



IRCNA RESOURCE MANUAL

FIRST FULLY UPDATED PKG

SELECTIVELY UPDATED: NOVEMBER, 2016

THIS IS THE RESOURCE MANUAL FOR THE IOWA REGIONAL CONVENTION OF NARCOTICS ANONYMOUS. THE IOWA REGIONAL SERVICE COMMITTEE OF N.A. MADE THE IRCNA STANDING COMMITTEE RESPONSIBLE FOR MAINTAINING THIS RESOURCE. NONE OF THIS MATERIAL IS BINDING, BUT IT DOES CONTAIN & REFLECT BEST PRACTICES DEVELOPED OVER YEARS OF HOSTING THE ANNUAL EVENT. OF COURSE, THIS IS A WORK IN PROGRESS, SUBJECT TO ONGOING UPDATES AND IMPROVEMENT.

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CHAPTER 1:

HISTORICAL OVERVIEW & PAST SERVANTS

IRCNA

HISTORY

NARRATIVE

OFFICERS in the History of IRCNAs

	Location	Chair	Vice	Secretary	Treasurer(s)	Programming
1984/01	WATERLOO	Don R.				
1985/02	ALGONA					
1986/03	CORALVILLE/I.C.					
1987/04	WATERLOO	Joe Y.	Greg H.	Mary J.	Toni B., alone	Dana P., Mike C.
1988/05	DES MOINES	Chris T.	George M.	Melissa B.	Paul C. & Chris G.	Jeff M.
1989/06	CEDAR RAPIDS	Joe Y.	Paula L.	Pam L.	Keven M.	
1990/07	CLEAR LAKE	John P.	Mark F.	Sherri W., Lora H.	Norma R. & Don D.	Marv H.
1991/08	COUNCIL BLUFFS	Barry B.	Steve R.	Dana S.	Don D. & Bart W.	Becky B.
1992/09	SIOUX CITY	Krista L.	Colin M.	Bev Mc	Barb P. & Bruce D.	Brad J.
1993/10	DUBUQUE	Tim G.	Tilly G.	Marcia W.	Rod C. & Norma R.	Roger S.
1994/11	DES MOINES	Deb D.	Mike M.	Shelly S.	Michelle H., Kathy P.	Larry B.
1995/12	DAVENPORT	April T.	Jessica S.		Rick B.	Rick B.
1996/13	WATERLOO	Dick H.				
1997/14	CLEAR LAKE	Don D.	Mark F.	Karie N.	Dan P. & Deb P.	Mark F.
1998/15	SIOUX CITY					
1999/16	AMES	Jeff M.	Jamie L.	Carrie B.	Debi B. & Kent	Mary C.
2000/17	DAVENPORT	Rick B.	Julie S.	Yvonne D.	Esti Y., alone	Chris P.
2001/18	COUNCIL BLUFFS	Charlotte S.	Mike V.P.	Michelle H.	Joan H., Cyndie P.	Shawn R.
2002/19	DECORAH	Brenda X.		John P.		

OFFICERS in the History of IRCNAs

	Location	Chair	Vice	Secretary	Treasurer(s)	Programming
2003/20	OKOBOJI	Kim P.	Tim A.	Mindy	Jo F. & Dan P.	
2004/21	DAVENPORT	Greg M.	John R.	Yvonne D.	Esti Y., alone	Steve M.
2005/22	CEDAR RAPIDS	Char F.	Dave T.	Micki F.	Ricky D., alone	Billy W.
2006/23	CARTER LAKE	Bart W.	Charlotte S.	Michelle B.	George R. & Lori F.	'IRCNA 23'
2007/24	SIOUX CITY	Chad L.	Debbie J.	Kristi L.	Tom J. & Tonya	Brad J.
2008/25	WATERLOO	Julie B.		Kelly D.	Tim D. & Norm V.	Rod G.
2009/26	DES MOINES	Pat D.	Rick L.S.	Jennifer M.	Jeff M. & Debbi D.	Jennifer M.
2010/27	DUBUQUE	Angela E.	Tim G.	Mark S.	Ryan H. & Tabitha S.	Jannell H.
2011/28	DAVENPORT	Steve M.	John F.	Yvonne D.	Kim S. & Myrtle F.	Dale P.
2012/29	RED OAK	Kim P.	Brandon S.	Colene L.	Mary R., Laura W.	Charlotte S.
2013/30	MARSHALLTOWN	Dale B.	Dave D.	Karman D.	Karman D. & Deb B.	Jeff G.
2014/31	CEDAR RAPIDS	Vanessa F.	Jesse M.	Cassandra L.	Mike B. & Krystal M.	Robert J.
2015/32	DES MOINES	Tom D.	Jennifer R.	Tammy H.	Jeff McD. & Tyler R.	Tammy H.
2016/33	MARSHALLTOWN	Sherry G.	Dave D.	Paula A.	Denny V., Jonna M.	Michelle B.
2017/34	SIOUX CITY	Liliana M.	Don B.	Chad L.	Bev McC., Tom J.	Adam M.
2018/35						
2019/36						
2020/37						
2021/38						

OFFICERS in the History of IRCNAs

	Location	Hotels	Hospitality	Registration	Arts/Graphics	Merchandise	Entertainmnt
1984/01	WATERLOO			Jeff K.			
1985/02	ALGONA						
1986/03	CORALVILLE/I.C.						
1987/04	WATERLOO	Dennis B.	Dennis B.	Brad B.			
1988/05	DES MOINES	Paula L.	Paula L.	Paula L.	Denis K.	Denis K.	Norma R.
1989/06	CEDAR RAPIDS	Jim E.	Jim E.	Jim E.	Norma R.	Mike P.	
1990/07	CLEAR LAKE	Ron B.	Ron B.	Ron B.	Henry S.	Henry S.	Henry S.
1991/08	COUNCIL BLUFFS	Dennis F.	Dennis F.	Dennis F.	Steve F.	Steve F.	Steve F.
1992/09	SIOUX CITY	Jamal L.	Jamal L.		Pan P.	John S.	John S.
1993/10	DUBUQUE	Harry G.	Harry G.	Harry G.	Patty D.	Patty D.	Patty D.
1994/11	DES MOINES	Shelly S.	Shelly S.	Marla J.	Pat D.	Pat D.	Tully S.
1995/12	DAVENPORT	Greg M.	Greg M.	Greg M.	Jessica S.	Jessica S.	Jessica S.
1996/13	WATERLOO						
1997/14	CLEAR LAKE	Kim P.	Kim P.	Kim P.	Henry S.	Henry S.	Henry S.
1998/15	SIOUX CITY						
1999/16	AMES	DWayne S.	DWayne S.	DWayne S.	Shane B.	Shane B.	Shane B.
2000/17	DAVENPORT	Dan S.	Dan S.	Esti Y.	Preston H.	Julie S.	Julie S.
2001/18	COUNCIL BLUFFS	Dusty D.	Dusty D.	Dusty D.	Lori F.	Mike VP	Mike VP
2002/19	DECORAH	Don D.	Don D.	Don D.	Marv H.		

OFFICERS in the History of IRCNAs

	Location	Hotels	Hospitality	Registration	Arts/Graphics	Merchandise	Entertainmnt
2003/20	OKOBOJI					Dan P.	Dan P.
2004/21	DAVENPORT	Rhonda S.	Rhonda S.	Rhonda S.	Kelli R.	Kelli R.	Kelli R.
2005/22	CEDAR RAPIDS	Diane T.	Diane T.	Diane T.	Travis L.	Travis L.	Travis L.
2006/23	CARTER LAKE	Krista M.	Krista M.	Krista M.	Stacy Mc.	Stacy Mc.	Stacy Mc.
2007/24	SIOUX CITY	Mike M.	Mike M.	Mike M.	Krista L.	Krista L.	Krista L.
2008/25	WATERLOO	Cami/Tina	Cami/Tina		Dick H.	Dick H.	Dick H.
2009/26	DES MOINES	Barb X.	Barb X.	Kateesha X.	Kat O.	Kat O.	Kat O.
2010/27	DUBUQUE	Tim F.	Tim F.	Charlie K.	Jenn & Chaz H.	Jenn & Chaz H.	Shane B.
2011/28	DAVENPORT	Amanda W.	Nicki M.	Amanda W.	Greg D.	Jen H.	Greg D.
2012/29	RED OAK	Stephanie X.	Stephanie X.	Charlotte S.	Charlotte, Mary R.	Sari M.	'IRCNA 29'
2013/30	MARSHALLTOWN	Dave D.	Ronna W.	Ullonda S.	T-Bone	T-Bone	Chris O.
2014/31	CEDAR RAPIDS	James F.	James F.	Helena F.	Mike B.	Mike B.	Mike B.
2015/32	DES MOINES	Dorrie B.	Dorrie B.	Gerald D.	Jeanie W.	Pat K.	Pat D.
2016/33	MARSHALLTOWN	Dave D.	Mo G.	Al L, Ullonda S.	Heather S.	Karman D.	Chris O.
2017/34	SIOUX CITY	Tonya H.	Chantel X.	Tonya H.	Michelle M.	Makayla M.	Bill O.
2018/35							
2019/36							
2020/37							
2021/38							

CHAPTER 2:
“MORE WILL BE REVEALED” CHAPTER THEMES

#	Year	Location	Theme	Area Hosting
1	1984	Waterloo, IA	More will be revealed	Clean and Free
2	1985	Algona, IA	Unity	#2 Peace
3	1986	Coralville, IA	Sum are Clean Inn	IRVANA
4	1987	Waterloo, IA	Dreams Do Come True in Our Recovery	Clean and Free
5	1988	Des Moines, IA	Together in Recovery	SCANA
6	1989	Cedar Rapids, IA	Expect a Miracle	Freedom and Serenity
7	1990	Clear Lake, IA	New Beginnings	NCIANA
8	1991	Council Bluffs, IA	New Frontiers	SWINA
9	1992	Sioux City, IA	A Promise of Freedom	SANA
10	1993	Dubuque, IA	New Sensations	DANA
11	1994	Des Moines, IA	Miracles of Recovery	SCANA
12	1995	Davenport, IA	To Receive, We must be willing to give	QCANA II
13	1996	Waterloo, IA	One Thing is Clear	Clean and Free
14	1997	Clear Lake, IA	We Offer Hope	NCIANA
15	1998	Sioux City, IA	WE	SANA
16	1999	Ames, IA	One Promise	SCANA
17	2000	Davenport, IA	Continuing Miracles	QCANA II
18	2001	Council Bluffs, IA	Living Clean	SWINA
19	2002	Decorah, IA	Found a way out	Clean and Free
20	2003	Okoboji, IA	Faith replaces fear	# 2 Peace
21	2004	Davenport, IA	Recovery is	QCANA II
22	2005	Cedar Rapids, IA	Freed from our self-made prisons	Freedom and Serenity
23	2006	Carter Lake, IA	The future becomes an exiting journey	SWINA
24	2007	Sioux City, IA	The basics	Siouxland
25	2008	Waterloo, IA	Spirit of service	Clean and Free
26	2009	Des Moines, IA	We are each others eyes and ears	SCANA
27	2010	Dubuque, IA	As We Grow Spirituallly	DANA
28	2011	Davenport, IA	As Our Recovery Progresses	QCANA II
29	2012	Red Oak, IA	Freedom of Choice	SWINA
30	2013	Marshalltown, IA	Rebuilding Our Fractured Personalities	HANA
31	2014	Cedar Rapids, IA	We Must Not Use, No Matter What	FASANA
32	2015	Des Moines, IA	Living Through Spiritual Principles	SCANA
33	2016	Marshalltown, IA	Anything is Possible	HANA

Chapter Ten

More Will Be Revealed

As our recovery progressed [28], we became increasingly aware of ourselves and the world around us. Our needs and wants, our assets and liabilities were revealed to us. We came to realize that we had no power to change the outside world, we could only change ourselves. The Program of Narcotics Anonymous provides an opportunity for us to ease the pain of **living through spiritual principles [32]**. **We [15]** are very fortunate to have had this program. Before, very few people recognized that addiction was a disease. Recovery was only a dream. The responsible, productive, drug-free lives of thousands of members illustrate the effectiveness of our program. **Recovery is [21]** a reality for us today. By working the steps, we are **rebuilding our fractured personalities.[30]** Narcotics Anonymous is a healthy environment for growth. As a fellowship, we love and cherish one another, supporting our new way of life together. As we grow, we come to understand humility as acceptance of both our assets and our liabilities. What we want most is to feel good about ourselves. Today we have real feelings of love, joy, hope, sadness, excitement. Our feelings are not our old drug induced feelings. Sometimes we find ourselves caught up in old ideas, even with time in the program. **The basics [24]** are always important to recovery. We need to avoid old thinking patterns, both the old ideas and the tendency toward complacency. We cannot afford to become complacent, because our disease is with us twenty four hours a day. If, while practicing these principles, we allow ourselves to feel superior or inferior, we isolate ourselves. We are headed for trouble if we feel apart from other addicts. Separation from the atmosphere of recovery and from **the spirit of service [25]** to others slows our spiritual growth. Complacency keeps us from good will, love and compassion. If we are unwilling to listen to others, we will deny the need for improvement. We learn to become flexible and to admit when others are right and we are wrong. As new things are revealed, we feel renewed. We need to stay open-minded and willing to do that one extra thing, go to one extra meeting, stay on the phone one extra minute, and help a newcomer stay clean one extra day. This extra effort is vital to our recovery. We come to know ourselves for the first time. We experience **new sensations: [10]** to love, to be loved, to know that people care about us and to have concern and compassion for others. We find ourselves doing and enjoying things that we never thought we would be doing. We make mistakes, and we accept and learn from them. We experience failure, and we learn how to succeed. Often we have to face some type of crisis during our recovery, such as the death of a loved one, financial difficulties or divorce. These are realities of life, and they don't go away just because we get clean. Some of us, even after years of recovery, found ourselves jobless, homeless or penniless. We entertained the thought that staying clean was not paying off, and the old thinking stirred up self-pity, resentment and anger. No matter how painful life's tragedies can be for us, **one thing is clear [13], we must not use, no matter what [31]!**

This is a program of total abstinence. There are times, however, such as in cases of health problems involving surgery and/or extreme physical injury, when medication may be valid. This does not constitute a license to use. There is no safe use of drugs for us. Our bodies don't know the difference between the drugs prescribed by a physician for pain and the drugs prescribed by ourselves to get high. As addicts, our skill at self-deception will be at its peak in such a situation. Often our minds will manufacture additional pain as an excuse to use. Turning it over to our Higher Power and getting the support of our sponsor and other members can prevent us from becoming our own worst enemies. Being alone during such times would give our disease an opportunity to take over. Honest sharing can dispel our fears of relapse.

Serious illness or surgery can present particular problems for us. Physicians should have specific knowledge of our addiction. Remember that we, not our doctors, are ultimately responsible for our recovery and our decisions. To minimize the danger, there are a few specific options that we may consider. Using local anesthesia, avoiding our drug of choice, stopping drug use while we are still hurting, and spending extra days in the hospital in case withdrawal occurs are some of our options. Whatever pain we experience will pass. Through prayer, meditation and sharing, we keep our minds off our discomfort and have the strength to keep our priorities in order. It is imperative to keep NA members close to us at all times, if possible. It is

amazing how our minds will go back to our old ways and old thinking. You'd be surprised how much pain we can handle without medication. In this program of total abstinence, however, we need to feel no guilt after having taken a minimum amount of medication prescribed by an informed professional for extreme physical pain.

We grow through pain in recovery and often find that such a crisis is a gift, an opportunity to experience growth by **living clean (18)**. Before recovery, we were unable to even conceive of the thought that problems brought gifts. This gift may be finding strength within ourselves or regaining the feeling of self-respect that we had lost.

Spiritual growth, love, and compassion are idle potentials until shared with a fellow addict. By giving unconditional love in the Fellowship, we become more loving, and by sharing spiritual growth we become more spiritual.

By carrying this message to another addict, we are reminded of our own beginnings. Having had an opportunity to remember old feelings and behaviors, we are able to see our own personal and spiritual growth. In the process of answering the questions of another, our own thinking becomes clearer. Newer members are a constant source of hope, ever reminding us that the program works. We have the opportunity to live the knowledge acquired by staying clean, when we work with newcomers.

We have learned to value the respect of others. We are pleased when people depend on us. For the first time in our lives, we may be asked to serve in positions of responsibility in community organizations outside of NA. Our opinions are sought and valued by non-addicts in areas other than addiction and recovery.

We can enjoy our families in a new way and may become a credit to them instead of an embarrassment or a burden. They can be proud of us today. Our individual interests can broaden to include social or even political issues. Hobbies and recreation give us new pleasure. It gives us good feelings to know that aside from our value to others as recovering addicts, we are also of value as human beings.

The reinforcement received by sponsorship is limitless. We spent years taking from others in every conceivable way. Words cannot describe the sense of spiritual awareness that we receive when we have given something, no matter how small, to another person.

We are each other's eyes and ears.[26] When we do something wrong, our fellow addicts help us by showing us what we cannot see. We sometimes find ourselves caught up in old ideas. We need to constantly review our feelings and thoughts if we are to stay enthusiastic and grow spiritually. This enthusiasm will aid our ongoing recovery.

Today we have the **freedom of choice.[29]** As we work the program to the best of our ability, the obsession with self is removed. Much of our loneliness and fear is replaced by the love and security of the Fellowship. Helping a suffering addict is one of the greatest experiences life has to offer. We are willing to help.

We have had similar experiences and understand fellow addicts as no one else can. **We offer hope [14]**, for we know that a better way of life is now real for us, and we give love because it was given so freely to us. **New frontiers [8]** are open to us as we learn how to love. Love can be the flow of life energy from one person to another.

By caring, sharing, and praying for others, we become a part of them. Through empathy, we allow addicts to become part of us. As we do this, we undergo a vital spiritual experience and are changed. On a practical level, changes occur because what's appropriate to one phase of recovery may not be for another. We constantly let go of what has served its purpose, and let God guide us through the current phase with what works here and now.

As we become more God-reliant and gain more self-respect, we realize that we don't need to feel superior or inferior to anyone. Our real value is in being ourselves. Our egos, once so large and dominant, now take a back seat because we are in harmony with a loving God. We find that we lead richer, happier and much fuller lives when we lose self-will.

We become able to make wise and loving decisions, based on principles and ideals that have real value in our lives. By shaping our thoughts with spiritual ideals, we are freed to become who we want to be. What we had feared, we can now overcome through our dependence on a loving God. **Faith has replaced our fear [20]** and given us freedom from ourselves.

In recovery, we also strive for gratitude. We feel grateful for ongoing God-consciousness. Whenever we confront a difficulty that we do not think we can handle, we ask God to do for us what we cannot do for ourselves.

A spiritual awakening is an ongoing process. We experience a wider view of reality as we grow spiritually. An opening of our minds to new spiritual and physical experiences is the key to better awareness. [As we grow spiritually \[27\]](#) we become attuned to our feelings and our purpose in life.

By loving ourselves, we become able to truly love others. This is a spiritual awakening that comes as a result of living this program. We find ourselves daring to care and love! Higher mental and emotional functions, such as conscience and the ability to love, were sharply affected by our drug use.

Living skills were reduced to the animal level. Our spirit was broken. The capacity to feel human was lost. This seems extreme, but many of us have been in this state.

In time, through recovery, our dreams come true. We don't mean that we necessarily become rich or famous. However, by realizing the will of our Higher Power, [dreams do come true in recovery \[4\]](#).

One of the [\(continuing \(miracles\) \[17\] of recovery\) \[11\]](#) is becoming a productive, responsible member of society. We need to tread carefully into areas that expose us to ego-inflating experience, prestige and manipulation that may be difficult for us. We have found that the way to remain a productive, responsible member of society is to put our recovery first. NA can survive without us, but we cannot survive without NA.

Narcotics Anonymous offers only [one promise \[16\]](#) and that is freedom from active addiction,* the solution that eluded us for so long. We will be [freed from our self-made prisons. \[22\]](#)

Living just for today, we have no way of knowing what will happen to us. We are often amazed at how things work out for us. We are recovering in the here and now and [the future becomes an exciting journey.\[23\]](#) If we had written down our list of expectations when we came to the program, we would have been cheating ourselves. Hopeless living problems have become joyously changed. Our disease has been arrested, and now [anything is possible \[33\]](#).

We become increasingly open-minded and open to new ideas in all areas of our lives. Through active listening, we hear things that work for us. This ability to listen is a gift and grows as we grow spiritually. Life takes on a new meaning when we open ourselves to this gift. [In order to receive, we must be willing to give. \[12\]](#)

In recovery, our ideas of fun change. We are now free to enjoy the simple things in life, like fellowship and living in harmony with nature. We now have become free to develop a new understanding of life. As we look back, we are grateful for our new life. It is so unlike the events that brought us here. While using, we thought that we had fun and that non-users were deprived of it. Spirituality enables us to live life to its fullest, feeling grateful for who we are and for what we have done in life. Since the beginning of our recovery, we have found that joy doesn't come from material things, but from within ourselves.

We find that when we lose self-obsession, we are able to understand what it means to be happy, joyous, and free. Indescribable joy comes from sharing from the heart, we no longer need to lie to gain acceptance.

Narcotics Anonymous offers addicts a program of recovery that is more than just a life without drugs. Not only is this way of life better than the hell we lived, it is better than any life that we have ever known. We have [found a way out, \[19\]](#) and we see it work for others. Each day [more will be revealed. \[1\]](#)

[Unity \[2\]](#)

[Sum are Clean Inn \[3\]](#)

[Together in Recovery \[5\]](#)

[Expect a Miracle \[6\]](#)

[New Beginnings \[7\]](#)

[* Promise of Freedom \[9\]](#)

CHAPTER 3:
DETAILED EXPLANATION OF THE BID PROCESS

While it does not appear in Regional or any Area policy that we know of, it is assumed and encouraged that bid committees have the blessings of their home Area before bringing a bid to the floor of the Region.

APPROVED AUGUST 16TH, 2015 @ SPENCER, IOWA

VI. ROTATION

A. IRCNA shall be rotated around the Iowa Region by the following process:

B. No area may host more than once every five (5) years.

C. In the absence of eligible bids, the following process will take place:

1) If no bid is approved in November, the Regional chair will place IRCNA bids on the agenda under Unfinished Service for the February Regional.

2) All areas of the Iowa Region will then be eligible to place bids with Standing, following the established process, for the subsequent IRCNA.

3) If no bid is approved in the February Regional meeting, then IRCNA Standing will recruit a Host subcommittee and submit for the RCM's consideration at the June Region a location, date and venue for the next IRCNA.

VII. CONVENTION BIDS

A. All ASCs that per policy are available to host the Convention will be notified by the Standing committee at the August IRSCM approximately 24 months prior to the convention. This written notification shall include the Iowa Regional Bid (IRCB) form, will be emailed when personal contact cannot be made, or mailed to eligible ASCs P.O. Boxes.

B. Hosting Areas shall submit a completed IRCB to a closed session of the Standing committee at the November IRSCM approximately 18 months prior to the Convention. If all information is not completed, the bid will be called out of order by the Standing committee and will not be presented to the IRSC for consideration.

C. Bid packages must include the following:

1) City and facility where the convention will be held.

2) Approximate room costs

3) Any guarantees or deposits that the hotel may require.

4) Any plans the Bid committee has developed, including theme, logo, etc.

5) The proposed Host Chairperson, and at least one of the Treasurers, along with service resumes, must be present at the November IRSCM.

6) Why the Area placing the bid thinks they are the best Area for the convention.

D. The Standing committee will confirm the theme originates in Chapter Ten of the Narcotics Anonymous Basic Text, “More Will Be Revealed,” that clean time checks out, and compile all the basic information from the Iowa Regional Convention Bid forms to a spreadsheet to be presented to the RCMs at the November IRSCM.

E. All RCMs will be given time on the floor for questions and answers for the proposed Host Chairperson and/or Host Treasurer(s) of areas placing bids.

F. If only one (1) bid is presented, approval of that bid could take place at that time.

G. There will be no recommendations from the Standing committee on which area would be best suited to host the convention.

H. In case of multiple bids, the Executive Officers of the Standing committee, in an additional closed session, will take a vote and present their sealed vote to the IRSC Chairperson to be used in case of a tie vote by the RCMs. (If a Standing committee officer is from an area putting in a bid, that committee member will not be included in the tie-breaking vote.)



Iowa Region of Narcotics Anonymous

TM

Greetings from your IRCNA Standing Committee;

As per policy, the Standing Committee is to inform Areas that they are eligible to host an IRCNA convention once every 5 years and this letter is to inform you that your area is eligible to host.

As you may know, the policy states that bids will be presented to the IRCNA Standing Committee in November; all bids must include the following information to be considered:

Area Name

Proposed Convention Dates

Location City of Proposed Hotel

Room Cost

Hotel Cost Total (Meeting Room rental, food, services)

Hotel Deposit Amount and date it must be paid

Proposed Chairperson with service resume

Proposed Treasurer with service resume

What is the Theme of the Convention? (If you have logo please attach to form)

Why does your area believe they are the best area to host?

What concerns if any does your area have in meeting the demands of hosting?

The attached form needs to be included with your bid proposal to be submitted to the IRCNA Standing Committee in a closed session at the February 2013 Regional meeting. The IRCNA Standing Committee will then present all of the information obtained in that closed session to the Regional trusted servants, however members of your area do need to be present during the presentation to the Region in order to answer any questions the RCM's may have.

Please feel free to call anyone on the Standing Committee for assistance in putting a bid package together or any other questions you may have about the convention bid process. We are looking forward to working with all of you in our common goal of making the IRCNA convention a wonderful experience for all.

Respectfully yours,

IRCNA Standing Committee

Iowa Regional Convention Bid Form

(Please fill out the form in full and submit it along with your bid package to the Iowa Regional Standing Committee
at the IRSC of 20)

Area Name:	Why does your area believe they are the best area to host IRCNA ?
Proposed Convention Dates:	
Name of Proposed Hotel:	
Location City of Proposed Hotel:	
Room Cost:	
Hotel Cost Total (Meeting Room rental, food, Services):	
Hotel Deposit Amount and date it must be Paid:	What concerns if any does your area have in meeting the demands of hosting IRCNA ?
Proposed Chairperson Name & Clean Date: (Service Resume must be attached:)	
Proposed Treasurer Name & Clean Date: (Service Resume must be attached:)	
What is the Theme of the Convention?: If you have a logo, please attach to the form	

CHAPTER 4:

HOTEL MATTERS

- + CONTRACT PROVISIONS**
- + QUESTIONS FOR HOTEL**
- + BAD CONTRACT EXAMPLE**
- + GOOD CONTRACT EXAMPLE**

IRCNA Hotel Contract Provisions

The hotel contract should include all of the following provisions:

- I. Date of the contract and parties involved (Hotel and Host Committee of IRCNA ____)
- II. Dates of the convention, including access for the Host to set up for the weekend
- III. Rates of all charges
 - A. Base room rate offered to attendees of the convention, and stipulation that all charges incurred by a guest whether for use or for a violation (such as smoking in a non-smoking room) are strictly the responsibility of said guest
 - B. Number of rooms to be blocked, their release date (typically early- to mid-June), and the price of said rooms in the event they are booked by attendees of the convention after the date the block is released
 - C. Detailed listing of charges, deposits, billing practices and deadlines for rooms & services, including refreshments, being contracted by the Host; best for phone, pay-per-view, or any activity generating additional charges suspended while convention rooms are the responsibility of the Host.
 - D. Comps awarded the Host for each set of room nights (2 rooms for two nights each = 4 room nights); often awarded in sets of twenty.
 - E. Detailed listing of charges, deposits and deadlines for all meals being offered by the convention.
 - F. Liability (sample) — 'It is agreed by all parties that the IRCNA committee will not be held responsible for any damages or charges associated with individually rented rooms in the hotel; rather, the hotel shall hold individual guests responsible for their actions or behavior. The convention committee accepts responsibility for damages to areas under it's contracted responsibility.'
- IV. Cancellation, and Force Majeure —
 - A. 'Our cancellation policy is 25% of your estimated meeting room, food and beverage, and guest room charges. Cancellations within 48 hours will be billed at the full

estimated charges.' [At 25%, this could be \$1,100; at 100%, this could be \$4,400 or more.]

