

- I. **Opening** - The meeting was called to order by Pixie S, Chair, at 2:09 PM, with the Serenity Prayer
- II. **Roll Call** – 5 of the 5 board members were present for roll call, constituting a quorum.

Roll	Committee	Name	Phone	Email
P	*Chair	Pixie S	225-335-4941	debstorer@gmail.com
P	*V Chair	Stephan J VIA ZOOM	337-353-7227	stephanjeane@gmail.com
P	*Secretary	Billie F	985-778-8029	ameliaparr24@gmail.com
P	*Treasurer	Ric S	225-803-5668	bricsmith@gmail.com
P	Member-at-Large	Pleas C VIA ZOOM	318-918-2917	conwaypleas@yahoo.com
P	Outgoing Mbr-at-Lg	Denise H VIA ZOOM	985-778-8029	Dhowell1965@me.com
P	HCC XLII Chair	Don Bue VIA ZOOM	Present to Make Report	

- III. **CHAIR REPORT**-No written report but lines of communication remain open with the HCC Chair, the continued development of the website, and the existing convention vendors
- IV. **VICE-CHAIR REPORT**- No written report. Stephan stated that he represented LRCC and the last regional meeting, noting that we will donate \$8,313.14 from Convention XLI. He also explained that fewer people attended, versus 2023 and 2024, and that revenues were down overall. The convention was nonetheless a success.
- V. **MINUTES** – Minutes of the June 29th meeting were distributed to board members on July 9 for review. Through a properly made and seconded motion, the minutes were approved.
- VI. **TREASURER REPORT**

Louisiana Regional Convention Corporation Treasurer’s Report

August 17, 2025

Three bank accounts have been reconciled through July 31st, 2025, with actual income and expenses through June 30, 2025 to show a more accurate overall position.

	Beginning Balance	Ending Balance
LRCC Main Account 4210	\$ 9,281.87	\$ 7,716.85
HCC-2025 Operating Acct-4245	\$ 8,313.14	\$ 8,313.14
HCC-2026 Operating Acct-2285	\$ 1,748.26	\$ 2,317.70
TOTAL CASH ON HAND:	\$ 19,343.27	\$18,933.27

Expenditures since we last met include for the Board:

<i>Check cleared-California Steve*</i>	\$ 410.00
July fee for hotspot	\$ 50.00
Annual renewal-Zoom Meetings	\$ 175.02
Laptop Purchase-Registration	\$ 900.00
Outstanding rent check-Grace	\$ 30.00

**Formal written reports submitted are inserted into this document when provided by the officer or committee chair.

Budget for Convention XLII-2026-I am presenting today a draft of the suggested budget and guidelines for next year. I am not including those in this report as they are from my perspective only, based on history and my own experience. Approved budget and guidelines will be included after a decision is made today.

-ILS, Ric

*** *Actual budget was finalized and approved in a Zoom meeting on 8/21/25 and is attached. Guidelines were approved in a Zoom meeting on 8/21/25 and document is attached.*

- VII. **VENDOR LIASON – PIXIE S.** Reported in Chair’s opening report.
- VIII. **WEBSITE LIAISON – PIXIE S.** Reported in Chair’s opening report.
- IX. **HCC CHAIR REPORT—DON B.** Don reported that the 2026 convention committee is mostly staffed, with a new treasurer, Kerry W., having been elected, and the committee is still seeking a chair for their Serenity Keepers sub-committee. ****Kerry W. was interviewed and confirmed by the board at the September 6th HCC meeting as required by LRCC.* Don also noted that the special raffle approved by the board had been launched and tickets are now available for sale by HCC and LRCC members, as well as online at www.lrcna.org.
- X. **OLD BUSINESS**
 - A. **Revision of HCC Guidelines**-most changes were made during this meeting but final approval was made electronically on 8/21/25.
 - B. **HCC Operating Budget.** Final approval was made electronically on 8/21/25.
 - C. **Purchase of Computer for HCC Registration sub-committee.** Per unanimous board approval, a new laptop was purchased for \$900 and delivered to Claire, Registration sub-committee chair.
- XI. **NEW BUSINESS/ACTION ITEMS**
 - A. **Venue for LRCC 2027.** The chair discussed that interest has been shown by the Central Louisiana Area to host Convention XLIII. A site inspection of possible hotels will soon be scheduled.
 - B. **Website Updates.** The website will be updated as new information is made available by the HCC.
 - C. **Nomination of New BOD Members.** All were asked to seek out members who may have an interest in serving on the board. Nominees must be presented at a Regional Service Committee before being appointed.
- XII. **FUTURE MEETING DATE/ADJOURNMENT**
 - A. The next meeting is scheduled for... will be scheduled as deemed necessary.
 - B. Motion made, seconded and passed to adjourn, closing with the Serenity Prayer

