

## TBRCNA RSC Meeting 11/10/12

Meeting opened with the serenity prayer @ 9:15am

Alan E. read service prayer

Michael S. read the Concepts

Roll call completed:

Facilitator	Present
Co-Facilitator	Arrived late
Treasurer	Present
Co-Treasurer	Present
Recorder	Present
Policy	Present
H & I	Present
Adopt an Inmate	Vacant
Public Information	Present
Literature	Present
CAC	All three members present
RD	Absent
RDA	Present
TBRCNA 12	Absent
TBRCNA 13	Present
TBRCNA 14	Present
Brazos Valley	Absent
CTANA - RCM 1 & 2	Present
CBANA - RCM 1 & 2	Present (arrived late)
EANA - RCM 1 & 2	Present
HCANA - RCM 1	Present
Houston - RCM 1	Present
Northside - RCM 1 & 2	Present
SETANA - RCM 1	Present
SW Cactus County – RCM1	Present
TTCNA - RCM 1 & 2	Present

### **Elections**

Nominations for Adopt an Inmate – Esteban nominated for Robert R. he will be here later.

Election of TBRCNA 14 co-facilitator and treasurer – also not arrived yet.

Elections moved to after lunch.

Facilitator announced subcommittees – break out

### **Area Reports**

Brazos Valley – not arrived yet

CTANA Michael S. – written report submitted (on-line).

Coastal Bend – not arrived yet

Esperanza – Roger S. – written report submitted (on-line).

RCM 2 – John C. New [najohnc@gmail.com](mailto:najohnc@gmail.com) 210-593-8139 – written report submitted

Hill Country – Dickie B. – written report submitted.

Coastal Bend RCM, TBRNA Co-Facilitator and Cactus County RCM arrived 9:40am.

Val V. – introduced Craig W. as new RCM2 .

Coastal Bend report – Val V. – written report submitted

Houston - Steve P. – written report submitted

Alan announced that every member needs to send web servant contact info to make sure we have everyone's contact info. Send to: [web@tbrna.org](mailto:web@tbrna.org) – name/phone/email address/title/Area representing.

Northside – Don – submitted written report.

SETANA – Lynette B. – submitted written report. Recorder requested to submit report on-line.

SW Cactus Country – Rachel W. – requested Regional website include their meeting schedule. Alan said he would contact the webservant to get this corrected.

Roger S. – asked if Pearsall (city) is included in their meeting. Rachel said it is – trying to secure a location with a local church – having difficulty w/responses. Roger S. commented that a probation officer recommended the church for a location. Rachel will continue to try to get an answer. She will continue to try to get a meeting started in this area.

Tri-County – Shelby T – written report submitted.

## Subcommittee Reports

**Facilitator Report, Alan E.** – written report submitted.

Alan emphasized he is available for assistance – best to reach by phone instead of email.. He is here to assist.

Craig W.(new RCMS for Coastal Bend Area – asked for a list of TBRCNA13 committee meetings.

Alan referred him to Marty.

**Co-Facilitator Report – Bob W.** – no activity over the last 90 days – verbal report provided.

Leslie asked question – re: regional meeting schedule coordination w/NAWs – this was a duty discussed that would be better assigned to PI. (Leslie checked the minutes – decision was tabled from the last RSC as PI Chair was absent).

**RDA report – Gary M.** – written report submitted. Next SZF to take place in our area and Region is responsible for choosing the location. Usually last weekend of January in 2014 – they are willing to change the date of their meeting to avoid the conflict with TBRCNA.

Val asked Gary for his help for Dec. 2<sup>nd</sup> at Charlie's place in Corpus Christi will be a workshop on the new service system proposal - Dawn is handling the new service system proposal because Dawn handles this geographic area of the region due to residences and ability to best serve the region by splitting it in half with the RDA for their service efforts.

A

member of WSO Board will be in attendance. Question asked what is SNP? Answer - State-Nation-Province.

Gary's report provided cut-n-paste from NAWs website on several topics for our convenience for review. Brian asked about the field testing section – interpreting this to mean the new service structure without final approval is being implemented, but really – NAWs wants to “field

test” this process to get an understanding of how it works with the groups and receive feedback.

