocol for the handling of all IT and related equipment or other property, I have updated the form which we agreed would be implemented for May 1<sup>st</sup>. Again, we're just weeks away from the convention, however, we have substantial IT property (hardware and software) that will be used at that event so I will get signatures before the convention begins.

**Transfer of Recurring Payment** process for Zoom and the Microsoft Account, I need to have the information to complete that request and I'll get it done.

**Cash Handling Policy** for the convention. I have prepared a policy and, if approved today, will have the process implemented on 5/24. This includes step-by-step requirements of cash handling throughout the convention with all specified documents to be used. Night deposit drop capability has been confirmed with Regions Bank so we will make drops each night of the convention.

**Purchase of All-in-One Printer** to be added to the inventory of equipment owned by the corporation. Pre- and post-convention, the printer would be assigned to the Secretary or another HCC officer and will be used to scan, print and otherwise produce reports and related documents for the HCC.

Cash Balance beginning of meeting: \$ 2,796.55 /End of Meeting: \$ \_\_\_\_\_

I.L.S.,

Ric S

## LRCNA XL CONVENTION – BATON ROUGE, LA

MAY 24-26, 2024

### POS FUNDS PICK-UP AND DEPOSIT POLICY

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1. The room designated as the “Office” or “Vault” is just that and should not be considered a place of gathering for anyone not directly responsible to the Louisiana Regional Convention Corporation, namely, the LRCC Treasurer and the HCC Treasurer. Doors are *never* to be left open at any time.
2. Keys for the “Office” or “Vault” shall be issued to and remain in the possession of the LRCC Treasurer and the HCC Treasurer at all times.
3. The “Office” or “Vault” should not be used to store any other items not directly related to cash handling throughout the convention.
4. Frequent “Cash” pick-ups from various points of sale (POS) should be made frequently, not less than every 2 hours, and such should only be done jointly by the LRCC Treasurer and the HCC Treasurer or, in rare circumstances, their designee(s). This should not be a common practice, as the two treasurers are the fiduciaries for the Louisiana Regional Convention of Narcotics Anonymous.
5. Cash and other negotiable instruments are to be collected by the aforesaid trusted servants and only using envelopes labeled, “**POS FUNDS PICK-UP REPORT,**” which are completed at the Point of Sale station, and are numbered sequentially to match the cash pick-up receipt book provided.
6. Funds are to be counted in the presence of the two treasurers, with the POS designee verifying the amount of cash, etc. collected. Envelope labels are to be completed *at the point of service*, the results of which are to be initialed by all three parties.
7. The HCC Treasurer is to establish, in advance, a system through which “readings” can be taken from the POS management system (Square). Such readings are to be made available to the POS designee when collecting funds from each location. POS reports are to be printed and maintained as part of the permanent record, being balanced to the amount of money collected

once in the vault. Any discrepancies between machine readings are to be explained and well-noted during each reconciliation.

8. Ultimately, Daily Cash Collections and Electronic Transactions reports are to be used to complete the daily bank deposit. Reports and all supporting documentation, including a detailed spreadsheet, are to be kept for the permanent record.
9. A deposit slip should be prepared for each day's transactions during the three-day convention (Friday, Saturday and Sunday). Again, deposits should be verified by both treasurers. Zippered deposit bags, containing cash, checks and coins are to be taken to Regions Bank and deposited in the night drop after reconciled each day. Validated deposit slips will be returned with the zipper bags by Regions Bank on the next business day (Tuesday, following Memorial Day).
10. For any games of chance (50/50, auction, giveaways, etc.), controls must be controlled as with any other cash-handling project. ONLY numbered tickets should be used. Pre-packaged, labeled envelopes containing a fixed number of tickets and the value of same written on the label should be used and distributed to/picked up from those persons trusted with ticket sales. To receive additional tickets, each volunteer should return the envelopes reconciled with the amount of cash required. Treasurers should verify the total cash returned, issuing a receipt to the volunteer. A control sheet should be used to account for all tickets issued and cash returned.

Agreed to on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_;

\_\_\_\_\_  
HCC Treasurer

\_\_\_\_\_  
LRCC Treasurer

**Louisiana Regional Convention Corporation  
Electronic/Digital Property Acknowledgement**

As a trusted servant of Narcotics Anonymous and Louisiana Regional Convention Corporation (LRCC), you have been issued the following electronic/digital property, hardware or software to be used to carry out your duties to the Louisiana Regional Convention. By your signature(s) below, you acknowledge and agree to:

1. Receipt of 1 Laptop Computer valued at \$1,700.00
2. Access to LRCC subscription of Microsoft 365 software bundle
3. Access to VENMO, CashApp & PayPal digital payment systems
4. Receipt of 2 (two) Square digital payment systems sale processing POS devices
5. \_\_\_\_\_
6. \_\_\_\_\_