Submitted in loving service: Billie F, Secretary

Budget for 2026 Convention

Louisiana Regional Convention Corporation											Aug-25		BUDGET APPROVED 08/21/25			
Annual Budget Review (2023-2022)/Budget Establishment for 2026											*(Red) Income Variance* "Fell short of projections" (Green) Expense = "Saved money"					
INCOME	2023 Budget	2023 Actual	Variance	2024 Budget	2024 Actual	Variance	2025 Budget	2025 Actual	2025 Variance	Variance %	Notes	3-Yr Avg Actual	Proposed 2026 Budget			
Fundraiser-Halloween (L/C)		\$ 870.00			\$ 1,530.00		\$ 1,591.20	\$ 647.33	(\$943.87)	-59.3%		\$1,015.78	\$1,100.00			
Fundraiser-Pre-Christmas		\$ 5,347.00			\$ 4,831.05		\$ 5,024.29	\$ 3,610.00	(\$1,414.29)	-28.1%		\$4,596.02	\$4,000.00			
Fundraiser-Valentine's (BR)		\$ 470.00			\$ 925.56		\$ 962.58	\$ 251.00	(\$711.58)	-73.9%		\$548.85	\$600.00			
Fundraiser-Central La Area		\$ 366.00			\$ 1,144.32		\$ 1,190.09	\$ 434.00	(\$756.09)	-63.5%		\$648.11	\$800.00			
Fundraiser-Northshore		\$ 1,153.93			\$ 1,221.00		\$ 1,269.84	\$ 1,080.71	(\$189.13)	-14.9%		\$1,151.86	\$1,200.00			
Fundraiser-New Orleans Area		\$ -			\$ -		\$ -	\$ 945.00	\$945.00			\$315.00	\$900.00			
Sales-Merchandise		\$ 5,519.01			\$ 6,961.00		\$ 7,135.44	\$ 7,402.00	\$266.56	3.7%		\$6,594.00	\$8,000.00			
Sales-Raffle Tickets		\$ -			\$ 1,232.50		\$ 1,281.80	\$ 821.00	(\$460.80)	-35.9%	Convention 50/50 or other on-site events	\$684.50	\$900.00			
Sales-Registration		\$ 11,151.36			\$ 11,626.00		\$ 12,091.04	\$ 8,985.00	(\$3,106.04)	-25.7%		\$10,587.45	\$12,000.00			
Sales-Live Auction		\$ -			\$ 4,010.00		\$ 4,170.40	\$ 2,618.00	(\$1,552.40)	-37.2%		\$2,209.33	\$3,000.00			
Sales-Hospitality Donations		\$ -			\$ 334.50		\$ 347.88	\$ -	(\$347.88)	-100.0%		\$111.50	\$150.00			
**Special Fundraising Events	GBR & GLANA>>	\$ 1,234.00			\$ -		\$ -	\$ -	\$0.00		2025 Convention Pkg. Raffle (est. 250 tkts std)	\$411.33	\$5,000.00			
TOTAL INCOME	\$ -	\$ 26,119.30	\$ -	\$ -	\$ 33,715.93	\$ -	\$ 35,064.56	\$ 26,794.04	(\$8,270.52)	-23.6%	<<<<< Fell short of projected income	\$28,873.76	\$37,650.00			
EXPENSES	2023 Budget	2023 Actual	Variance	2024 Budget	2024 Actual	Variance	2025 Budget	2025 Actual	2025 Variance	Variance %		2-Yr Avg Actual	Proposed 2026 Budget			
HCC-Administrative Expense	\$ 500.00	\$ 545.38	\$ (45.38)	\$ 1,000.00	\$ 1,112.60	\$ (112.60)	\$ 1,250.00	\$ 1,005.04	\$ (244.96)	-19.6%		\$ 887.67	\$ 1,000.00			
HCC-Arts & Graphics Expense	\$ 1,000.00	\$ 1,005.90	\$ (5.90)	\$ 1,000.00	\$ 992.00	\$ 8.00	\$ 1,000.00	\$ 452.74	\$ (547.26)	-54.7%		\$ 816.88	\$ 1,000.00			
HCC-Convention Hotel Expense	\$ 5,100.00	\$ 8,009.75	\$ (2,909.75)	\$ 4,000.00	\$ 4,324.43	\$ (324.43)	\$ 4,500.00	\$ 5,724.36	\$ 1,224.36	27.2%		\$ 6,019.51	\$ 5,000.00			
HCC-Entertainment Expense	\$ 2,000.00	\$ 1,388.76	\$ 611.24	\$ 2,000.00	\$ 2,079.15	\$ (79.15)	\$ 2,000.00	\$ 1,900.58	\$ (99.42)	-5.0%		\$ 1,789.50	\$ 2,000.00			
HCC-Hospitality Room Expense	\$ 2,000.00	\$ 721.27	\$ 1,278.73	\$ 2,300.00	\$ 2,271.32	\$ 28.68	\$ 1,800.00	\$ 1,735.68	\$ (64.32)	-3.6%		\$ 1,576.09	\$ 1,800.00			
HCC-Merchandise Expense	\$ 5,000.00	\$ 5,302.97	\$ (302.97)	\$ 5,000.00	\$ 3,740.61	\$ 1,259.39	\$ 4,000.00	\$ 4,605.79	\$ 605.79	15.1%	(Should operate with 66.67% cost per guidelines)	\$ 4,549.79	\$ 5,000.00			
HCC-Programming Expense	\$ 2,000.00	\$ 1,757.10	\$ 242.90	\$ 3,000.00	\$ 1,322.60	\$ 1,677.40	\$ 3,200.00	\$ 1,123.89	\$ (2,076.11)	-64.9%		\$ 1,401.20	\$ 2,500.00			
HCC-Registration Expense	\$ 1,200.00	\$ 1,184.94	\$ 15.06	\$ 1,700.00	\$ 1,750.35	\$ (50.35)	\$ 1,700.00	\$ 1,700.00	\$ -	0.0%		\$ 1,545.10	\$ 1,700.00			
HCC-Serenity Keepers Expense	\$ 300.00	\$ 188.03	\$ 111.97	\$ 300.00	\$ 293.14	\$ 6.86	\$ 300.00	\$ 232.82	\$ (67.18)	-22.4%		\$ 238.00	\$ 300.00			
HCC-Special Fundraising Exp.	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ 3,000.00			
TOTAL EXPENSES	\$ 19,350.00	\$ 20,104.10	\$ (754.10)	\$ 20,300.00	\$ 17,886.20	\$ 2,413.80	\$ 19,750.00	\$ 18,480.90	\$ (1,269.10)		<<<<< Spent less than budgeted but was disproportionate due to shortfall of Income	\$ 18,823.73	\$ 23,300.00			
NET PROFIT/LOSS	\$ (19,350.00)	\$ 6,007.20		\$ (20,300.00)	\$ 15,829.73		\$ 15,314.56	\$ 8,313.14	\$ (7,001.42)		<<<<< Fell short of projected Profit	\$ 10,050.02	\$ 14,350.00			

***** Revised Guidelines follow this page. NOTE>>>> Formatting may be slightly off since these documents were pasted into the minutes, however, a properly formatted copy of both the budget and the Guidelines have been distributed.**

*** Formal written reports submitted are inserted into this document when provided by the officer or committee chair.

LOUISIANA REGIONAL CONVENTION CORPORATION

GUIDELINES

Initially Approved December 14, 2016

Revised September 29, 2019

Revised August, 2023

Revised August 17, 2025

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I. STRUCTURE OF THE LOUISIANA REGIONAL CONVENTION CORPORATION

- A. The Louisiana Regional Convention Corporation (LRCC), as operated by the Board of Directors (BOD), is the entity responsible for holding the Louisiana Regional Convention of Narcotics Anonymous (LRCNA). This entity shall operate in accordance with the By-Laws of the Corporation and shall have fiduciary responsibility to the Louisiana Region of Narcotics Anonymous.
- B. A Host Convention Committee (HCC) is created each year to achieve continuity and efficiency in hosting the Louisiana Regional Convention in a specific location within the Louisiana Region of Narcotics Anonymous.
- C. The authority, responsibility and accountability for all financial transactions shall rest with the LRCC, Inc. All contracts, agreements, or other legal and/or financial obligations will be negotiated for and executed by LRCC.
- D. LRCC will obtain event insurance for the convention each year.
- E. Members of the BOD will work closely with the HCC during the convention and assist where needed.
- F. The BOD shall take charge of and ensure the deposit of all convention funds received by the HCC during the convention.

II. PURPOSE OF THE LOUISIANA REGIONAL CONVENTION

The LRCNA is held as a celebration of recovery with the goal of carrying the message of recovery. The LRCNA must make a profit to ensure the convention will be able to be held in future years.

III. ELECTION OF HOST CONVENTION COMMITTEE (HCC) MEMBERS

The HCC officers (Chair, Vice-Chair, and Treasurer) will be elected at a special election arranged for by the Bid Committee leader and coordinated with the BOD after the upcoming convention has been awarded to them by the Louisiana Regional Service

Committee. A member of the BOD will conduct the election of HCC officers (Chair, Vice-Chair, and Treasurer). All other members of the HCC may be elected at a general meeting of the HCC scheduled by the HCC Chair.

A. POSITIONS WITHIN THE ADMINISTRATIVE COMMITTEE

1. Chair
2. Vice Chair
3. Treasurer
4. Secretary
5. Hotel Liaison

B. REMOVAL OF HCC MEMBERS

1. Any member of the HCC may resign their position by announcing their resignation at an HCC meeting, or by submitting a written resignation to the HCC chairperson.
2. A resignation by the Chairperson, Vice-chairperson, or Treasurer is made to the LRCC Board of Directors in the same manner.
3. Any member of the HCC may be removed for cause by a *two-thirds* (super) majority vote of the HCC. (Note: In a vote for removal, absent or non-voting (abstaining) members are considered votes *against* removal).
4. Removal of the Chairperson, Vice-chairperson, or Treasurer for cause requires a *two-thirds* (super) majority vote of the LRCC Board of Directors. (Note: In a vote for removal, absent or non-voting (abstaining) Directors are considered votes

against removal).

5. To vacate the Chair, Vice-Chair, or Treasurer position, the HCC minutes must reflect the votes resulting in removal, or the person must appear before the HCC in person to resign, or their resignation must be submitted in writing. In extreme circumstances, the resignation can be made to the HCC chair with a witness present.
6. If the Chair, Vice-Chair, or Treasurer position is vacated, on approval by the LRCC, the HCC will schedule an election and make announcements of that election at least 3 weeks in advance. The person elected will then appear before the LRCC board for confirmation.