The workshop in Corpus regarding SSP the minutes reflect that I would not be attending due to Dawn covering the SSP. The comment concerning Dawn covering the SSP (I believe) was the SSP presentation that was to be given at the workshop immediately following the RSC and the reason that I was up in the air about the workshop in Corpus was

Question asked: Is there any final date to request to participate in the field testing? Not at this time – but believes it will be in the next few months. Gary said he would check to see if there is a deadline. CBANA has had an adhoc committee in place for a few months already – so they are working on preliminary process in how it will work.

### **Treasurer’s Report – LeeAnn K.-** written report submitted.

Has letters with AAI – if we covered them will leave \$855 in the bank.

She received a call from an RCM asking about the NAWS donation – she sends it at the end of the quarter to make sure we have covered all the costs – in order to calculate how much to send. She does not include the income during that period to determine how much to send. TBRCNA Treasurer – very confident of his skills and good to go.

TBRNA and TBRCNA files at her office. There are 2 boxes of TBRCNA – and three boxes of TBRNA. Had discussed scanning of all of this information. Previously – LeeAnn thinks the TBRCNA 2007 info was scanned and put on a CD and distributed to Region. Kim – thinks she has a copy of the CD and will get it to LeeAnn.

LeeAnn spoke to webservant who suggested we go to a “cloud” structure. Her job is changing and she needs help to get the scanning done.

Co-Treasurer – she is training Bob M. – LeeAnn’s commitment is complete by next November. Wants him to work with TBRCNA for experience, as mentioned in the policy.

Quickbooks software is 2004 – purchased by Max K. – which is licensed to him. TBRNA needs a current updated version of Quickbooks – because the versions are not compatible and creates problems with file transfers. LeeAnn purchased 2012 version for \$45. Steve C. is working on the laptop to make sure it is working properly. It is a single license – which means only one person works on the software at a time – it is legal. LeeAnn will be looking into getting a second license.

We have been registered for [www.techsoup.com](http://www.techsoup.com) – hugely discounted software available for non-profit organizations.

She wants to see how it works on the computer before she asks for being reimbursed.

Brian suggested we use an internet version for easier access for all. However, the TBRNA laptops are not accessible to the internet.

Prudent Reserve – she has been doing 20% donation to NAWS after expenses on all remaining funds. It was ok when we had \$\$, but now we are cutting it close. Every quarter for the last two

years, we have been spending more money than received. If she did 20%, we would be sending almost all of the \$\$ that is above the prudent reserve. LeeAnn would like to make a policy change to address this – to exclude the PR reserve and possibly increase the % donation. She and Brian S. would draft a proposal for the body to review and to provide clarification for Bob M. (Co-Treasurer).

Question: As a non-profit, are we working toward having a zero balance every quarter? Answer – no because all our \$\$ is going toward serving our primary purpose – and that individuals don't benefit from the funds we have. Prudent reserve is set up to accommodate any emergencies and to make sure we have operating funds to ensure payment of our obligations.

He is saying that ALL of the \$\$ above expenses would be sent to NAWS. There is no definition of what Prudent Reserve is in the policy.

Question: Is a formula for Prudent Reserve (PR)? Answer is no.

Shelby asked if he understands what her request is – to make the 20% of remaining funds to NAWS would be \$800 (total amount of \$4K+) But our bank account is \$855, we have two PR's – one for RD/RDA attendance to SZF and WSC for \$1500 (for flight and hotel). The second one is \$1500 for RSC so total PR \$3000. If we want to send additional \$\$ to NAWS – we can do that at any time.

So if we were to send 20% according to policy the donation to World would be \$208. Dickie B. suggests referring back to Guide to Local service which defines "prudent reserve".

Shelby suggests the Treasurer make the proposal to tell us % that is what we need for PR. Alan asked for a proposal from the body to change this for policy. The issue is the definition of Prudent Reserve. LeeAnn is asking for clarification on this as she will do what the body says.

Michael S. proposes the body defines PR.

Brian D. (Tri-County) pointed out our literature has the definition of PR. Guide to Local Service says keep enough \$\$ for emergencies. But our policy has a conflict – which sets a WSO donation portion @ 20% in section 5, there is more work to be done in our policy about this. Brian S. – mentioned his report addresses all of this.

Alan took a straw-poll – to make 20% donation to NAWS would not include the PR. Majority voted yes.