By receipt of the abovementioned hardware or software packages, you agree to:

1. Take all reasonable measures to protect and secure all items from damage, theft, or other loss.
2. Secure all passwords issued by LRCC, ensuring that said information is not shared with any other person or entity (other than other duly appointed trusted servants).
3. Not download ANY personal software, personal emails, photos, personal website searches, or any digital media not directly associated with your assigned duties.
4. Not change any passwords associated with LRCC, its subscriptions and/or software, its vendors, or related business partners, unless, as may be required for security purposes, and ONLY after communicating with the LRCC Chair, Vice Chair or Treasurer (if appropriate). Current passwords to be provided below.
5. Not lend or otherwise allow access to the Electric/Digital Property and related hardware or software to anyone not serving in an official capacity with LRCC, its agents or assigns.
6. Surrender, upon formal written demand from LRCC, any or all of the abovementioned items within 72-hours or a time frame mutually agreed upon by all parties.

Signature of Trusted Servant	____/____/____
Signature of Trusted Servant	____/____/____
Signature of LRCC Chair, Vice Chair or Treasurer	____/____/____

Please provide **User Names/Passwords** currently in use for each system or service in the section below.

- |                                   |             |                 |
|-----------------------------------|-------------|-----------------|
| 1. Equipment, Service Name: _____ | User: _____ | Password: _____ |
| 2. Equipment, Service Name: _____ | User: _____ | Password: _____ |
| 3. Equipment, Service Name: _____ | User: _____ | Password: _____ |
| 4. Equipment, Service Name: _____ | User: _____ | Password: _____ |
| 5. Equipment, Service Name: _____ | User: _____ | Password: _____ |
| 6. Equipment, Service Name: _____ | User: _____ | Password: _____ |

**LRCNA XL CONVENTION – BATON ROUGE, LA  
POS FUNDS PICK-UP REPORT**

PICK-UP # \_\_\_\_\_ DAY: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

AMOUNT PICKED UP: \$ \_\_\_\_\_.

RECEIVED BY: \_\_\_\_/\_\_\_\_ RECEIVED FROM: \_\_\_\_\_

Receipt #: 1664\_\_\_\_\_

Special comments/issues: \_\_\_\_\_  
\_\_\_\_\_

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Special comments/issues: \_\_\_\_\_  
\_\_\_\_\_

LRCNA XL

POS Cash Pick-Up Register

\*Initials by HCC Treasurer and LRCC Treasurer Indicate Amount Collected Verified as Correct

TOTAL THIS PAGE:

\$

DATE	LOCATION	WORKER	Receipt #	CASH COLLECTED	CHECKS COLLECTED	TOTAL COLLECTED	HCC	LRCC
			16401	\$	\$	\$		
			16402	\$	\$	\$		
			16403	\$	\$	\$		
			16404	\$	\$	\$		
			16405	\$	\$	\$		
			16406	\$	\$	\$		
			16407	\$	\$	\$		
			16408	\$	\$	\$		
			16409	\$	\$	\$		
			16410	\$	\$	\$		
			16411	\$	\$	\$		
			16412	\$	\$	\$		
			16413	\$	\$	\$		
			16414	\$	\$	\$		
			16415	\$	\$	\$		
			16416	\$	\$	\$		
			16417	\$	\$	\$		
			16418	\$	\$	\$		
			16419	\$	\$	\$		
			16420	\$	\$	\$		

**LRCNA XL CONVENTION – BATON ROUGE, LA  
GAME(S) OF CHANCE TICKET CONTROL**

PICK-UP # \_\_\_\_\_ DAY: \_\_\_\_\_ DATE: \_\_\_\_\_

TICKET # \_\_\_\_\_ TO \_\_\_\_\_ VALUE \$ \_\_\_\_\_

LOCATION: \_\_\_\_\_

AMOUNT PICKED UP: \$ \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ / \_\_\_\_\_ RECEIVED FROM: \_\_\_\_\_

Receipt #: 1664 \_\_\_\_\_

Special comments/issues: \_\_\_\_\_

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Receipt #: 1664 \_\_\_\_\_

Special comments/issues: \_\_\_\_\_







Regions Bank  
 Essen Lane  
 5111 Essen Lane  
 Baton Rouge, LA 70809

LOUISIANA REGIONAL CONVENTION  
 CORPORATION INC  
 42508 BAYOU NARCISSE RD  
 GONZALES LA 70737-7620

ACCOUNT # 4210  
 Cycle *MAN* 001  
 Enclosures 26  
 Page 0  
 1 of 2

**LIFEGREEN NOT FOR PROFIT CHECKING**  
 March 30, 2024 through April 30, 2024

SUMMARY			
Beginning Balance	\$2,796.55	Minimum Daily Balance	\$2,796
Deposits & Credits	\$0.00 +	Average Monthly Statement Balance	\$2,796
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$0.00 -		
Ending Balance	\$2,796.55		

You may request account disclosures containing terms, fees, and rate information (if applicable) for your account by contacting any Regions office.