C. QUALIFICATIONS FOR ADMINISTRATIVE COMMITTEE MEMBERS

1. General Required Qualifications

- a. Live within the geographical boundaries of the planned convention site
- b. Active participation in the fellowship of Narcotics Anonymous
- c. Willingness to give time and resources necessary throughout the convention year which extends until the final Convention Committee meeting. The Convention Chair, Vice-Chair, and Treasurer's duties include working with the BOD to manage and oversee the financial status of the convention (These requirements usually include, but are not limited to, adequate transportation and availability to attend the necessary meetings. Experience has shown that active participation sometimes requires time off from work and sacrifice of personal time).

2. Specific Recommended Qualifications

a. Chairperson & Vice Chair

- Five years clean in Narcotics Anonymous
- Prior experience working on NA conventions
- Two years' experience as an area or regional NA committee chair.
- Ability and willingness to give large amounts of personal time to the convention during normal business hours
- Should not have abruptly resigned or abandoned a position of higher service to the fellowship at the Area, Regional or Convention levels (explanation of the circumstances can be discussed on a case-by-case basis), nor should he or she have been asked to abruptly resign a position at the Area, Regional or Convention levels.

b. Treasurer

- Five years clean in Narcotics Anonymous
- Shall not have had any charges of malfeasance or financial wrong-doing at any level of NA service, nor in his or her professional life
- Should not have any impediment as regards having his or her signature added to any LRCC bank account
- Should not have abruptly resigned or abandoned a position of higher service to the fellowship at the Area, Regional or Convention levels (An explanation of the circumstances can be discussed on a case-by-case basis), nor should he or she have been asked to abruptly resign a position at the Area, Regional or Convention levels

- Prior service work experience with NA conventions
- Experience as group or area treasurer, and with Microsoft Word and Excel
- Experience with bookkeeping and financial statements
- Ability to record and distribute accurate financial statements to the HCC and LRCC and BOD

c. Secretary

- Three years clean in Narcotics Anonymous
- One year experience with area or regional service committees
- Ability to record and distribute accurate minutes and other records to all concerned parties
- Have access to and be proficient in the use of Microsoft Word and various Internet browsers/applications

d. Hotel Liaison

- Five years clean in Narcotics Anonymous
- Two years' experience as area or regional NA committee chair or vice-chair
- Experience dealing with hotels and/or meeting venues or other businesses
- Ability and willingness to give large amounts of personal time to the convention effort during the planning process, and throughout the convention itself

All positions require meeting general qualifications. Past convention and business experience should be strongly considered in all positions.

IV. DUTIES AND RESPONSIBILITIES OF THE HCC

A. CHAIRPERSON

1. Presides at all HCC meetings
2. Prepares agenda for meetings (see attached example in Appendix)
3. Notifies committee members of changes in meeting places and/or times
4. Co-signer on the HCC bank account (either Chair or Vice Chair, and Treasurer)
5. Votes at HCC meetings *only* when appropriate (typically, only as a tie-breaker)
6. Ensures convention activities are in accordance with the Twelve Traditions,

Twelve

Concepts and Purpose of Convention

7. Ensures a thorough discussion for group conscience on all issues brought before the HCC for a vote
8. The Chair is the only person who can speak for the HCC (Exception: Secretary, when dealing with the press *at* the convention)
9. Attends BOD meetings for regular updates (then is excused for general board business) and is responsible to the LRCC BOD

10. Submits closing report to BOD after the convention, detailing the Convention's activities, financial status, and areas for improvement. This report, along with information obtained from the closing reports of the other HCC members, will be forwarded by the BOD to the Louisiana Region at the next RSC meeting

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B. VICE-CHAIRPERSON

1. In the absence of the chairperson, presides at HCC meetings
2. Can be registered as a Co-signer on the HCC bank account (Either Chair or Vice Chair, and the Treasurer)

3. Is a voting member at HCC meetings
4. Along with the Chair, ensures that convention activities are in accordance with the Twelve Traditions, Twelve Concepts and Purpose of the Convention
5. Coordinates Fundraisers for the LRCNA. In this role, the Vice-chair will coordinate pre-convention fundraisers across the region and assist when possible in the planning, proposing, arranging, and monitoring of these events.

He or

she should immediately contact those areas and service bodies across the region who typically hold fundraisers for the convention to let them know they are the contact for the host convention committee, and to determine what is expected or need for their upcoming fundraiser. Most will ask for seed money up front, in return for donating all profits from the event to the HCC. This information is essential, to ensure there is enough money available to the fundraising committee to meet their event objective. Since the HCC will directly benefit from these fundraisers, it will be necessary to promote those events.

6. A "Convention Package," is sometimes given away or raffled off during fundraisers for the convention. This must be approved by the HCC in advance, and the contents of the package also must be approved. A Convention Package may include registration alone, or registration and some form of merchandise. This decision must take into account the overall budget for the convention.

While other events may be added, the following fundraisers have historically been held to provide support for LRCNA and the seed money they may request:

1. Greater Baton Rouge Area (Typically Fish Fry)	September	\$ 0.00
2. Lake Area (Typically Halloween Bash)	October	\$ 300.00
3. Pre-Christmas Night of Fun	December	\$1,200.00
4. HCC (Determined that current year)	January	None
5. Bayou Recovery Area (Typically Valentine's)	February	\$ 400.00
6. Northshore (Typically Mardis Gras Ball)	February	None
7. Acadiana (Typically Pajama Jam)	March	\$ 400.00

C. TREASURER

1. Is responsible to the LRCC Board for all financial transactions associated with the convention
2. Co-signer on the HCC checking account
3. Chairs budget meetings with HCC as needed and monitors funds regarding budgets
4. Monitors income and expenses from all sub-committees as well as all general income and expenses of the Convention. Assists the HCC in considering proposed expenditures for convention materials and events, both pre-convention and on-site, and how it will impact the budget
5. Reconciles bank statement each month
6. Keeps accounting spreadsheets as specified by the BOD and sends monthly reports to the BOD as well as making reports to the HCC. (HCC Report of expenses to include check #, amount of check, to whom paid and what budget the income or expenditure is tied to. Report also includes present balance

overall and budget balances for individual committees).

7. Sets policies for HCC and subcommittees regarding how income and expenses will be reported and accounted for
8. Reimburses committee members for approved expenses when policies have been followed, but only after valid receipts or documentation has been provided
9. During and/or immediately after the convention, the Treasurer coordinates with the BOD Treasurer regarding the safe, secure deposit of all convention funds (In areas where possible, deposits are to be made through the night drop at the LRCC's depository bank)
10. Responsible for ensuring that all persons collecting money (or charging credit cards) are trained in that function. Training is not to be done on-site at the convention, to alleviate any possible distraction or security risk

NOTE: LRCC provides two credit card machines for the HCC to be able to accept credit cards for the purchasing of merchandise, registration, games of chance, or any other convention-related transaction. The Merchandise and Registration chairpersons maintain possession of one machine each. Most cards will be charged via a "swipe" or "tap" of the card, or via chip reader. If these methods fail, the credit card # can be keyed in manually, but ONLY if the card is present.

Although the Treasurer has the authority to implement specific guidelines for the collection, counting, and depositing convention proceeds, the following are the *minimum* requirements during the convention:

- a. One person at Registration, one person at Merchandising, and one person at Hospitality, will be responsible for taking in, counting, and turning over fees and donations collected
- b. To reduce security risks, frequent "pick-ups" of cash collected will be made from each money-changing station when readings indicate the need. This practice will be implemented via written policies provided prior to the convention by the LRCC Treasurer.
- c. Cash pick-ups, verification and reconciliation of funds collected at each money-changing station will be conducted *jointly* by the HCC Treasurer and the Treasurer of the LRCC, who will provide readings and receipts for the transactions.
- d. After collection, the HCC Treasurer and the LRCC Treasurer will go to a locked room to count the funds together to be deposited them into the bank, via night drop, immediately after balancing each day's work.
- e. At the close of the convention, the HCC Treasurer and the Board Treasurer will reconcile funds collected to machine readings and other supporting documentation, and will attempt to provide a *preliminary* report of profit or loss, subject to final accounting.

