

Rocky Mountain Forum of Narcotics Anonymous
Colorado, Montana, Utah, & Wyoming/Nebraska
September 30 & October 1, 2005
Missoula, Montana
2:00 PM - Friday

Open with Serenity Prayer

RMF Chair – Linda L.
RMF Treasurer – Monte H. (Elected 9/30/05)
RMF Secretary – Brenda E.
Colorado RD – Chuck C.
Colorado RDA – Don T.
Montana RD – Prudence G.
Montana RDA – Rose Z.
Utah RD – Monte H.
Utah RDA – Michael S. (Absent)
Wyoming RD – Steve H.
Wyoming RDA – Tommy O.

Approval of December 2004 minutes – Consensus was reached

Other members: Dawn P., Montana; Rick W., North Idaho; Becky R.D., North Idaho; Rick G., Montana
World Services: Mike P. and Ron H.

Reports:

RMF Chair –

WHEW.....What a busy and productive year! Since the last Rocky Mtn. Forum meeting in December of 2004, we have:

- put up a great and useful web site (thanks Don)
 - got registered with the World and are linked to plus can be found on www.na.org (thanks Brenda and Don)
 - worked on refining the direction and goals of RMF via website and mission statement
 - worked on better intra-committee working relationship and how each member region fits and is needed
 - presented a wonderful and current 'skit' at URMRCNA (thanks especially to Don T., Tommy O. and all the 'actors' - we were great - huh!)
 - presented a super needs/discussion workshop at the Montana Gathering.
- Results from this great workshop are a part of the issues we will look at later today. Steve got some really useful and important responses! (thanks Steve, Don and Brenda)
- answered requests/questions/problems to & from the RMF web site....albeit, sometimes slowly....but I think we've all learned this year
 - are geared up for a spectacular, learning 2005 RMF annual mtg today and tomorrow (thanks Rose for all your help!)
 - got an official address:

Rocky Mtn Forum

P.O. Box 5385

Colorado Springs, CO 80931-5385

- got a Federal Id Number/EIN

- learned to play better with each other (thanks all of you!)
- prepared a budget proposal that details RMF's financial needs, ready for approval today and for distribution
- requested and/or developed some awesome workshops for tomorrow
- updated the RMF mission statement to better reflect what we do and generate 2 proposals to 'permanentize' the times for and location rotation of RMF (thanks Tommy O.)
- have a beginning outline for Guidelines of RMF (thanks Chuck)

There's probably more but if I forgot anyone or anything, I am sure you will let me know!

Plus, while I am putting out thanks, I need to further thank Monte for all his support and work on one of this annual mtg's workshop; Michael for his efforts around UT's Campvention; Prude and especially Rose for all the work around this venue and an Area activity tomorrow; and The D's - both Bob and Joann - for all they have done to help start, continue and do service for the Rocky Mtn Forum...they will be missed! Thank you all 'cuz a Chair is only as good as those who like you all work with the Chair!! And finally, I am looking forward to an exciting year of changes to and in the Rocky Mountain Forum - its path, purpose and need.

Submitted lovin' service,

Linda L.

P.S. To reach me:

Linda Lundgren

9555 Berrey Lane

Colorado Springs, CO 80925

719-390-7484 (H)

720-244-4291 (c)

mll@bwn.net

RMF Treasurer – \$ 544.11; Position is Open; Archives will go to new treasurer. Need to set up a checking account and signature cards. A Federal ID/EIN number has been established. Proposed budget for 2005-2006 was discussed. – **Monte H. was elected RMF Treasurer.**

Proposed Budget: 2005-2006

Website expense/per year/3 year contract	\$ 100.00
P.O. Box rent/year	\$ 76.00
Treasurer expenses	\$ 15.00
Secretary expenses	\$ 24.00
Venues for RMF forums	\$ 535.00

Note: amount will need to be increased in odd years due to 2nd RMF meeting for the CAR (Conference Agenda Report).

Member Travel/World Board Costs	<u>\$ 150.00</u>
Total	\$ 900.00

World Board Report for WSC – December 9 & 10, 2005, produce a report for WSC. Due by Jan. 2006. Need assistance from RD's for RMF secretary to submit a report.