- B. 'IRCNA will not be liable for nonperformance of this contract should cancellation be necessary due to Acts of God, war, government regulation, disaster, strikes, civil disorder, curtailment of transportation, or other emergency making it illegal or impossible to hold the meeting. It is agreed that this contract may be terminated by the client or host for any one or more such reasons by written notice to the other party as soon as it is reasonably practical.'

Additional provisions:

- I. Festivities — encourage beverage vendors through the facility
- II. Audio/Dance floor — communicate any audio or dance floor needs by the determined date along with any charges for these items
- III. BANNERS — banners from previous conventions will be displayed throughout the weekend. The committee will work with the facility to ensure all rules and regulations are adhered to regarding the display banners.
- IV. Decorations — decorations needed for the event will be placed by the host committee once approved by the facility. They will be removed by the committee and staff is needed. It is agreed that only the designated hotel or restaurant staff will remove any decorations belonging to the hotel that will need to be removed for the event.
- V. Merchandise sales — committee and facility will work together to ensure that there will be adequate space supplied for merchandise sales along with a secure location to lock these items up during down times. Number of tables needed for all merchandise will be supplied to facility by the determined date along with the cost
- VI. Registrations — determine where and when a table(s) will be set up for the weekend beginning on Friday and ending on Sunday. These tables should be supplied at no extra cost.

VII. Outdoor smoking — determine where smoking stations will be set up

VIII. Addendums — It is recognized that changes may occur that will affect this binding agreement. It is agreed by all parties that any changes or deviations from this agreement will be made by written addendums to this contract and are not binding until all 3 parties (Host Chair, Standing Chair, and Facility Rep) has signed said addendums.

IX. Point of Accountability — Host and Facility will each have one or more persons designated to work together throughout the planning as well as the execution of the convention.

X. Deadline for signing of the contract — properly signed agreement by host to be submitted by determined date.

Sample Questions for Hotel

- What is the room cost? – single and double occupancy
- This cost is guaranteed until when (cut-off date)?
- If reserving *after* the cut-off date, does the guest definitely lose the guaranteed rate?
- What are the check in/check out times?
- Is there a guaranteed rate for early/late arrival? (staying nights prior to & following event)
- Is there a limit to the number of rooms that can be blocked? (looking at 40 both nights)
- Can guest rooms be comp'd per number of rooms booked or upgrades to suites @ regular room costs?
- What is the minimum number of rooms needed to get meeting spaces comp'd (rooms needed – Workshops (possible 1 Friday; 2-3 for Saturday all day); Marathon meeting space (Friday-Sunday a.m.); Registration (Friday – Saturday); Merchandise IRCNA and alt (Friday-Sunday); Hospitality Room (Friday-Sunday); Main Meeting Rooms (Friday opening, Saturday main, Sunday closing); Entertainment (possible Friday and/or Saturday)
- Pool Party – Is there a possibility of extending pool hours?
- Can refreshments be brought into the pool area?
- How many cups coffee in an urn? Cost?
- Where can coffee be placed?
- Can we supply our own coffee and food in the Hospitality Room?
- Are water stations available for workshops? What is the cost?
- Menu choices/costs (Friday?; Saturday Banquet; Sunday Brunch)
- When is the deadline for meal selection?
- Is there a small selection of desserts available?
- If not, can we supply our own dessert?
- When is the meal count due? Can extra be added?
- How much can the meal count be expanded after the order date?
- Are meals served (one trip) or buffet style (seconds)?
- Do we deal with the hotel on meal selections or directly with the Caterers?
- Are there designated smoking areas?
- Is there a charge per table for merchandise vendors?
- Is there a charge for using the phone line in the merchandise /registration room for accepting credit cards?
- When is the contract due date?
- Is there a deposit required, and if so, when is it due?
- When is final payment required?

The following is an example of a BAD CONTRACT; signing it could have endangered the Region.

As you look through this example, please note the following issues:

- 245 room nights is a difficult minimum. If a party stays in a room one night, the convention is credited one room night no matter how many people stay in the room. The same party staying two nights will generate two room nights, etc. Various conventions will experience anything from under 150 room nights to over 200. A few may be picked up by trusted servants who arrive Thursday to help get everything ready, but only if the contract notes those few rooms are expected Thursday. Typically, Hosts will contract for one comp per so many room nights (say, 30), not lock themselves in to a minimum such as this. If this had been signed, IRCNA would have had to purchase the missing room nights to avoid default.
- This contract specifies that the block (and the lower price on the rooms) will be released 21 days prior to the function. Knowing how addicts make plans at the last minute, this would have been bad for us.
- The last line on page two states, "Should any guest not settle his or her account in full upon departure, the Group will be responsible for those charges."
- Page 3, paragraph 2, line 1 is inordinately rigid. We make some changes up to the day of!
- Page 6: Workman's Comp and \$1M liability insurance for outside contractors — this would include DJs, taping services, and entertainers, at least.
- The second paragraph from the bottom of Page 6 eliminates liability on the part of the hotel and makes IRCNA the only body that can be sued for any issue arising in the course of a convention weekend.
- Last paragraph of Page 8 would have to be adjusted to require signatures from a Standing Rep, from the Host, and from the hotel, or the contract would not involve the Region.

While we didn't note if coffee was an item in this contract, all Host subcommittees should be particularly careful about this beverage, as it can cost hundreds of dollars. Best practice is to arrange to be able to provide coffee out of the Hospitality room, and have the hotel handle water throughout the convention.

Hotel contracts must be approved and signed by the Standing Chair, or the Standing Vice Chair in the former's absence, in addition to the Host Chair and the hotel representative.

MEETING DATES AND GUEST ROOM BLOCK

Once this contract is accepted, we will remove from our inventory and consider sold to you for your use room nights pursuant to the following arrival and departure pattern:

	Thu 07/4/13	Fri 07/5/13	Sat 07/06/13
Run of House	20	100	125

Total Room Nights: 245

All guest rooms are run-of-the-house unless otherwise set forth above. Guestroom types (kings, double/doubles, etc.) cannot be guaranteed and will be reserved on a first-come, first-served basis.

GUEST ROOM RATES

Rates for your guest rooms are confirmed as follows:

\$92 for Kings and Doubles

Includes a complimentary breakfast buffet on Friday July 5th and Saturday July 6th

Room rates quoted above are non-commissionable, net rates, subject to tax, which is currently 12%.

If Group maintains a tax exempt status, Hotel must be provided with a valid exemption certificate no later than thirty (30) days prior to the group's arrival in order to be exempt from taxes. **Please note, tax exempt status pertains to the Master Account only.** Individual attendees are not tax exempt. Tax exempt status applies to sales tax only; other taxes may apply.

COMPLIMENTARY ACCOMMODATIONS

The Hotel will provide a complimentary hospitality suite with adjoining room Thursday thru Sunday during the conference at a value of \$169 per night. Hospitality suite may be used as a sleeping room – please notify your event manager. 1/50 comp room policy.

SPECIAL CONCESSIONS

Group may bring in their own food/beverage to the hospitality suite. Hotel requires food & beverage be consumed inside this room and own serving utensils be provided by group.

ROOM RESERVATION PROCEDURES

From the moment this contract is accepted, we will be holding your contracted guest room block for the use of your attendees. The Hotel has no obligation to provide room nights beyond those contained in the room block.

In order to assign individuals to specific rooms, room reservations will be required. We understand that your guests will be phoning in their reservation requests, to the following number: **1-800-396-2153**. It is important that each of your guests contact the Hotel at least twenty-one (21) days prior to your arrival date and identify themselves as part of IRCNA, and provide us with guest name, home or business address, email address (if any), requested type of room, requested bed type (i.e. king, double/doubles), and check-in and check-out dates. Any requests for special room arrangements must be made at the time of this call. The Hotel does not confirm reservations to the individual in writing.

Twenty-one (21) days prior to your arrival date (on June 13th), all room nights which have not been reserved as described above will be deemed to be room nights which your group will not use, and they will become subject to the attrition provisions herein. Such room nights will at that date be returned to the Hotel's general inventory. Reservation requests from your attendees received less than twenty-one (21) days prior to your arrival date will be accepted on a space available basis, at the rate available at that time. Should such requests be accepted, such room nights will be credited to your block for purposes of any calculation of attrition.

CHECK-IN / CHECK-OUT

Guest accommodations will be available at 4:00 pm on arrival day and reserved until 12:00 PM on departure day. Any attendee wishing special consideration for late checkout should inquire at the front desk on the day of departure.

GUEST ROOM CHARGES

It is our understanding that your guests will pay their own account upon departure. Group assumes full and sole responsibility for informing all attendees of the room rate, applicable taxes, and charges that are separate and distinct from the room rate and from taxes. When reservations are made, we will require a credit card to hold the room reservation.

An individual's reservation can be cancelled by 6:00 PM on the day of scheduled arrival, though this shall have no bearing upon the Group's total liability pursuant to either the attrition or cancellation clauses herein. Group shall inform its attendees of this policy. Upon check-in, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the room and tax charges for the length of the guest's stay, plus the anticipated use of the Hotel's ancillary services, and we require each guest's home/business address and e-mail address. Should any guest not settle his or her account in full upon departure, the Group will be responsible for those charges.

MEETING REQUIREMENTS

Your room rental fees have been reduced to **\$400** and hotel will **Waive** the food minimum. The Hotel reserves the right to adjust function space at the reservations due date based on attendance at levels lower than contracted. Please ensure that the schedule below includes all space necessary to accommodate set-up and break-down times, all audio-visual needs, head tables and displays.

Your final program must be confirmed in writing no later than 60 days before the commencement of your meeting, though Hotel is not obligated to provide space in excess of that set forth below. Should you desire additional food and beverage services and/or meeting space beyond that specified in the schedule of events below, please advise us as soon as possible so that we may attempt to secure such additional space for your use. The Hotel reserves the right to make reasonable substitutions in meeting and banquet rooms and/or menu selections. Diagrams and identification of the Hotel's meeting space to be used for your meeting may not be disseminated by the Group without the Hotel's prior approval.

SERVICE CHARGE: 22% of the food and beverage total, plus any applicable state or local tax, will be added to Group's Master Account as a service charge. The service charge may be taxable under state law.

SCHEDULE OF EVENTS

Date	Start Time	End Time	Function	Setup	Agr	Room Rental
Thursday 7/4/2013	3:00 PM	12:00 AM	Hospitality Rooms	Rounds of 10	30	
7/4/2013	3:00 PM	12:00 AM	Storage & Coffee Service	Existing		
Friday 7/5/2013	7:00 AM	12:00 AM	Hospitality Rooms	Rounds of 10	30	
7/5/2013	7:00 AM	12:00 AM	Storage & Coffee Service	Existing		
7/5/2013	8:00 AM	9:30 AM	Complimentary Breakfast Buffet	Rounds of 10	100	
7/5/2013	4:00 PM	11:00 PM	Registration	Registration Tables		
7/5/2013	6:00 PM	7:30 PM	Pizza Party	Rounds of 10	100	
7/5/2013	7:30 PM	12:00 AM	Welcome & Karaoke	Rounds of 10	100	200.00
Saturday 7/6/2013	7:00 AM	12:00 AM	Storage	Existing		
7/6/2013	7:00 AM	12:00 AM	Hospitality Rooms	Existing		
7/6/2013	8:00 AM	9:30 AM	Complimentary Breakfast Buffet	Rounds of 10	100 to 200	
7/6/2013	8:00 AM	6:00 PM	Registration	Registration Tables		
7/6/2013	9:30 AM	5:00 PM	Workshop	Round tables	125	100.00
7/6/2013	9:30 AM	5:00 PM	Workshop	Round tables	125	100.00
7/6/2013	11:30 AM	1:00 PM	Lunch on their own			
7/6/2013	6:00 PM	12:00 AM	Banquet and Dance	Rounds of 10	100 to 200	
Sunday 7/7/2013	7:00 AM	Noon	Hospitality Room	Rounds of 10	30	
7/7/2013	7:00 AM	Noon	Hospitality Suites	Existing		
7/7/2013	7:00 AM	Noon	Storage	Existing		
7/7/2013	9:30 AM	Noon	Brunch, Closing & Spiritual Speaker	Round tables	75	

ROOM BLOCK AND SERVICES COMMITMENT

When you contract for a block of rooms and meeting facilities and for food and beverage services, those room nights, facilities and services are removed from our inventory and considered sold to you, and the Hotel makes financial plans based upon the revenues it expects to achieve from your full performance of the contract. It is impossible for the Hotel to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted room nights, services or facilities if you do not use them, either as the result of a cancellation of your meeting or as the result of less than contracted room block usage or less than contracted usage of food and beverage functions ("attrition"). In most instances, when groups do not use their contracted room nights or services, the Hotel is unable to resell those room nights or services and even when room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized the Hotel at another time, are not resold to groups that have the same needs as the original group, etc. Even when rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling the Hotel's rooms and facilities at other times. While your room block has been held out of our inventory, we may have turned away more lucrative groups in order to meet our commitment to you.

For all these reasons and others, we agree that in the event of cancellation or attrition, the following charges, which represent a reasonable effort on behalf of the Hotel to establish its loss prospectively, shall be due as liquidated damages. Because the Hotel reasonably expects to derive revenue from your meeting above and beyond that revenue derived from the provision of room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your meeting, the amounts due as and for liquidated damages are intended to compensate the Hotel for all of its losses associated with cancellation and/or attrition

ANTICIPATED ROOM NIGHT AND BANQUET FOOD AND BEVERAGE REVENUE FIGURES

At this time, the Hotel is holding 245 room nights for your use over the contracted dates, which will generate total revenues of \$24,255. Planned banquet food and beverage revenue is \$3,000. These figures shall be referred to herein as the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures." All food and beverage is subject to a 22% service charge, which is taxable at 7%. All revenue figures are net and not inclusive of taxes, service charge or commissions. Food is subject to a 7% tax. All taxes are subject to change.

ATTRITION

We agree to allow for a 20% reduction in each of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures". At the conclusion of your meeting, we will subtract the rooms revenue derived from your meeting (excluding revenue derived from pre and post program stays) and the amount of any permissible attrition you have taken from the Anticipated Room Night Revenue Figure set forth above. Any remaining amount will be posted as a charge to your Master Account, plus applicable taxes. Additionally, at the conclusion of your meeting, we will subtract the banquet food and beverage revenue derived from your meeting and the amount of any permissible attrition you have taken from the Anticipated Banquet Food and Beverage Revenue Figure set forth above. Any remaining amount will be posted as a charge to your Master Account, plus applicable taxes and service charges.

CANCELLATION

In the event of a group cancellation occurring 0 to 90 days prior to arrival, liquidated damages in the amount of ninety percent of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures" will be due, plus applicable taxes and service charges.

In the event of a group cancellation occurring 91 to 180 days prior to arrival, liquidated damages in the amount of eighty percent of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures" will be due, plus applicable taxes and service charges.

In the event of a group cancellation occurring 181 to 365 days prior to arrival, liquidated damages in the amount of seventy percent of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures" will be due, plus applicable taxes and service charges.

In the event of a group cancellation occurring between the time of acceptance of this contract and 366 days prior to arrival, liquidated damages in the amount of fifty percent of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures" will be due, plus applicable taxes and service charges.

FORCE MAJEURE

No damages shall be due for a failure of performance occurring due to Acts of God, war, terrorist act, government regulation, riots, disaster, or strikes, any one of which make performance impossible. The Hotel shall have no liability for power disruptions of any kind.

BILLING PROCEDURES AND DEPOSIT SCHEDULE

The balance for this booking will be paid using the following method of payment (please check one of the options below and your Sales and Catering representative will email you the proper form to complete):

Credit Card Direct Bill via Invoice

All invoices or receipts should be sent to (please let us know who to send bills and receipts to):

Name: _____

Email Address: _____

Phone Number: _____

Please complete the enclosed direct bill application and return it to our Accounting Department 90 days prior to your event so that we may attempt to approve credit for your meeting. In the event that credit is not requested or is not approved, pre-payment of your total estimated Master Account will be due prior to your arrival, in accordance with a schedule to be determined by the Hotel at its sole discretion. Under such circumstance, failure to remit the appropriate pre-payment on a timely basis will be considered a cancellation by the Group and the Group shall be liable for amounts as described in the cancellation provisions.

The following items shall be charged to the Master Account:

Banquet food and beverage charges, service charges and applicable taxes

Audio-visual charges and applicable taxes thereon

Attrition charges

Meeting space rental charges

Cancellation charges

and any other charges billed to the Master Account at the request of the authorized representative of the Group, as designated by the Group in advance of the commencement of the meeting. Moreover, all third party charges for services and/or supplies, not directly supplied by the Hotel, will be billed to the Master Account whether they have been arranged for by the Hotel or directly by the Group.

During the course of your meeting, we would be pleased to have you meet with us each day, to review your master bill and to keep it accurate and up to date. Please let your Meeting Manager know if you wish to establish a daily meeting.

A final bill, containing receipts and other back-up information, will be emailed to the Group within 5 business days of the Group's departure. Master Account charges may be paid in the form of cash, check or bank transfer. All Master Account charges not paid within 20 days of the billing date will bear interest at the lower of the rate of 1.5% per month, compounded monthly, if

permissible by law, or the highest rate permissible by law. Should the Hotel, in its sole discretion, deem collection action necessary in regard to outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the Master Account.

Individual guest accounts are payable at check-out by cash or credit card.

AUDIO-VISUAL

A service charge of 22% shall be added to all audio-visual charges. Should Group utilize an outside vendor or its own equipment, (1) any outside vendor must comply with the requirements herein regarding outside contractors; and (2) the Hotel's standards must be adhered to as outlined by your Meeting Manager in an effort to ensure guest safety.

OUTSIDE CONTRACTORS

The Hotel offers all services necessary for a successful meeting. However, if Group finds it necessary to use outside services, any companies, firms, agencies, individuals and groups hired by or on behalf of Group shall be subject to prior approval of the Hotel. Upon prior reasonable notice to the Hotel from Group, Hotel shall cooperate with such contractors and provide them with facilities at the premises to the extent that the use and occupancy of the facilities by the contractor does not interfere with the use and enjoyment of the Hotel premises by other guests and members of the Hotel. Group's contracts with its contractors will all specify that contractor and the Group will indemnify and hold the Hotel harmless from any and all damages or liabilities which may arise by such Contractors or through their use. All outside contractors will be required to provide proof of worker's compensation insurance in statutory amounts; comprehensive general liability insurance covering automobile, personal injury and property damage with single limits of not less than one million dollars (\$1,000,000) per person per occurrence, on which the Hotel shall be named as an additional insured. All displays, exhibits, decorations, equipment and musicians must enter and exit the Hotel through the receiving entrance and pick-up times must be coordinated with the Hotel in advance.

INSURANCE AND INDEMNIFICATION

Hotel and Group each agree to carry and maintain and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any claims arising from any activities arising out of or resulting from the respective obligations pursuant to this contract, in amounts not less than those set forth above. Group's insurance policy shall name the Hotel and John Q. Hammons Hotels Management, LLC as additional insureds. Damage to the Hotel premises by the Group or appointed contractors will be the Group's responsibility. Group will accept full responsibility for any damages resulting from any action or omission of their individual attendees in conjunction with organized group activities. The Hotel is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into the Hotel, and/or for the loss of equipment, exhibits or other materials left in meeting rooms.

The Hotel reserves the right to approve all outside contractors hired for use by the Group in the Hotel, and may have a list of approved contractors and vendors. The Hotel must be notified in advance of any proposed vendor. The Hotel reserves the right to advance approval of all specifications, including electrical requirements, from all outside contractors, and to charge a fee for outside services brought into the Hotel. The Group and/or outside contractors must provide proof of worker's compensation insurance for employees who will work on Hotel premises and proof of adequate general liability coverage for the Group and/or outside contractors' activities while on Hotel's premises, and must comply with all other similar requirements the Hotel deems appropriate, in its sole discretion, regarding use of function space, facilities and use of Hotel services.

The Group shall indemnify, defend and hold harmless the Hotel and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Group's negligence and/or its members', agents', employees', independent contractors' or exhibitors' negligence in connection with the use of the Hotel facilities, except to the extent and percentage attributable to the Hotel's negligence. The Group shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

HOTEL POLICIES

Security: If required, in Hotel's sole judgment, in order to maintain adequate security measures in light of the size and/or nature of Group's function, Group will provide, at its expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which Hotel is located, which agency will be subject to Hotel's prior approval. Such security personnel may not carry weapons.

Logo: The Group shall not use the name, trademark or logo or any other proprietary designation of the Hotel in any advertising or promotional material without the prior written permission of the Hotel. Group shall comply with the terms and conditions required by the Hotel for such use.

Utilities: All electrical services and utilities, including phone and riggings, must be contracted for through the Hotel's Convention Services Department.

Signage: In regard to the Group's meeting space, all signs must be professionally printed and their placement and posting be pre-approved by the Meeting Manager. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited. Group will be charged for any damage to the facility.

Food Policy: All food and beverage items served in public meeting rooms must be supplied and prepared by the Hotel. Though the Group's obligation for food and beverage revenue is set forth herein, the Hotel will confirm all banquet food and beverage prices no later than 90 days before the commencement of your meeting, and Group will confirm all menu arrangements in writing no later than 30 days before the commencement of your meeting. If that confirmation is not received by that date, your requested menu selections may not be available. The number of guests in attendance at each function shall be guaranteed by Group on a banquet event order no later than three business days before the commencement of your meeting. If your actual attendance for each function is less than the guaranteed number of guests, you will be liable for the food and beverage charges for 100% of the guaranteed number. If we do not receive a final count for the Group within this timetable, the Group will be charged for the maximum number of people originally scheduled to attend the function.

EXCEPTION: Group may bring in their own food/beverage to the hospitality & coat rooms. Hotel requires this food be consumed inside these rooms.

SPECIAL MEAL PRICING:

Dinner entrée with choice of meat (chicken or pork)

Guaranteed price of \$22.95 plus service charge and tax (currently 22% plus 7%)

Inclusive price of approximately \$30 per person

Service charge and tax can change without notice

Each plated entrée includes:

Chef's Choice of Salad, Starch, Vegetable, Rolls & Butter, Dessert, Coffee service.

Brunch Buffet:

Guaranteed price of \$17.00 plus service charge and tax (currently 22% plus 7%)

Inclusive price of \$22.19 per person

Service charge and tax can change without notice

Scrambled Eggs topped with Cheese

Sausage Patty/Links OR Bacon

Petite Sandwiches on Silver Dollar Rolls (Shaved Ham, Roast Beef & Smoked Turkey)

Sandwich Condiments: Horseradish, BBQ & Honey Mustard

Pastries

Fresh Fruit

Fruit Juice

Coffee service

Current **Pizza** menu attached.

Loud music and bands are not allowed in any public areas or meeting rooms during daily business hours. Any use of amplifiers or live music must be approved in advance. The Hotel reserves the right to control decibel levels in all areas of the hotel. The Group represents and warrants that all copyright and publishing fees for all compositions, materials, or arrangements performed or played at the meeting have been paid by Group in full and agrees to indemnify, defend and hold harmless Hotel and its management company for any and all claims and damages related to the performance of any copyrighted works.

AUTHORITY

The persons signing the agreement on behalf of Hotel and Group each warrant that they are authorized to make agreements and to bind their principals to this agreement.

MISCELLANEOUS PROVISIONS

This contract is made and will be performed in Cedar Rapids, Iowa, and shall be governed by and construed in accordance with Iowa law. By executing this agreement, Group consents to the exercise of personal jurisdiction over it by the courts of the State of Iowa. This contract is the entire agreement between the parties, superseding all prior proposals both oral and written, negotiations, representations, commitments and other communications between the parties, and may only be supplemented or changed in writing, signed by a representative of the Group and the Hotel's Director of Sales or General Manager. No representative of the Hotel has been or is authorized to make any representation which varies from the express terms of this contract, though this contract may be supplemented or amended in writing. Group may not assign any benefits arising under or associated in any way with this contract without prior consent of Hotel. In the event of litigation arising from or associated with this contract, the parties agree that the prevailing party therein shall recover its attorneys' fees and costs incurred therein. Any legal action in connection with this agreement shall be brought or maintained only in the courts of the State of Iowa, and only in Linn County.

ACCEPTANCE

This contract shall be deemed accepted only after it has been signed by a representative of the Group and thereafter signed by a representative of the Hotel. Acceptance may be made by facsimile transmission and this contract may be executed in one or more counterparts, each of which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

ESTI

Iowa Regional Convention of Narcotics Anonymous XXIX Contract

This contract entered into on the _____ day of _____, 2011 by Red Coach Inn & Restaurant in Red Oak, Iowa and the Iowa Regional Convention (IRCNA) Host Chairperson and the Iowa Regional Convention (IRCNA) Standing Chairperson.

The dates of the convention will be June 29th, June 30th and ending on July 1st, 2012, with set up access for the convention committee beginning on Thursday June 28th, 2012 after 4:00 PM in the banquet rooms if needed. If Thursday set up is required a two-week prior notification will be given to the hotel.

Applicable Charges:

Room Rates: Sleeping Room rates will be \$89.99 per night plus tax, and all sleeping room charges will be taken care of by the individual or individuals booking said room. A valid credit/debit card is required for all sleeping room reservations.

It is agreed by all parties that the Convention will block all 53 rooms for the use of the convention. Any rooms not booked by the convention attendees by May 25th, 2012 will be released for public use.

Furthermore, the IRCNA committees will not be held responsible for any smoking violations in the sleeping rooms. Any and all fines incurred in sleeping rooms will be taken care of on an individual basis by the person or persons booking the room. IRCNA will, however, notify all attendees at registration that the Red Coach Inn and Restaurant is a 100% smoke free facility. IRCNA will also communicate this fact to all potential attendees in pre-event literature where possible.

COMPS / SETS OF NGT.S

Furthermore, it is agreed by all parties that the suite room is complimentary and there will be no charges for the use of this room beginning June 29th at check in time and ending July 1st, 2012 at check out time. It is also agreed that all pay-per-view and long distance calling options will be removed from that room during the time of the convention.

Set Up Fees in Banquet Area: It is agreed by all parties that there will be a one-time \$400.00 fee for set-up. The set-up fee is required no later than January 31st of 2012. It is furthermore agreed that the IRCNA Host Committee will inform the Red Coach Inn of all necessary set-up requirements no later than June 15th, 2012.

Deposits & Billing: It is agreed by all parties that a \$500.00 deposit is required and due to the Red Coach Inn no later than September 1st, 2011. It is furthermore agreed that the \$500.00 deposit will be applied to the final bill, which will be paid in full July 1st, 2012. If IRCNA wishes to cancel the event the deposit will be only be refunded prior to a 1-1-12 notification.

BANNER HANGING / RETRIEVAL FEE

Meals: It is agreed by all parties that all meal counts and menu choices will be supplied to the Red Coach Inn by the Host Committee no later than June 22nd, 2012.