John C. – asked for clarification on "red-flag" – LeeAnn said we are "tight". Of our \$1000 balance results from donation of \$750 from one group "Wings of Freedom" (SETANA) in October. \$169 came in October. He asked her if she had a solution, she said if we adjust the donation amount to NAWS it would be less "taxing" on our budget.

John asked – is this the time to start looking at this. She said yes, as she gives PI and HI their budget ahead of time to ensure they have the \$\$ when they need it, so they will be reimbursed. She encouraged attendees to double up on rooms and people driving together. This will reduce expenses to pay out for attendance.

Question asked; Is there a preferred time to receive funds from Area? Answer – no, not really, send whenever you can.

**Policy – Brian S.** – written report submitted.

Diane (PI) – thinks it will be difficult to distribute new policy each quarter if 1<sup>st</sup> proposal and that being the case – proposal #2 may not be enough (10 reports).

**Proposal 1 Policy Change**– “TBR’s policy document will be updated after each RSC if needed and will be emailed to the body.” Body unanimously approved.

**Proposal 2 Policy Change** – “The policy facilitator will have a minimum of 5 updated regional policies for regional trusted servants at each RSC.” Body approved unanimously.

**Proposal 3 Policy Change** – “TBRNA will also pay for facility rental for workshops following the day of the RSC.” Body approved unanimously.

Discussion about agenda for Learning Days – include or not include Southern Zonal Forum in the agenda – because SZF is specifically listed as an agenda item now.

Brian asked if he could review the entire policy to check and see where else this change will impact the policy. Body wanted to complete this now. Add – TBRNA will also pay for the facility rental for Learning Days for the following day from the RSC.

Remove TBRNA will pay for facility rental for workshops for the following day from the 2-day RSC.

Voted on and passed.

**Proposal 4 Policy Change** – “Remove Rio Grande Valley Area from TBRSC and TBRCNA rotation.” Body approved unanimously. Question asked where to put SW Cactus County should be in the Convention rotation. Should go to CAC for consideration.

**Proposal 5 Policy Change** – “Recording will be typed and mailed or emailed no later than 30 days after the end of each TBRSC to all regional trusted servants.” – Body approved unanimously.

**Proposal 6 Policy Change** – “Contents of the recordings will contain basic actions and discussion of TBRSC, RD, RDA, Treasurer Report, Area Reports, and Sub-committee reports to contact lists.” Discussion about difference in contact list vs. mailing list. Body asked Brian to re-word this and bring it back to the next RSC for approval.

Broke for lunch at 12:05pm

Reconvened at 1:05

Policy discussion continued – starting with Regional Assembly section.

Remove Page 9:

Regional Assembly

The Regional Assembly will be held one (1) time each Conference Cycle (every two (2) years). The Regional Assembly will be held in the month prior to the World Service Conference. Business will be: (A) To elect a new Regional Delegate and Regional Delegate Alternate; (B) Issue Discussion. RD and RDA will take office at the end of the RSC which is held immediately following the WSC. Regional Assembly expenses will not exceed \$250.00.

Pages 13 & 14-REMOVE Regional Assembly (in years when there is a WSC):

The Regional Assembly will be held each Conference Cycle (every 2 years, beginning in 2004), in *the month prior to the WSC*: Regional Assembly: 9:00 AM - 3:00 PM:

The Regional Assembly will be held one month prior to the WSC on a different weekend from the RSC so the RSC can attend to business as usual.

Page 13 ADD Regional Assembly

The Regional Assembly will be held annually in the month of March from the hours of 9am to 3pm on Saturday or Sunday. Business in even numbered years will be CAR and CAR discussion and collection of car votes. Business in odd numbered years will be issue discussion and elections of a new Regional Delegate and Regional Delegate alternate. Regional Assembly expenses will not exceed \$250.00.

Proposed changes approved unanimously by the Body.

**Literature Report – Lynn S.** – written report submitted.

**H&I Report – Esteban** – written report will be submitted after he has had an opportunity to combine his report from the subcommittee areas attending today's RSC. Note: This is Kerdonna B.'s last RSC as Houston H&I Chair, she will be missed. She introduced Houston's new H&I Secretary – Michelle H.

**PI Report – Dianna H.** – written report submitted.

Asking Area Phone line participate in their regional PI online meetings - email PI@

She also provided a page from the Policy that clarified the food purchases.