Discussion/Sharing: Discussion of RMF was shared as to the structure (when service positions were instated) and what is the purpose of the forum. Make sure we, as a forum, communicate and ask clearly of what is expected of members of the RMF.

Break: 4:20pm

Regional Reports:

Montana –

The Montana RSC meets quarterly to conduct the business of the Montana Region. Our subcommittees try to meet separately prior to the RSC meeting either in person or by email. We hold three assemblies a year and the regional convention called the Montana Gathering. Profit from the Gathering is used for regional expenses along with Area contributions. Area contributions have increased this year and the Region is not as dependent on the convention to meet its expenses. This is the first year we have been able to fully fund the RDA in addition to making contributions to World to cover the RD expense. Expenses include the website, helpline, H&I and PI, and minimal secretarial expenses. The Region maintains a literature stockpile to serve the Areas, and from time to time decides to increase that stockpile. All money matters over \$500 must be approved by the Areas. Our Region operates on consensus.

Regional H&I works on helping Areas, holding learning days, and discusses how to serve the state prison and state treatment center. Areas are involved in county jails, treatment centers and pre-release centers. The biggest challenge in Montana is the growing pre-release population and the impact that has on our meetings. This will be a main topic of discussion at our Fall Assembly and RSC meeting to be held in Billings, Montana on October 15-16, 2005.

PI works on communications with state and local officials, oversees the helpline and the website. One of our challenges is having enough help with the website. We switched from an information line to a help line this year with two area phone line committees sharing responsibility in two-week shifts. This project has been very successful thus far. Two more areas are preparing to participate. Each person manning the phone has received training, and we have a manual included with each cell phone that gets passed around between committee members. There are two cell phones in each area, and the first person to pick up takes the call.

The Region adopted the Guide to Local Service with an ongoing policy log in 2000. The Region formed in 1993. Prior to that we were part of the Upper Rocky Mountain Region.

Participation in the Rocky Mountain Forum has been limited to the meeting at the Montana Gathering in 2000 and workshop at the Gathering in 2005. Our delegates attended the Forum meetings that were held at the WSC. There is debate in the Region about our participation in the forum and our resources both human and financial. Some of us still have questions about the purpose of the forum and who is a member. We think Forum meetings should be an opportunity for the wider fellowship to participate and that the purpose should be discussion. Many of us do not favor the forums having oversight over the Regions and would not be in favor of forums rather than regions participating in the WSC. At one point na.org listed the RMF as the "overseeing entity" of the Montana Region. This has now been changed to "parent committee". The Montana Region does not have a "parent committee" and we think "forum affiliation" would be a more accurate term. There is some question in the Montana Region, however, as to whether we ever formally joined the RMF. We are interested in continuing this dialogue

Thanks for the opportunity to be of service.

Prudence Gildroy
RD Montana Region

Upper Rocky Mountain (Wyoming/Nebraska) –

Rocky Mountain Forum,

Our region is doing well and our service committee has continued to serve their groups effectively. At our most recent elections, we welcomed a new Chair person and Alternate Chair. At this time all of our positions are full and we are looking forward to our upcoming convention May, 2006 in northern Wyoming. We have recently held discussions regarding a web site and have included the Webservant as a position in our newly revised guidelines. Our Regional convention was held in Cheyenne and was a great success for us. We donated approximately \$5000.00 to World Services.

Central Wyoming Area is seeing quite a few new faces and has meetings steadily growing over the past year. Freedom Seekers, which northern Wyoming has been meeting regularly but has been limited in finding members to fill service positions at the Area level. Wyoming Western Area is still meeting regularly. Wyo-Braska has had renewed support from Laramie and has also had a demand for H&I in both men's and women's facilities.

We do not have a Regional website, but two of our Areas list information on the web at:

www.wyomingna.org and www.wyo-braskana.org, which are also linked to the World website. As our maturity within the Region grows, we have also noticed that our local infrastructure has grown. Newer groups within the Region do their best to keep meetings open, while older established groups are able to cycle experienced members through other levels of service and share the experience they've learned over time. Older groups also value the information in the Twelve Traditions and the Twelve Concepts to help effectively serve without duplicating services and assigning specific responsibilities to committees in order to get their work done.