It is further agreed that current meal pricing is as follows:

Buffet- 1 meat buffet \$14.95

2 meat buffet \$16.95

3 meat buffet \$18.95

The above pricing does not include taxes or gratuity, which will be included in the final bill. Finally, it is also agreed by all parties that the prices on the meals will not increase by more than 15% from the time of the signing of this contract till the close of the convention.

Liability: It is agreed by all parties that the IRCNA committees will not be held responsible for any damages done in any rented Hotel room by the negligence of individuals. For any and all damages that may occur in any Hotel Room, the Red Coach Inn shall hold the individual/individuals who rented the room responsible for said damages. The IRCNA committees **will be** held liable for any damages in the suite room and all other property in or outside of the restaurant and hotel, which is caused by anyone attending the IRCNA event.

Miscellaneous Items:

Convention Festivities: It is agreed by all parties that during all evening functions of the convention, that the Red Coach Inn has the ability to set up coffee and/or soda bars to sell refreshments to the convention attendees if they so choose. Furthermore, it is agreed that there will be no charge or rebate to the IRCNA Committee if the hotel chooses to provide this service.

It is also agreed that a copy of the convention program will be supplied to the Red Coach Inn so that the hotel is made aware of the convention schedule.

Audio, Dance Floor, etc.: It is agreed by all parties that any audio or dance floor needs will be communicated with the Red Coach Inn no later than April 27th, 2012. It is also agreed by all parties there will be no additional charges for these items.

Banners: It is agreed by all parties that banners from previous conventions will be displayed throughout the weekend. It is further agreed that the convention committee will work closely with the Red Coach Inn to ensure that all hotel rules and regulations are adhered to regarding the display banners.

• FREE HERE?

Decorations: It is agreed by all parties that all decorations needed for the event will be placed by the IRCNA Host Committee once approved by the Red Coach Inn staff and with help from Red Coach staff if needed. (See Red Coach Inn & Restaurant Meeting & Banquet Agreement for specific guidelines). The decorations will be removed by the IRCNA Committee and Red Coach Inn Staff if needed. Furthermore it is agreed that only the designated hotel or restaurant staff will remove any decorations belonging to the hotel that will need to be removed for the event.

Merchandise Sales: It is agreed by all parties that IRCNA will sell merchandise on the premises. Both the IRCNA Host and the Red Coach Inn will work together to ensure that there will be adequate space supplied for these sales, along with some secure location to lock these items up during down times. It is also agreed that tables will need to be supplied for these sales. The number of tables needed for all merchandise will be supplied to the hotel no later than June 15th, 2012.

Registration: It is agreed by all parties that IRCNA will set up a registration table in or near the lobby of the hotel for the weekend, beginning on Friday June 29th and ending on Sunday, July 1st, 2012. It is also agreed that tables will need to be supplied for this event. The number of tables needed for registration will be supplied to the hotel no later than June 15th, 2012.

Outdoor Smoking Stations: All parties are aware that a large portion of the convention attendees are smokers, smoking stations will be set up at designated exits for their convenience.

Addendums: It is recognized that changes may occur that will affect this binding agreement. It is agreed by all parties that any changes or deviations from this agreement will be made by written addendums to this contract and are not binding until all 3 parties, IRCNA Host Chairperson, IRCNA Standing Chairperson and an authorized representative of the Red Coach Inn has signed said addendums.

EXEC. OFFICER?
Point of Accountability: It is agreed by all parties that IRCNA Host and the Red Coach Inn will each have one or more persons designated to work together throughout the planning as well as the execution of the convention.

Red Coach Agreement: A properly signed Meeting and Banquet Agreement by a IRCNA representative will be needed two weeks prior to the event. This agreement has already been provided to an IRCNA representative for review. *TIMIN?*

We the undersigned agree to enter into this binding contract, and agree to all the terms and conditions as described above.

Red Coach Inn

Date Signed

IRCNA XXIX Host Chairperson

Date Signed

IRCNA Standing Chairperson

Date Signed

CHAPTER 5:
“YOU GOT THE BID, NOW WHAT?”
~ CONFIGURATION OPTIONS ~

“You Got the Bid; Now What??”

Congratulations! You will be leaving the Regional Meeting with a check for \$200 made out to your IRCNA.

Open a PO Box right away (and reimburse the person who pays for it when the checks arrive). You will need this to open the checking account and to market your registrations.

Using the IRCNA Tax ID number (see letter from the IRS in chapter 11), open a checking account with your Host Chair, Host Treasurer and Host Co-Treasurer as the signers. It is important that none of these signers have credit problems; an Area in Iowa was once financially paralyzed when a trusted servant on the account was a target of the IRS, resulting in the Area account being frozen until the matter was cleared up! Order ONE box of checks.

Simultaneously set up the PayPal account that will serve your convention until your books are closed. This will allow your fans to conduct online registration and merchandise ordering, the proceeds of which you periodically transferred to your main checking account. Moreover, there is a card reader that can be run on most smart phones that allows you to take credit card payments wherever you have the reader available. See Manual Chapter 11.

Set your prices for Initial Registration (the price to be enjoyed only at the current IRCNA), regular registration (usually through the June Region just before your convention), and late registration (the last month and at the door).

Announce a meeting of the Host subcommittee and begin recruiting officers. See chapter six of the Resource Manual.

Finalize negotiations with the hotel and arrange a meeting in which the IRCNA Standing Chair, Host Chair, and hotel can make a final review of and sign the contract.

Convention Committee

The Convention Committee is generally made up of members who were involved in the planning and bidding process. However, membership in the committee should be open to all members of the Fellowship. The Convention Committee consists of an Executive Committee (Chair, Vice-Chair, Secretary, and Treasurer), Workgroup Chairpersons and attending members.

Chair – responsible for organizing and delegating major tasks to specific workgroups and providing help when needed; help resolve personality conflicts; keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention; monitors the fund flow and overall convention costs and helps organize workgroups budgets; prepares a budget for the Executive Committee; prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action; allows the workgroups to do their jobs while providing guidance and support (only major issues need to be brought to the Convention Committee meeting as workgroups should be given trust and encouragement to use their own judgment); prepares the agenda for planning meetings; votes only to break a tie; chairs the Planning meeting as well as the convention; creates format for the Saturday main meeting.

Vice Chair – responsible for coordinating workgroups and attends workgroup meetings in order to ensure that they get the necessary support to do a good job; works closely with the Chairperson to help delegate responsibilities to others; acts as the Chair if the Chairperson is unavailable.

Secretary – keeps minutes of all committee meetings and workgroup reports; mails minutes to committee members after approval by the Chairperson (within 10 days after the committee meeting) with an attached agenda for the next meeting; maintains a list of names, addresses, and phone numbers of committee members for committee use; keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set; and assists all workgroups in mailing and correspondence.

Treasurer – opens bank account for the Convention Committee; works with Chair and Vice-Chair to prepare a budget (this can be a rough estimate at the beginning of planning and revised as planning continues); writes all checks and is responsible for collecting receipts from workgroups for money paid out; responsible for all monies, including revenues from registration and banquet tickets, pays all bills and advises the committee on cash supply, income flow and rate of expenditures; prepares a final report

Workgroups coordinate their efforts. At the onset each workgroup should decide how they could best coordinate their efforts. Remember, cooperation, consideration and respect is the key that will make it work.

Workgroups in the service structure of Narcotics Anonymous are not autonomous. We are held accountable to the next level of service. Even though workgroups should be given trust in performing their responsibilities, their actions are subject to approval by the Planning Committee as a whole.

Traditionally IRCNA has the following workgroups – HHR (Hotels, Hospitality, Registration), AGME (Arts and Graphics, Merchandise, and Entertainment), and Programming but each Host Committee should configure their workgroups in a way that best suits their needs.

Hotels – determines the amount of meeting space that will be needed, how the space can be utilized most effectively and what would be the lowest possible expense; submit for approval any catering proposals such as coffee, banquets and brunches; interacts with the hotel staff as a point of contact; negotiates contract along with the Host and Standing Chairs

Hospitality – operates a hospitality area where members can gather and relax; fills time slots for areas/groups/individuals to host room

Registration – This workgroup is responsible for “marketing” the convention and is one of the busiest workgroups of every convention; drafting the flyers and forms to be used; develops a record system to track registrants that is simple and clearly understood by all committee members; prepares the registration packet; recruits members to “man” the registration desk during the convention; establish a mailing schedule for flyers and pre-registration forms; determines registration hours

Arts and Graphics – responsible for designing and/or printing a banner, programs, tickets, flyers, convention posters and directional posters

Merchandise – prepares budget consisting of the items to be sold and expenses incurred; responsible for the sale of all merchandise; communicates with the Hotels workgroup for the provision of space; coordinate store hours with the Programming and Hospitality workgroups; responsible for storage of all merchandise in a secure area; maintains an inventory of merchandise; coordinates arrangements for alternative merchandise

Entertainment – arranges activities other than workshops and meetings – i.e. dances, pool party, comedians, etc; signs contracts for djs, band, or other entertainment, along with the Chair; ensures volunteers are in place to check badges or collect money

Programming – plans all the workshops and meetings at the convention; select speakers, meeting chairs and others to help with the program; arranges for taping of workshops and speakers; contacts and confirms all speakers; creates formats for all meetings except for the main Saturday meeting which is created by the Chair; responsible for having the readings available for all chairs and meeting leaders;

Serenity Keepers - This workgroup is not the NA Police Force, just people willing to serve their Fellowship by giving assistance and guidance. Duties could include: give general information and direct attendees to activities; report inappropriate activities such as vandalism, theft, and disturbances; report any medical emergencies to 911, Hotel Personnel and the Host Chair; assist in crowd control, if necessary, during scheduled activities such as dances, raffles, and the merchandise room; take tickets at events; participate in the welcoming committee. There is no need for any committee member to intervene on any other member when they chose to act in an unacceptable manner. This workgroup should first contact the Host Committee Chair and / or Vice –Chair as to the incident taking place and allow them to take appropriate action.

Marathon Meeting – secure people to chair the marathon meeting; responsible for keeping the meeting room running smoothly; select format to be used (see helpful tips)

CHAPTER 6:
RECRUITING THE HOST SUBCOMMITTEE
TALENT-TO-TASK
TALENTS NEEDED PER POSITION
IMPORTANCE OF VOLUNTEERS

Recruiting the Host Committee – Matching Talent to Task

Recruiting members involves more than simply identifying members who may be willing to be of service. Matching talent to task can work for you in a number of ways: from developing ideas and concepts through to implementing tasks to completion for an amazing experience at an IRCNA Convention. You must spot, nurture, develop and keep the talent in the committee to deliver what you want to achieve. NA's Fourth Concept for Service squarely addresses the importance of NA leadership and the qualities to consider in selecting trusted servants.

Qualities to consider when looking for IRCNA host subcommittee officers:

- ◇ Chairperson/Vice Chair
 - Good verbal & facilitation skills
 - Encourages active discussion from committee members in decision making processes
 - Demonstrated experience in a position such as ASC chair or service workgroup chair
 - Organized – able to prepare an agenda and assist in keeping workgroups on task
 - Good follow-up/follow-through (have they completed previous service commitments?)
 - Availability in personal schedule to fulfill commitment
 - Calm spirit
 - Open minded to hear all viewpoints
 - Able to delegate responsibility
 - Supportive to various workgroups
 - Maturity in recovery
 - Ability to prepare detailed reporting
 - Ability to handle disputes in a spiritual manner

- ◇ Secretary
 - Ability to accurately record the items of business in the regularly scheduled meetings
 - Has home computer and/or laptop or access to one to complete the required tasks.
 - Has basic computer skills: typing, creating documents, emailing & including attachments
 - Good follow-up/follow-through (have they completed previous service commitments?)
 - Availability in personal schedule to fulfill commitment
 - Maturity in recovery
 - Good organizational skills: sorting records in orderly manner for easy reference, maintaining accurate meeting records and inventory/archive records
 - Cooperative, works well with others
 - Good communication skills
 - Ability to provide detailed reporting

- ◇ Treasurer/Co-Treasurer
 - Elect treasurers who are financially secure and good at managing their personal finances
 - Accounting/general bookkeeping skills – keeps good, accurate records
 - Previous experience with large sums of money accounting
 - Home computer and/or laptop. Basic computer skills, helpful to have skills w/ spreadsheets for accounting
 - Ability to track multiple forms of income and expenses for various workgroups. (Handling large undocumented sums of cash may leave the treasurer open to unwarranted accusations of theft)
 - Ability to manage multiple budget categories
 - Attention to detail is extremely important
 - Good follow-up/follow-through (have they completed previous service commitments?)
 - Availability in personal schedule to fulfill commitment
 - Maturity in recovery
 - Good communication skills
 - Ability to provide detailed reporting

◇ Programming Chair

- Experience with event planning
- Attention to detail
- Ability to prioritize
- Experience with speaker/facilitator selection
- Ability to coordinate facilitators for workshops
- Good phone & email communication follow-up
- Experience in arranging travel/flight arrangements for speakers
- Arrange overall program design/flow of event
- Experience in development of formats
- Ability to problem solve last minute cancellations
- Good follow-up/follow-through (have they completed previous service commitments?)
- Availability in personal schedule to fulfill commitment
- Calm spirit
- Open minded to hear all viewpoints
- Able to delegate responsibility
- Supportive & cooperative with other workgroups
- Maturity in recovery
- Ability to prepare detailed reporting

◇ Arts & Graphics

- Creative/ Artistic interests
- Ability to be receptive to requests from various workgroups
- Assists in brainstorming new ideas
- Has home computer and/or laptop or access to one to complete the required tasks.
- Has basic computer skills: creating documents, flyers, programs, etc., also emailing and including attachments
- Good follow-up/follow-through (have they completed previous service commitments?)
- Availability in personal schedule to fulfill commitment
- Maturity in recovery
- Good organizational skills
- Cooperative, works well with others
- Good communication skills
- Open minded to hear all viewpoints
- Able to delegate responsibility

◇ Merchandise

- Ability to brainstorming new ideas
- Ability to research items/costs
- Good inventory tracking skills for multiple items
- Previous event merchandise experience helpful
- Ability to prioritize
- Experience working within a budget
- Good follow-up/follow-through (have they completed previous service commitments?)
- Availability in personal schedule to fulfill commitment
- Calm spirit
- Open minded to hear all viewpoints
- Able to delegate responsibility
- Supportive & cooperative with other workgroups
- Maturity in recovery
- Ability to prepare detailed reporting

- ◇ Entertainment
 - Ability to brainstorming new ideas
 - Ability to research items/costs
 - Creative/energetic
 - Event planning experience helpful
 - Knowledge of video/audio needs
 - Ability to coordinate scheduling
 - Good phone & email communication follow-up
 - Ability to arrange design/flow of entertainment
 - Ability to coordinate/prioritize
 - Good budgetary experience/judgment
 - Good follow-up/follow-through (have they completed previous service commitments?)
 - Availability in personal schedule to fulfill commitment
 - Maturity in recovery
 - Cooperative, works well with others
 - Good communication skills
 - Open minded to hear all viewpoints ○ Able to delegate responsibility

- ◇ Hotel & Hospitality
 - Outgoing/Personable
 - Efficient and reliable public relations skills/Effective communication strategies
 - Good negotiating skills
 - Attention to detail
 - Ability to coordinate multiple day event schedules with event space personnel
 - Experience with event planning is helpful
 - Able to maintain ongoing follow-up and follow-through
 - Ability to project room layouts/event space needs/set up
 - Ability to coordinate volunteers
 - Ability to coordinate menu selections and other various hospitality needs within a budget
 - Ability to resolve conflict and concerns of guests and/or hotel staff
 - Good follow-up/follow-through (have they completed previous service commitments?)
 - Availability in personal schedule to fulfill commitment
 - Maturity in recovery
 - Cooperative, works well with others
 - Supportive to other workgroups

- ◇ Registration
 - Good organizational skills
 - Ability to handle/maintain large data base of registrants ○ Keep accurate records
 - Attention to detail
 - Familiarity with Paypal accounts helpful
 - Ability to run cash register
 - Computer knowledge helpful: Spreadsheets/databases
 - Good follow-up/follow-through (have they completed previous service commitments?)
 - Availability in personal schedule to fulfill commitment
 - Maturity in recovery
 - Cooperative, works well with others
 - Supportive to other workgroups
 - Ability to coordinate volunteers

HOW DOES THE WORK GET DONE?

Setting up chairs, hanging the banners, cleaning up after the meetings, preparing refreshments, “manning” the registration & merchandise tables and hospitality room, huggers, marathon meeting chairs, and many other – most of the tasks at the convention are pretty simple but equally important positions to fill going forward. But if one person had to do them all, those simple things would quickly become overwhelming. Helping all members find ways to serve and contribute their talents broadens the opportunity for service and develops future leaders.

The following are some examples of how to provide opportunities for all to serve:

Coffee Person

Not only responsible for making the coffee (ever been to a meeting where the coffee does not show up on time – then you know how important this is) but also responsible for purchasing supplies and cleaning up afterwards. Very good opportunity for those new in recovery as they get the chance to meet everybody.

Butt Grabber

Ok don't get so excited (it's not that kind of a program). The Butt grabber is the service volunteer who cleans up the smoking area. It can be through cleaning ashtrays, picking up cigarette butts from the ground or just keeping other members aware of their behavior and how it is important to keep our meeting places clean. Very good opportunity for those new in recovery.

Set up – Tear down

Responsible for making sure everything is in order and usually for putting it back to its original condition after the event. Very good opportunity for those new in recovery as it requires that you arrive early and stay late which puts you in contact with others who are doing the same.

Greeter/Hugger

Responsible for making the members feel at home with a hello and hug. Very good opportunity for those new in recovery as they get to meet everyone and quite often are the first human contact that our members receive since they had gotten clean.

Where to find members for the committee:

- ◇ Your home groups
- ◇ Your Area service committee members
- ◇ Sponsees/Sponsors
- ◇ Create a pool of former trusted servants to assist/mentor (perhaps from neighboring Areas/towns)
- ◇ Anyone with willingness to serve (there is a job for everyone)
- ◇ Identify members who may have skills, but not much experience and support their involvement in service
- ◇ Invite members who may have been of service in the past to join in the current efforts
- ◇ Create flyers to encourage participation

Other helpful hints:

- ◇ Allow for learning curve for newly elected positions. Although trusted servants have been trained for their project or position, they may still need time and support to adjust to their new responsibilities.
- ◇ Realistically consider human resources when planning
- ◇ Delegating smaller workgroups to complete certain projects allows for a single focus and accountability for short term projects needing completed.
- ◇ Create opportunities for potential committee members to learn more about the IRCNA convention and encourage enthusiasm to be involved
- ◇ Be clear; make sure the individuals understand the roles and responsibilities they are given

CHAPTER 7: TIMELINES

IRCNA HOST COMMITTEE TIMELINES

Nov - 20 months prior	<p>See Resource Manual: Chapter 3 for detailed explanation of the bid process.</p> <p>Bid Committee will present to the Standing Committee nominations of the Host Chair, Treasurer, and Co-Treasurer including service resumes. Host Chair, Treasurer, and Co-Treasurer must be present to be approved by the Standing Committee; all other officers are at Host discretion.</p> <p>Set up meeting with Standing for an orientation - before next regional.</p>				
	Dec - 19 months prior	<table border="1"> <tr> <td style="text-align: center;">Chair</td> <td> Will set the agenda with the following items: *Elections of Vice Chair, Host Secretary, and work group chairpersons *Determine the configuration of the workgroups - See Resource Manual: Chapter 5 *Determine calendar of meeting dates </td> </tr> <tr> <td style="text-align: center;">Treasurer (s)</td> <td> Will be in attendance; IRCNA checking account should be opened with Treasurer, Co-Treasurer, and Chair as signers on the account. Open P O Box Submit financial report to Host Committee </td> </tr> </table>	Chair	Will set the agenda with the following items: *Elections of Vice Chair, Host Secretary, and work group chairpersons *Determine the configuration of the workgroups - See Resource Manual: Chapter 5 *Determine calendar of meeting dates	Treasurer (s)
Chair	Will set the agenda with the following items: *Elections of Vice Chair, Host Secretary, and work group chairpersons *Determine the configuration of the workgroups - See Resource Manual: Chapter 5 *Determine calendar of meeting dates				
Treasurer (s)	Will be in attendance; IRCNA checking account should be opened with Treasurer, Co-Treasurer, and Chair as signers on the account. Open P O Box Submit financial report to Host Committee				
Jan - 18 months prior	Chair	Will set the agenda with the following items: *Elections of vacant work group chairs - See Resource Manual: Chapter 6			
	Vice Chair	Will gather schedules of work groups meetings.			
	Treasurer (s)	Launch PayPal account. Collaborate with Standing Auditor to establish a means of documenting all financial transactions for the convention - See Resource Manual: Chapter 11. Submit financial report to Host Committee			
	Secretary	Compile roster of all workgroup chairs and officers. Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.			
	Hotels / Hospitality	Within 30-45 days of receiving the bid, the hotel contract should be signed by Host Chair, Standing Chair and Hotel representative (if no bid is awarded in November this window may shrink -- contract should be in place by the June Regional) - See Resource Manual: Chapter 4 A copy of contract should be given to IRCNA Standing, Host Chair and H&H Chair; original should be given to Host Secretary. Prepare detailed report to Host committee			
	Registration	Review Resource Manual: Chapter 10 for marketing information and Chapter 9 for helpful tips Prepare detailed report to Host committee			
	Arts / Graphics	Choose logo to submit for committee approval Draft registration flyer Prepare detailed report to Host committee			
	Merchandise	Decide if committee will have any "pre-convention" items or "pre-order" options for regular merchandise. Prepare detailed report to Host committee			
	Programming	Prepare detailed report to Host committee			
	Entertainment	Prepare detailed report to Host committee			

Feb - 17 months prior	Chair	Will set the agenda with the following items: *Nominations of vacant work group chairs Provide detailed report to IRCNA Standing at February Region - include the following: balance of treasury and workgroup updates
	Vice Chair	Continue to coordinate with work groups
	Treasurer (s)	Complete work on establishing a means of documenting all financial transactions. Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Prepare detailed report to Host committee
	Registration	Submit for approval - Registration costs: early bird, pre-registration, registration after cut-off date, and the cut-off date. Prepare detailed report to Host committee
	Arts / Graphics	Submit logo for approval Prepare detailed report to Host committee
	Merchandise	Decide on the prices and cut-off dates for pre-convention or pre-order items if necessary; give Arts / Graphics the information to include on pre-registration sheets. Prepare detailed report to Host committee
	Programming	Prepare detailed report to Host committee
	Entertainment	Prepare detailed report to Host committee
March - 16 months prior	Chair	Will set the agenda with the following items: *Complete nominations/elections of work group chairs *Review Resource Manual: Chapter 17 - to prepare workgroups for what will need to be tracked throughout this process
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Prepare detailed report to Host committee
	Registration	Prepare detailed report to Host committee
	Arts / Graphics	Prepare detailed report to Host committee
	Merchandise	Prepare detailed report to Host committee
	Programming	Prepare detailed report to Host committee
	Entertainment	Prepare detailed report to Host committee

April - 15 months prior	Chair	Will set the agenda
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Meals - Are you offering a brunch? Discuss menus and get pricing from contract. Decide on cost of meals to attendees, making sure you include tax and gratuity charges to each meal. After approval from Host Committee as a whole, supply meal cost information to Arts / Graphics for flyer purposes. Prepare detailed report to Host committee
	Registration	Prepare detailed report to Host committee
	Arts / Graphics	Prepare detailed report to Host committee
	Merchandise	Prepare detailed report to Host committee
	Programming	Decide on how many workshops and submit to committee as a whole for approval. Begin discussion on workshop topics and schedule. Prepare detailed report to Host committee
	Entertainment	Prepare detailed report to Host committee
May - 14 months prior	Chair	Will set the agenda
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Prepare detailed report to Host committee
	Registration	Arrange for volunteers to attend IRCNA to sell registrations on Sunday (Treasurer and/or Co-Treasurer should be in attendance) Prepare detailed report to Host committee
	Arts / Graphics	Submit flyer for final approval Prepare detailed report to Host committee
	Merchandise	Decide on the prices and cut-off dates for pre-convention or pre-order items if necessary; give Arts / Graphics the information to include on pre-registration sheets. Discuss with committee as a whole what kind of merchandise they would like to see at IRCNA. Begin to look for vendors and request catalogs to be mailed to you for regular merchandise items Prepare detailed report to Host committee
	Programming	Decide on recommended cleantimes for workshop chairs, workshop speakers, and main speakers (committee as a whole); give this information to Arts & Graphics for flyer purposes. Prepare detailed report to Host committee
	Entertainment	Prepare detailed report to Host committee

June - 13 months prior	Chair	Will set the agenda Provide detailed report to IRCNA Standing at June Region - include the following: balance of treasury and workgroup updates and approved flyer
	Vice Chair	Assist with agenda, making sure timelines for workgroups have been addressed
	Treasurer (s)	Purchase receipt book and have bank bags for selling registrations at IRCNA Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Prepare detailed report to Host committee
	Registration	Create detailed spreadsheet for each registration received; keep forms themselves (it may be helpful to photocopy each registration and place in registration bag to avoid confusion during the registration process). Prepare detailed report to Host committee
	Arts / Graphics	Print approved flyers by convention date Prepare detailed report to Host committee
	Merchandise	Prepare detailed report to Host committee
	Programming	Prepare detailed report to Host committee
	Entertainment	Prepare detailed report to Host committee
July - 12 months prior	All executive officers are expected to attend convention to help and to gain experience. If possible Workgroup Chairs should also attend and work with their respective workgroups.	
	Chair	Will set the agenda with the following items to be updated: *Set pricing on leftover merchandise from previous IRCNA. Discuss where the committee would like to sell merchandise. Make a list and get volunteers.
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Discuss "free" registrations to areas: Is the committee giving any out? If so, where and how? Prepare detailed report to Host committee
	Registration	Sell registrations on Sunday of current convention. Log each registration received on a spreadsheet; keep the forms themselves (place in registration bag to avoid confusion during the check-in process) Prepare detailed report to Host committee
	Arts / Graphics	Prepare detailed report to Host committee
	Merchandise	Begin selling any leftover merchandise from previous IRCNA at events across the Region and other Regions (after receiving permission from body putting on the event) Prepare detailed report to Host committee
	Programming	Begin soliciting speaker tapes for submission. Develop a grading system for submissions so that more than just a couple of people have a chance to listen to them. Begin listening to tapes as soon as you receive them -- don't wait on this! Prepare detailed report to Host committee
	Entertainment	Prepare detailed report to Host committee

Aug - 11 months prior	Chair	Will set the agenda Provide detailed report to IRCNA Standing at August Region - include the following: # of registrations, # banquets / brunches, # of rooms booked, balance of treasury and workgroup updates
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Prepare detailed report to Host committee - should include # of rooms booked
	Registration	Begin looking at vendor catalogues to decide what purchased items you are placing in the registration bags. Prepare detailed report to Host committee - should include # of registrations, banquets, and brunches
	Arts / Graphics	Prepare detailed report to Host committee
	Merchandise	Continue selling leftover merchandise at events. Prepare detailed report to Host committee
	Programming	Prepare detailed report to Host committee
	Entertainment	Prepare detailed report to Host committee
Sept - 10 months prior	Chair	Will set the agenda with the following items to be updated: *Launch discussion on workgroup budgets - See Resource Manual: Chapter 11
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Prepare detailed report to Host committee - should include # of rooms booked
	Registration	Contact Chamber of Commerce or local visitor's center to get informational pamphlets or handouts they may have for conventions Prepare detailed report to Host committee - should include # of registrations, banquets, and brunches
	Arts / Graphics	Prepare detailed report to Host committee
	Merchandise	Continue selling leftover merchandise at events. Prepare detailed report to Host committee
	Programming	Prepare detailed report to Host committee
	Entertainment	Prepare detailed report to Host committee