Question: Where do the subjects for the meetings come from? Answer - from the PR workbook.

## Elections

Nominations:

AAI – Robert R. (EANA) qualified himself. Esteban asked for the duties of the AAI. There are no officially written duties for this position in the policy except for length of term which is 2 years.

This position will be until May of 2014. AAI process reviewed:

- Inmates send request for literature to PO Box
- Letters are forwarded to AAI Chair from Treasurer (person checking mailbox)
- AAI Chair orders these from NAWS
- Treasurer pays for order
- Books are sent directly to the institution from NAWS
- \$\$ is budgeted from Region for this purpose
- NAWS also does this as well. An inmate can request literature directly from NAWS

It was mentioned that this body needs to have a written report from this Chair – it has not been the case in the past. Written report should include the activity/transactions – requests, orders placed, books returned etc.

Kerdonna B. mentioned there is a website that will provide the information to identify if the inmate is still in the facility and should be the responsibility of this Facilitator to check.

Roger S. – clarified that the institutionalized inmates cannot receive books from individuals – but only from publishers.

Facilitator stated we need to have policy on the position responsibilities. It was brought to the body that at one time the guidelines for this position were created. No one has those guidelines available. Will work on those guidelines for the position. Brian S. will research to try to locate the previously existing guidelines.

Vote was unanimous for Robert. Facilitator asked Robert to send contact info to webservant.

Mary has paper archives since beginning of Region. She also has a scanner as well. They are at her house. All RCMs and web servant were provided a CD of all the archives in 2008.

**CAC Report – Steve C.** – will send written report.

He will send written report out tomorrow.

Not a lot going on at this time. He is looking into insurance coverage and has information he is reviewing from Southern Zonal Forum. He is asking for help on the CAC if any is interested call Steve.

We need insurance to cover problems of weather, catastrophes, etc. and includes insurance for event cancellation with our conventions. TBRCNA 13 going on well. Flyers came out – committee has good ideas.

TBRCNA 14 location – Quality Inn is not available, OMNI isn't available except for mid-January. SMG is a major convention center arena venue management company – 234 total in the US and the Bank Center in Corpus Christi. They want all of our business (they are working with NAWS for World Convention). Steve has a call into the VP – to use an arena for the event and use two hotels for rooms only.

He is in the process of updating all of the current Convention Advisory Committee policies.

Val V. suggested Steve check with another Holiday Inn – at the Airport in Corpus Christi. Steve said we send RFP to the Convention Visitors Bureau who sends these out to all of the hotels in the area. Those hotels who respond are who we consider.

Craig suggested CAC check the Port Royal in Port Aransas. Looking for help on CAC especially anyone who has experience in the hotel/hospitality industry with 7 years + clean.

Steve asks the body – to consider – what is working and not working for the convention process – bring back to him – for example - how the current convention committee works, or a standing committee, the CAC, the experience. CAC needs direction.

Michael asked when will we address the dates of the convention and have information back on insurance. Steve said it should be in about a month or month and a half.

Wanda asked him who has the spreadsheet for budget – Steve said he would send it to her.

**TBRCNA 13 – Marty C.** – written report submitted. Only have 125 pre-registered at this point. Need to get rooms booked. Have 225 in the block and only 25 booked at this time. Mary suggested 2 cases of 144 count of t-shirts is enough. Clean time requirement for workshops – 2 years, 6 mos. for marathon meeting.

Nomination for TBRCNA 14 Co-Facilitator – James P. who qualified himself. He was voted in unanimously.

TBRCNA 13 Pre-convention t-shirts available for sale for \$15 ea. – See Leslie R.  
Marty handed out packets with postcards announcing the event and provided a packet to each attendee to distribute.

**TBRCNA 14 – Wanda M.** – written report submitted (will send it to me electronically).

Discussion – about rooms for committee members . There is nothing prohibiting the committee from including rooms for the committee members in their budget – it will be up to the TBRCNA committee.

Break 3:40pm

Resumed meeting 3:50pm

## **Open Discussion**

CAC proposal to change dates of TBRCNA from Feb to September discussed. Alan is reporting that he has received a consensus in conversations with Regional CM's from some of the areas – not to do Labor Day weekend. Most areas ok with changing the date, but not on a holiday.

Steve S. withdrew proposal to change the date.