Sincerely,

Stephen Henderson

URMRD

Utah –

We are doing well. We have been having some struggles with our old timers, kind of fading out of the picture, and we need to get them interested again. They have a lot of experience, strength and hope to share. We also have had some struggles with some of our areas not attending Region. We have decided to do a split at Region which is 70% stays in the Region, 20% goes to World, and 10% goes to the RMF. We are also having some struggles with our H&I and PI. We (Northern Area) is wanting to put on a Learning Day, but wants all the areas to get involved, to make it a Region Learning Day. Northern has also put together a 1-800# in which they would like to offer to the state, where as this 800# there would be 999 possible extensions so each area could have an extension. If all six areas got together and did this it would be a financially reasonable project. We have three contracts for hotels (given to Mike P.) that we would like to have reviewed. Our RDA could not make it this time, life happens, in a good way. Thanks to my Region for allowing me to serve.

Monte H.

Utah RD

The RMF needs to respond to emails from members as promptly as we can. Utah Region donated \$253.94 to RMF.

Colorado –

Our annual convention is on Oct 21-23 at the Pueblo Convention Center in Pueblo, CO. All is well in our region, we have a new area in the northwest part of the state. We are using CBDM and it has been working really well. We have also gone back to H&I and PI Chairs. CRCNA 18 convention contract was not thoroughly reviewed we ended up owing an additional service fee. We have sent the contract for review by Mike P and we also sent the 2006 CRNCA contract for review.

We are dealing with evacuees in Denver and how to get the message that NA is here and available. The RDA and I attended the World Wide Workshop in Nashville, TN. They had some good workshops. We have been rotating our regional meeting and assemblies around the state with good success. We have a donation of \$205.

Thanks
Chuck
RD Colorado

RMF Website –

Afternoon all,

The website is being used. Presented below are the statistics for the year to date:

Month	Unique visitors	Number of visits
Jan 2005	36	55
Feb 2005	57	94
Mar 2005	43	110
Apr 2005	53	123
May 2005	196	265
Jun 2005	214	276
Jul 2005	224	323
Aug 2005	215	282
Sep 2005	330	421

I have had some contacts from addicts using the web site about some usability issues. I am thinking about how to update the look and feel of the website and should have some new stuff up within the next couple weeks.

8 addicts have entered their information to participate in the discussion board. 6 men and 2 women with clean dates from 1985 to 2000. All of them have extensive service experience.

In Loving Service,
Don T.
RMFNA Web Servant

Mission Statement: Tommy O. – Set formal dates on meeting schedules. Meetings will be last weekend in July and second weekend of December. These days will fall on Friday and Saturday. Updates will occur on the website: www.rmfn.org

P.O. Box – RMFNA
P.O. Box 5385
Colorado Springs, CO 80931-5385

Bulletin/Message/Discussion Board: Don T. – Discussion boards for area websites. How to monitor the websites' discussion boards? Colorado is setting up discussion boards for H&I/PI where the chairs of these subcommittees can respond, but read only by other members. Ground rules are set for discussion boards open to all. Discussion boards are monitored by the web servant. Montana had questions on monitoring responses of such discussion boards on their website.

Literature Development: Linda L. – On agenda for December 9, 2005.

Request for Service (RMF):

- a. **Contract Negotiations/Event Planning Issues: Mike P./Ron H. (NAWS)- Oct. 1, 2005**
- b. **Training for Service: Chuck C. – Oct. 1, 2005**
- c. **Topics from Montana Gathering 2005: Linda L. – On agenda for December 9, 2005.**

RMF Guidelines: Chuck C. & Linda L.

- a. **Content-** Put a rough draft together
- b. **Assigned Writing** – See "To Do List" #2
- c. **Deadlines-** **Assigned sections of guidelines submitted by December 1, 2005 sent to Linda L. Compiled and presentation on December 9, 2005. Review by Regions and submit by February 2006.**

Break: 6:20pm

Election of Officers:

Chair – Linda L.

Treasurer – Monte H.

A recommendation from RMF for Monte H. to World Board Pool, Human Resource Panel Member – Consensus reached for recommendation

Accomplishments: Linda L.