Oct - 9 months prior	Chair	Will set the agenda
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Submit budget to Host Committee for review and discussion Prepare detailed report to Host committee - should include # of rooms booked
	Registration	Submit decision on items that need to be purchased for registration bags (300-350) for approval and decide how bags are going to be packaged. Let Chamber of Commerce know about how many items you may need (there should be no cost for these items) Submit budget to Host Committee for review and discussion
	Arts / Graphics	Submit budget to Host Committee for review and discussion Prepare detailed report to Host committee
	Merchandise	Continue selling leftover merchandise at events. Submit budget to Host Committee for review and discussion. Prepare detailed report to Host committee
	Programming	Submit draft schedule (itinerary) of convention including # of workshops and possible topics for approval Submit budget to Host Committee for review and discussion. Prepare detailed report to Host committee
	Entertainment	Submit budget to Host Committee for review and discussion. Prepare detailed report to Host committee
Nov - 8 months prior	Chair	Will set the agenda with the following items to be updated: *Workgroup budget approval Provide detailed report to IRCNA Standing at November Region - include the following: # of registrations, # banquets / brunches, # of rooms booked, balance of treasury and workgroup updates. Assist IRCNA Standing in notifying Areas of time slots for hospitality rooms (if needed)
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing. Will gather all approved workgroup budgets; keep copy in archives and submit copy to IRCNA Standing. Will gather all signed contracts; keep original in archives and copy to IRCNA Standing.
	Hotels / Hospitality	Prepare detailed report to Host committee - should include # of rooms booked
	Registration	Prepare detailed report to Host committee - should include # of registrations, banquets, and brunches
	Arts / Graphics	Prepare detailed report to Host committee
	Merchandise	Continue selling leftover merchandise at events. Prepare detailed report to Host committee
	Programming	Prepare detailed report to Host committee
Entertainment	Prepare detailed report to Host committee	

Dec - 7 months prior	Chair	Will set the agenda with the following items to be updated: *Alternative Merchandise vendors to be reviewed
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Prepare detailed report to Host committee - should include # of rooms booked
	Registration	Prepare detailed report to Host committee - should include # of registrations, banquets, and brunches
	Arts / Graphics	Prepare detailed report to Host committee
	Merchandise	Continue selling leftover merchandise at events. Prepare detailed report to Host committee
	Programming	Submit workshop topics to committee for approval. Select main speaker and research travel expenses (airfare and/or gas estimate) for both main speaker and their significant other. Compile list of potential speakers for Sunday Spiritual meeting (typically from home area but not required) Compile list of potential workshop speakers and chairs. Prepare detailed report to Host committee
	Entertainment	Prepare detailed report to Host committee
Jan - 6 months prior	Chair	Will set the agenda
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Prepare detailed report to Host committee - should include # of rooms booked
	Registration	Prepare detailed report to Host committee - should include # of registrations, banquets, and brunches
	Arts / Graphics	Prepare detailed report to Host committee
	Merchandise	Continue selling leftover merchandise at events. Prepare detailed report to Host committee
	Programming	Arrange travel for main speaker and their significant other. Select Sunday Spiritual speaker (ask willingness - no travel but can offer registration and/or meals) Decide on workshop chairs and speakers - begin to ask for willingness and fill slots. Prepare detailed report to Host committee
	Entertainment	Prepare detailed report to Host committee

Feb - 5 months prior	Chair	Will set the agenda Provide detailed report to IRCNA Standing at February Region - include the following: # of registrations, # banquets / brunches, # of rooms booked, balance of treasury, workgroup updates, hospitality room timeslots
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Prepare detailed report to Host committee - should include # of rooms booked
	Registration	Prepare detailed report to Host committee - should include # of registrations, banquets, and brunches
	Arts / Graphics	Produce all artwork that will be printed on merchandise to be ready for approval by committee. Prepare detailed report to Host committee
	Merchandise	Submit decision on merchandise items and colors for approval - NOTE: it is customary to have t-shirts, coffee mugs, and at least one specialty item. Contact Standing for consultation on numbers of items that you will order of each item. Submit suggested merchandise pricing for approval Continue selling leftover merchandise at events. Prepare detailed report to Host committee
	Programming	Prepare detailed report to Host committee
	Entertainment	Prepare detailed report to Host committee
March - 4 months prior	Chair	Will set the agenda with the following items to be updated: *Determine who will have access to the merchandise room while at the convention. Define single point of accountability in making sure room is locked at all times when not in use. *Schedule meetings to be held during the convention to touch base with each other, how the convention is going, and to find solutions to any problems that the committee may be having.
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Discuss centerpieces for the tables during the Saturday night banquet (plan on about 100 attendees - usually 8 per table) Prepare detailed report to Host committee - should include # of rooms booked
	Registration	Prepare detailed report to Host committee - should include # of registrations, banquets, and brunches
	Arts / Graphics	Contact vendors to find out what type of file is needed for printing. Request from vendor to "proof" final artwork prior to printing Prepare detailed report to Host committee
	Merchandise	Consult with Standing on approval of outside vendors. Place orders for merchandise (this includes registration bag items for 300-350 based on budget decided by committee) Make follow up calls to merchandise vendors 2 weeks after placing orders to see if they are on schedule. Continue selling any leftover merchandise at events. Prepare detailed report to Host committee
	Programming	Decide if you are going to tape workshops and speakers - start looking at taping services or inquire within our Region to see what cost would be to the committee; obtain contracts Prepare detailed report to Host committee
	Entertainment	Prepare detailed report to Host committee

April - 90 days prior	Chair	Will set the agenda
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Submit decisions on centerpieces for Saturday night banquet for approval Prepare detailed report to Host committee - should include # of rooms booked
	Registration	Send letters to pre-registrants thanking them for doing so and confirming what they have purchased. Prepare detailed report to Host committee - should include # of registrations, banquets, and brunches
	Arts / Graphics	Final design of name tags and programs due - submit for committee approval. Prepare detailed report to Host committee
	Merchandise	Plan open/close hours times for the merchandise room; share info with Arts & Graphics and Programming. Confirmation calls to accept outside vendors and obtain contracts if necessary. Work with Entertainment on raffle - establish system for dispersing raffle items, as well as system for silent raffle. Continue selling any leftover merchandise at events. Prepare detailed report to Host committee
	Programming	Submit for approval by committee as a whole: *taping service - are we taping and who will be providing the service *which readings to use at workshops and main meetings *keytags in marathon meeting/main meetings *basic texts to newcomers at cleantime countdown? If so, how many? Ensure there are enough readings for workshops, main meetings, and marathon meetings - order what is necessary. Order basic texts and/or ask Areas within the Region to considering donating Submit final copy of program to Arts & Graphics Prepare detailed report to Host committee
	Entertainment	Submit to Arts & Graphics any items that may be an additional cost to attendees (comedian, etc). Work with Merchandise on raffle - establish system for dispersing raffle items, as well as system for silent raffle. Prepare detailed report to Host committee

May - 60 days prior	Chair	<p>Will set the agenda with the following items to be updated:</p> <ul style="list-style-type: none"> *Make sure volunteers are in place to sell registrations at IRCNA (either the Treasurer or Co-Treasurer should be in attendance) *Final design of name tag approval including distinguishing the committee member tags *Final program approval *Arrange for retrieval of supplies from storage.
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed
	Treasurer (s)	Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	<p>Contact Hotel to see when committee can be there to set up - It is best to start on Thursday night if possible. When can banners go up, when do they need to be removed and who does this (committee or hotel staff)?</p> <p>Check with hotel for storage of food items in the Hospitality room; place to lock items up; place to cool soda in room?</p> <p>Prepare detailed report to Host committee - should include # of rooms booked</p>
	Registration	<p>Pick up ordered printed items from Chamber of Commerce and/or Visitor's Center and set up date to stuff bags.</p> <p>Prepare detailed report to Host committee - should include # of registrations, banquets, and brunches</p>
	Arts / Graphics	Prepare detailed report to Host committee
	Merchandise	<p>Continue selling any leftover merchandise at events.</p> <p>Ensure that Arts & Graphics has all info to produce price sheet.</p> <p>Prepare detailed report to Host committee</p>
	Programming	<p>Make follow-up calls to all speakers, workshop chairs and taping vendor (if applicable) to confirm their attendance.</p> <p>Submit to committee as a whole: Workshop / meeting format (s) for approval (Samples can be found in the Resource Manual: Chapter 15)</p> <p>Prepare detailed report to Host committee</p>
	Entertainment	<p>Make follow up calls to entertainers and confirm their attendance.</p> <p>Coordinate with the Executive Committee to get volunteers from the Host Area to help (Note: clean time requirement is necessary for any volunteers taking money - it is suggested to have 5 years or more)</p> <p>Prepare detailed report to Host Committee.</p>

June - 30 days prior	Chair	<p>Will set the agenda with the following items to be updated:</p> <ul style="list-style-type: none"> *Review checklist in Resource Manual: Chapter 9 - all workgroups *Complete volunteer work assignments and forward info to Vice Chair. *Decide on time before convention opens for the committee members to purchase merchandise. *Determine meeting times and locations to be scheduled during the convention, make sure this information gets passed along to all committee members, as well as IRCNA Standing and next year's committee. <p>Prepare Saturday night Main meeting format (samples can be found in Resource Manual: Chapter 15)</p> <p>Provide detailed report to IRCNA Standing at June Region - include the following: # of registrations, # banquets / brunches, # of rooms booked, balance of treasury and workgroup updates.</p> <p>Establish a time with IRCNA Standing to pick up items at the storage unit; decide as a committee where those items will be stored until convention.</p>
	Vice Chair	<p>Assist with agenda; making sure timelines for workgroups have been addressed.</p> <p>After meeting, take the volunteer sign up sheets and time assignments and call each one to let them know where and what time to report for service -- this duty can be shared with respective workgroup(s).</p>
	Treasurer (s)	<p>Submit financial report.</p> <p>Have bank bag on hand for selling registrations at IRCNA.</p> <p>Work together to plan accounting methods while at the convention (money drops, deposits and financial accountability) and review plans with Standing and Host committee.</p> <p>Get pricing information from Merchandise and Registration and program cash registers.</p>
	Secretary	<p>Prepare press packages and make them available at the Registration table - See Resource Manual: Chapter 8</p> <p>Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.</p> <p>Gather all volunteer sign up sheets and discuss how the committee will break down the list of volunteers, making sure that the areas that will need the required clean time are covered when handling money.</p> <p>Record all volunteer time assignments and forward copy to all Workgroup Chairs as well as all executive committee members.</p>
	Hotels / Hospitality	<p>Complete centerpieces for Banquet - decide if and how these will be given away during banquet</p> <p>Coordinate with Vice Chair in contacting volunteers to inform them of their timeslot and where they are to report.</p> <p>Go shopping and purchase budgeted food and coffee items (don't forget coffee cups, plates, forks, etc)</p> <p>Prepare detailed report to Host committee - should include # of rooms booked</p>

June - 30 days prior	Registration	<p>Give all information to Arts & Graphics to make workshop topic / time signs, merchandise room times signs, hospitality room signs, and any directional signs you feel need displayed.</p> <p>Give all information to Arts & Graphics to produce merchandise pricing signs.</p> <p>Coordinate with Vice Chair in contacting volunteers to inform them of their timeslot and where they are to report (Remember there are cleantime requirements for handling money).</p> <p>Coordinate with Treasurer in programming cash registers.</p> <p>Stuff registration bags (committee as a whole or volunteers)</p> <p>Decide how bags will be set up at the Registration table for easy access.</p> <p>Prepare detailed report to Host committee - should include # of registrations, banquets, and brunches</p>
	Arts / Graphics	<p>Produce programs and give to Registrations.</p> <p>Produce name tags (possibly with pre-registrants names printed on them and give to Registration).</p> <p>Produce banquet, brunch, dance, and any other special event tickets and give to Registration.</p> <p>Produce signs (workshop signs, hospitality room signs, merchandise pricing and merchandise selling hours, any directional signs you feel are needed)</p> <p>Banner completion at least 2 weeks prior to convention; contact Standing regarding storage tube for banner.</p> <p>Coordinate with Vice Chair in contacting volunteers to inform them of their timeslot and where they are to report.</p> <p>Prepare detailed report to Host committee.</p>
	Merchandise	<p>Continue selling any leftover merchandise at events.</p> <p>2 weeks prior to convention - Follow up calls to vendors to see if they are on schedule.</p> <p>Determine who will have access to merchandise room; approval of who will have key to enter (cleantime 5+ years)</p> <p>Coordinate with Vice Chair in contacting volunteers to inform them of their timeslot and where they are to report.</p> <p>Coordinate with Treasurer in programming cash registers.</p> <p>Work with Treasurer(s) to ensure a system of making cash drops for money tracking purposes.</p> <p>Prepare detailed report to Host committee.</p>
	Programming	<p>Coordinate with Vice Chair in contacting volunteers to inform them of their timeslot and where they are to report.</p> <p>Make copies of workshop format (enough for each workshop room and a couple of extras in case one gets lost).</p> <p>Decision (committee as whole): Allowing cleantime celebrations/medallion presentations during main speaker?</p> <p>Prepare detailed report to Host committee.</p>
	Entertainment	<p>Coordinate with Programming & HH times and availability/location for entertainment set up.</p> <p>Contact all entertainment booked and confirm their attendance at the convention, confirm times they are to arrive for set up.</p> <p>Coordinate with Vice Chair in contacting volunteers to inform them of their timeslot and where they are to report.</p> <p>Prepare detailed report to Host committee.</p>

** July **	Chair	Will set the agenda with the following items to be updated: *Schedule final meeting with host committee after the convention but BEFORE the August IRSC meeting.
	Vice Chair	Assist with agenda; making sure timelines for workgroups have been addressed. Work with the committee as a whole and fill in where and when necessary. Attend scheduled Host meetings during convention.
	Treasurer (s)	Provide assistance to current host Treasurer throughout weekend as needed. Submit financial report
	Secretary	Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.
	Hotels / Hospitality	Arrive early and contact the designated person at the hotel; maintain communication throughout the weekend addressing any problems/concerns promptly. If hanging banners, make sure there are plenty of volunteers to help -- this is a time consuming task so plan accordingly. Use volunteers to help keep the Hospitality room somewhat clean throughout the weekend -- If Areas/groups are hosting, encourage them to clean up at the end of their shifts. Place a donation can in the Hospitality room for pop sales / coffee donation - this money should be taken out of the room every hour during busy times - make sure you get receipts from the Treasurer when handing monies over. Set centerpieces on the tables before the banquet (hotel staff might be willing to do this) and make sure they are removed after banquet is over. Attend scheduled Host meetings during the convention and report how Hospitality room is going and address any issues regarding the Hotel.
	Registration	Get to Hotel early and set up Registration table, using stations to help the process move quicker (see IRCNA Standing) Make sure Registration is opened on time all days of the convention. Make sure tables are cleaned every evening when Registration closes. Attend scheduled Host meetings during the convention and report on how registration is going.
	Arts / Graphics	Hang workshop and directional signs and/or change signs as needed throughout the weekend. Work with Hotels & Hospitality on hanging and taking down the banners. Work with the committee as a whole and fill in when and where necessary. Attend scheduled Host meetings during the convention.

** July **	Merchandise	<p>Place any unsold leftover merchandise in the raffle.</p> <p>Merchandise room is to be locked when not attended - make sure it is communicated with the Host committee and the facility who is allowed access to the locked room.</p> <p>Before opening of the merchandise room and each shift - make sure all volunteers have been trained properly on the system you have in place as well as how to run the cash register.</p> <p>Do a physical inventory each evening and compare to register receipts.</p> <p>Attend scheduled Host meetings during convention and report on how merchandise sales are going.</p> <p>At close of convention - do an inventory count of all left over merchandise with a member of IRCNA Standing, sign a receipt of inventory turned over and ensure copy is given to you for your records.</p>
	Programming	<p>Arrange for the speaker to be picked up at the airport, if need be.</p> <p>Arrive early at the hotel and make sure that set-up needs for Friday night speakers and/or workshops are completed.</p> <p>Before each workshop, talk with the chairs and let them know the format; remind them to start and end on time.</p> <p>Attend scheduled Host meetings during convention and report on how Programming is going.</p>
	Entertainment	<p>Make sure all audio visual equipment is set up and working an hour or so before the event is to start.</p> <p>Work with the committee as a whole and fill in when and where necessary.</p> <p>Execute your activities, making sure that all events start and end on time.</p> <p>Attend scheduled Host meetings during the convention and report how activities are going</p>

Aug	Chair	<p>Will set the agenda with the following items included:</p> <ul style="list-style-type: none"> *Discuss and prepare final report for IRCNA Standing. *Budget issues for each workgroup (Did they stay within budget? Did they go over? And if so, what caused them to go over or did they over budget?) *Discuss with the committee as a whole what you did that could have been done better (put notes of this discussion in your final report) *Discuss with the committee as a whole, what they think worked well for them; we need this experience to help other Host Committees in the future. *Discuss with the committee as a whole the IRCNA timelines and duties - what needs to be changed? <p>Submit finalized report to IRCNA Standing at August Region (see Resource Manual - Chapter 17 for detailed report format) Schedule a time with IRCNA Standing to meet at the storage unit to return all IRCNA property.</p>
	Vice Chair	Assist with agenda
	Treasurer (s)	<p>Before meeting or at least before the IRSC, close bank account. Get two cashier's checks - one in the amount of \$1800 and issue it to the Iowa Region Convention of Narcotics Anonymous; the second check will be for the remaining balance and should be issued to the Iowa Region of Narcotics Anonymous.</p> <p>Submit all financial records to the Secretary, making sure it is in a format that can be audited.</p> <p>After account is closed, destroy all leftover checks.</p>
	Secretary	<p>Will take notes of all IRCNA Host meetings and forward to all host members as well as IRCNA Standing.</p> <p>Compile a file (or notebook) with the following items to be included:</p> <ul style="list-style-type: none"> *All minutes from previous meetings *All signed contracts *All budgets from workgroups *A detailed listing of any changes the committee feels needs to be done on the timeline *A detailed treasury report <p>Submit all items to the Chairperson before the IRSC meeting.</p>
	Hotels / Hospitality	Final report on actions of the workgroup, include any suggestions/concerns to committee, any issues the workgroup had with their budget and any suggestions on changes to the timeline.
	Registration	Final report on actions of the workgroup, include any suggestions/concerns to committee, any issues the workgroup had with their budget and any suggestions on changes to the timeline.
	Arts / Graphics	Final report on actions of the workgroup, include any suggestions/concerns to committee, any issues the workgroup had with their budget and any suggestions on changes to the timeline.
	Merchandise	<p>Final report on actions of the workgroup, include any suggestions/concerns to committee, any issues the workgroup had with their budget and any suggestions on changes to the timeline.</p> <p>Submit one (1) cup, one (1) t-shirt (per style), and one (1) specialty item (where applicable) to IRCNA archives</p>
	Programming	Final report on actions of the workgroup, include any suggestions/concerns to committee, any issues the workgroup had with their budget and any suggestions on changes to the timeline.
	Entertainment	Final report on actions of the workgroup, include any suggestions/concerns to committee, any issues the workgroup had with their budget and any suggestions on changes to the timeline.

CHAPTER 8:

DEALING WITH THE MEDIA

HANDLING THE MEDIA

A Convention is not an appropriate setting for a community presentation. Neither is it a beneficial time or place to encourage media participation. It is recommended that pre-convention press releases to print and/or visual media sources be avoided. Anonymity, non-affiliation and attraction rather than promotion are just some of our principles that can be easily, although unintentionally, violated if the press is encouraged to attend a convention. It is, however, a good idea for the Secretary to prepare a press packet to have available at a designated spot in case a reporter does show up. This can be at Registration. All members staffing the Registration desk should be informed that if a reporter inquires they should give them a packet and immediately direct them to a member of the Executive Committee.

The press packet should include approved information about NA, the purpose of the Convention, meeting schedules of the local Fellowship, and a statement, which clearly and forcefully explains the importance of anonymity to the continued survival of our Fellowship. It is, in fact, our last name.

FREQUENTLY ASKED QUESTIONS MEDIA

This resource can be used when interacting with the media in general. These frequently asked questions are meant to help trusted servants provide clear, consistent, and informative responses. In an effort to gain an understanding of the information here, trusted servants can discuss and rehearse the questions and answers below.

When responding to questions, it is often best to paraphrase our literature, using your own words and referring to the appropriate piece of literature to provide support for your response. We illustrate specific literature to help persons better understand our program of recovery. In that same light, when we use NA-specific terminology such as “home group,” it may be helpful to explain the meaning for the audience.

What follows are possible answers to questions frequently asked by the media, which includes print, television, and radio reporters:

Q&A 1

What was your drug using like?

My using was similar to what’s described in our Basic Text, *Narcotics Anonymous*. In essence, I used drugs every day and only thought about getting more drugs and the money to pay for the drugs. What we have found most important in recovery is that we identify with each other in meetings, focus on recovery from addiction, and do not compare our use of drugs. Many addicts had the same feelings while using drugs, and this is a source of identification for members.

Q&A 2

Are all addicts alike? Do you all do the same things when using drugs? Do you all live in poor, run-down housing when using drugs?

Our fellowship is made up of people from a variety of backgrounds and who have had different experiences in their using. What we all share is a feeling of degradation and isolation when using drugs. Some addicts come court-referred, while others come voluntarily; some addicts are homeless, while others come earning large salaries. NA is for anyone with a desire to stop using drugs.

Q&A 3

What is an NA meeting like?

An NA meeting is where two or more addicts gather for the purpose of recovery from the disease of addiction. Members offer each other peer support by sharing experiences about how they manage life situations without returning to using drugs. Some meetings have speakers who share their experience with getting and staying clean, while others have structured formats that focus on NA literature (our Basic Text, informational pamphlets, or our *Just for Today* daily meditation book). All meetings focus on recovery and supporting each other in recovery.

Here are some other things that can occur at an NA meeting:

- ☞ During the course of a meeting, a basket is passed for our members to contribute money to support the cost of the meeting facility and other NA services such as literature distribution. One of our traditions speaks to our self-support through our own contributions.
- ☞ Meetings often open and close with the Serenity Prayer or some other NA prayer.
- ☞ Some meetings also provide keytags to recognize days, months, and years of continuous abstinence from drugs.

Q&A 4

Are most of your members heroin addicts?

It is possible that when NA first started, the majority of our members used heroin. Today, as indicated in our *Membership Survey*, our members use a variety of drugs, including alcohol. Interestingly, 78% of those surveyed list alcohol as one of the drugs used on a regular basis. This survey also provides information about employment status, occupation, gender, and age. Our basic tenet about addiction is that it is a disease, and not related to a particular substance.

Q&A 5

What is the “amend step”?

Recovering addicts are encouraged to work the Twelve Steps with a sponsor. The Twelve Steps help addicts learn how to incorporate spiritual principles into their daily lives. One of these steps, frequently referred to as the “amend step,” asks members to correct the harm they’ve caused and work to change their behavior.

Q&A 6

How does a sponsor work?

As explained in our book and informational pamphlet, *Sponsorship*, this is a relationship between two members of NA—a more experienced member helping a newer member learn how to live life without the use of drugs and how to incorporate the principles of the Twelve Steps.

Q&A 7

What do you mean by “clean and not sober”?

By referring to our recovery time as “cleantime” and identifying ourselves as “addicts,” we are able to keep NA’s message focused on recovery from addiction and not the drugs we used.

Q&A 8

How many NA members have been incarcerated? How many NA members have been convicted of sex-related crimes?

We do not collect that type of data.

Q&A
9

What's your opinion on the current administration's drug policy?

Narcotics Anonymous has no opinion on the current administration's drug policy as this is outside our scope. We offer no opinion on any outside issues, including drug policy, so as not to divert us from our primary focus – one addict helping another to recover from the disease of addiction.

Q&A
10

What's your opinion on methadone?

It may be useful to have Bulletin #29 available, or provide NAWS website link at www.na.org. In general, we cannot assess anyone's desire to abstain from drugs, and NA has no opinion on drug replacement therapies used by professionals in the management of addiction.

NA is a program of total abstinence. This provides the foundation for recovery from drug use and for further personal growth. Narcotics Anonymous has only one membership requirement: a desire to stop using drugs. Drug addicts who are participating in drug replacement therapies are welcome in NA meetings.

Most meetings ask that people under the influence of any mind- or mood-altering substances listen (rather than speak) during the meeting, and speak to members on an individual basis before and after the meeting. Meetings that follow this practice do so to preserve an atmosphere of recovery in the meeting. Additional information may be found in the *Public Relations Handbook*, page 67.

Q&A
11

Can we come to your convention and take photographs?

Typically, no. We're an anonymous fellowship and we do not permit photographs of NA members. However, you may contact the convention information committee to make arrangements to photograph our event or to cover this event for an article with a photo in a way that maintains personal anonymity. We ask that you attend our event escorted by a designated member of the convention committee. Our desire is to allow members to feel comfortable while attending this celebration of recovery without fear or distraction of outside photographers.

Q&A
12

Has a certain celebrity been attending meetings?

In the spirit of anonymity, we are not at liberty to confirm whether someone has been attending meetings or if they are a member of Narcotics Anonymous.

Q&A
13

Are there NA meetings around the world?

As of 2012, Narcotics Anonymous exists in 129 countries, speaks 77 languages, and has over 61,800 weekly meetings worldwide.

Q&A
14

What treatment centers do you work with?

Narcotics Anonymous is not affiliated with any outside enterprises. We do not operate any treatment centers, sober living homes, rehabilitation, or detox facilities. We do, however, work cooperatively with these establishments to let them know that Narcotics Anonymous is a community resource for their clients.

Q&A
15

Where do you get your funds? Are you federally or state-funded?

Narcotics Anonymous is self-supporting through its own member voluntary contributions.

Q&A
16

Is there a spokesperson I can contact?

Narcotics Anonymous does not have a spokesperson. However, if you have any further questions you may contact NA World Services to speak with the public relations manager. Phone: 818.773.9999; or visit our website: www.na.org. Locally, you can contact NA at _____.

Q&A
17

Can we come to your meeting and film a documentary on NA meetings?

No, this would not be in harmony with our traditions. You may attend an “open” meeting (meaning open to the public) to gain an understanding of an NA meeting. However, filming is prohibited.

Q&A
18

Can I take a picture of you for our article?

In the spirit of anonymity, I would not be comfortable having a full-face photograph taken.



Welcome to Narcotics Anonymous

This is NA Fellowship-approved literature.

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This pamphlet was written to answer some of your questions concerning the program of Narcotics Anonymous. Our message is very simple: We have found a way to live without using drugs, and we are happy to share it with anyone for whom drugs are a problem.

Welcome to your first NA meeting. NA offers addicts a way to live drug-free. If you are not sure you're an addict, don't worry about it; just keep coming to our meetings. You will have all the time you need to make up your own mind.

If you are like many of us when we attended our first NA meeting, you may be feeling pretty nervous and think that everyone at the meeting is focusing on you. If so, you are not the only one. Many of us have felt the same way. It has been said, "If your stomach's all tied up in knots, you're probably in the right place." We often say that no one comes through the doors of NA by mistake. Nonaddicted people don't spend their time wondering if they're addicts. They don't even think about it. If you're wondering whether or not you're an addict, you might be one. Just allow yourself the time to listen to us share about what it has been like for us. Perhaps you will hear something that sounds familiar to you. It doesn't matter whether or not you have used the same drugs others mention. It is not important which drugs you used; you're welcome here if you want to stop using. Most addicts experience very similar feelings, and it is in focusing on our similarities, rather than our differences, that we are helpful to one another.