D. SECRETARY

1. The Secretary is responsible for accurately recording the discussions, considerations, and decisions of the HCC in minutes. The secretary acts as an information liaison within the HCC and between it and other interested parties by ensuring that minutes are distributed to all subcommittee chairs, the LRCC, and any other interested parties. One of the first things for the Secretary to do is

to establish a mailing address for the current year's HCC. The Secretary is responsible for collecting and disseminating all mail received month

2. The Secretary acts as the HCC's media contact person during the convention and creates a "press statement" for the convention. A sample press statement made available to the HCC Secretary that should include, at a minimum, similar language as follows: "Narcotics Anonymous offers freedom from active addiction, and rightfully draws the attention of media because of that. But because our public relations policy is based on attraction rather than promotion; and we need always maintain personal anonymity at the level of press radio and films, we ask that any members of the press see one of the convention committee members for assistance. We also ask that no photos or social media posts that would threaten a members' anonymity be made."
3. Minutes may be distributed electronically or by mail but should be available within two weeks of an HCC meeting.
4. Maintains archives of minutes, reports, and other materials submitted to the HCC.
5. Assists the Chair in creating an agenda for meetings.

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E. HOTEL LIAISON

1. This person acts as the communication link between the hotel and the HCC. After *thoroughly* familiarizing themselves with the contract for the convention, the Hotel Liaison ensures that the HCC knows what is available at the hotel, determines what the needs of the subcommittees are, and communicates approved needs to the hotel in accordance with the requirements of the contract. (For example, if the HCC is required to sell 100 banquet tickets, that is the starting point. If registration begins to go over that number, the Hotel Liaison notifies the hotel more meals are needed, finds out what the maximum limit is, and communicates this to the HCC, all in accordance with the requirements of the contract).
2. If there is a banquet (which must be discussed and voted upon by the HCC before proceeding), the HCC decides what the meal will be and how many meals will be purchased, but the Hotel Liaison communicates this information to the hotel.
3. The Hotel Liaison arranges for HCC members to tour the hotel at least twice prior to the convention (usually in January and again in March) to assist them in planning how they will carry out their own tasks. The Hotel Liaison will provide a floor plan of the available meeting and event space to the HCC and return a design plan to the designated hotel representative the hotel as soon possible so hotel staff can set up the space following those specifications. The Hotel Liaison ensures that room set-up requirements are submitted to the hotel as required by the contract.
4. The Hotel Liaison monitors the needs of subcommittees during the convention and works to ensure those needs are met when authorized by the HCC.
5. The budget for Hotel Liaison includes: Hotel charges for a banquet, coffee and/or any other food and beverage requirements, meeting rooms and equipment, set-up, tables, etc.

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6. The Hotel Liaison will monitor and control the replenishment of coffee by the hotel to not exceed the amounts agreed to by the HCC.
7. The Hotel Liaison must be *fully* aware of corkage fees and miscellaneous charges to be imposed by the host hotel (especially penalties for non-compliance) and must plan for such expenses in developing a working budget.
8. In our post-Covid world, **NO** open food is allowed in the hotel and no food can be prepared on-site.

V. HOST CONVENTION COMMITTEE MEETINGS

A. Scheduling of meetings:

1. HCC meetings are held on a regular date and time decided on by the HCC, but not in conflict with LRCC board meetings. Until this schedule is set, the chairperson of the HCC sets the date and time for the meeting(s). Meetings are typically held once per month until 4-8 weeks from the date of the convention. During that period, the HCC may choose to meet more frequently to ensure all arrangements for the convention are set.

B. Meeting and voting procedures:

1. HCC meetings are run in accordance with Robert's Rules of Order and the Chairperson is responsible for the agenda.
2. Subcommittee chairpersons are expected to "explore" issues and concerns within their subcommittee meetings with their subcommittee members and bring recommendations for action to the HCC meeting. Subcommittee work is just that—general tasks, designs, ideas and plans are to be settled within the subcommittee. Actions and/or requests are to be returned to the HCC for final approval or rejection. The HCC meeting is not the place to do committee work. Subcommittee chairs are expected to meet with their committees prior to the HCC meeting, bringing results to the HCC.
3. All Subcommittee chairpersons, the HCC Chair or Vice-Chair (*unless they are "chairing" the meeting, in which case they do not vote*), Secretary, Treasurer, and Hotel Liaison have voting rights at HCC meetings. (Note: Any member of NA can be a part of any and all subcommittees and exercise their vote within those subcommittees. The input of any NA members is welcomed at the HCC meeting, but granting subcommittee members who already had the opportunity to vote within the subcommittee an additional vote at the HCC meeting, or NA members who have not been involved in the discussions at the subcommittee level, a vote at the HCC meeting, is not appropriate).
4. Although the HCC follows Robert's Rules of Order, it should be noted that votes are how "group conscience" is expressed. In other words, voting members are to remember that they are voting for what they believe will be best for the convention and for NA as a whole, rather than for their own personal preference.

C. The following is a suggested meeting format for HCC meetings:

All required committee reports should be submitted in writing, preferably before the meeting, so the Secretary can properly record all submissions. Verbal presentation of a report with no written record is to be avoided.

1. Open with Serenity Prayer and reading of the Twelve Traditions and Twelve Concepts of Service
2. Roll Call by the Secretary to establish attendance
3. Review, (amend if needed), and approval of minutes from last meeting
4. Chairperson's Report
5. Vice-chair's Report
6. Treasurer's Report
7. Secretary's Report
8. Hotel Liaison Report
9. Subcommittee Reports (Program; Merchandising; Registration; Entertainment/Fundraising; Arts & Graphics; Hospitality; Serenity Keepers)
10. Old Business
11. New Business
12. Close with Serenity prayer

VI. SUBCOMMITTEES

A. Qualifications for Subcommittee Chairs. Subcommittee Chairs should:

1. Have a minimum of 1 year clean in Narcotics Anonymous (During nominations & elections, it should be kept in mind that the Merchandise and Registration chairs will be handling large sums of money at the convention and must agree to prescribed cash-handling/financial accountability policies [attached]).
2. Have experience with NA service work.
3. Have the willingness and ability to serve.
4. Be willing and able to create a committee of volunteers to meet all committee requirements and timelines.

B. Duties and Responsibilities of all Subcommittee Chairs:

1. Maintain accurate records of the committee's activities, recommendations, and decisions.
2. Ensure that only those persons authorized by the HCC handle convention funds, Merchandise and/or LRCC Equipment
3. Subcommittee Chairs should stay at the hotel during the convention and be available to address any concerns and/or problems that arise at any time of the day or night.
4. Must attend LRCC BOD orientation meetings

VII. FIXED SUBCOMMITTEES OF THE HCC

A. ARTS & GRAPHICS

The Arts & Graphics subcommittee is responsible for the design and production of all artwork, flyers, banners, signage, and the printed program for the convention after it has been approved by the HCC. (Production of specific items can be delegated to the entity that will be using that item but the artwork is the responsibility of the Arts & Graphics subcommittee).

1. Specific Stipulations and Requirements:
 - a. Designs should include the theme for the convention *after* it has been

approved by the HCC.

- b. Artwork can be created by a professional artist who may or may not be a member of the fellowship. All artwork of this type must be accompanied by a signed artist release prior to final approval. (See appendix for a sample artist release form). The Louisiana Regional Convention Corporation will have complete ownership rights of all artwork and work product.
- c. From World Service Office Convention Guidelines, Page 13: "The NA 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 NA logo is in good taste and in keeping with our Twelve Traditions." The NA logo or any NA World trademarks *must not be modified or manipulated in any way* but they can be incorporated into a greater artwork product.
- d. Banners produced should not exceed 4 x 8 feet in size.
- e. Multiple designs will likely be used on pre-convention items, however, a "primary" and "secondary" logo design are to be created and reserved for convention printing and promotional items.
- f. At the completion of the convention, a written summary of the subcommittee's overall performance, successes and failures, with any recommendations for future changes should be submitted to the Chair of the HCC.