Steve facilitated the conversation around this question - do we want to move the date?

(Folder C)

Leslie clarified that TBRNA was formed in a different month than February. However, Alan further clarified that February was the first celebration of the Region.

Esperanza and CBANA are still opposed to a change. Steve S. clarified – this is only a discussion at this time – nothing to be voted on.

We continued the discussion in order to take this information back to Areas for more input.

Reasons to consider the change:

- More prudent use of our funds – lower hotel rates the further away from the holidays
- Time of the year – if it is further away from the holidays, members have more available \$\$
- Weather considerations

The date of the convention is not listed in any policy or guideline. Steve suggested RCM's share with their groups and ask them to pick 2-3 dates and come back to RSC.

FYI – best attendance was when the convention was late in February – but that won't solve the issue of reducing hotel costs.

Val made the suggestion to bring this to the Regional Assembly for discussion and possible straw poll. Also asked about the RA – where it should be held? It is scheduled for a “Central Texas” location.

### **Regional Computer – Steve S.**

2002 –Region bought two computers – without Internet access. We are using Quickbooks 2012 and the computers run Windows XP Home and run slow and are outdated. Paid \$1000 per for these. The solution is to upgrade them.

Diana proposed we use a storage drive for NA files and information. Suggested we buy the software.

Discussion about purchasing a basic computer for Treasurer. (Should have about \$1000 over the prudent reserve at this time – includes the estimated NAWS donation).

Bob W. will search – Steve S. suggested to go to Quickbooks and find out minimum requirements. LeeAnn said she also needs Microsoft Office – techsoup.com

Proposal made: “Buying a laptop not to exceed \$350 including taxes to conduct financial business”. Voted on this proposal – passed unanimously.

Bob suggested Best Buy - \$299.

Alan asked if the point exists in policy that the Regional computer(s) not have access to the Internet and if it is in policy it should be changed.

Brian S. checked policy and can't find anything. So, ok to purchase computer with Internet.

Question asked what will be done with the computer that is being replaced. Steve S. will sell it in some fashion that will be determined at a later time.

### **New Business**

- Esperanza offered proposal to add the Texas State Convention to be held in San Antonio in 2014 link back on the TBRNA.org website. Intent is to re-unify the Region and to provide a level of accountability. TSCNA is only a part of our regional service structure when they are sponsored by a group in our Area. Body voted to take this back to the Areas for input.
  - Revisited a proposal made last year.
  - Positions on TSCNA are filled by Esperanza members and they are asking for support so it can be a successful convention.
  - TSCNA has a liaison who works with the committee
  - Steve P. offered a block to the proposal. Unfortunately, an appropriate tradition or concept was not provided. The block was not accepted. The proposal stands.
  - Various discussions about the merits of the convention and the relationship to TBRNA were completed.
  - Alan E. amended proposal to
  - Asked what exactly they want – Roger and John – a link and description of the TSCNA on the TBRNA “Events” tab on TBRNA.org website.
  - Vote: 12 – stand asides on the vote (out of 23 total voting members). It did not pass with 80% approval – it was not passed.
- PI issue of addressing coordinating the meeting schedule w/NAWS was postponed as PI Chair was not present at the time.

- Request made to start looking at a date/location for the next Regional Assembly. Alan said he would speak w/Dawn as she was coordinating this. Dawn was looking into making Schulenburg, TX for the next Regional Assembly. Alan will find out and send an email to the body.
- Southern Zonal Forum – will it be scheduled separate from TBRCNA. Body consensus was yes, keep it separate. This will be a CAR workshop as well. Consensus to set up SZF for last weekend in January in Houston – Hobby Airport area – Drury Inn, and CAC will check to ensure there will be a big enough ballroom. They will buy t-shirts – get 4X’s, members like to go to Friday meetings. Local fellowship helps to get them from/to meetings.
- Hosting Region is responsible for providing topics for presentation from SZF.
- Topics for the Learning Days tomorrow 10am - 2pm:
  - LSU/GSU – Preview of new service structure
  - Planning basics – he already has a presentation
  - Have round table w/Val on what’s going on with their area service system
  - Have round table on the new Service System Proposals.
- Closed meeting – 5:15pm.
- Next meeting in February will be in Coastal Bend Area and Val will send email w/location to all.

Submitted in loving service, Leslie R.