You may be feeling hopeless and afraid. You may think that this program, like other things you have tried, will not work. Or you may think that it will work for someone else but not for you because you feel you are different than us. Most of us felt like that when we first came to NA. Somehow we knew that we couldn't go on using drugs, but we didn't know how to stop or stay clean. We were all afraid to let go of something that had become so important to us. It is a relief to discover that the only requirement for membership in NA is a *desire* to stop using.

At first, most of us were mistrustful and fearful of trying a new way of doing things. About the only thing we were sure of was that our old ways were not working at all. Even after getting clean, things didn't change right away. Often, even our usual activities, such as driving a car or using the telephone, seemed frightening and strange, as if we had become someone we didn't recognize. This is where the fellowship and support of other clean addicts really helps, and we begin to rely on others for the reassurance we so desperately need.

You may already be thinking: "Yes, but" or "What if?" However, even if you have doubts, you can use these simple suggestions for starters: Attend as many NA meetings as you can and collect a list of NA phone numbers to use regularly, especially when the urge for drugs is strong. The temptation is not restricted to the days and hours where meetings occur. We are clean today because we reached out for help. What helped us can help you. So don't be afraid to call another recovering addict.

The only way to keep from returning to active addiction is not to take that first drug. The most natural thing for an addict to do is to use drugs. In order for most of us to abstain from using mood-altering, mind-changing chemicals, we have had to undergo drastic changes physically, mentally, emotionally, and spiritually. The Twelve Steps of NA offer us a way to change. As someone said: "You can probably get clean by just coming to meetings. However, if you want to stay clean and experience recovery, you will need to practice the Twelve Steps." This is more than we can do alone. In the NA Fellowship, we support one another in our efforts to learn and practice a new way of living that keeps us healthy and drug-free.

At your first meeting, you will meet people with various lengths of clean time. You may wonder how they could remain clean for that period of time. If you keep coming to NA meetings and stay clean, you will come to understand how it works. There is a mutual respect and caring among clean addicts because we've all had to overcome the misery of addiction. We love and support each other in our recovery. The program of NA is comprised of spiritual principles that we have found help us to remain clean. Nothing will be demanded of you, but you will receive many suggestions. This fellowship provides the opportunity for us to give you what we have found: a clean way of living. We know that we have to "give it away in order to keep it."

So, welcome! We are glad that you have made it here, and hope that you decide to stay. It is important for you to know that you will hear God mentioned at NA meetings. What we are referring to is a Power greater than ourselves that makes possible what seems impossible. We found that Power here, in NA, in the program, in the meetings, and in the people. This is the spiritual principle that has worked for us to live drug-free a day at a time; and whenever a day is too long, then five minutes at a time. We can do together what we could not do alone. We invite you to use our strength and our hope until you have found some of your own. There will come a time when you too may want to share with someone else what has been freely given to you.

KEEP COMING BACK—IT WORKS!

AN INTRODUCTION TO NARCOTICS ANONYMOUS MEETINGS

happens in our meetings. The words we use and the way we act might be unfamiliar to you at first, but hopefully this information can help you get the most out of your first NA meeting. If you show up early, stay late, and ask lots of questions before and after the meeting, you'll probably get the most out of every meeting you attend.

Our Basic Text, *Narcotics Anonymous*, provides the best description of who we are and what we do: "NA is a nonprofit fellowship or society of men and women for whom drugs had become a major problem. We are recovering addicts who meet regularly to help each other stay clean." The Twelve Steps of NA are the basis of our recovery program. People have all sorts of reasons for attending NA meetings, but the reason for each meeting is to give NA members a place to share recovery with other addicts. If you are not an addict, look for an open meeting, which welcomes non-addicts. If you're an addict or think you might have a drug problem, we suggest a meeting every day for at least ninety days to get to know NA members and our program.

NA literature is also a great source of information about our program. Our Basic Text (*Narcotics Anonymous*) or our recovery pamphlets are a good place to start. Most meetings offer pamphlets for free, while books are generally sold at the group's cost. Most of our literature is also available to read or buy at www.na.org.

The following is some general information that applies to most NA meetings

- ◆ We are not concerned with types or amounts of drugs used; we focus on the ways addiction and recovery affect our lives.
- ◆ NA meetings are not classes or group therapy sessions. We do not teach lessons or provide counseling. We simply share our personal experiences with addiction and recovery.
- ◆ Meetings are often held in churches, treatment centers, or other facilities, because these places tend to be affordable, available, or convenient. NA is not a part of or connected to any other group, organization, or institution.
- ◆ To respect the anonymity of all of our members, we ask that people who attend our meetings not talk about who our members are or what they share in meetings.
- ◆ NA has no membership fees or dues. Our members make voluntary contributions at meetings to support the group and other efforts to carry our message. Nonmembers are asked not to contribute so NA can remain fully self-supporting.

Our program of recovery begins with abstinence from all drugs, including alcohol. Sometimes people come to NA meetings while still using drugs, detoxing from drugs, or on drug replacement therapy. Regardless of what you may be taking when you first come to NA, you are welcome. Also, members often have questions about prescribed medications. We encourage you to read NA literature (*Basic Text*, *In Time of Illness*, *NA Groups and Medication*, etc.), which will explain NA's approach to recovery, and to talk to NA members who have faced similar situations about what worked for them. We are not professionals and cannot offer expert opinions in medical matters; we can only share our personal experiences with one another.

Here are a few things you might expect to see or experience in our meetings

- ◆ Meetings are usually either discussion or speaker meetings. Discussion meetings allow members to take turns sharing. Speaker meetings allow one or more members to share for an extended period of time.
- ◆ Visitors and newcomers are usually asked to introduce themselves by their first name. Newcomers are usually welcomed with a handshake or hug and a welcome keytag.
- ◆ In most places, it is customary for members to gather in a circle to end the meeting with a short prayer or NA reading. Though you may hear prayers in meetings, ours is a spiritual, not religious program.



SOME HELPFUL NA TERMS

ADDICT—the term we use to refer to ourselves because we see addiction itself as the problem, rather than the use of a specific drug

BASIC TEXT—the book that contains our core ideas, entitled *Narcotics Anonymous*

CLOSED MEETING—meeting for addicts or people who might have a drug problem

GROUP—members who hold one or more regularly scheduled NA meetings

HIGHER POWER—any loving force that helps a member stay clean and seek recovery

IPS—information pamphlets about NA

NEWCOMERS—new NA members

OPEN MEETING—meeting that welcomes anyone to attend, including interested non-addicts

RELAPSE—when a lapse in recovery results in a brief or extended return to drug use

SHARING—offering personal experience with addiction and recovery

SPONSOR—experienced member who offers guidance and support through the Twelve Steps

TRUSTED SERVANTS—members who have service positions in NA

- ◇ Groups often mark or sign attendance sheets or court cards as a courtesy to people who request it, but some groups and members choose not to do so. If needed, it is best to ask how the group handles this before the meeting begins.
- ◇ Most groups provide schedules or directories of other local NA meetings.

About sharing

- ◇ NA relies on the “therapeutic value of one addict helping another.” Nonmembers are generally asked not to share in meetings.
- ◇ Members are usually asked to share only once per meeting, mindful of the meeting’s time limitations. Many meetings ask members to limit sharing to five minutes or less.
- ◇ Members are also encouraged to avoid “crosstalk,” which means we share our own experiences instead of responding to other members. Individuals can have conversations before or after meetings.
- ◇ Members are asked to avoid sharing explicit details and descriptions of drugs and using in meetings, and to focus instead on how addiction and recovery affect us.
- ◇ Newcomers are generally encouraged to focus on listening, but they are welcome to share during the participation portion of the meeting if they feel the need.
- ◇ Newcomers are also encouraged to listen closely to identify experienced members they can relate to who might make good sponsors or offer other guidance and support.

Cultivating an atmosphere of recovery in our meetings

- ◇ Some meetings have a short break for members to talk, get refreshments, use the restroom, or smoke. At meetings with no break, we usually wait until after the meeting.
- ◇ We don’t allow drugs or drug paraphernalia in any NA meetings.
- ◇ We strongly discourage any harassment, threats, or disturbing behavior before, during, and after our meetings. This includes unwelcome sexual, romantic, financial, and religious solicitation. Our meetings are for sharing NA recovery. If you feel harassed or threatened,

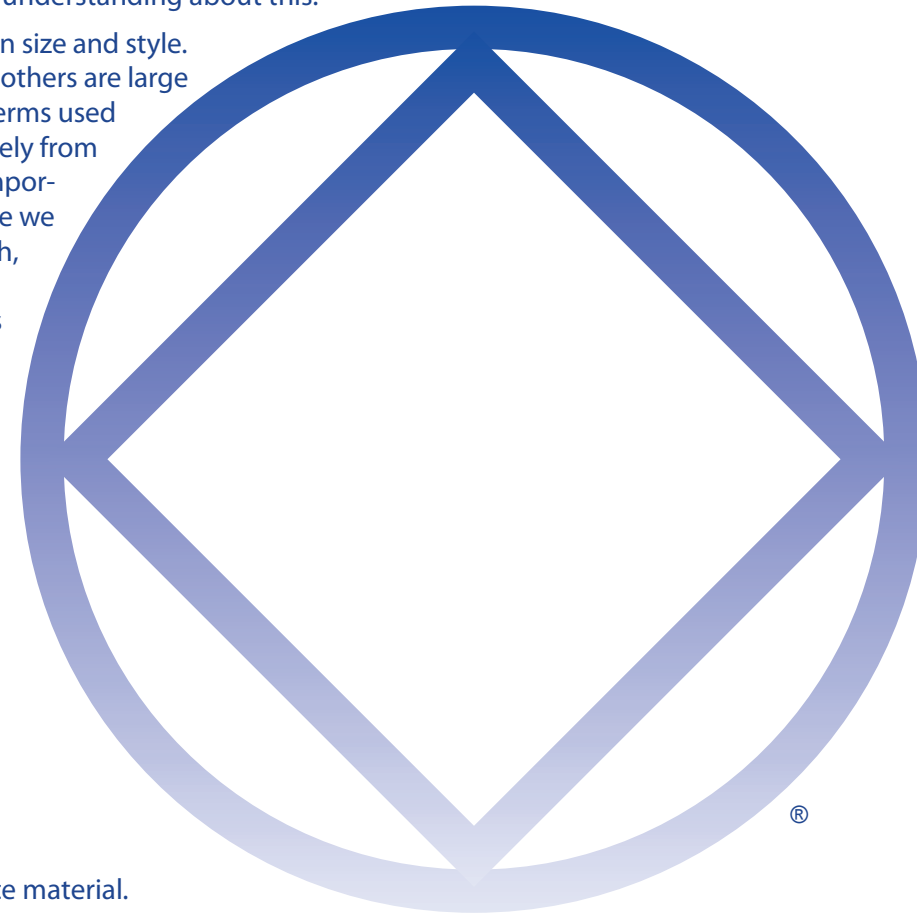
share your concerns with the meeting leader or a trusted servant.

- ◇ We ask latecomers to find a seat quietly and avoid distracting people.
- ◇ We discourage side conversations. Even at a very low whisper, they distract others.
- ◇ Phone calls and text messages also distract others. We ask members to turn off or silence their cell phones and other electronic devices during meetings.
- ◇ In many places, hugs are a common NA greeting. If you’re not comfortable hugging, don’t hesitate to say so. Most members will be understanding about this.

Our meetings vary widely in size and style. Some are small and intimate; others are large and loud. The practices and terms used in our meetings also vary widely from one place to another. Most importantly, our meetings are where we share our experience, strength, and hope. If you’re an addict, keep coming to our meetings and share in our recovery!

AN INTRODUCTION TO NA MEETINGS

Revised 2008



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CHAPTER 9:
DOS/DON'TS, CHECKLISTS & HELPFUL TIPS

Do's and Don'ts

- DO** follow our Traditions, Concepts and Guidelines
- DO** communicate with each other
- DO** be fair to everyone, even those who disagree with you.
- DO** hold regular scheduled meetings (at least once a month)
- DO** start and stop on time
- DO** keep records (minutes) of all scheduled meetings
- DO** develop budget plans for all subcommittees
- DO** follow procedures established for disbursement of funds
- DO** get contact information for all volunteers / speakers
- DO** recruit members to participate (in planning and actual event)
- DO** make a checklist for items / details needed that weekend
- DO** check, double check, triple check - Never assume anything. Always check, check again, and then on the day - check again
- DO** make sure the conference venue meets all the requirements of your objectives and program: eg, size of meeting rooms and facilities, standard of accommodation, proximity to airport.
- DO** respond to e-mail or phone calls in a timely fashion. Answer questions honestly. If you don't have an answer, give an estimate as to when you can get details from your committee chair/program organizers.

DON'T wait till the last minute to plan – be organized

DON'T overspend – plan and follow your budget

DON'T forget to read your contracts – double check dates and spaces reserved

DON'T be in competition with each other – we're all working towards the same goal

DON'T get involved in personalities, keep the discussion on issues

DON'T make decisions by yourself – get a consensus from the group

DON'T assume anything – make sure everyone is on the same page

DON'T dump people into situations without providing what they need to get the job done. Delegation means understanding what the person needs to get the job done and providing it. You can only hold people accountable for what they can actually control.

DON'T let problems compound without bringing them to the attention of interested / responsible party

Checklist for IRCNA

Arts & Graphics

1. Signs for Workshops (Topics - times - speakers)
2. Directional signs for Workshops and Hospitality Room
3. Sign for Hospitality Room designating who is hosting at what time
4. Directional signs for Marathon Meeting Room
5. Pricing signs for Merchandise
6. Signs for Merchandise Hours
7. Name Tags for attendees and designated ones for committee members

Merchandise

1. Have you ordered t-shirts, mugs and alternate item (s)
2. Ensure that IRCNA Standing receives one mug, one t-shirt (regular and pre-convention if applicable), and one alternate item to be placed in the archives.
3. Do you have the cash register (s) programmed or know how to do it – make sure book is read BEFORE going in to set up
4. Have you established pricing for items
5. Have you established price for raffle tickets and is there a system for handling the raffle on Saturday night
6. Schedule a time each evening to do a count on merchandise to see if receipt of sales and count match up
7. Have you contacted WISCONSIN RSO for alternative sales

Entertainment

1. Is all in place with the band or dj – have they been contacted regarding any special set up needs they may have
2. Is there signed contracts with the band or dj – have copies available
3. Have raffle tickets been purchased
4. Are tickets available for on-site purchases (dance for non-registered attendees, any alternate entertainment, banquet meals)

Programming

1. Is the main speaker coming via airplane – if so, has a ride been arranged from airport to hotel
2. If time permits – maybe Thursday evening or Friday morning, all available committee members could possibly take your speaker to dinner or breakfast and get to know them. Make them feel at home – give them the old Iowa welcome 😊
3. Is the itinerary done and printed – remember to put the merchandise room hours for all days on the program
4. Do you have all of the workshops covered; are there alternates in place for no-shows
5. If you are taping, have you contracted a taping service? Is there a contract – is there an understanding of what they get and what IRCNA gets, if anything for this service
6. Are you planning anything special for the Memorial Plaque – are you taking a moment to read the names or just having it for display
7. Are you planning on using all of the readings in the workshops – if not which ones are you going to read

Hotels and Hospitality

1. Is the Hospitality Room hours booked for hosting
2. If it is not, have you planned for food and beverages to be available for the attendees
3. Do you have centerpieces for banquet ready
4. Is there a copy of the hotel contract available to all host committee members as well as the Standing Committee members
5. Have you put a block on the long distance telephone usage / pay per view TV access in the Hospitality Room
6. Is there a specific person that IRCNA will be working with during the weekend? Is it possible that person could be at the hotel on Friday morning early so we can meet with them, let them know of our expectations and needs, and hear theirs
7. Have you spoken with the Hotel regarding audio visual needs (microphones, podiums, etc)

It is customary for the Host Chair to chair the Saturday Night meeting, and the Vice-Chair to chair Sunday morning. This is not policy so anyone can chair either meeting. Make sure that everything is written down and at the podium because you will forget things.

Saturday night meeting should come with a clean time countdown, an Iowa Region countdown, and a Regional countdown for any attendees outside of the Iowa Region – you can get most of this information from Registration. Don't forget to have your committee recognized.

Treasurer – Do you have a fail proof system in place for money drops?

Last but not least --- make sure that everyone on the committee gets breaks from their duties to participate in the fun stuff too!

Helpful Tips

Secretary

1. Develop and maintain an IRCNA notebook. In this notebook include a copy of all contracts, minutes, flyers, artwork for merchandise, and a copy of all detailed budgets submitted. Turn this notebook into IRCNA Standing at the August Regional after the convention.

Treasurer

1. Undeposited cash received from the Registration Workgroup should not be used for committee expenses, as it can result in confusion and possible misuse of funds.
2. Keep receipts and attach to the corresponding bank statement.
3. If using a debit card to make purchases, write on the receipt what the purchase is for and the date of the debit transaction, attach to the corresponding bank statement.
4. See about the availability of hotel safe in case you are not able to make a night deposit.

Hotels

1. Beware of open end or additional charges by hotels which can be made to the planning committee without the committee's prior knowledge.
2. Ensure that a minimal number of individuals will have the authority to sign for services.
3. Keep copy of the contract on hand; copies should be given to IRCNA Standing and Host Chair - original should be given to the Host Secretary to be place in the Archives.
4. Schedule a meeting the night before or the first day of the convention, allowing the hotel staff and committee members to become acquainted and discuss any needs and concerns.
5. Make a list of all hotel contact persons and their phone numbers.
6. Communication is key - any problems having to do with the convention site, such as equipment or room conflicts are the responsibility of this person.
7. Get copies of hotel floor plan from hotel contact - distribute to all workgroup chairs to help them assist you in planning.
8. Ask the hotel to continue to track rooms under the IRCNA banner after the block is up to get a more accurate count of rooms per night.

Hospitality

1. Some additional items that could be provided in the Hospitality Room: lost and found bulletin, local meeting schedule, NA literature, map of the area and any local restaurants.
2. Make a volunteer list with shift times.

Registration

1. Usually the first people attendees meet will be those manning the registration tables - how well they are greeted in many ways sets the tone for how well the convention comes off. Smooth, prompt, orderly, and hospitable services are key ingredients to successful registrations.
2. Registration packets should include (but not limited to) - convention program, name tag or badge, tickets (banquet, brunch, etc), sightseeing information, list of local restaurants, and souvenir items.
3. Flyers and registration forms should be clear and informative, not confusing. Flyers should be attractive but need not be ornate or expensive.
4. Registrations should be processed regularly and all money received transferred to the Treasurer.
5. Keep careful records of what is provided to whom in free registrations given as promotions.
6. "Free" registrations should be distinguished from regular ones - suggest to use colored paper.
7. If giving Iowa areas "free" registrations, have them ready to be distributed at the August region to cut down on mailing costs or develop a digital one.
8. Consider giving "free" registrations to surrounding state conventions to place in their raffle - some suggestions are: Close Encounters of the Clean Kind (Nebraska - late February); Nebraska Regional (late September); Wisconsin Regional **WSNAC** (late October); Greater Illinois Regional **GIRCNA** (early November); St Louis Regional **SLACNA** (late November); Chicagoland Regional **CRC** (early January); Minnesota Regional **MNNAC** (late April)
9. Collect input so you have a thorough registration form.
10. Tickets and badges equal MONEY; therefore, approved money handlers work registration.
11. Registration area should be well secured and monitored.
12. Appoint someone to compile the information gathered at Registration before the scheduled Saturday meeting - this includes total number of registered attendees, total clean time, and Areas/States attending.
13. Make a copy of each pre-registration form that has been received and place a copy in that person's registration bag to keep down some of the confusion during the registration process.

Arts and Graphics

1. Encourage members with artistic talents to get involved.
2. Find a large room in which to work; banner and poster makers need a lot of space.
3. Keep in mind that each color used while producing the artwork that will be printed on all merchandise will be a different cost for screen printing.
4. ALWAYS for a proof so that you can approve the final artwork prior to them printing.
5. Ensure that name badges and itinerary are easy to read - get a prototype before printing.
6. Banners can be done by the Host Committee or by the Standing Banner Committee. If making your own, please adhere to the requirements that are listed in the Policy Package regarding size of banner, material that the banner is printed on, as well as the type of paint to be used.
7. Signage is key in all areas - directional, prices and hours

Merchandise

1. The merchandise room should have a separate secure entrance and exit door.
2. Decide who should have access to the merchandise room and make sure all approved people either have a key or the hotel staff knows who can be allowed to enter.
4. IRCNA has a great relationship with the WISCONSIN RSO for alternative vendors.

Entertainment

1. The committee as a whole should approve any decisions regarding hiring a band, DJ, comedian, or any other type of entertainment before signing any contracts.
2. Make sure that copies of all contracts are given to IRCNA Standing and the original to Host Secretary to be placed in Archives (send in as they are signed)
3. Make sure that any audio-visual needs of the entertainment booked has been addressed. Discuss these needs with the Hotel workgroup so that they can arrange for those items to be available during the convention. (Check on the cost of these items, sometimes they can be costly to the committee)
4. Raffle option is to divide prizes into sections and let members place tickets in the sections they are most interested in.

Programming

1. Have a balance of workshops for newcomers, service-minded persons and spiritual discussions.
2. Have a specific location for speakers to check-in. In the event of a no-show, have a pool of members available from which to select replacements.
3. Schedule similar workshops consecutively rather than at the same time - this allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.
4. If taping, make sure you inform speakers and workshop participants that they are being taped.
5. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend NA meetings to sustain their recovery. These qualifications assure that a NA member gets a NA message at a NA convention. The best speakers are those who address recovery as if the lives of those listening depend on it. The manner in which main speakers are chosen should be established early and strictly adhered to.
6. Once the speakers have been chosen, send them a letter of confirmation stating when and where they are expected and what the nature of their commitment is. It should also state what the speaker's topic is and exactly how long their portion of the meeting is.
7. If Basic Texts will be given to newcomers, determine what the criteria will be for receiving these.
8. Begin listening to speaker cds when you receive them. Don't wait on this one because our convention is 4th of July weekend, people make plans early.
9. If you are going to allow addicts to receive their clean time key tags or medallions during the main meetings, plan accordingly for the extra time.

Marathon Meeting

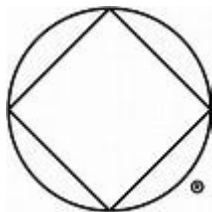
1. The best format seems to be opening the meeting at the beginning of the convention with any necessary readings, and then having the Chairperson open the meeting up for discussion. Subsequent Chairpersons will then only introduce them and carry on the discussion taking place at the time. This is in contrast to each Chairperson opening and closing separate meetings.

CHAPTER 10:
MARKETING TO THE FELLOWSHIP:
FLYERS, MAILINGS & GIVEAWAYS

N.A. Logo

The N.A. logo, which will be in use on flyers, t-shirts, mugs, etc is the property of the Fellowship of Narcotics Anonymous. Our World Service Office holds the trademark on our logo and symbol. Special and serious care needs to be maintained in order to assure that the use of the N.A. logo is always in good taste and in keeping with our Twelve Traditions.

Care should be exercised concerning the concept and design of flyers. This is especially critical because many of these flyers find their way into hospitals, institutions and other facilities which relate to N.A. Appropriate use of language and graphics is crucial; these flyers may represent N.A. to the public. Utilize the expertise of the Arts and Graphics Subcommittee.



MARKETING IRCNA

Pre-registration is essential to accurately plan and budget for the convention. It generates funds as well as enthusiasm. The following are some methods that can be used:

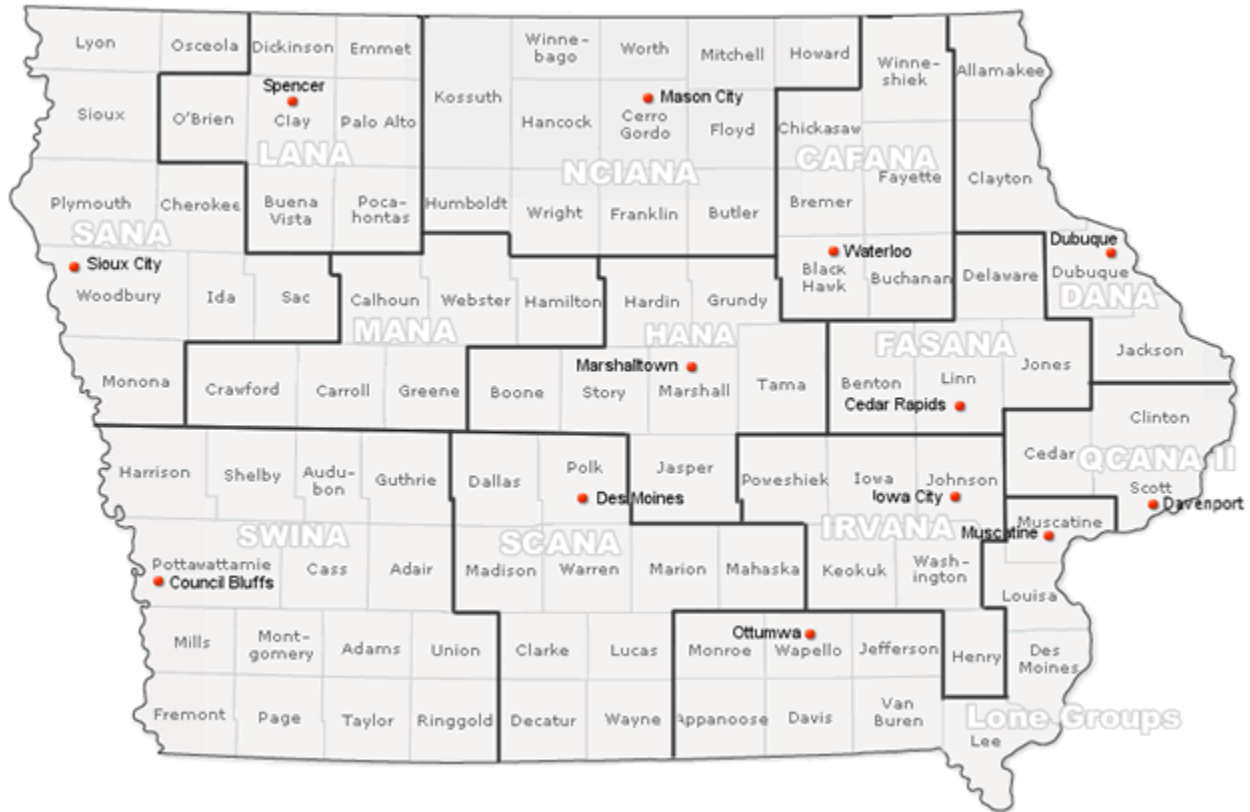
- A. Use the computer list of the last Convention's attendees, if available, for mass mailings to aid in generating interest. Flyers should be prepared for mailing by a date decided upon by this subcommittee.
- B. Mass mailings to surrounding Areas and Regions also aid in generating interest. Again, flyers should be prepared for mailing by a date decided upon by this subcommittee. Consider including a "free" registration to put in their local function's raffle.
- C. Electronic "mail-outs" can also be done to generate interest and participation. Be sure to post on the regional and local websites.
- D. Post in the NA Way - visit the online calendar at www.na.org/events. (If you don't have Internet access, fax or mail your event info to 818.700.0700, attn: NA Way; or The NA Way; Box 9999; Van Nuys, CA 91409 USA.)
- E. A representative of Registration should attend and carry flyers to functions held around the state of Iowa as well as surrounding states whenever possible. If a representative of the Registration Subcommittee cannot attend these events, this effort should be coordinated with another Subcommittee chair or member.
- F. Pre-registration incentives, which may include (but not be limited to):
 - 1. Drawing (banquet tickets, suite, jewelry item)
 - 2. Free mug
 - 3. Use your imagination!