To Do List:

- 1. RDs/RDAs from all Regions to help construct a report to WSC. This report is an annual report from the RMF to WSC. Please send Brenda E. ideas for report and I will type comments and send out to the forum members. – Due by January 2006.**
- 2. Rocky Mountain Forum Guideline Volunteered Assignments:**
 - a. Sections I-IV: Brenda E.**
 - b. Section V, sub 1 (a,b,c,d,e); 2 (Job Descriptions); 3 (Term); 5 (Voting): Chuck C.**
 - c. Section V, sub 4 (RD/RDA/Members): Rose Z.**
 - d. Section VI: Don T.**
 - e. Section VII: Prudence G.**
 - f. Section VIII: Monte H.**
 - g. Section IX: Tommy O.**
 - h. Section X: Steve H.**

Deadlines- Assignments by December 1, 2005 and sent to Linda L. Compiled and presentation on December 9, 2005. Review by Regions and submit by February 2006 for approval.

- 3. Brenda E. – Contact Mike P. from NAWS on updating members from RMF. P.O. Box address**
- 4. All Regions: List of workshops, discussions, or presentations in which each Region would like to have the RMF present. Please send to Linda L. or bring to the next RMF.**
- 5. Tommy O. & Linda L. to find venue for the RMF in the Upper Rocky Mountain Region for July 2006.**
- 6. Two signers on the checking account will be the RMF Treasurer and the RMF Chair. The checks will only need one signature by the RMF Treasurer OR the Chair.**
- 7. Linda L. & Tommy O. to find next location for the RMF in Upper Rocky Mountain Region.**
- 8. Linda L. – Send letters to World Board for Ron and Anthony for Mike. RMF letter of recommendation for World Board Human Resource Panel.**

Balance in treasury: \$ 541.48

Next RMF Meeting: CAR Workshop in December 9 & 10, 2005 in Salt Lake City, Utah.

Next RMF Annual Meeting: July 28 & 29, 2006 in Upper Rocky Mountain Region. (To be announced at a later date.)

Adjourn: 7:30 pm

9:00 am – Saturday, October 1, 2005

Open with Serenity Prayer

“NA World Services Vision” presentation: Ron H./Mike P. (NAWS)

Growth in literature sales, donations, and as a fellowship was graphed and discussed.

Current Projects of NAWS:

Basic Text personal stories

PR strategy

PR handbook

Communication profiles – (NA Way Newsletter)

More Projects in Progress:

Business Plan Workgroup

NA Way Editorial Board

Translations Evaluations Group

Service and Development Workshops

Regional Seating Group

a. Iran

b. Africa

c. Russia

World Services is working on bringing isolated areas into the Regional Seating Group.

November 23, 2005 the CAR will be available and Conference Approval Track material mailed on January 23, 2006.

Break: 10:45 am

“Training for Service” presentation: Chuck C.

“Hotel Contract Negotiations” presentation: Mike P. (NAWS)

Corporate vs. franchise organizations of hotels. Ask questions. Corporate hotels are easier to work with than franchise.

Contracts can be sent to NAWS for review before signing. Never verbally agree to any contract changes.

Risk of Liability/Double Triple Dipping

Multiple year hotel rates are a good idea as long as price differences do not change.

Hotel rooms by highways will be cheaper. In urban areas, the costs will be more.

Be flexible with convention dates, one weekend could be cheaper than the other.

Cut-off dates for rooms reserved; ask hotel for weekly reports

As a convention committee need to have real data to provide to hotel. Post-convention report needs to be provided from the convention hotel. Hotels have to provide internal reports that are divided into data and produced for internal hotel use. Ask for information pertaining to rooms (used, cancellations, booked, etc.).

Contracts must have these items included and discussed before signing.

Negotiation Items:

Rates/structure; room locations; complimentary rooms; suites; staff rates(room rates can be 30-50% off for committee use); upgrades; check-in/check-out times; guarantees, deposits, cut-off dates.

Meeting space:

Space charges; room locations; set-up charges; A-V equipment and labor (hanging of banners, etc.); pads, pencils, candy; refresh schedules; schedule personnel; coffee

Food & Beverage:

Menu items; meal, reception and break prices; gratuities vs. service charges; waitperson ratios; table décor & other décor; reception food service; guarantees and cut-off dates; extended restaurant and room service hours; attrition (penalty pay for slippage)/slippage terms budget costs for numbers that is set in contract, i.e. if contracting for 100 and receiving only 75, must pay hotel extra 25 of loss); snow rates for attrition rates (the inability to get to the hotel due to weather).