B. MERCHANDISING

This subcommittee is responsible for recommending, purchasing, transporting, and selling pre-convention and convention merchandise. The items and their sale price must be approved by the HCC. Prices cannot be changed other than by a vote of the HCC.

1. Specific Stipulations and Requirements:

- a. Merchandise should be purchased at a cost that allows for at least a 50% mark-up when sold. When possible, no item should be priced at less than 50% mark-up. In any event, the overall mark-up for all merchandise sold should *average* no less than 50%. Careful planning will meet this goal.
- b. Pre-convention merchandise sales generate both interest and needed funds for the HCC, but this merchandise should NOT be for sale until the prior year's convention's closing day (Sunday). This is to prevent any interference with the sale of merchandise by the previous year's HCC.
- c. The Merchandise subcommittee should submit a final proposal of recommended convention merchandise by the March HCC meeting. (Note: Outside vendors are arranged for and contracted by the BOD.
- d. Subcommittee members will be handling merchandise and cash more than most other subcommittee members and will follow guidelines established by the LRCC Treasurer and the HCC Treasurer for record keeping, receipts, cash handling and inventory control and management.
- e. The merchandise room at the convention should be a lockable space.
- f. The merchandise room should be set up to allow a smooth flow of persons coming in, buying merchandise, and exiting the room.
- g. The merchandise room is not open for business during main speaker

meetings.

- h. The merchandise room will likely include a Jewelry vendor and/or a audiographer. If so, their needs must be considered when setting up the room.
- i. At the close of the convention the Merchandising chair will submit an inventory listing of all unsold merchandise along with the records and receipts required by the LRCC Treasurer/HCC Treasurer to account for all merchandise sales. The committee will box, package and accurately label all unsold merchandise for transfer to next year's HCC.
- j. The Merchandise committee also will submit a written summary to the HCC chair at the close of the convention of its activities and recommendations for future conventions.

C. PROGRAM

The Program subcommittee plans workshops and speaker meetings at the convention.

1. Specific Stipulations and Requirements

- a. Costs to be considered in choosing speakers include, but are not necessarily limited to travel, registration, banquet, and lodging.
- b. The basic qualifications for workshop speakers are membership in Narcotics Anonymous and 2 years clean.
- d. The basic qualifications for a main speaker are membership in Narcotics Anonymous and 5 years clean. Members of the HCC, the BOD, and their relatives, are not eligible to be main speakers.
- e. All speakers should be chosen with their ability to carry the message of Narcotics Anonymous in mind.
- f. The Program subcommittee should decide on a process for choosing speakers and then follow that process. For example, after collecting recordings of potential main speakers, some subcommittees make a rating sheet to judge submissions on several dimensions (For example: NA message, entertainment, inspirational value). This allows easy identification of who the members consider the top candidates to be.
- g. At least 3 candidates for each main speaker will be proposed by the subcommittee and approved by the HCC, ranked in order of preference. If one of the top choices is not available for some reason, the next highest ranked choice will be substituted.
- h. The Program subcommittee must get approval from the HCC on the number of speakers, who the speakers will be, and the workshop topics.
- i. The Program subcommittee is to recommend speakers to the HCC at least three months in advance to allow for the best possible travel reservations (airline tickets) fees, as rates become much more expensive as the dates for the convention closes in.
- j. After the proposed program content (including topics, titles, and main speakers) has been approved by the HCC, the Program subcommittee submits this information to Arts & Graphics for creation of the convention program.
- k. Because the convention typically involves 3 main speaker meetings (Friday night, Saturday night, and Sunday morning), the transportation, registration, lodging, and banquet if there is one, for all three speakers comes from the Program Committee's budget. While there may be "free" rooms offered in the hotel contract, these provisions *do not reduce the cost* of providing speakers.

- l. It is helpful to have a Program member assigned to each speaker to assist them as needed in getting to the hotel, answering questions, and extending the HCC's hospitality.
 - m. The Program subcommittee creates a process to ensure all workshop speakers are present, and must have a contingency plan in place to arrange for substitutes if needed.
 - n. The Program subcommittee is responsible for ensuring that meetings and workshops take place at the scheduled time and they are held in accordance with the Twelve Traditions of Narcotics Anonymous.
 - o. The Program subcommittee will include a binder for all three main speaker meetings to include the HCC press statement, as well as a statement in the meeting format that reads, "No drugs, paraphernalia, or firearms are allowed." All standard NA meeting readings are also to be included in the binder.
 - p. At the close of the convention, the Program Subcommittee will provide a detailed account of workshops and speakers (including any substitutions, problems, etc.), and a reasonable estimate of attendees at these meetings.
 - q. The Program subcommittee final report should include any successes or failures, as well as suggestions for improving the function of this subcommittee in the future.
2. Factors/Recommendations to Be Considered with the Convention Program
- a. The convention's opening meeting is the Friday night speaker meeting. The HCC Vice-chair usually chairs the meeting, and readings are typically done by members from across the Region. The Saturday night speaker meeting is chaired by the HCC chair with officers and subcommittee chairs doing the readings. The closing meeting is the Sunday speaker meeting, again chaired by the HCC chair with readings done by members from across the region.
 - b. Saturday Night Schedule: After the banquet (if there is one) when people are seated for the speaker meeting, subcommittee chairs and others making significant contributions can be recognized by being asked to stand briefly for applause. Announcements may be made at this time as well. The Roll Call of the States and Clean Time Countdown are usually done before the meeting is opened.
 - c. Roll Call of the States
In order to recognize attendance by members from other states and by members from areas within the Louisiana Region, a Roll Call of the States (strongly recommended) is usually part of the Saturday night program. It is recommended that the list of states (and countries if there are attendees from outside the US) be created by reviewing the registration records for the convention. Additionally, the states with the smallest number of members attending should be called first, states with larger numbers of members later, and Louisiana should be called last. After Louisiana is called, the areas that make up the region should be called, again, beginning with the area with the least number of members attending and ending with the area with the largest number of members attending.
 - d. Clean Time Countdown
Again, using information from registration records for the convention, the clean time countdown should begin with the greatest number of years known. For example, if the longest clean time in registration records is 40 years, the countdown should begin with, "Anyone with more than 40 years?" and then go down one year at a time beginning with 40 years. After 2 years,

however, 18 months, then 1 year, then 11 months, 10 months, and so on should be called until reaching 1 month. At that point, each day should be called, i.e. 30 days, 29 days, 28 days, etc., until 1 day clean.

- e. If there is a “swap” planned, where the members with the most and the least clean time at a table are to get gifts, immediately following the clean time countdown is a convenient time to do this. Sometimes this is done before the Roll Call of the States by simply asking those seated at the tables to find out on their own who the person with the most and least clean time are and then exchange the items.
 - f. If the HCC has decided to give away NA literature to newcomers at the convention, the clean time countdown is usually how the newcomers are identified and they are typically given the literature immediately on completion of the countdown.
3. Main Speaker Meeting Format
- a. Meeting is opened by the HCC chair
 - b. Readings are done by officers and subcommittee chairs Speaker is introduced.
 - c. Speaker begins (Be cautious not to include superfluous discussion or pageantry before the speaker begins and attempt, at all costs, not to have to cut the speaker short due to the aforementioned).
 - d. Meeting is closed following traditional format.

D. ENTERTAINMENT

Meeting space will be quite crowded following the speaker meeting. Clearing the room to allow for it to be “re-set” (table removal, chair removal, dance floor installation), is often time consuming and problematic. Entertainment and a set-up that allows the entertainment to begin after a short break without having to clear the room reduces problems and makes for a smoother flow of activities.