These incentives should generate interest without being extravagant. Approval of these incentives will need to be done by the committee as a whole.

G. Send an "invitation" to the local H&I facilities - An H&I registration package may be given to anyone attending with a treatment center. This package could include a "Hug Me - I'm New" name tag and a program.

The importance of getting addicts that are institutionalized to our Convention is great because it lets the patient, resident, etc. see that there are indeed addicts living in the outside world clean and celebrating recovery. This is also a good way for them to make outside contacts for when they are released.

Iowa Region of Narcotics Anonymous



6/29/2015

1-800-897-6242 www.iowa-na.org

Lone Groups (LONE) No Area Service Committee - Southern, IA

Clean & Free Area (CAFANA) P.O. Box 971 - Waterloo, IA 50704 (319)291-8803 cafana.iowa-na.org

Dubuque Area (DANA) P.O. Box 3126 - Dubuque, IA 52004

Freedom & Serenity Area (FASANA) P.O. Box 801 - Cedar Rapids, IA 52406 fasana.iowa-na.org

Heartland Area (HANA) PO Box 1011 - Marshalltown, IA 50158

South East Iowa Area (SEIANA) P.O. Box 2521 - Iowa City, IA 52244 seiana.iowa-na.org

Lakes Area (LANA) P.O. Box 365 - Graettinger, IA 51342

Members Area (MANA) 210 North 3rd Street - Sac City, IA 50583

North Central Iowa Area (NCIANA) P.O. Box 737 - Mason City, IA 50401

Siouxland Area (SANA) P.O. Box 581 - Sioux City, IA 51102 (712)279-0733 www.siouxlandna.org

South Central Area (SCANA) P.O. Box 743 - Des Moines, IA 50306 (515)244-2277 www.southcentralareaofna.org

South West Iowa NA (SWINA) P.O. Box 1134 - Council Bluffs, IA 51502 www.swina.org

Quad Cities Area (QCANA II) P.O. Box 37 - Davenport, IA 52802 www.qcana.org

Chapter 10 - IRCNA MAILING LIST - OUTSIDE IOWA

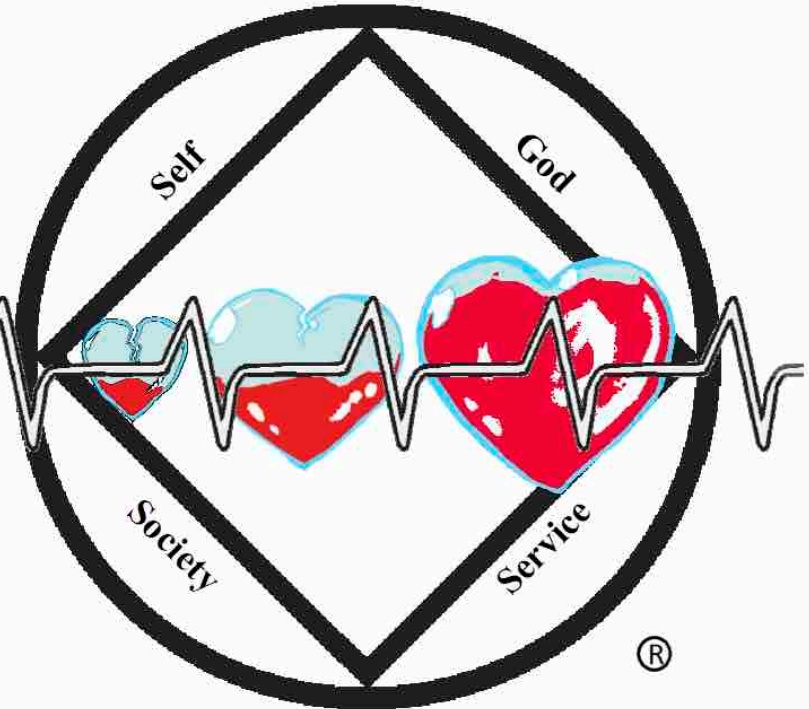
<u>Name</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Contact</u>
Central Illinois Area (CIA)	401 S Center Ste B	Bloomington	IL	61701	
Chicago Service Office	1126 N Maple Avenue	LaGrange	IL	60526	
Heart of Illinois Area (HOIASCNA)	P O Box 5111	Peoria	IL	61601-5111	800.539.0475
Little Egypt Area	P O Box 1561	Mt Vernon	IL	62864	618.322.3178
Living the Dream Area (LTDA)	P O Box 973	Springfield	IL	62705-1025	800.539.0475
Only One Promise Area (OOPA)	P O Box 3214	Decatur	IL	62524-3214	800.539.0475
Rock River Area	P O Box 17156	Rockford	IL	61110	
Central Indiana ASC	P O Box 1011	Indianapolis	IN	46206-1011	
Crossroads Area of NA (CRASC)	P O Box 2097	Kokomo	IN	46904-2097	765.456.5905
East Central Area of NA	P O Box 2166	Anderson	IN	46018	
Indiana Regional Service Committee	P O Box 2724	Kokomo	IN	46904-2724	
Limestone Area of NA (LASC)	P O Box 3402	Bloomington	IN	47402	812.331.9767
Michiana Area Service Conference	P O Box 162	Goshen	IN	46527	888.467.3527
Mid State Area of NA (MSASC)	P O Box 3353	Muncie	IN	47307	866.683.2022
North Central Area of NA (NCIASCNA)	P O Box 1954	South Bend	IN	46634	574.674.1685
Northeastern Indiana Area NA (NEIASC)	P O Box 12737	Fort Wayne	IN	46864	260.427.9113
Northwest Indiana Area NA (NWIASC)	P O Box 6051	Hammond	IN	46325	219.765.5327
South Central Area of NA (SCIASC)	P O Box 2104	Columbus	IN	47202	812.390.9894
Wabash Valley Area NA (WVASC)	P O Box 9543	Terre Haute	IN	47808	877.888.4130
Heartland Area	P O Box 14232	Lenexa	KS	66285	800.561.2250
Show Me Regional Service Committee	P O Box 525	Mission	KS	66201	
Down Home Ozark Mountain Area	402 W Mount Vernon	Nixa	MO	65714	800.668.1517
Mid East Missouri Area	P O Box 699	Festus	MO	63028	314.830.3232
Mid Missouri Area	P O Box 1364	Columbia	MO	65205	800.945.4673
Mo-Kan Area	P O Box 1431	St Joseph	MO	64502	
Northland Area	P O Box 25186	Kansas City	MO	64119	800.561.2250
Ozark Area	P O Box 2923	Joplin	MO	64804	888.359.3339
Primary Purpose Area (PPA)	P O Box 504	Macon	MO	63552	
South Central Missouri Area	P O Box 806	Sunrise Beach	MO	65079	800.436.2252
Southwest Missouri Area	P O Box 3902	Springfield	MO	65801	855.866.7392
St Charles Area	P O Box 596	St Charles	MO	63302	636.697.8406
St Louis Area	P O Box 771908	St Louis	MO	63177	314.830.3232

Chapter 10 - IRCNA MAILING LIST - OUTSIDE IOWA

Name	Address	City	State	Zip	Contact
United Kansas City Area	P O Box 412721	Kansas City	MO	64141	
West Central Missouri Area	P O Box 1293	Lee's Summit	MO	64063	800.561.2250
Central Nebraska ASC	P O Box 2262	Grand Island	NE	68802	308.383.2651
Columbus ASC - Cleanway Club	2816 12st Street	Columbus	NE	68601	402.563.3853
Eastern Nebraska ASC	P O Box 3937	Omaha	NE	68102	402.660.3662
Elkhorn Valley ASC	P O Box 2425	Norfolk	NE	68702-2425	402.841.6014
Fremont ASC	P O Box 1452	Freemont	NE	68026	402.459.9511
Great Plains ASC	15 E 26th Street	Kearney	NE	68847	
Nebraska Regional Service Committee (NRSCNA)	P O Box 80091	Lincoln	NE	68501	
Platte Valley ASC	27 S Grant Avenue	North Platte	NE	69101	
Southeast Nebraska ASC	P O Box 80902	Lincoln	NE	68501-0902	888.347.4446
Badgerland Area Service Committee (BASC)	P O Box 2408	Madison	WI	53703	
Big Rivers Area	P O Box 3765	LaCrosse	WI	54602	
Chippewa Valley Narcotics Anonymous	P O Box 524	Chippewa Falls	WI	54729	888.543.0924
Inland Lakes Unity Area (ILUA)	2525 N Bowen Street	OshKosh	WI	45901	
Inner City Narcotics Anonymous	P O Box 6502	Milwaukee	WI	53206	
Kettle Moraine Area	P O Box 1022	Sheboygan	WI	53082-1022	
Northeast Wisconsin Area (NEWASC)	P O Box 10035	Green Bay	WI	54307	866.285.7830
River's Edge Area (REASC)	P O Box 64	Marinette	WI	54143	
Scenic Bluffs Area Service Committee (SBASC)	P O Box 439	Baraboo	WI	53913	
Southeast Family Area (SEFA)	P O Box 2073	Kenosha	WI	53141	
Upper Peninsula Area Service Comm (UPASC)	P O Box 515	Marquette	WI	49855	
Washington-Ozaukee County Area (WOCA)	P O Box 33	West Bend	WI	53090	
Woods and Water Area Service Com (WWASC)	P O Box 303	Minoqua	WI	54548	



IRCNA 28



HOTEL



5202 Brady Street
Davenport, Iowa 52806

clarionhoteldav.com

Room Rates:
Singles, Kings and
Doubles
\$89+tax

Poolside - \$119 plus tax
Suites - \$139 plus tax

Smoking rooms are
Available

Please mention IRCNA 28

Room Block will be released
5/17/2011

AS OUR RECOVERY PROGRESSES...

July 1-3, 2011
Davenport, Iowa

The Twenty-Eighth Iowa Regional
Convention of Narcotics Anonymous

REGISTRATION

Check / Money Order
payable to: IRCNA 28

Name:	Email:
Address:	Phone #
City/State/Zip	

INFO

Vendor bids must be post-marked by 05/17/2011

Speaker submissions are being accepted until 3/31/2011

Please include Clean Date

All materials become the property of IRCNA 28

Late Sunday Checkout at 1:00 PM !!

ircna28@gmail.com



Pre-registration ends on 6/01/2011	Amount	#QTY	Sub-total
Pre-Registration <i>Before 6/01/2011</i>	\$20		
Registration <i>After 6/01/2011</i>	\$25		
Saturday Banquet 3 Meats <i>\$25 Before 6/01/2011 All-You-Can-Eat</i> <i>\$27 After 6/01/2011</i>	\$25/\$27		
Sunday Brunch Buffet <i>\$13 Before 6/01/2011</i> <i>\$15 After 6/01/2011</i>	\$13/15		
Full Package Registration, Saturday Banquet, Sunday Brunch <i>\$58 Before 6/01/2011</i> <i>\$67 After 6/01/2011</i>	\$58/\$67		
Newcomer Donation	\$		
Willing to chair a Marathon Meeting or Workshop? <i>2 years clean minimum.</i>	Circle One—	Workshop	Marathon Meeting
Total			\$

EVENTS

- Pool Party
- Speakers
- Workshops
- Raffles
- Marathon Meetings
- Entertainment
- Merchandise
- FELLOWSHIP!!

CONTACTS

Chair-Stephen M. (563)570-5902
 Treasurer-Kim S. (309)737-4224
 Registration-Amanda W. (815)326-0446
 Hospitality-Nickie M. (309)716-9715
 Programming-Julie M. (309)644-0245

IRCNA 28
 P.O. Box 1152
 Davenport, Iowa 52805

CHAPTER 11:

FINANCIAL MATTERS

IRCNA Finances

The purpose in establishing processes for handling IRCNA Finances is to arrive at a clean audit, because this reflects the principle of transparency our groups and Areas have called for. There should be no question as to how much money was brought in, for what reason, nor the amounts or reasons for any expenditures. This is just as necessary for the individual convention as it is for the decisions that future conventions will have to make based on the historical record.

For this reason, we urge that only one account be created and used for expenditures, which is closed at the end of each convention. We say, "for expenditures" because the Region has allowed IRCNA to establish a Pay Pal account that IRCNA participants have been using to purchase registrations and convention merchandise. All income from PayPal transfers directly to the Host Checking account, and all expenditures outside the weekend of the convention should be paid by check (which facilitates the paper trail).

Please note that Newcomer Donations are expended at the rate of the earliest price for a registration offered by the Host. For example, if registrations were first offered over the weekend of the previous year's convention at \$10, then Newcomer Registrations will be expended at a rate of \$10 all the way through the end of that Host's business cycle.

Just like with group or Area treasuries, it is best to make deposits so they reflect the amount and order in which they are recorded. Failure to do this may make tracking down the solution to an error completely impossible. Keeping all the receipts in order and documented with the check number that was used to pay for them will likewise save unnecessary stress. Making deposits within THIRTY DAYS of receipt will also help the tracking, as well as avoid having payments bounce because irresponsible parties spent the un-tapped balance in their account on something else (this has historically been the greatest cause of bounced checks).

It is challenging but important to monitor the sources of income during the event weekend. Most income will derive from Registrations, Newcomer Donation, Merchandise, Raffle(s), Soda, and the Dance. Provisions should be made to account for income when an individual pays for more than one thing with a single check, at the door just as in advance. Very often, you will end up with more money than you can account for, in which case it should be recorded as Seventh Tradition.

One of the things that complicates the role of the Treasurer is that they must also track and report the Merchandise. This reporting must reflect sizes, pricing, discounts, giveaways and losses.

Financial First Steps

Some of this may have been alluded to in Chapter Five, but this is more specific.

The bulk of your initial funding will be the initial \$200 from Region upon being awarded the bid, the preregistrations you sell at the preceding IRCNA (have been known to exceed \$1,000), and the \$1,800 you are due from the previous IRCNA at the August Regional immediately following the previous convention.

To be prepared for what's coming, the Treasurer needs to get several things done as soon as possible:

1. Open a PO Box and convey the address to be included in the initial flyer/registration
2. Using our IRS-assigned FEIN number — which Standing will supply a copy of when you are awarded the bid — and a Letter of Introduction from Standing (see example, following), open a new checking account and order a debit card (for online and electronic payments) plus a minimum number of checks
3. Contact and establish a new account with PayPal, and link it to your new checking account. This needs to be in place by the convention at which you intend to sell preregistrations.

MORE DETAILS IN HOW THIS IS DONE WILL BE INCLUDED IN A PENDING UPDATE

4. Work with your Registration people and the Region's Web Services to get online Registration up and running.



Iowa Regional Service Conference of Narcotics Anonymous

P.O. Box 5164; Des Moines, Iowa 50306–5164

www.iowa-na.org Infoline: (800) 897–6242

Sunday, 15 May, 2016

Ms. Bev M.xxxxx Treasurer, IRCNA XXXIV:

Bev, please use this as official confirmation that the Siouxland Area of Narcotics Anonymous [centered near Sioux City, Iowa] within the Iowa Region has been awarded the bid for the Iowa Regional Convention of Narcotics Anonymous, number thirty four.

The Iowa Region is a member in good standing of the worldwide fellowship of Narcotics Anonymous, a twelve step recovery fellowship founded in 1953. Further information on the purpose and scope of our fellowship can be gained by accessing *www.na.org*. The Iowa Region <*iowa-na.org*>has existed since roughly 1983, having grown out of earlier service entities that were all eclipsed by their constituents.

The Standing Committee was established by the Region in ~ 2008 to facilitate, among other things, the annual transitioning of convention hosting from one Area to another. IRCNA XXXIV is now launching to prepare for the IRCNA celebration of recovery in 2017.

Standing has approved the following executive officers to be cosigners on the checking account to be used by Host XXXIV:

Lilly Mxxxxx, Convention Chair

Bev Mxxxxx, Convention Treasurer

If there are any questions that I can help resolve, please call me after hours at home (309-786-6968) or at work here at the College (309-796-8242) during the week.

With every good wish, I am —

esti yxxxxx, Chair, Standing Committee of IRSCNA

BUDGETS

The importance of making a budget for the Convention Subcommittee and workgroups needs to be emphasized. At this stage of planning, the subcommittee should list as many financial responsibilities as possible.

Hotels - The first objective is to project an attendance figure to help determine the amount of meeting space which will be needed. The projected figure need not be accurate, although using criteria from previous conventions should help this workgroup to project a reasonable figure from which to work. Once comfortable with the projected attendance figure, the meeting space needed can be planned on how to be used most effectively at the lowest possible expense. This workgroup is also responsible for any catering proposals such as coffee, banquets and brunches. With regard to banquet tickets, caution should be used when estimating the number of tickets because this is one important area where a committee can fall into the red. Hotels usually negotiate on the price of the meal itself so make sure you take in consideration tax and gratuity. Audio/visual needs should also be considered.

Hospitality - projects monetary figure for paper supplies, beverages (soda, water, ice, and coffee supplies), and food stuff placed in the Hospitality Room throughout the weekend. Note that having various Areas and home groups within the Region will drop this budget.

Registration - projects monetary figure for cost of mailing (registrations, confirmation letters), paper, envelopes and other office supplies needed to carry out their duties. This workgroup should also include the cost of name badges (attendees and committee), "goodies" for the registration bags, and any phone charges that may occur.

Programming - projects monetary figure for cost of travel expenses (this could include airfare and/or gas reimbursement along with room and banquet costs) for speakers, mailing, paper, envelopes, any other office supplies needed to carry out their duties, and taping contracts. Any phone charges that may occur should also be added to this workgroup's budget. Take into consideration that complimentary rooms earned by room night stays can be used to lower this budget. Book giveaways at the Saturday meeting should be included in the workgroup's budget planning.

Arts and Graphics - projects monetary figure for flyers, programs, banner(s), literature and other displays and graphics that will be used at the convention.

Merchandise - prepares a budget consisting of the items to be sold and expenses incurred. Attached to the budget should be a complete summary of information regarding the ordering, marketing, and shipping of the items selected for sale at the convention (individual item prices, service charges, consignment agreement terms if applicable, and the time frame for obtaining the items). As with other workgroups, include any phone charges that may occur.

Entertainment - projects monetary figure for the cost of varied entertainment (dj's, bands, comedian, pizza party, etc) throughout the weekend. Also included in the workgroup's budget should be raffle tickets and any tickets needed for the entertainment decided upon.

Serenity Keepers/Huggers - shirts or badges that designate them.

Secretary - printing and mailing of minutes and agendas (this can be lowered by using email whenever possible) assembling press packages, mailing of any correspondence deemed necessary by the committee.

Sample IRCNA Budget

Typical Sources of Income

Regional Seed \$:	\$2,000	
Preregistrations:	\$1,000	
Registrations:	\$4,000	
Donations:	\$300	
Dinners:	\$1,500	
Brunches:	\$500	
Gross Merchandise:	\$3,000	
Raffle/Dance	\$500	
Commissions:	\$400	
subtotal of Income:		\$13,200

Typical Expenses

Service Charges:	\$100	
Arts and Graphics:	\$100	
Catering — Dinner:	\$1,400	
Catering — Brunch:	\$450	
Entertainment:	\$400	
Hospitality supplies:	\$300	
Merchandise, wholesale:	\$2,300	
Programming [main speakers]:	\$1,100	
Registration — packets:	\$600	
— printing costs	\$200	
— postage	\$100	
— other supplies:	\$50	
subtotal of Expenses:		\$7,100
return of Regional Seed Money:		\$1,800
Ending Net:		\$4,300

PayPal Setup for IRCNA

- 1) Set up an email account through iowa-na.org. Sharif did this for me. Our email is ircnaeven@iowa-na.org. I assume next year will be ircnaodd@iowa-na.org.
- 2) Contact PayPal by phone. You are setting up a new PayPal merchant account. Our account rep is Eric Helton. His number and a general number are attached Pg 1). Be prepared to supply them with the IRCNA EIN (Employer Identification Number) 45-0623619.
- 3) Eric Helton or a new rep will email a brief form to fill out. I have attached a blank form (Pg 2) with how I completed it below the blank form. Please note you need a physical address. A PO Box will not work.
- 4) After you have emailed the form back you will get a confirmation email asking you to activate your account (Pg 3). Select the activate your account button and follow any prompts. Your email will be your user name. Select a strong password and write it down. You be asked security questions in case you lose your password. Write down the answers to the security questions as well. Put the log in information in a secure place and don't share it.
- 5) Contact the Iowa Regional Administrator (Sharif) to set up your PayPal buttons on the regional website. Have all of your pricing available. Our pricing is below. Provide the administrator with what a full registration includes. They will also need a copy of your registration form.

Registration \$15.00

Registration & banquet \$45.00

Full \$67.00 until 12/31/13

\$72.00 after 12/31/13

After you have set up your account you will be notified by email if anyone makes a purchase. Go to www.ebay.com and log in (pg 5). If you want to transfer the money to your bank account select the withdraw tab (pg 6) then transfer to bank. You will need your routing number and account number to withdraw. If you have checks the numbers are on your checks (Pg 6). Or you can get the numbers from your bank.

DEPARTMENTS (WHITE KEYS)											
1	2	3	4	5	6	7	8	9	10	11	12
<u>Registration</u>	<u>Banquette</u>	<u>T-Shirts</u>	<u>T-Shirts</u>	<u>T-Shirts</u>	<u>Women's Tank Top</u>	<u>Women's Tank Top</u>	<u>Women's Tank Top</u>	<u>Hats</u>	<u>Coffee Cups</u>	<u>Single Day Pass</u>	<u>New Comer Donation</u>
		(S-XL)	(2X-3X)	(4X-5X)	(S-1X)	(2X-3X)	(4X-5X)				
\$30.00	\$21.50	\$15.00	\$17.00	\$18.00	\$13.00	\$14.00	\$15.00	\$8.00	\$10.00	\$10.00	
1	2	3	4	5	6	7	8	9	10	11	12

Program Key - **PMG** (Black): Set **MODES** in any position.

Operator Key - **OP** (Gray): Only **REG** and **OFF**.

Drawer will open automatically whenever you finalize and whenever you issue a "Read" or "Reset" Report.

MODES

R/F - Refund - Correct Register Items

Reg - Normal transactions

X - Read - Daily Sales Report **WITHOUT CLEARING DATA**

Z - Reset - Daily Sales Report **WITH CLEARING ACCUMULATED TOTALS**

X2 / Z2 - Periodic Sales Reset - Periodic Sales Report **WITHOUT RESTTING TOTAL DATA**

To make corrections during a transaction - use **ERR CORR / CANCEL** - (LAST ITEM ONLY)

To Register **CASH IN** (Money Received on Account) - Enter amount put in drawer then press **RA**

To Register **CASH OUT** (Money Paid Out) - Enter amount taken out of drawer then press **PO**

To Open Drawer without putting money or out - **#/NS** (This will show on X and Z Reports)

**** To record multiple items:**

Key number of items (Black Keys) - Press **X/for-Date/Time** - Press Dept Key (White Keys)

To Register Transactions Paid with a **CHECK**:

Single Item - Press Dept Key (White Keys) - Press **CHK**

** Multiple Items - Follow Above - Press **CHK**

To Register Transactions Paid with **CREDIT CARD**:

Single Item - Press Dept Key (White Keys) - Press **CH**

** Multiple Items - Follow Above - Press **CH**

Newcomer Donation: Enter \$ amount (Black Keys) - Press Dept Key (White Key)

Rolling IRCNA Performance Numbers

	IRCNA 33	IRCNA 32	IRCNA 31	IRCNA 30	IRCNA 29	IRCNA 28
	M-twn 2016	DM 2015	CR 2014	M-twn 2013	RedOak 2012	QCANA 2011
Pre-registrations	106	67	70	64	38	52
Registratns by Feb Region	117	67	70	?	38	57
Early Registrations		31	40	44	41	41
Registratns by June Region		98	110	108	79	98
Timely [Door] Registrations	98	173	155	216	67	135
Newcomers & Others		7	17	?	29	17
TOTAL _FULL_ Registrations		278	282	324	146	250
Day Passes		62				
Banquets	8	59	77	118	70	80
Nights of Stay		126	149	161	109	
Ttl Clean Time		2,486 yrs	1,485 yrs			
Attendees <1yr clean		46				
Prev IRCNA Merch		\$24	\$25	\$180		
Newcomer \$ and 7th T.	\$55			\$160		\$100
Dance Proceeds						
Raffle Proceeds		\$600	\$320	\$1,235		
SubTtl Proceeds		\$5,260	\$3,420	\$3,780	\$530	\$2,766
Standing Costs		-\$600	-\$625	-\$280	-\$680	
NetNet Proceeds		\$4,660	\$2,800	\$3,500	< \$150 >	\$2,766
Shirts, ttl ORDERED		0	100+	85	72	80
— general sizes sold		101		85	46	57
— plus sizes sold			19	—	20	23
Shirts Remaining		0	2	0	6	0
Alt Shirt_other1 sold		pre= 29	pre= 19	—	—	
Alt Shirt_other2 sold			slvless 30	—	—	
Mugs&Cups sold		24	60		42	
Alt_Item01 sold		0	shorts 30	—	travelsets 24	
Alt_Item02 sold		0	bandana 50			

Rolling IRCNA Performance Numbers

	IRCNA 27	IRCNA 26	IRCNA 21	IRCNA 17		
	DBQ 2010	DM 2009	QCANA 2004	QCANA 2000		
Pre-registrations			31	25		
Registratns by Feb Region			36	32		
Early Registrations			25	66		
Registratns by June Region			54	68		
Timely [Door] Registrations			120	76		
Newcomers & Others			35	10		
TOTAL Registrations	155	154	211	169		
Day Passes						
Banquets	86		85	100		
Nights of Stay		~128	—	—		
Ttl Clean Time			1,312 yrs	819.9 yrs		
Attendees <1yr clean				31		
Prev IRCNA Merch			\$495	\$640		
Newcomer \$ and 7th T.			\$261	\$338		
Dance Proceeds			\$154	\$100		
Raffle Proceeds			\$508	\$840		
SubTtl Proceeds	\$1,729	\$4,274	\$2,500	\$3,470		
Standing Costs		\$0	\$0	\$0		
NetNet Proceeds	\$1,729	\$4,274	\$2,500	\$3,470		
Shirts, ttl ORDERED	100	77	115	85		
— general sizes sold	89	75				
— plus sizes sold	11	2	5	—		
Shirts Remaining	22	0				
Alt Shirt_other1 sold			Henleys 41	Henleys 35		
Alt Shirt_other2 sold			Huggers 15	—		
Mugs&Cups sold	39 of 72		96	103		
Alt_Item01 sold	caps 9 of 18		boxers 42	—		
Alt_Item02 sold						

CHAPTER 12:

MERCHANDISE

Merchandise

Merchandise can represent at least one third of the final proceeds of a convention, or, it can transform into hundreds of dollars of unsold materials that have to be unloaded by the subsequent Host. This is the reason that Merchandise orders **must** receive approval from the Standing committee. Standing has no veto on the artwork, form, materials, or price of the merchandise being offered, *only the numbers being ordered*. However, a good design with a reasonable price point will more easily receive approval for a somewhat larger order than offerings with poor designs or unreasonable prices.