For all your banking needs, please call 1-800-REGIONS (734-4667) or visit us on the Internet at [www.regions.com](http://www.regions.com). (TTY/TDD 1-800-374-5791)



Thank You For Banking With Regions!  
 2024 Regions Bank Member FDIC. All loans subject to credit approval.



Regions Bank  
Essen Lane  
5111 Essen Lane  
Baton Rouge, LA 70809

LOUISIANA REGIONAL CONVENTION  
CORPORATION INC  
DBA LRCC 2  
42508 BAYOU NARCISSE RD  
GONZALES LA 70737-7620

ACCOUNT #

1245

Cycle  
Enclosures  
Page

*HCC* 001  
26  
0  
1 of 3

**LIFEGREEN NOT FOR PROFIT CHECKING**  
March 30, 2024 through April 30, 2024

**SUMMARY**

Beginning Balance	\$11,391.20	Minimum Daily Balance	\$10,734
Deposits & Credits	\$4,616.24 +	Average Monthly Statement Balance	\$12,322
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$2,533.62 -		
Ending Balance	\$13,473.82		

**DEPOSITS & CREDITS**

04/04	Deposit - Thank You	1,105.56
04/08	Square Inc 240408p2 Louisiana Regi	97.00
04/10	Paypal Transfer Louisiana Regi	655.22
04/15	Square Inc 240415p2 Louisiana Regi	19.38
04/29	Square Inc 240429p2 Louisiana Regi	38.76
04/29	Deposit - Thank You	2,700.32
Total Deposits & Credits		\$4,616.24

**CHECKS**

Date	Check No.	Amount	Date	Check No.	Amount
04/15	1079	22.00	04/26	1084 *	1,700.00
04/15	1080	771.00	04/15	1085	40.62
				Total Checks	\$2,533.62

\* Break In Check Number Sequence.

**DAILY BALANCE SUMMARY**

Date	Balance	Date	Balance	Date	Balance
04/04	12,496.76	04/10	13,248.98	04/26	10,734.74
04/08	12,593.76	04/15	12,434.74	04/29	13,473.82

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or visit us on the Internet at [www.regions.com](http://www.regions.com). (TTY/TDD 1-800-374-5791)



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Regions Bank  
 Jefferson Hwy  
 7777 Jefferson Highway  
 Baton Rouge, LA 70809

LOUISIANA REGIONAL CONVENTION CORP  
 42508 BAYOU NARCISSE RD  
 GONZALES LA 70737-7620

ACCOUNT # 2285

Cycle *SAVINGS* 001  
 Enclosures 26  
 Page 0  
 1 of 2

**LIFEGREEN NOT FOR PROFIT CHECKING**

December 30, 2023 through March 29, 2024

**SUMMARY**

Beginning Balance	\$500.00	Minimum Daily Balance	\$500
Deposits & Credits	\$0.00 +	Average Monthly Statement Balance	\$500
Withdrawals	\$0.00 -		
Fees	\$0.00 -		
Automatic Transfers	\$0.00 +		
Checks	\$0.00 -		
Ending Balance	\$500.00		

**EFFECTIVE 2-1-24, THE FOLLOWING FEES  
 HAVE BEEN DISCONTINUED:  
 NON-REGIONS ATM BALANCE INQUIRY FEE  
 REGIONS ATM MINI STATEMENT FEE  
 STATEMENT PRINTOUT FEE  
 SPECIAL INTERIM STATEMENT FEE  
 COPY SERVICES FEE**

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 or visit us on the Internet at [www.regions.com](http://www.regions.com). (TTY/TDD 1-800-374-5791)



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# Louisiana Regional Convention of Narcotics Anonymous XL

## “Lost Dreams Awaken...New Possibilities Arise.”

### Treasurer’s Report June 2024

#### Post Convention Report

I am Don and I am an addict,

I want to start by thanking everyone for a job well done. This was my first convention, and I will say it was totally awesome. I am honored that I was apart of this host committee and grateful for everyone who helped to make this a successful year.

I worked really hard on developing an accurate spreadsheet that pretty much gave us a daily run of the convention as well as all events, merchandise and registration. I am almost positive that the BOD will have a lot of data and information to help in making any decisions from all of our recommendations.