E. REGISTRATION

1. The “Early Bird” registration fee of no less than \$20.00 is offered only on Sunday morning, the closing day of the preceding convention. Thereafter, the registration fee will be no less than \$35.00.
2. The Registration subcommittee is responsible for recommending what will be in attendee’s registration packets, keeping records of who has registered for the convention, and who has purchased banquet tickets if one has been scheduled.
3. Deciding what information will be collected when members register for the convention and creating a form for that will be the first task of the Registration subcommittee. The basic information that should be collected is to include, but is not necessarily limited to: First name, clean time, state and country of residence, area if they are Louisiana residents, and e-mail address. Registration may also choose to ask for the city/state in which the registrant “got clean” in.
4. Additional information on the flyer should include:
 - a. “Makes checks payable to LRCNA
 - b. Incentive, if any, for pre-registration
 - c. Cut-off date for pre-registration price (if there is one)
 - d. Return mailing address
 - e. Hotel name, address, room rate, contact information, and cut-off date for room block
 - f. Names and contact information for HCC members chosen for this purpose (Normally this is the chair and Registration chair)

- g. Contact name/number for attendees to request any special services needed (i.e. handicapped access, signing for deaf members, etc.). Once the HCC has been notified of a special need, they will then decide how to meet it.
5. The Registration form is usually combined with a flyer for the convention, produced by the Arts & Graphics subcommittee. Registration subcommittee should ensure that the registration information is correct before the flyers are produced and distributed.
6. Pre-registration flyers can be sent to the email list of prior attendees. This list will be provided to the Registration subcommittee by the Board of Directors.
7. At the prior year's convention, the Registration subcommittee will have been allowed to sell pre-registrations beginning Sunday morning. This list must be provided to the Registration subcommittee chair as soon as a new HCC has been formed for a future convention.
8. The Registration subcommittee recommends the number of registration packets to be produced based on a projection of how many paying attendees there will be (often based on the number of paying attendees in the prior year)
9. The subcommittee recommends items to be included in the registration packet along with prices for those items after getting at least two and preferably three bids for each of the items.
10. The subcommittee recommends how many free "newcomer packets" will be Produced, with estimates from prior conventions if possible. Paid and newcomer packets will contain the same materials. Newcomer packets are typically given to persons currently in treatment. The HCC will decide who else, if anyone, is eligible for a free Newcomer packet. Registration should enlist the support of the H&I committee from each area throughout the Region to spread the message to treatment centers in their respective areas.
11. Registration subcommittee members will be handling large amounts of cash and should be chosen carefully. Volunteers should also be trained in procedures to ensure proper records are maintained regarding that cash and that all policies are being adhered to.
12. A schedule is to be created to ensure an adequate number of Registration volunteers are on duty during registration.
13. The Registration Chair is responsible for scheduling volunteers to package, seal, and properly label all items remaining at the end of the convention, and to bring all items to the designated location as determined in advance by the HCC Chair.
14. At the close of the convention, the Registration subcommittee shall submit a report that includes the number of paid registrants on Friday, the number of newcomer packets given out on Friday, the number of banquet tickets sold on Friday, the number of paid registrants, newcomer packets, and banquet tickets on Saturday, and email addresses for all registrants. This report should also include the money collected for each of these functions, and any recommendations for improvements in the process for the next year's convention.

F. HOSPITALITY

The Hospitality subcommittee is responsible for operating a "Hospitality Room," where convention attendees can gather for fellowship, or to relax, drink coffee, and enjoy basic snack items (all snack/food items must be individually packaged. Open food items are not allowed unless the hotel contract expressly permits such). Because some attendees may make donations to the Hospitality Suite effort, volunteers for Hospitality should have a minimum of 1 year clean if at all possible. Exceptions may be made but the Hospitality subcommittee chair should make provisions so as to reduce risk.

1. Specific Stipulations and Requirements

- a. The first task of this subcommittee is to plan what snack items to stock based on historical records from prior conventions, as well as estimates for the current year. The detailed plan that includes the items planned, quantities recommended, and the projected costs must be approved by the HCC and should be presented at least 60 days prior to the convention.
- b. The subcommittee should develop a list of subcommittee members that will be “on duty” in the Hospitality Room during the convention to ensure the room is kept stocked, clean, and available for convention attendees.
- c. The hours of the Hospitality Room will be recommended by the subcommittee and approved by the HCC at least 30 days prior to the convention. The Hospitality Room will be closed during main speaker meetings though.
- d. At no time is any attendee allowed to sleep in the Hospitality room.
- e. A sealed “*Donations Help Us Carry the Message*” container should be placed in the Hospitality Room for donations (See Section F above for protocols).
- f. Signs for the Hospitality Room should be proposed by the subcommittee, but the Arts & Graphics subcommittee is responsible for producing them after

HCC approval.

- g. At the close of the convention, the Hospitality Chairperson will make a written report estimating the number of visitors to the Hospitality Room, what was purchased, how much money was spent, how much money was collected in donations, and recommendations for changes to be made in the next convention.
- h. The Hospitality Chair is responsible for scheduling volunteers to package, seal, and properly label all items remaining at the end of the convention, and to bring all items to the designated location as determined in advance by the HCC Chair. Because of possible spoilage it is recommended that any semi-perishable snack items be considered for donation to local treatment centers to prevent waste. If donated, a detailed list of the amounts should be included in the Hospitality subcommittee final report.

G. SERENITY KEEPERS (Hugs Committee)

This subcommittee is responsible for greeting convention attendees, serving as “hosts” or “ambassadors,” and helping to maintain an atmosphere of recovery throughout the convention.

1. This subcommittee does NOT act as the NA police. However, subcommittee members should be alert or inappropriate behavior and notify the appropriate persons.
2. For events where tickets are collected or name badges are checked, members of this subcommittee typically perform those tasks.
3. The Serenity Keepers chair will develop a schedule with a minimum number of “greeters” on duty at specific times. This schedule will be approved by the HCC.
4. Serenity Keepers may propose a design, with assistance from Arts and Graphics, for t-shirts for its members if this is within their budget. Subcommittee t-shirts should not be given out until the convention when volunteers report for their shift.
5. This subcommittee often purchases stickers of some sort to put on attendee’s badge showing they Have been “greeted.” Stickers should not be contrary to recovery, and the cost must be within the

subcommittee's budget.

6. The Serenity Keepers Chair is responsible for scheduling volunteers to package, seal, and properly label all items remaining at the end of the convention and to take any remaining items to the location designated by the HCC Chair.
7. At the close of the convention the Serenity Keepers chairperson will prepare a written report on how the subcommittee carried out their tasks, any unusual situations that arose and how they were handled, and recommendations for changes by the next years' HCC.

G. ENTERTAINMENT

This subcommittee is responsible for coordinating all entertainment functions at the convention. At a minimum, entertainment at the convention usually consists of entertainment functions Friday and Saturday evening after the main speaker meetings. If there is to be a raffle or auction at the convention, these too are the responsibility of this subcommittee.

1. Specific Stipulations and Requirements

- a. The subcommittee needs to propose specific entertainment events for the convention to the HCC that are within the budget for the subcommittee. These events and their cost must be approved by the HCC. This means contacting entertainment providers, making sure they are available for the date and time in mind, and getting a contract proposal from them.
- b. Once events have been approved by the HCC, contracts must be presented to the LRCC Board of Directors for approval and signature.
- c. The Entertainment Chair is responsible for scheduling volunteers to package, seal, and properly label all items remaining at the end of the convention and to take any remaining items to the location designated by the HCC Chair.
- d. At the close of the convention the subcommittee chair will make a written report detailing funds spent and generated by each activity and any recommendations for change at next year's convention.