Because fundraising is banned by the Iowa Region, some Hosts choose to offer a tee shirt design that is limited to being ordered before the end of the calendar year prior to their convention, or before springtime, or whatever. Funds are collected as orders are received, but items are never released before the convention weekend. This item is commonly referred to as the PRE shirt, to distinguish it from the Convention shirt.

Sometimes, there is more than one shirt offering for the Convention. All shirts are made available for pre-order, as this allows people of unusual sizes to ensure that they can make a purchase in their size, as well as reduce the guesswork on the part of the Host in estimating what to order. The goal is to have enough items that people arriving on Saturday of the convention will still be able to make a purchase; selling out on Friday night is exciting, but leaves a lot of interested participants out of luck. It is also important to keep the prices as reasonable as possible. It is more important that a sponsor can afford to buy an additional shirt for a sponsee than that one shirt has a large profit margin. We have found that a lower price point strongly contributes to greater proceeds, as higher price points suppress sales.

Some unusual items have experienced great success because they tap into interest that is not easily satisfied; for instance: hoodies, sweatshirts, jackets, bandannas, boxers, shorts, caps & hats. Embroidery is considered higher quality than silk-screening. Quality iron-on transfers have demonstrated great longevity. While large numbers of such alternatives are NOT recommended, a couple dozen of each option can go over quite well.

Remember, complex designs sometimes turn out poorly on shirts and smaller items. Simplicity is your friend.

The Merchandise workgroup often ends up managing the raffle, as well. This can be handled in a straightforward manner, where each ticket is an equal chance at any of the available items. However, some subcommittees have decided to segregate items into groups, so that participants can drop their ticket as a chance to win particular items. This method has received a lot of favorable feedback. Tickets for some groups can even be offered at a higher cost.

The Merchandise workgroup may be invited to advise the Registration workgroup on items to be included in the Registration Packet, typically costing \$2 to \$3 per registration.

**Commercial Vendors Licensed to use NA Trademarks
Updated February 2015**

Areas & Regions

Area/Region	Contact Person	Address City, St Zip	Country	Phone	Email Website	Items Available
Florida RSO	Caroline	706 N Ingraham Ave Lakeland, FL 33801	USA	(863) 683-8224	Email: flarso@floridarso.org Website: www.floridarso.org	Leather book covers, Leather medallion holder key rings, leather flip photo album, leather CD holders, Wooden medallion holders, Tri-plate medallions, Basic blue NA T-Shirts
Southern California RSO	Tom	1937 S. Myrtle Ave Monrovia, CA 91016	USA	(626) 359-0084	Email: serviceoffice@todayna.org	Mugs, Pens, Greeting Cards, Caps, Tank tops, Window stickers, Bumper stickers, Antenna balls, License plate frames (car & motorcycle), Dog tags, phone index (magnetic)
Michigan Service Office of NA	Sharon Ellis-Konop	726 Livernois Ave Ferndale, MI 48220	USA	(248) 544-2010 Fax: (248) 544-0221	Email: msboard@sbcglobal.net	Apparel, cards, jewelry, plaques, candles, keychains, lapel pins, bookcovers, gift & specialty items
Lone Star RSO	Ernesto	1213 Executive Dr E Richardson, TX 75081-2228	USA	(214) 570-1900 Fax: (214) 570-1919	Email: Office@lsrna.com ernesto@lsrna.com Website: www.lsrna.com	Belt Buckles, money clips, greeting cards, mugs, blankets, fleece blankets, denim jackets, t-shirts, wooden medallion holders, tri-plate medallions, dog tag necklaces, lapel pins, jewelry, bumper stickers, watches and various gift items.
Israel - Tel-aviv	David	Tel-aviv St. hamikzoa 6	Israel	97252-354-5909 9723-688-6465/6	Email: office@naisrael.org.il Website: www.naisrael.org.il	Black NA t-shirt + white, plastic book covers, hats, greeting cards, window stickers, silver NA chains
Mid-East Area	Doug Hall	PO Box 524 Newark, OH 43058	USA	(740) 334.2695		Book Covers, Bumper Stickers, decals, NA Bears, Medallions

Commercial Vendors Licensed to use NA Trademarks

Jewelry

Vendor Number	Exp. Date	Vendor Name	Contact Person	Address City, St Zip	Country	Phone	Email Website	Approved for
JE960501	February 2016	Golden Touch Designs	Johnny & Jeannie Ortiz	220 Taylor St Staten Island, NY 10310	USA	917. 771.3126 917. 553.8116	Website: www.goldna.com Email: goldna1@aol.com	Jewelry, wearables & specialty items (teddy bears with earring tags)
JE960301	August 2015	Designs of Freedom	Richard Savage	135 Albert Pl #B Costa Mesa, CA 92627	USA	949. 208.0859 949. 533.1810	Website: www.designsoffree dom.com Email: TravelingRick52@y ahoo.com	Jewelry & Specialty Merchandise
JE961202	February 2016	Parable Designs	Bridgett Humphrey	PO Box 142556 Gainesville, FL 32614	USA	404. 422.7330	Website: Parabledesigns.biz Email: info@parabledesig n.biz	Jewelry, hats, pins etc
JE040202	August 2015	Wiser Recovery Jewelry	Steven J. Wiser	10600 Titus Road Leavenworth, WA 98826	USA	509. 888-1973	Email: Steve@Wiserrecov eryjewelry.com Website: Wiserrecoveryjewel ry.com	Jewelry
JE050201	August 2015	Inspirations JBH Imports	FJ Haney	PO Box 399 Sugar Grove, NA 28679	USA	828. 264.5757	Email: JBH@JBHimports. com	Jewelry, Sarongs, Tapestries
JE100801	August 2015		Angelika & Peter Walcz	Abentnumstr 10 81671 Munchen	Germany	49.89. 12763373 or 49.163. 6170562	Email: peter. 1604@arcor.de Web: www. 12shrittesohmuck.d e	Jewelry

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JE120201	February 2016	Goyo Silver, Inc.	Sergio Kostzer	3161 W Oakland Park Blvd #5 Fort Lauderdale, FL 33311	USA	954.486.3973	Email: Goyosilver@aol.com Web: www.Goyosilver.com	Jewelry
JE130801	August 2015	Ramos Recovery Enterprises	Robert & Heidi Ramos	3271 S Ridge Drive Richmond, CA 94806	USA	510.815.2076	Email: RamosRecoveryEnterprises@yahoo.com	Jewelry & Specialty Items
JE120801	August 2015	Stefania Designs	Stefania Panfili	11693 San Vicente Blvd. #495 LA, CA 90049	USA	310.909.7278	Web: www.serenityisforever.com	Jewelry & specialty items.
JE120802	August 2015	Serenity Fly	Kenneth & Laura Marcucci	PO Box 9982 Redlands, CA 92375	USA	909.520.2408	Email: serenityfly@hotmail.com	Jewelry, Specialty items & wearables
JE140801	August 2015	Comet & Blitzen Jewelry & Accessories	Tania Rodrigues Karyn Wynne	853 Euclid St Santa Monica, CA 90403	USA	415.992.2997 636.578.1331	Tania9@mac.com	Handmade beaded jewelry and accessories
JE150201	February 2016	Courageous Creations	Erin Jones-Eastlick	PO Box 26431 Colorado Springs, CO 80936	USA	719.323.4290	courageouscreations@gmail.com	Jewelry and specialty items

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Wearables

Vendor Number	Exp. Date	Vendor Name	Contact Person	Address City, St Zip	Country	Phone	Email Website	Approved for
WE960302	February 2016	First Class Productions	Connie Baker	#21 22128 Dewdney Trunk Rd. Maple Ridge, BC V2X 3H6	Canada	778. 241.0055	Email: Ridefree@shaw.ca Website: giftsoffreedomonline.com	Wearables, Jewelry & custom Glass etchings
WE980701	August 2015	Recovery Ware	Steve Best	846 Blackstone Village Meriden, CT 06450	USA	203. 213.2236	Email: recoveryware@aol.com Website: www.recoveryware.com	Wearables & Hats (t-shirts & sweatshirts), patches, sport bags, Embroidery & screen printing
WE080202	February 2016		Nancy Joy Larson	266 Colima Pittsburg, CA 94565	USA	925. 727.6970	Web: nablanketlady.com	Wearables & Blankets
WE080203	February 2016	Heart Song	Jerry Shapiro	2294 Stringer Gap Rd Grants Pass, OR 97527	USA	541. 471.6394	Email: Jerryshap@MSN.com Web: HeartSongBookstore.com	Wearables (t- shirts, caps, beannies, playing cards, dominos, drywall art)
WE080701	August 2015	Sisters Love Creations	Monalisa Jones	900 Swallowtail View Stockridge, GA 30281	USA	770. 896.3634	Sisterslove1221@aol.com	Jackets embroidery t- shirts, mugs, mouse pads

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WE120203	February 2016	Valley Graphics, Inc.	Laura Moe-Eslick	3091 5th Ave Valley, WA 99181	USA	509. 937.4055	Email: laura@valleygraphics.com Web: valleygraphics.com	Wearables
WE130801	August 2015	12 Stepping Geek	Dee Palomino & Renee Bingham	7323 Van Buren St Ventura, CA 93003	USA	805. 947.8805	Dee@imaginethatventures.com	Wearables, mugs, journals, not pads, pens, keychains, bags and backpacks
WE140801	August 2015	Mikey Shorts Recovery Supplies	Michael Cuttle	52 Summer St Saugus, MA 01906	USA	978. 578.2375	Mikey1shorts@gmail.com	Wearables
WE140802	August 2015		Don Clement	25128 Walnut St Lomita, CA 90717	USA	310. 748.4634		Wearables
WE140803	August 2015	Addiction Wears	Sonny Greenback	26732 Oak Ave #G Santa Clarita, CA 91387	USA	661. 298.8890	americangraffitee@bcglobal.net	Wearables
WE150201	February 2016		Anthony Booth	401 S Ardmore Ave #129 Los Angeles, CA 90020	USA	213. 908.8865	anthonybooth4@gmail.com	Hats & other specialty items
WE150202	February 2016		Lyndell Vanzant	578 Broadway #605 Gary, IN 46402	USA	219. 689.2840	Lyvanzan@IUN.edu	Wearables & spec
WE100201	February 2016	Living Clean	Luisa Spadafino & Anthony Felix	360 Schermerhorn St Brooklyn, NY 11217	USA	718. 810.7370	Luisa625@gmail.com	Wearables
WE120201	February 2016	NA Heartbeat Recovery Store	Jim Foote	57 - 6 Melrose Ave Halifax, NS B3N 2E5	Canada	902. 431.7869	jimfootec@hotmail.com	Apparel, jewelry & various swag, hats etc.
WE120204	February 2016	Serenity on the Blvd	Albert Castro	6407 Whittier Blvd LA, CA 90022	USA	909. 260.7767	Email: Albertthedj@aol.com	T-shirts, mugs, bandanas, Jackets

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Specialty Items

Vendor Number	Exp. Date	Vendor Name	Contact Person	Address City, St Zip	Country	Phone	Email Website	Approved for
SP970702	February 2016	T-Sea Company	Tracy Atherton	31 Mill Road East Lyme, CT 06333	USA	860. 739.9843	Email: tsea@att.net	Cards, magnets, book markers, leather items, wearables, embroidered items
SP030201	February 2016	Culver Enterprises, Inc.	Ned & Kim Culver	743 Porter Lane Grants Pass, OR 97527	USA	541. 474.7655	Website: www.ce- bookcovers.com Email: ce- bookcovers@charter.n et	Book covers, brief cases & coin boxes, bags
SP060801	August 2015		Sharon Diehl	4302 Winderlakes Dr Orlando, FL 32835	USA	404. 406.3606	Email: ShaforNA91@yahoo.c om Website: Leatherbookcovers.net	Leather book covers, keyfobs, medallion holders
SP070807	February 2016	Serenity Sam	Samuel Bouchante	125 S Linda Ave #303 Tucson, AZ 85745	USA	520. 393.3933	Email: Bouchantesr@gmail.c om Web: SerenitySam.com	Pins, Keytags, key rings and jewelry
SP080802	August 2015	Zdonix Multimedia	Alexander Zdonick	109 2nd Ave Troy, NY 12180	USA	518. 542.3069		Greeting cards, t-shirts, hand carved medallion boxes/holder, God Boxes, Framed artwork

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SP090204	February 2016	Recovery Art	Michael Ray Reber	PO Box 657 Applegate, CA 95703	USA	916. 289.7517	Email: recoveryart.com@gmail.com Web: Recovery-Art.com	Art/Crafts/ Specialty items - wood, metal, stone, tile, crystal, wire, porcelain, drawing, paintings, raku, lights, candles, shells
SP100204	February 2016	Maralock Giftigue	Christopher Blake	PO Box 2086 Joliet, IL 60434	USA	815. 212.9127	Email: chrisaloma2@aol.com	Souvenirs, gifts, jewelry and sportswear
SP120805	August 2015		Harry McDowell	2434 Maplewood Ave Cincinnati, OH 45219	USA	513. 702.9611	Email: HarryMcBook@aol.com	Home Decorations
SP020802	August 2016	Tune's Embroidery, Photo & Merchandising	Leon Tune	PO Box 24247 Rochester, NY 14624	USA	585. 820.7735	Email: Tuneboyzexpressphoto@yahoo.com	T-shirts, towels, caps, flags, bags photography and specialty items
SP130204	February 2016	Creative Memorabilia	Robert Robertson	1420 Beach Ave Lagrange Pk, IL 60526	USA	708. 341.4740	Email: iambobr@hotmail.com	T-shirts, mugs & other novalties
SP130802	August 2015	Recovery Accents, Inc.	Michelle Holtzinger	PO Box 61 Tuolumne, CA 95379	USA	209. 928.1423	Email: michelle@recoveryaccents.com Web: Recoveryaccents.com	Specialty medallions
SP130803	August 2015	Step by Step Designs	David Detrick & Troy Pfeifer	934 S 13th St Manitowoc, WI 54220	USA	920. 860.1157 920. 573.1766	Email: brotherdave_fsa@hotmail.com troympfeifer@gmail.com	NA mugs, t- shirts, mouse pads, canvas bags,etc.
SP140201	February 2016	Revelations	James Bradley	16 11th Ave SW Birmingham, AL 35211	USA	205. 948.3502	Email: jbradley27@att.net Web: asimplerevelation.com	Printed and embelished items

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SP140801	August 2015	Serenity Shades	Heidi Webb	284 Tuckahoe Rd Williamstown, NJ 08094	USA	856. 904.1159	rowan04@comcast.net	Sun Glasses
SP140802	August 2015		Michael Winter	2161 NW C St Greeley, CO 80631	USA	970. 302.4314		NA & Clean time oak wooden plaques
SP150201	February 2016	Graphics on Que	Quentin Webb	7614 S Indiana Ave Chicago, IL 60619	USA	773. 392.0168	quewebb06@gmail.com	Jewelry, stickers, decals, keychains, water bottles, bookcovers, mouse pads
SP130203	February 2016	Clean Design	Mike Rissolo	7388 Brett Rd Easton, MD 21601	USA	410. 822.3384	Email: realslow@dmv.com Web: cleandesigns.se	pins, t-shirts
SP150202	February 2016	1 Nation Distribution	Chester Langille	162 Pim St, Sault Ste.Marie Ontario, Canada P6A 3G8	Canada	705. 945.7824	Email: chesterlangille@sympatico.ca Chester@1nationdistribution.com	12 Step Coffee

CHAPTER 13:
BANNERS, IRCNA PROPERTY,
& THE MEMORIAL PLAQUE

This seems like a good time to repeat ~ Host and Standing Roles:

Host: Develops a Theme, Art, Merchandise, Program [topics & speakers]. Essentially, the Host develops an experience that uniquely reflects Iowa N.A. recovery in the community that is throwing the party.

Standing: Recommends Policy and Fiscal Processes to IRSC, collects Procedures, maintains long term Material Inventory, and the Memorial. Standing is responsible for all that which should be consistent across the years, providing structure and resources to facilitate the Host in focusing on their creative mandate, and preserving history, while insuring the oversight interests of the Region.

~ IRCNA Inventory and Storage:

The collection of IRCNA banners and most property relating to the convention was until recently stored in the Des Moines office of the South Central Area of Narcotics Anonymous. In about late summer of 2012, the SCANA office was closed and all materials were moved to a storage unit, presumably somewhere in or near Des Moines. An inventory of the banners was conducted at the end of IRCNA XXIX before they were returned to Des Moines. Other IRCNA property was likewise returned to Des Moines, but we have little idea what more might be in storage beyond what was trotted out for the convention.

A variety of property is currently in Davenport, at the home of the IRCNA Standing Secretary. This includes the bulk of tee shirts and coffee mugs that have been produced in the history of the convention, historical records, and two cash registers, etc.

Two inventories should be maintained: one of materials that go to the host subcommittee when the banners are released to their care, and the other listing all the other property of IRCNA under the guardianship of the Standing subcommittee. Eventually, most of these should be housed in one safe, secure, dry, accessible location central to the rest of the Region.

Within the inventory of IRCNA materials periodically entrusted to a Host subcommittee, a careful examination of the banners and their protective tubing should be done over the weekend of the convention. We want to ensure we are protecting the banners, and to that end, we want to note if any of the tubes should be replaced due to wear, or whatever. The need for tube replacement along with the dimensions of the tube in question should be reported to the Standing subcommittee for action.

IRCNA STANDING ARCHIVE INVENTORY

	TSHIRT	MUG	PEN	MAGNET	BADGE	BANNER	MISC
						memorial	
1						1	
2						1	
3						1	
4	2					1	fundraiser shirt
5	1					1	
6		1	1			1	
7	1	1				1	
8	1	1				1	fundraiser shirt
9		1				1	
10	2	1				1	bumper sticker
11	2					1	
12	1	1				1	
13	1	1				1	
14	1	1				1	
15	1	1				1	
16	1					1	
17	1	1				1	
18	1					1	
19	1					1	
20	1					1	
21						1	
22						1	
23	2					1	flashlight
24	2					1	
25	2	1				1	tote bag
26	2	1				1	
27	1		1	1	1	1	
28	1	1				1	
29	1	1				1	
30	1	1				1	
31	1	1				1	
32	1	1				1	
33	1	1				1	

~ The Memorial Plaque:

Submissions to be added to the Memorial must include a name and last initial, a date, and a history of involvement with Iowa recovery. Names to be added to the Memorial must be submitted no later than the June Regional.

All submissions including the minimum information will be forwarded for engraving in time to make the Memorial available to display at the convention. Those additional names will be added to the database of Memorial names and forwarded to the Host Subcommittee, or their designated video production folk, by a deadline established between Host and Standing at the June Standing subcommittee meeting.

The original Plaque had ninety plates, and those 90 plates are arranged in rows of fifteen. There is space to have added a couple spaces at the bottom of each row, but this was rejected that to avoid having to multiply by seventeen, and to avoid issues of new adds being very out of order from the ones that were added since the Plaque was commissioned.

In expanding to a second panel, we requested a reduction in size of the banner, and expansion to 120 plates, seeking bigger bang for the buck. **Some plates may appear to rust or corrode as a result of being cleaned with a poor choice of chemicals.** When we added the second panel, we were unable to get our hands on bi-plate eternity coins to match the coins that had been used when the Memorial was launched, as they are no longer made. Four tri-plate coins were secured through the help of an anonymous donor and now adorn the panels of our Memorial.

The second panel, in 2012, ran \$230. Coins for a future third panel can be expected to run at least \$50. We currently have a new pair of stands, plus the old stand may be used for a third panel, when the time comes.

2016 Tile	Tile	Name	Area	Date	Date	Year add	Photo
1	001	Ray Portis	NCIANA	June 1983	6/1/83	2011	
2	002	Bruce N		October 1985	10/1/85	2011	
3	003	Shane Schoonover		January 1987	1/1/87	2011	
4	004	Jerry Rossiti	NCIANA	November 1987	11/1/87	2011	
5	005	Dennis Skidmore	Des Moines Area	July 1990	7/1/90	2011	X
6	006	Duane Friedley	CAFANA	September 1990	9/1/90	2011	X
7	007	Justin K	Des Moines Area	February 1992	2/1/92	2011	
8	008	Randy Daily	#2 PEACE	July 1992	7/1/92	2011	
9	009	Steve Brewer	Freedom and Growth	December 1992	12/1/92	2011	
10	009-1	Mike Plendal	NCIANA	1993	1/1/93	2013	
11	010	Ray Steele	Des Moines Area	February 1993	2/1/93	2011	
12	011	Randy Levi		May 1993	5/1/93	2011	
13	012	Michael Finn	CAFANA	October 1993	10/1/93	2011	N
14	013	Shelly Visthum	#2 PEACE	November 1993	11/1/93	2011	
15	014	Rapheal Alexander	SWINA	February 1994	2/1/94	2011	X
16	015	Morris O'Conner	#2 PEACE	February 1994	2/2/94	2011	
17	016	Joseph O'Malley	CAFANA	February 1994	2/3/94	2011	
18	017	Jessica L		March 1994	3/1/94	2011	
19	018	Randy Frederick		April 1994	4/1/94	2011	
20	019	Mick Firkins	#2 PEACE	April 1995	4/2/95	2011	
21	020	CHRIS SONDAG	SWINA	August 1995	8/1/95	2011	X
22	021	DAVE HOFFMAN		November 1995	11/1/95	2011	
23	022	LARRY BUTLER	SCANA	April 1996	4/1/96	2011	X
24	023	DUANE E		September 1996	9/1/96	2011	
25	024	DAWN LISTON		November 1996	11/1/96	2011	
26	025	LARRY G		May 1997	5/1/97	2011	
27	025-1	Kurt Schilling	QCANA II	August 1997	8/1/97	2013	X
29	026	HOWARD M		January 1998	1/1/98	2011	
28	027	ANGELA F		January 1998	1/2/98	2011	
30	028	JAMALL LEVITT	SANA	September 1998	9/1/98	2011	
31	029	JIM RAWL	Primary Purpose Area	July 1999	7/1/99	2011	
32	030	ANITA LEE	SANA	August 1999	8/1/99	2011	
33	031	Ray Tatar	Dubuque Area	March 2002	3/1/02	2011	x
34	032	LARRY HOBBS	SWINA	July 2002	7/1/02	2011	
36	033	Wil Otterbeck		January 2003	1/1/03	2011	X
35	034	BARB O'BRIEN	CAFANA	January 2003	1/2/03	2011	
37	035	LISA C		February 2003	2/1/03	2011	
38	036	TULLY Stuart	SCANA	May 2003	5/1/03	2011	
39	037	JEAN SCOTT		October 2003	10/1/03	2011	
40	038	JULIE BENNETT	QCANA II	October 2003	10/2/03	2011	X
41	039	PAUL BAKER		January 2004	1/1/04	2011	
42	040	DAWN DITTMER	QCANA II	January 2004	1/2/04	2011	X
43	041	VICTOR M	CAFANA	January 2004	1/3/04	2011	
44	041-1	Wendy Booker	FASANA	January 2004	1/4/04	2013	
45	042	RONALD MOORE	SCANA	February 2004	2/1/04	2011	
46	043	WILLIAM JOSEPH STOBBS		February 2004	2/2/04	2011	
47	044	DANNY NEIDER		February 2004	2/3/04	2011	
48	045	JOANN MYERS		April 2004	4/1/04	2011	X
49	046	MIKE TRUDELL		June 2004	6/1/04	2011	
50	047	DIANE PAYNE		June 2004	6/2/04	2011	
51	048	RICHARD BANZHOF		December 2004	12/1/04	2011	X

2016 Tile	Tile	Name	Area	Date	Date	Year add	Photo
52	049	KEITH WAGNER	SANA	December 2004	12/2/04	2012	
53	050	BILLY JOE THOMPSON	SWINA	February 2005	2/1/05	2011	X
54	051	RICHARD M		May 2005	5/1/05	2011	
55	051-1	Elmer Billick	NCIANA	May 2005	5/2/05	2013	
56	052	CRYSTAL DICK	QCANA II	August 2005	8/1/05	2011	X
57	052-1	Dawn Defenbaugh	SWINA	August 2005	8/2/05	2013	X
58	053	KEITH S	FASANA	October 2005	10/1/05	2012	
59	053-1	Jeannie Riordan	QCANA II	November 2005	11/1/05	2014	X
60	054-1	Mike Morer	NCIANA	2006	1/1/06	2013	
61	054	ROD CRAWFORD	QCANA II	May 2006	5/1/06	2011	X
62	055	KATHY LONG		June 2006	6/1/06	2011	
63	056	MICHAEL BEAVERS	SCANA	July 2006	7/1/06	2011	N
65	057	KENNY LEVITT	SANA	May 2007	5/1/07	2011	
66	058	TIFFANY POTTER	QCANA II	July 2007	7/1/07	2011	X
67	059	RANDY JETTER		January 2008	1/1/08	2011	
68	060	KAREN SIMPSON	CLEAN AND FREE	January 2008	1/2/08	2011	
69	061	ROBERT MILLS	#2 PEACE	April 2008	4/1/08	2011	
70	063	EVERETT SPRAY		May 2008	5/1/08	2011	X
71	064	BYRON	CLEAN AND FREE	June 2008	6/1/08	2011	
72	065	ELSIE "JEAN" MILLER	QCANA II	August 2008	8/1/08	2011	X
73	066	DANA WILLIAMS	SWINA	October 2008	10/1/08	2011	X
64	056-1	Sue Perkins	FASANA	April 2007	10/1/08	2013	
74	067	MICK BROWN	SWINA	October 2008	10/2/08	2011	
75	068	Dennis Moore (ABDUR RAHMAN)	QCANA II	November 2008	11/1/08	2011	X
76	069	TALLIE MORALES	FASANA	November 2008	11/2/08	2011	X
77	070	Jeffery "LUMPY" DAVIDSON	FASANA	November 2008	11/3/08	2012	
78	070-1	Robin Young	QCANA II	November 2008	11/4/08	2013	X
79	071	GEORGE M MARKS	SCANA	December 2008	12/1/08	2011	X
80	073	DEBBIE REEVES	CLEAN AND FREE	January 2009	1/1/09	2011	
81	072	BUFF J BROWN	SOUTHERN MIRACLES	April 2009	4/4/09	2011	
82	074	JAMES COLLIER	QCANA II	May 2009	5/1/09	2012	X
83	075	BARBARA TOWNSEND	QCANA II	June 2009	6/1/09	2011	X
84	075-1	Ed Balzer	QCANA II	July 2009	7/1/09	2015	X
85	076	DAVID SOUTHWORTH	CLEAN AND FREE	August 2009	8/1/09	2012	X
86	077	TOM HICKS	IRVANA	May 2010	5/1/10	2012	
87	077-1	Mike Collins	QCANA II	June 2010	6/1/10	2015	X
88	078	RUSTY STUCKER	SWINA	July 2010	7/1/10	2011	X
89	079	ROB HARRISON	SANA	September 2010	9/1/10	2011	
90	080	STEVE GUTHRIDGE		October 2010	10/1/10	2011	
91	081	TRIXIE SIMPSON	SANA	October 2010	10/2/10	2011	X
92	082	MARGO HOUSTON	QCANA II	January 2011	1/1/11	2011	X
93	083	ROGER BEATTIE	QCANA II	March 2011	3/1/11	2011	X
94	084	JOHN LAKERS	SCANA	April 2011	4/1/11	2011	X
95	085	RICH HOON	QCANA II	April 2011	4/2/11	2011	X
96	085-1	John Connelly	IRVANA	May 2011	5/1/11	2013	
97	085-2	Marshall Newman	SCANA	May 2011	5/2/11	2013	X
98	086	RICKY DIETRICH	FASANA	June 2011	6/1/11	2012	X
99	087	KEITH LINCOLN	SCANA	June 2011	6/2/11	2012	
100	088	Terry Dunsmoore	SCANA	July 2011	7/1/11	2012	X
101	088-1	Tom Ritchson	SCANA	July 2011	7/2/11	2014	N
102	089	Daniel Jasper	FASANA	August 2011	8/1/11	2012	X