Miscellaneous:

Parking; pager & radios; computers & calculators; additional amenities; signage; copying & faxing; waiver of local telephone charges; airport transportation; front desk & bell staff ratios; early payment of master account for discount; cancellation clauses (make clauses based on room rates only), indemnification/liability terms (no insurance will be at risk; each party needs to identify each other's liability); event liability insurance (pricey).

Negotiation Musts:

We must know our history

Must know how our business is viewed by the hotel

Know about normal occupancy at time of convention

Must pay close attention to attrition, food, beverage, meeting space

Lunch Break: 1:30pm – 3:00pm

"Event Issues" presentation: Ron H. (NAWS)Topics:

Insurance; legal issues (attorney for contracts); resources (planning); children (entertainment costs); member vendors; member behavior (smoking, public image); handicap access; accountability issues; financial dependence on events, 7th Tradition, member sense of entitlement; extravagant sub-events; program planning workshops.

Topics of Discussion:

Insurance (to reduce risk): Types of insurance needs (coverage); general liability policy; minimum liability of one million dollars; percentage of exposure is asked by insurance companies; service structure (incorporation); solicit a good insurance broker.

Creating Structure:

Legal; Unregistered committee (not registered with the state); Association of Individuals; Corporation (incorporate or not).

Decrease Your Liability:

Form Business

Incorporate in regions, Convention Committee Corporation

Insurance: General Liability (might be cheaper through the regions); Event Riders (weather issues, operate from region or area policy, event only); D& O Insurance (Director and Operator).

Legal Issues (role of attorney, contracts): Need attorney to incorporate

Liability – Tax and Tort (general) styles

- a. protecting the body from direct liability (financial)
- b. personal liability (protecting the members)

Do's or Don'ts:

Do create a structure that best suits region's/area's needs

Do limit individual liability wherever possible

Do consider the traditions and concepts

Do seek legal and tax experts for help

Do file reports and pay taxes when required

Do take action now before problems arise

Don't procrastinate

Don't try to complete this without help

Don't make the mistake of thinking the structure you create is somehow separate in the eyes of the fellowship

Don't discount members who might have experience with this!

Don't give up 5 minutes before the miracle happens!!

Financial Dependence of Service Structure on events:

1. Undependable income; 2. Money management; 3. Money/ego focus; 4. 7th Tradition;

5. "More spiritual" donations; 6. "Cash Cow" doesn't need support; 7. Disputes over distribution of funds

"More spiritual" donations – Spiritual balance on contributions through donations instead of selling merchandise.

"13th Stepping" presentation: Don T.

Public Image of how addicts represent themselves to others (perceptions of predatory behavior).

13th stepping does not allow others the ability to find personal recovery.

Professionals in the field have difficulty recommending female addicts to NA due to the image of 13th stepping.

How do we change our image? What do we present to the public?

Questions???

**Speaker meeting, potluck, and auction by Western Montana Area Service in Missoula, MT.
Time of events start at 6:30pm, 202 Brooks St.**

Adjourn: 6:00PM

ROCKY MOUNTAIN FORUM GUIDELINES

I. NAME

II. PURPOSE

III. MEETINGS

1. Times
2. Rotation Location
3. Venue Procurement and Process

IV. ADDRESS

V. OFFICERS AND MEMBERS

1. Definitions with Qualifications
 - A. Chair
 - B. Treasurer
 - C. Secretary
 - D. Web Servant
 - E. Meeting Coordinator
2. Job Descriptions
3. Terms of Office
4. Decision-Making: Consensus

VI. WEBSITE

1. Maintenance
2. Supervision of Content
3. Inquiry Responses

VII. WORKSHOPS AND DISCUSSIONS

1. Decision and Assignment
2. Development
3. Deadlines with Review

VIII. FINANCES

1. Account Signers
2. Budget
3. Funding

IX. LOGO

X. ARCHIVES

1. Responsibility for Maintenance
2. Content Location

ADDITIONS: a section 5. under V. will explore RMF members, RD's, RDA's and their participation..