VIII. GENERAL REQUIREMENTS AND CONSIDERATIONS FOR THE HCC

- A. The overall budget for the convention as well as budgets for each subcommittee of the HCC, are set by the LRCC Board of Directors. These budgets (the amount of money authorized in advance to be spent) are set by considering what has been spent by past committees and projections of the expected attendance and income for the next convention. There are other factors involved in the final budget decision, such as location of the venue and other economic trends.
- B. It is important to remember that each budget represents a guess, *not* an authorization to freely spend what has been allocated. The HCC must be prudent in it's spending, ensuring the financial wellbeing of the convention and meeting its fiduciary obligation to the LRCC Board and to the Louisiana Region. The more subcommittees can fulfill their purpose without spending money, the more financially successful the convention is likely to be.
- C. While most of the revenue generated comes only the convention has begun, it is impossible to know the outcome and thus, the final profit or loss of the convention. Given this uncertainty, it is imperative that periodic budget reviews be

made during the HCC planning process and, if necessary, adjusting the expense budget proportionate to decreases in fundraising and other financial support from Areas throughout the Louisiana Region. “Maxing out” budgets early in the process can be dangerous; all HCC members are urged to carefully follow the group’s progress and adjust plans accordingly.

- D. Following the trends of the current HCC subcommittee progress or regress, there may be an occasion when one subcommittee feels they will have a surplus in their budget, while other subcommittees have a valid need to overspend their funding allocation. Should this be the case, is free to unilaterally make line-item budget transfers, but only after careful deliberation and after a majority vote of the entire HCC. No individual can make such a change and a record of the discussion and final vote must be entered into the permanent record.
- E. Should one or more subcommittees see a valid need to spend beyond their allocated budget, and no other subcommittee has surplus funds available, the HCC may choose one of two options listed below. In either choice however, a case must be made that the budget increase is reasonable and success is viable.
 - 1. Conduct a fundraiser in partnership with a recognized Area Service Committee or a recognized Home Group to raise funds (only after an affirmative majority vote of the entire HCC)
 - 2. Petition the LRCC Board for additional funding at their next scheduled meeting.
- F. The next year’s convention will be allowed to sell pre-convention merchandise at the close of the current convention. The end of the final speaker meeting on Sunday is considered the close of the convention. The next year’s convention *may* be allowed to begin selling pre-convention merchandise earlier on Sunday, only if the merchandise committee has sold all of its merchandise and *never* during the speaker meeting.
- G. The next year’s convention committee will be allowed to sell pre-registrations following the close of the current convention but *only* after the speaker meeting.
- H. There are sometimes entities not associated with the current or next year’s convention who request the opportunity to sell merchandise or other items in public space (example, NOACNA). Providing these persons represent an NA service committee as opposed to private interest, and it *does not* interfere with the sale of merchandise or registrations by the current or next year’s HCC, this may be allowed on Sunday at the close of the convention, but *not* before the Sunday speaker. Exception can be made by the current convention’s HCC Chair after careful consideration of all of the above.
- I. As discussed in Section IV, item D above, a timeline should be created after the HCC has met for several weeks to establish a working plan for all subcommittee work. This schedule should be reviewed and updated at each HCC meeting and should be part of the standing agenda to be fully effective.
- J. The Treasurer should immediately develop and announce policies regarding the proper handling of cash, disbursements, and any other financial matter.
- K. After confirmation, the Treasurer and at least one other executive committee member (preferably the Chair), are to be added to the HCC checking account.

- L. The LRCC Board has provided two credit card processing machines to be used throughout the year by the HCC. Both, the Merchandise Chair and the Registration Chair should take possession of these devices, be thoroughly trained on their operation, and sign a financial responsibility acknowledgment provided by the LRCC Board.
- M. One of the first major tasks for the HCC is to decide on a theme for the convention. Once chosen, the theme will likely guide artwork for the convention overall, as well as Registration, and for promotional materials sold by the Merchandise subcommittee.
- N. Arts & Graphics and Registration are to work together to create a pre-convention registration flyer for approval by the HCC and distribute such once approved. Arts & Graphics is also tasked with assisting each subcommittee in the design of artwork/flyers, and any other component of the convention that requires creative talent.
- O. All HCC members should visit the hotel as soon as possible to determine space and logistical needs. This includes ballrooms, meeting/break-out space, hospitality and other gathering planned by the HCC. At least one follow-up meeting for the entire HCC should be scheduled prior to the opening of the convention.
- P. The Program subcommittee recommends main speakers and workshop titles, which should be approved no later than February. Once approved, arrangements should be made for speaker's travel and accommodations.
- Q. Entertainment for the convention should be approved no later than February. Once approved, proposed contracts should be forwarded to the BOD for review and approval.
- R. Contents of the Registration packets should be approved no later than March.
- S. A draft of the printed program, after coordination with Programming, should be proposed for approval by Arts and Graphics no later than March.
- T. A banner for the convention should be presented to the HCC for approval by Arts & Graphics no later than March.
- U. If there is a banquet, a preliminary number is given to the hotel at least 30 days prior to the opening of the convention. A final number is given to the host hotel 72-hours before the convention, or as required by the current contract.
- V. It is the responsibility of every HCC member—not just the Hotel Liaison—to become thoroughly familiar with the current-year host hotel contract, so as not to incur any last-minute surprises, especially prohibitions.
- W. As mentioned in every subcommittee section above, it is imperative that a team of volunteers is to be enlisted to assist with “breakdown” on the last day of the convention. Each subcommittee is responsible for boxing up their materials and the HCC Chair and Vice Chair are to coordinate the collection and proper storage of convention property.
- X. Ad hoc committees may be established by majority vote of the HCC but are only authorized during the current convention planning process. While most ad hoc committees do not require LRCC board approval, *any* ad hoc established for fundraising purposes must be submitted to the LRCC board in written form that details the event, the purpose, the anticipated proceeds, and related expenses. NO ad hoc committee formed for the purpose of generating new funds for the current convention may begin work until a proposal has board approval. This does not apply to Section VIII, item E above regarding partnerships with Areas or Homegroups for a

fundraising event. See Board policy document, **Policy for Special Events—Raffles/Games of Chance**, regarding ad hoc fundraising committees in the appendix of this document.

IX. AMENDING THESE GUIDELINES

These guidelines will be reviewed every year after receiving the closing report of the outgoing HCC. Amendments can be made by the LRCC Board at any time with a majority vote.

Thus, approved by a majority vote of the Louisiana Regional Convention Corporation Board of Directors on Sunday, August 21, 2025.

Chair	Pixie Storer
Vice Chair	Stephen Jeane
Secretary	Amelia Parr
Treasurer	Ric Smith
Member-at-Large	Pleas Conway
Member-at-Large	Denise Howell

This page reserved for sample Artist agreement to be provided later

POLICY FOR SPECIAL EVENT REQUESTS – RAFFLES/GAMES OF CHANCE

Note: This policy refers to requests for one ad hoc fundraising committee to be created on a *per-event* basis. This policy simply creates the process for the request and does not establish a new, permanent committee or event for the HCC. Further, if approved, the event should not be assumed to allow for any other event in the future. The HCC should submit a detailed request to the chair of the Louisiana Regional Convention Corporation detailing the specific event and including all but not limited to Items listed in Section 1 below. If approved, the special event must be self-sustaining and *may not receive funds from any other committee's budget already established by the HCC.*

To remain compliant with LA R.S. 33:4861.1-3, The following should, at the very least, be included in the policy:

1. SPECIAL EVENT REQUEST

For any raffle or game of chance requested by the HCC to supplement or further fund or underwrite that committee's current-year convention effort, the HCC must first submit a detailed project plan to the LRCC Board including:

- a. The type of fundraising event (i.e. raffle, Bingo, Keno, etc.)
- b. The proposed prize or award
- c. The date and location of the event or drawing
- d. The number of tickets to be sold
- e. The potential or anticipated proceeds for the event or drawing
- f. The purpose of the event or drawing (i.e., to offset expenses of . . .banquet, band, similar outside entertainment, etc., Basic Texts for all newcomers, etc.)
- g. The anticipated expenses associated with the event or drawing (detailed breakdown)
- h. The beneficiary(ies) of event proceeds (i.e., general fund, Entertainment, Registration, Newcomer, etc., vendor [hotel]). Note: If approved by the board, at no time shall the HCC redirect or in any way transfer net event proceeds to any other project, budget, committee or in any way redefine the original plan as approved.
- i. The person(s) responsible for planning and executing the event.
- j. The proposed accounting necessary to satisfy the requirements of the HCC, the LRCC Board, any vendor/purveyor, any local, state or federal governing agency.