#### **Budgets**

I don’t think it is necessary for me to go through each committee spreadsheet, however there will be a copy in the final minutes. The first sheet we will look at is the Remaining Budget Sheet. I am proud to say that all but two committees finished under budget. Going into Convention Weekend we knew that Arts and Graphics would be \$57.35 over budget, and we made a motion to adjust the Administration budget to add to the A&G Budget. However, the Hotel Liaison Budget went over by \$624.43. This was due to a \$402.85 expense and a \$300.00 expense. Both of these expenses were accrued because we as a committee failed to secure Audio Mics and Speakers for the Grand Salon. Most of us were under the impression the Hotel provided this service for free. However, Waymon noticed things weren’t set up around 2pm on Friday. That’s when we realized we had to contract the hotel for these services. The hotel wanted around \$1300.00 for the entire weekend. I suggested we contact the DJ and see if we could use his equipment and let them charge us for Sunday. So, a discussion was had between Waymon, Ronnie, Ric S. and me on the best way to move forward. We couldn’t get the answer from the DJ right away if he had the capability of doing A/V for the whole weekend. So, we proceeded with the hotel, however about an hour after the contract was signed with the hotel for approximately \$1300.00, we were informed the DJ could do it for \$300.00. So, we opted to use the DJ. We hoped the hotel would just cancel the contract, but they held us accountable for one day of usage even though we didn’t use their services. However, we still managed to save money by utilizing the DJ instead of the Hotel. So, if we had not had that on-the-spot mishap the Hotel Liaison would have stayed under budget for the convention.

As far as budgets are concerned, I would like to make some recommendations to the BOD.

1. It is very confusing when the Hotel Liaison Budget is required to pay the bill to the hotel and then the coffee is split between two budgets. I suggest lowering the Hospital budget by \$1,300.00 and increasing the Hotel Liaison Budget by \$1,300.00. Because it can make the committee chairs confused when they are working diligently in trying to stay within their budget while trying to make orders for items.
2. I also think that the Arts and Graphics budget is totally too low, and it will definitely need to be increased next year. I am sure that the A&G Committee will have some suggestions on that.
3. May be worth noting that if a Host committee is utilizing a DJ for the Convention it may be cheaper in the long run to let them supply Audio for the entire weekend before paying the price of the A/V charges from the Hotel. For Example, if the hotel charges \$1300.00 for A/V then that is \$1300.00 available for a DJ. And that only one expense instead of two.

## Convention Totals

So Next let's look at the Convention as a whole the next sheet we will look at is the Income Statement. This gives us a complete yearly breakdown of the total income, expenses and profit. I am proud to report to you guys that we made **\$13,014.00 profit** which is above our initial \$7,500.00 seed money. This years **Convention** brought in a total of **\$34,430.43**. **Pre-convention income \$14,721.29** **Convention Weekend \$19,708.50**. **Our Expenses for the entire year totaled \$21,164.30**. The Income Statement gives a detailed breakdown of each committee and all events during the convention as well as a profit/loss for each committee.

## Checking Account

The Bank Account balances to the checkbook and the spreadsheets to the penny. However, there is still one credit that is still outstanding. The Credit is for \$51.84 which is Check for zoom equipment that was supposed to be reimbursed from the BOD. I spoke with Ric S. BOD treasurer, and he will handle it.

<b>Current checking account balance is</b>	<b>\$20,462.56</b>
<b>Reimbursement from BOD</b>	<b><u>\$51.84</u></b>
<b>Actual Balance</b>	<b>\$20,514.40</b>
<b>Minus Seed Money</b>	<b><u>&lt;\$ 7,500.00&gt;</u></b>
<b>Profit</b>	<b>\$13,014.40</b>

**Check Book - Started with Check# 1061 and Ended with Check# 1252 - Used #1061 - #1102.**

## P.O Box

One thing the BOD has to do is make sure they add the PO Box to some type of payment method as it is currently on my personal credit card. It Expires November 30, 2024, This information will be in my binder.

## Square Machines

The Square Terminal was fabulous and gave us great information throughout the year and during the convention weekend. It helped us in knowing when to do cash pick-ups and track inventory. It gave us detail information on finances as well as inventory. I think they were an asset to this convention. I would love to hear if there are any suggestions from Merchandise or Registration in regard to square. We have great detailed reports which I will be submitting with this report.

**Treasurers Binder** – I will be turning over my binder. Insides is monthly breakdown of all receipts, expenses, reports, minutes, account log in and passwords sheet, and statements. Also, all will be on zip drive.

**Password:** It is important that the member who uses all these different accounts have access to them at all times. It is very aggravating to have to call a board member to get verification codes especially when trying to have a zoom meeting or do any type of business.

This was truly an honor to serve in this position and I learned so much. I am evenly willing to do it again next year. So, I hope to see some of y'all again.

**In Loving Service,**

**Don B**