2016 Tile	Tile	Name	Area	Date	Date	Year add	Photo
103	090	Deb Wells	FASANA	September 2011	9/1/11	2012	X
104	090-1	Mike "Tinman" Wyland	SWINA	September 2011	9/2/11	2013	X
105	090-2	Mandy Stocksdel	IRVANA	December 2011	12/1/11	2013	
106	090-3	Adam Clark	IRVANA	January 2012	1/1/12	2013	X
107	091	Julie Morley	SANA	March 2012	3/1/12	2012	
108	091-1	Tom Tvedte	IRVANA	April 2012	4/1/12	2013	
109	092	Steve Anderson	SANA	May 2012	5/1/12	2012	
110	092-1	Meg White	IRVANA	May 2012	5/2/12	2013	
111	092-2	Bob Clark	SWINA	May 2012	5/3/12	2014	
112	092-3	Terry Rehlander	HANA	May 2012	5/4/12	2016	X
113	093	Steve Bender	DANA	June 2012	6/1/12	2013	
114	094	Jerry Martin	QCANA II	August 2012	8/1/12	2013	X
115	095	Jack Eckblad	QCANA II	September 2012	9/1/12	2013	X
116	096	Wayne Miler	SWINA	September 2012	9/2/12	2013	X
117	096-1	Jeff Powell	OCANA II	November 2012	11/1/12	2013	X
118	097	Rennie LaFleur	SANA	December 2012	12/1/12	2013	
119	098	Steve Miller	NCIANA	January 2013	1/1/13	2013	X
120	099	Jerod Ehmen	SANA	February 2013	2/1/13	2013	
121	099-1	Terra Rupright	Clean & Free	February 2013	2/2/13	2014	X
122	100	Jason Licklider	QCANA II	March 2013	3/1/13	2013	X
123	101	Greg Miller	QCANA II	March 2013	3/2/13	2013	X
124	102	Nyakuoth "Martha" Chuol	HANA	May 2013	5/1/13	2014	X
125	103	Jennifer Curphy	HANA	June 2013	6/1/13	2013	X
126	104	Robert Barbour	SWINA	June 2013	6/2/13	2014	X
127	105	Steve Morgan	SCANA	June 2013	6/3/13	2014	
128	106	Jen Frisby	QCANA II	September 2013	9/1/13	2014	X
129	107	Jeff Naeve	Members Area	November 2013	11/1/13	2014	X
130	107-1	Jimmy Brockell	Wisconsin Region	November 2013	11/2/13	2016	X
131	107-2	Bruce Coenen	SWINA	December 2013	12/1/13	2015	X
132	108	Jim Nichols	CLEAN & FREE	December 2013	12/2/13	2014	X
133	109	Sharon Hughes	QCANA II	December 2013	12/3/13	2014	X
134	110	Willis Hughes	QCANA II	December 2013	12/4/13	2014	X
135	111	Donnie Phillips	FASANA	March 2014	3/1/14	2014	X
136	112	Amy Mayo	QCANA II	May 2014	5/1/14	2014	X
137	113	Khaild Abdar-Rashid	SCANA	May 2014	5/2/14	2014	X
138	113-1	Linda Wanamaker	SANA	June 2014	6/1/14	2016	X
139	113-2	Mike Murphy	SCANA	July 2014	7/1/14	2016	X
140	114	Shelley Axtell-Lewis	SWINA	August 2014	8/1/14	2015	X
141	114-1	Tom Tremmel	SWINA	August 2014	8/2/14		X
142	115	Robert (Bobby) Cagley	CAFANA	December 2014	12/1/14	2015	X
143	115-1	Michael DeVine	CAFANA	January 2015	1/1/15	2016	X
144	116	Lynn Fuhs	SWINA	March 2015	3/1/15	2015	X
145	116-1	David Epstein	SCANA	March 2015	3/2/15	2016	X
146	117	Bob Unzeitig	SEIANA	April 2015	4/1/15	2015	X
147	118	Jeff Riecke	FASANA	May 2015	5/1/15	2015	X
148	119	Levi Arnold	QCANA II	May 2015	5/2/15	2015	X
149	120	Ed Loerzel	QCANA II	May 2015	5/3/15	2015	X
150	121	Kevin Ray Johnson	SWINA	June 2015	6/1/15	2015	X
151	122	Gene Jurczyk	Wisconsin Region	August 2015	8/1/15	2016	X
152	123	Tammy Wood Smith	SCANA	September 2015	9/1/15	2016	X
153	124	Matt Steele	CAFANA	October 2015	10/1/15	2016	X

2016 Tile	Tile	Name	Area	Date	Date	Year add	Photo
154	125	Deb Holub	SCANA	October 2015	10/2/15	2016	X
155	126	Alex Stambaugh	QCANA II	October 2015	10/3/15	2016	X
156	127	Jeff Bierle	SWINA	October 2015	10/4/15	2016	X
157	128	Gary Hightshoe	SWINA	November 2015	11/1/15	2016	X
158	129	Paul 'Kip' Arnould	QCANA II	December 2015	12/1/15	2016	X
159	130	Jeff Welch	SWINA	February 2016	2/1/16	2016	X
160	131	Norma Ross	CAFANA	April 2016	4/1/16	2016	X
161	132	Brenda Clauson	QCANA II	May 2016	5/1/16	2016	X
162	133	Kathy Poshner	SCANA	May 2016	5/2/16	2016	X
163	134	Linda Spencer	SCANA	June 2016	6/1/16	2016	X

CHAPTER 14:
PUBLIC & HOST SUBCOMMITTEE
OPERATIONS SCHEDULES

SAMPLE ITINERARY

FRIDAY		
3:30 pm	Workshop	Meeting Room 1
4:45 pm	Workshop	Meeting Room 1
7:00 pm	Speaker – Joe A, Chicago IL	Banquet Hall
9:00 pm	Pool Party	Pool Area
10:00 pm	Open Mic Night	Meeting Room 4
SATURDAY		
9am-12:30	Interactive Workshop	Meeting Room 1
9:00 am	Workshop	Meeting Room 2
10:15 am	Workshop	Meeting Room 2
11:30 am	Workshop	Meeting Room 2
12:45 pm	Speaker – Jane X, Midwest USA	Meeting Room 1
2:30 pm	Workshop	Meeting Room 1
	Workshop	Meeting Room 2
3:45 pm	Workshop	Meeting Room 1
	Workshop	Meeting Room 2
6:00 pm	Banquet	Banquet Hall
7:00 pm	Speaker – Main Man, Anywhere USA	Banquet Hall
9:30 pm	Dance	Banquet Hall
11:00 pm	Workshop	Meeting Room 1
SUNDAY		
8:30 am	Brunch	Banquet Hall
10:30 am	Speakers – Spiritual Guru, Local Area	Banquet Hall

Registration: Fri. 1-7 pm & 8:30-10 pm, Sat. 8 am-4 pm in Lobby
 Marathon Meeting Hours: Fri. & Sat. 10:00 pm – 7:00 am in Meeting Room 2
 Merchandise: Fri 1-7 pm & 8:30-10 pm, Sat 8-5:30 & 10-11 pm,
 Sun 8-10 am in Meeting Room 3

IRCNA SCHEDULE - COMMITTEE USE

<u>Day</u>	<u>Time</u>	<u>Workshop / Meeting / Event</u>	<u>Room</u>	<u>Set up</u>	<u>Chairperson</u>	<u>Speaker 1</u>	<u>Speaker 2</u>	<u>Backup</u>
Fri		Registration						
Fri	1:00P - 7:00P	Merchandise						
Fri	8:30P - 10:00P	Merchandise						
Fri		Alternative Merchandise (Lit only)						
Fri	ALL DAY	HOSPITALITY						
Fri	3:30P - 4:30P	WORKSHOP						
Fri	4:45P - 5:45P	WORKSHOP						
Fri	7:00 PM	Opening Meeting						
Fri	9:30 PM	Pool / Pizza Party						
Fri	10:00 PM	Open Mic Night						
Fri	10:00P - 6:00 A	Marathon Meeting						
Sat	8:30A -	Registration						
Sat	8:30A -	Merchandise						
Sat	10:00P - 11:00P	Merchandise						
Sat		Alternative Merchandise (Lit only)						
Sat	ALL DAY	HOSPITALITY						
Sat	9:00A - 12:30P	WORKSHOP						
Sat	9:00A - 10:00A	WORKSHOP						
Sat	10:15A - 11:15A	WORKSHOP						
Sat	11:30A - 12:30P	WORKSHOP						
Sat	12:45P - 2:15P	Saturday Speaker Meeting						
Sat	2:30P - 3:30P	WORKSHOP						
Sat	2:30P - 3:30P	WORKSHOP						

IRCNA SCHEDULE - COMMITTEE USE

<u>Day</u>	<u>Time</u>	<u>Workshop / Meeting / Event</u>	<u>Room</u>	<u>Set up</u>	<u>Chairperson</u>	<u>Speaker 1</u>	<u>Speaker 2</u>	<u>Backup</u>
Sat	3:45P - 4:45P	<i>WORKSHOP</i>						
Sat	3:45P - 4:45P	<i>WORKSHOP</i>						
Sat	6:00P - 7:00P	Banquet						
Sat	7:00P - 9:30P	Saturday Main Meeting						
Sat	9:30P - 12:00A	Dance						
Sat	10:00P - 6:00A	Marathon Meeting						
Sat	11:00P - 12:00P	<i>WORKSHOP</i>						
Sun		Alternative Merchandise (All)						
Sun		Brunch						
Sun	10:30A - 12:00P	Closing Meeting						

CHAPTER 15:
SAMPLE MEETING FORMATS

IRCNA Planning Meeting Format

Open with a moment of silence, the Serenity Prayer, Service Reading *, and 12 Traditions.

**Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services that are necessary for growth.”*

Roll Call:

- | | |
|--------------------|------------------------------|
| 1. Chair | 7. Merchandise |
| 2. Vice Chair | 8. Entertainment |
| 3. Treasurer | 9. Hotels |
| 4. Co-Treasurer | 10. Hospitality |
| 5. Secretary | 11. Registration |
| 6. Arts & Graphics | 12. Programming |
| | 13. Serenity Keepers/Huggers |

Procedures for the meeting:

1. Anyone attending can make and second motions.
2. Anyone attending may be recognized for discussion.
3. Anyone attending may vote except when pertaining to money issues, then only committee chairs and officers will vote.
4. Anyone wishing to address this body will please raise their hand; they shall be given the floor by the Chairperson when it's their turn.

Regular Business Items:

1. Minutes from the last meeting (review sharing, old and new business)
2. Pass sign up sheet for issues to be addressed
3. Treasurer's report (s)
4. Officers' and Workgroup reports
5. Sharing session

Old Service:

New Service:

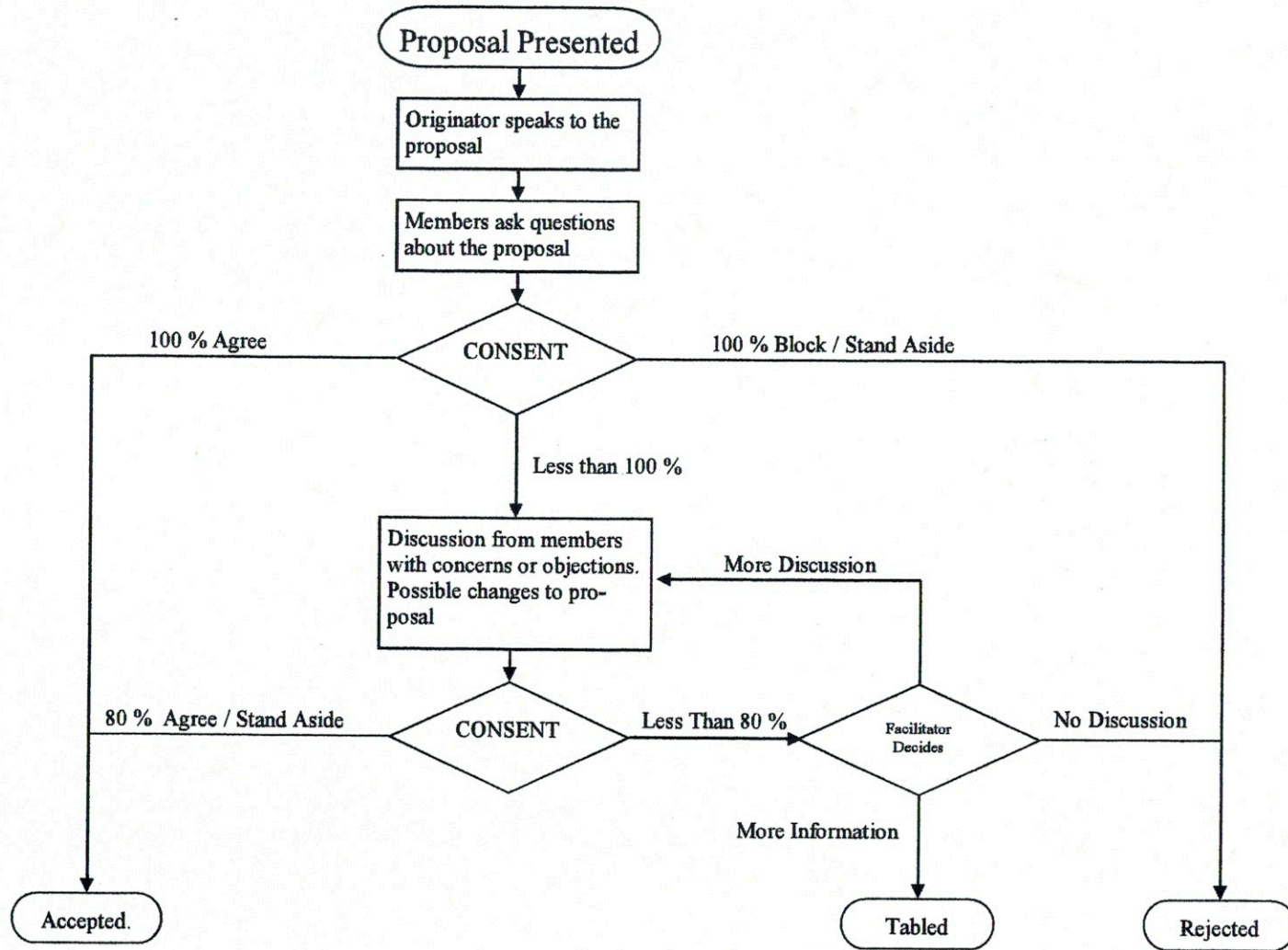
Reimbursements and Disbursements

Announcements (including confirmation of next meeting time, date, and location)

Pass basket in observance of the 7th Tradition

Close the meeting with “My Gratitude Speaks”

Consensus Based Decision Making



IRCNA WORKSHOP FORMAT

Welcome to the “Name the Workshop”; My name is _____, and I am an addict. We would like to open this workshop with a moment of silence for the still suffering addict inside and outside of these rooms, followed by the Serenity Prayer.

Our Eleventh Tradition states, “Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.” The primary purpose of our public relation efforts is to tell the story of Narcotics Anonymous and what our program offers to the still suffering addict. As individual members we do not disclose last names, nor appear in the media as identifiable members of Narcotics Anonymous. If you are a member of the press, or if a member of the press approaches you please contact the IRCNA _____ Convention Committee at the Registration Table. Thank you.

Would someone please read:

Who Is An Addict?

How It Works

The Twelve Traditions of Narcotics Anonymous

Closing: At 5 minutes before the workshop is to end, ask a volunteer to read “We Do Recover.”

Close the meeting in a circle with the Third Step Prayer



IRCNA FRIDAY NIGHT MEETING FORMAT

Welcome to the Friday Kick Off Meeting of the ____ annual Iowa Regional Convention of Narcotics Anonymous!
My name is ____ and I am an addict. Welcome to _____!!!!

(ANNOUNCEMENTS)

I want to quickly thank the rest of the convention planning host committee and all the people who are volunteering for doing such a phenomenal job of putting all of this together for us to enjoy this weekend. Thank you!

We would like to open this meeting with a moment of silence for the still suffering addict followed by the Serenity Prayer.

Our Eleventh Tradition states, "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films." The primary purpose of the public relation efforts is to tell the story of Narcotics Anonymous and what our program offers to the still suffering addict. As individual members, we do not disclose last names, nor appear in the media as identifiable members of Narcotics Anonymous. If you are a member of the press, or if a member of the press approaches you please contact the IRCNA ____ Convention Committee at the Registration Table. Thank you.

Will someone please read:

Who Is An Addict?

What Is the NA Program?

Why Are We Here?

How It Works

The Twelve Traditions of Narcotics Anonymous

We Do Recover

Just For Today

Will ____ please come up to introduce our opening speaker?

(speaker)

Thank you, ____, for kicking off our convention to such a great start by sharing your experience, strength, and hope with us.

(If time left): We have ____ minutes (some time) left, so we're going to open up the meeting and let anyone share that would like to. Please come up as the spirit moves you.

Thank you, everyone, for sharing.

Would all those who would like to please join us in a circle to close the meeting?

We form this circle to remind ourselves that no addict need stand alone. We can and do rely on the people at our sides. After all, that's what they're there for. Let's have a moment of silence for the still-suffering addict, followed by "My Gratitude Speaks."



IRCNA ____ SATURDAY NITE MEETING FORMAT

(Read any announcements)

Welcome to the Saturday Night Speaker Meeting of IRCNA _____. My name is _____ and I am an addict.

Welcome to _____!!!! We would like to open this meeting with a moment of silence for the still suffering addict followed by the Serenity Prayer.

Our Eleventh Tradition states, “Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.” The primary purpose of the public relation efforts is to tell the story of Narcotics Anonymous and what our program offers to the still suffering addict. As individual members, we do not disclose last names, nor appear in the media as identifiable members of Narcotics Anonymous. If you are a member of the press, or if a member of the press approaches you please contact the IRCNA _____ Convention Committee at the Registration Table. Thank you.

Would Someone Please Read:

**Who Is An Addict?
How It Works**

**What Is the NA Program
Twelve Traditions**

**Why Are We Here?
Just For Today**

Committee Intros: *(Chair)* At this time I would like to introduce all those that helped put the convention together. Please stand when you are called: *(see suggested items list)*. Could everyone please give them a hand for all their hard work. We would also like to recognize the IRCNA Standing Committee for their guidance these past 20 months. And let’s not forget all those who donated their time and efforts in the hospitality room, chairing and sharing at the workshops, and most importantly – FOR JUST SHOWING UP.

Memorial Plaque:

Area Recognition: *(See suggested items list)*

Regional Recognition: *(see attached sheet for Regions/States)*

Clean time Countdown: It is now time for the clean time countdown. To help us complete this in a timely manner so we can hear our speaker, this committee would like to ask that we not rush the newcomers with hugs. There will be plenty of opportunities throughout the weekend to welcome them. When your time is called, please stand up then sit back down. We would like to start with 58 years. *(After 2 years go to 18 months then to 1 year. At 30 days – ask everyone with 30 days and less to come up to the stage.)*

Book Give Away: Books will be given away to the members with the least amount of clean time.

Introduce the person (_____) that will be introducing the Speaker.

Thank _____ for sharing his message with us.

At end of meeting – ask someone to read “We Do Recover”

Close the meeting in a circle with “My Gratitude Speaks”

Suggested Items for Saturday Night before the Speaker Meeting.

Area & Region Roll Call:

- Clean & Free Area NA (CAFANA)
- Dubuque Area (DANA)
- Freedom & Serenity (FASANA)
- Heartland Area (HANA)
- Lakes Area of NA (LANA)
- Members Area of NA (MANA)
- North Central Area (NCIANA)
- Siouxland Area (SANA)
- South Central Area (SCANANA)
- Southeast Iowa Area NA (SEIANA)
- Southwest Iowa Area (SWINA)
- Quad Cities Area NA II (QCANA II)

Other Regions that have registered:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

Clean Time Countdown:

Introduction of Committee Members:

Chairperson

Vice-Chairperson

Secretary

Treasurer

Co-Treasurer

Arts & Graphics

Merchandise

Entertainment

Registration

Hotels

Hospitality

Programming

Serenity Keepers / Huggers

IRCNA SUNDAY MORNING MEETING FORMAT

Welcome to the Sunday Morning Spiritual Speaker Meeting of IRCNA _____. My name is _____ and I am an addict. We would like to open this meeting with a moment of silence for the still suffering addict followed by the Serenity Prayer.

Our Eleventh Tradition states, “Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.” The primary purpose of the public relation efforts is to tell the story of Narcotics Anonymous and what our program offers to the still suffering addict. As individual members, we do not disclose last names, nor appear in the media as identifiable members of Narcotics Anonymous. If you are a member of the press, or if a member of the press approaches you please contact the IRCNA _____ Convention Committee at the Registration Table. Thank you.

Would Someone Please Read:

Who Is An Addict?

What Is the NA Program

Why Are We Here?

How It Works

The Twelve Traditions of Narcotics Anonymous

We Do Recover

Just For Today

Introduce the person that will be introducing the Speaker.

Close the meeting with “My Gratitude Speaks”

CHAPTER 16:
CLOSING OF THE CONVENTION WEEKEND

Closing the Weekend

Banners are to be taken down and returned to the corresponding storage tube. If damage is noted, please inform the Standing subcommittee so they can consult with the Banner Committee to see if a repair is possible. If concerns about the storage tubes are noted, please convey those to the Standing subcommittee so repair or replacement can be arranged.

An inventory of all supplies and leftover merchandise must be taken. Leftover merchandise is passed to the next Host for liquidation at whatever prices they deem appropriate, in whatever setting they manage to market the items.

The Convention Treasury – Near the end of the weekend, all funds need to be counted and confirmed. This should be done by the Host Treasurer, the Co-Treasurer, the Standing Auditor, and any trusted servants the Host Treasurer wishes to include. While the Host Treasurer is the person of prime responsibility, this **SHOULD NOT BE DONE ALONE**. Deposit of weekend receipts should **absolutely** be done on the **first** day that banking is available following the convention.

Non-merchandise supplies need to be turned over for storage until the next convention draws closer. Anything perishable should be donated to an upcoming Area or Regional committee or function as the convention Host sees fit.

The Final Report of the convention can be filled in with data from the close of the weekend. The rest should be completed and submitted to the Standing subcommittee at the August Regional.

IRCNA Physical Property List - 11/2012

<u>Item</u>	<u>Count</u>	<u>Notes</u>
Literature:		
Readings (full sets)	1	
Readings		1-why, 1-how
Basic Texts		
Treasury:		
Cash Register - Sharp XE-A102	1	Serial #6D074118
Cash Register - Casio PCR-272	1	Serial #5235171
Cash Drawers		
Receipt Books		
Registration:		
No Photo Stickers		
Plastic Badge Holders		
Lanyards	2	
Memorial Plaque	2	In Standing Possession
Easel Stands	3	In Standing Possession
Programming:		
Microphone - Audio Technical AT813		
Walkie Talkies		
Miscellaneous:		
Blue Folders		
Candles		
Garbage bags - 30 gal size		partial box
Hanging File Folders		
Pens, Pencils, Markers		
Plastic forks		
Raffle Tickets 2-part		
Sheet Protectors		
Styrofoam plates - small		
Styrofoam cups		
Styrofoam plates - large		

IRCNA STANDING ARCHIVE INVENTORY

	TSHIRT	MUG	PEN	MAGNET	BADGE	BANNER	MISC
						memorial	
1						1	
2						1	
3						1	
4	2					1	fundraiser shirt
5	1					1	
6		1	1			1	
7	1	1				1	
8	1	1				1	fundraiser shirt
9		1				1	
10	2	1				1	bumper sticker
11	2					1	
12	1	1				1	
13	1	1				1	
14	1	1				1	
15	1	1				1	
16	1					1	
17		1				1	
18	1					1	
19	1					1	
20	1					1	
21						1	
22						1	
23	2					1	
24	2					1	
25	2	1				1	tote bag
26	2	1				1	
27	1		1	1	1	1	
28	1	1				1	
29	1	1				1	
30							

CHAPTER 17:

FINAL HOST REPORT

The Final Report

The Host Chair and Host Treasurer should report to the August Regional with their Post Office Box and bank account closed, and two cashier's checks: one for \$1,800 made out to the subsequent IRCNA, and one for the balance of proceeds made out to the Iowa Region of Narcotics Anonymous. The Host trusted servants should be prepared to answer questions both from Standing, the Regional RCMs, and from personnel involved in the subsequent convention.

IRCNA _____
FINAL Report to Standing

Beginning bank balance PRIOR to the convention
Amount of FINAL Hotel bill
Ending bank balance AFTER the convention

Total Number of registrations received on SUNDAY of previous convention
Number of FULL registrations
Number of registrations with banquet only
Number of registrations with brunch only
Number of BASIC registrations

Total Number of registrations received PRIOR to convention
Number of FULL registrations
Number of registrations with banquet only
Number of registrations with brunch only
Number of BASIC registrations

Total Number of registrations received AT convention
Number of FULL registrations
Number of registrations with banquet only
Number of registrations with brunch only
Number of BASIC registrations

How many FREE registrations did committee give away

Number of hotel rooms booked
Number of banquet meals ORDERED
Number of banquet meals SOLD

Number of brunch meals ORDERED
Number of brunch meals SOLD

Cost for MAIN Speaker
Cost for Additional Speaker (s)

Cost for Dance (DJ/Band)
Total revenue from Dance
Alternative Entertainment (what & cost)
Total revenue from Alt Entertainment

Cost of Registration items

Number of t-shirts ordered
Breakdown of sizes
S _____ M _____ L _____ XL _____ XXL _____ 3XL _____ 4XL _____ 5XL _____
Number of t-shirts given away
S _____ M _____ L _____ XL _____ XXL _____ 3XL _____ 4XL _____ 5XL _____
Leftover sizes
S _____ M _____ L _____ XL _____ XXL _____ 3XL _____ 4XL _____ 5XL _____
Cost of shirts
Total revenue from shirts

Number of coffee cups ordered
Number of coffee cups left
Cost of cups
Total revenue from cups

Alternative Merchandise ordered & number
Number of alt merchandise left over
Cost of alt merchandise
Total revenue from alt merchandise

In looking at merchandise, do you have any suggestions for the upcoming IRCNA? What went right? What would you do differently?

Average attendance for each workshop
How would you say the workshops went? What went right? What would you do differently?

In looking at programming, do you have any suggestions for the upcoming IRCNA?

In looking at registration, do you have any suggestions for the upcoming IRCNA?

In looking at hospitality, do you have any suggestions for the upcoming IRCNA?

In looking at entertainment, do you have any suggestions for the upcoming IRCNA?

Does the treasurer / co-treasurer have any suggestions for the upcoming IRCNA?

Does the chairperson / vice-chairperson have any suggestions for the upcoming IRCNA?

Does the secretary have any suggestions for the upcoming IRCNA?

Please attach a final inventory of all IRCNA property to this report



HOSPITALITY



ROOM





MARATHON



MEETING





MEETING

IN

PROGRESS





MERCHANDISE





REGISTRATION