2. PROCESS

Should the special event request be approved by the LRCC Board, the following is to be done:

- a. If there is a raffle or game of chance, the LRCC Chair (or his/her designee) is to complete the application process for *Limited Raffle License* through the Louisiana Department of Revenue, Office of Charitable Gaming (also referred to the Louisiana Gaming Commission but not the official agency).
- b. Registration fees are to be submitted with the application. Said fees, designated as legal and recording, are expensed to the LRCC, not the HCC, as with all other licensing and permit fees (Secretary of State reporting, event insurance, etc.)
- c. Upon receipt of approved license from the government agency, the LRCC Chair (or any other designated officer) is to notify the HCC Chair, providing the license number to be used for the event.
- d. The HCC chair will instruct the designated party responsible for the particular project or event to proceed with ticket production, to include *no less than the following on each ticket and/or collateral marketing piece (flyers, signs, social media posts, etc):*
 1. Name of raffle or game of chance
 2. Name of Prize or winnings
 3. Value of Prize or winnings

4. Date/Time/Location/Type of Event at which drawing will be held
5. Event license number
6. Disclaimer stating "Winner Need Not Be Present to Win."
- e. Tickets for raffle or game of chance may be commercially printed or printed by a designated committee member; however, tickets **must** be sequentially numbered, with tear-off stubs, with ticket number pre-printed on both the ticket and the stub.
- f. A spreadsheet (example attached) is to be utilized with appropriate columns to include, but not necessarily limited to:
 1. A complete list of **all** ticket numbers
 2. "Booking"/packaging terms (i.e., "books of ten tickets, stapled, in sequential ticket number order.")
 3. Value of ticket book
 4. Who tickets were given out to for sale at various events
 5. Date assigned to ticket agent and assigned by whom
 6. Initials of assigner *and* assignee
 7. Date tickets/money returned
 8. Amount returned (also initialed by assigner *and* assignee)
 9. Overage or shortage when returned
 10. Verification of all "stubs" to be entered into drawing container (also initialed by both)
 11. All money collected is to immediately deposited into HCC operating account and all financial transactions are to be properly recorded in the committee's "master books" by the HCC treasurer, and be reported to the HCC at the next committee meeting. Ticket sales submitted early must be processed and deposited in the same manner, not *held*.
 12. In cases of raffles, precise records reflecting all financial transactions: the full Name/address, date of birth and phone number of the winner, the Date/time/location and witnesses to drawings, and any other information required by the licensing agency must be kept in the permanent record for no less than three years.
 13. As is the policy with *all* cash-handling events, no member with less than six months clean time should be assigned tickets to be sold. The ad hoc committee chair is responsible for the prudent distribution of all "for sale" tickets and ultimately bears financial responsibility for careful management of the process.
 14. It is the standing policy regarding any games of chance, and in compliance with the by-laws of the corporation, that no member of the LRCC Board nor the HCC, nor their spouses, may purchase tickets, so as to eliminate any suspicion of impropriety or "game fixing."
 15. As unrestricted members of the fellowship of Narcotics Anonymous, LRCC or HCC members may be issued tickets to be sold for the benefit of the convention, however, 14 above must be adhered to in all cases.
 16. If, at the time of approval of the Special Event Request, the exact cost of of additions, improvements, enhancements listed in Section 1, item h are not fully known, or not fully conceptualized, it is fully understood that the aforementioned approval is *conditional* and exact expenses for same must be submitted in writing—in detail—to the LRCC for final approval.
At no time should the HCC presume the authority to spend funds that have not been approved.
 17. In the case of ticket sales, in addition to the use of the attached accounting and controls record, ticket books shall be issued to "sellers" one-at-a-time; additional tickets shall not be assigned until earlier ticket sales have been returned and accounted for.

18. Upon receipt of ticket books to be sold, each “seller” shall sign a financial responsibility statement acknowledging that they are liable for the safekeeping of any monies due the LRCC.

Thus, adopted by majority vote at a properly called meeting of the of the LRCC Board of Directors on May 21, 2025:

Chair	Ron Duggins	At-Large	Amelia Parr
Vice Chair	Pixie Storer	At-Large	Stephan Jeane
Secretary	Denise Howell	At-Large	Pleas Conway (absent)
Treasurer	Ric Smith		

EXAMPLE OF THE SPREADSHEET THAT MUST BE USED AND RETAINED FOR ALL APPROVED SPECIAL EVENTS. THIS PROCESS IS NOT SUBJECT TO MODIFICATION IN ANY WAY BY THE HCC.

Louisiana Regional Convention Corporation				Event:	2026 Hotel/Convention Registration Package							
LRCNA XLII - May 23-25, 2025 HCC Raffle Register				Dates:	5/25/2025		through	12/31/2025				
				Prize:	\$500.00							
Office of Charitable Gaming License #		L0010628		Venue:	St. Charles Fellowship Hall, 583 Broadway, New Orleans, LA 70118							
				Date:	12/31/2025			Time:	11:00 PM			
				Chair:	Steven Hernandez							
Ticket #	Agent	Ticket #	thru	Ticket #	Value	Date Out	Initials-A	Initials-C	Date In	Initials-A	Initials-C	\$ Returned
1600001	Robert Storer	1600001		1600010	\$ 200.00	5/24/2025	RS	SH	5/25/2025	RS	SH	\$ 94.00
1600002												
1600003												
1600004												
1600005												
1600006												
1600007												
1600008												
1600009												
1600010												

Example: In this area, write any details, such as *why* Bob Storer returned his package \$6.00 short and, if so, when he intends to reimburse the shortage. If unable to reimburse, indicate why. *This is a confidential document so it's ok to put the actual reason. Also, if you issue more than one book to any agent (not recommended--let them come back when they sell each package is best practice), complete the assignment information above in each 10-ticket section.

SAMPLE AGENDA FOR HCC MEETINGS

Opening – Serenity Prayer and/or Traditions

XIII. Roll Call – Establish a Quorum

XIV. MINUTES –

XV. COMMITTEE REPORTS

- A. Chair
- B. Vice Chair
- C. Treasurer
- D. Secretary
- E. Programming
- F. Hotel Liaison
- G. Serenity Keepers
- H. Entertainment
- I. Hospitality

**Formal written reports submitted are inserted into this document when provided by the officer or committee chair.

- J. **Merchandising**
- K. **Arts & Graphics**
- L. **Registration**
- M. **Special Events/Fundraising** (if appointed for this convention year)

XVI. OLD BUSINESS/ACTION ITEMS

- A.
- B.
- C.

XVII. ELECTRONIC COMMUNICATIONS/ACTIONS TAKEN (GroupMe, Email, Group Text)

- A.
- B.
- C.

XVIII. NEW BUSINESS/ACTION ITEMS

- A.
- B.
- C.

XIX. FUTURE MEETING DATE/ADJOURNMENT

MOTION FORM-HOST CONVENTION COMMITTEE-LOUISIANA REGIONAL CONVENTION

<input type="radio"/> Policy	<input type="radio"/> Money	<input type="radio"/> None
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MOTION: Required

INTENT:

Maker: _____ **Second:** _____

OUTCOME:

<input type="checkbox"/> In Favor	<input type="checkbox"/> Opposed	<input type="checkbox"/> Abstain	<input type="checkbox"/> Passed	<input type="checkbox"/> Failed
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<input type="checkbox"/> Referred to Committee	<input type="checkbox"/> Tabled until: _____
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