



Louisville Area Service Committee  
of Narcotics Anonymous

Area Service Minutes

**October 4<sup>th</sup> 2020**

Note:

November 1<sup>st</sup> Zoom ID **627-801-1776**

Password: **123987**

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## **Lascna Service Meeting Notes Overview:**

# **Louisville Area Service Committee of Narcotics Anonymous Executive Committee Meeting Notes & Area Service Notes**

*Date October 4 2020*

Executive Committee Meeting 2:30 PM

Area Service Meeting

Meeting opened by chair at 3:02 PM

Chair asked if there were any inexperienced GSRs:

no

Chair asked if someone can help the new GSR n/a

Chair read the Area Definition

Vice Chair read the Concepts

Roll call taken by secretary

Quorum: set at 11

Home Groups Present: 12

Home Groups with Voting Status: 11

## **Reports**

**Chair** Robert S.

**Vice Chair** Janeen

**Secretary** Suzanne S.

Motion to accept: Agape

2<sup>nd</sup>: How it Works

**Treasurer** Tyrone C. gave report

Motion to Accept: Agape

2<sup>nd</sup>: Agape

**RCM** gave report

**Activities** - Vacant

**H&I Report** Darryl gave report

**LACNA 31** – gave report

**Literature** – Barrett G. present no report

**Newsletter** - Vacant

**P&P** Jeff S. - gave report

**RCMA** vacant

BREAK was waived

**Old Business**

No old business

**Nominations**

None

**New Business**

Motion brought by Just Us 9A20

Seconded by: Women in Recovery

Next meeting is November 1st at 3:00pm

Secretary reviewed the minutes of the day and took roll call from A to Z  
Open Forum

Meeting closed with 12 traditions  
Home Group Announcements



## LASCNA - 2020 Roll Call

POSITION/Committee	JA N	FE B	Mar	AP R	MA Y	JU N	JU L	AU G	SE P	OC T	NO V	DE C
A Vision of Hope	x	x	x	x			x	x	x	x		
Against All Odds	x	x	x	x					x	x	x	
AGAPE	x	x	x	x			x	x	x	x	x	x
Another Chance												
Cool Changes												
Enough is Enough												
Escape from Denial	x	x	x	x					x	x	x	x
Gratefully Dedicated	x	x	x	x		x	x	x	x	x	x	
Highland Peace	x	x										
How It Works	x	x				x	x		x	x	x	x
Just For Today	x	x	x	x								
Just Us	x	x	x	x					x	x	x	
Lose the Desire	x	x	x	x								
Midnight Meeting	x	x	x	x		x	x					
Miracle on 22nd Street	x	x	x									
Out of Control	x	x	x	x		x	x	x	x	x	x	x
Point of Freedom	x	x	x	x								
Primary Purpose						x	x					
Reach for Recovery	x	x	x	x						x	x	
Recovery Today	x	x	x	x								
Restored to Sanity												
Saturday Night Live	x	x	x	x					x	x		
Serenity on Sunday										x	x	
Standing for Something						x	x	x	x	x		
Starting Over	x	x				x	x	x	x	x		
Step Up Group	x	x										
Take it Easy	x	x				x	x	x	x	x		
The Stopping Point	x	x							x	x	x	x
Walking & Talking Recove	x	x	x	x		x	x		x	x	x	x
We Too Recover	x	x	x	x		x	x		x	x		
Why Are We Here	x	x	x	x		x	x	x	x	x	x	x
Women in Recovery	x	x	x	x		x	x	x	x	x	x	x



## Non-Profit Checking

For 24-hour account information, sign in to  
pnc.com/mybusiness

For the Period 09/01/2020 to 09/30/2020  
Louisville Asc Narcotics  
Primary Account Number: 30-0006-7882  
Page 2 of 3

Non-Profit Checking Account Number: 30-0006-7882 continued

the Account at your request until all known authorized or outstanding items (including checks and ATM, point-of-sale, ACH and other electronic transactions) have been paid from your Account and any outstanding disputes (including but not limited to disputes regarding electronic transfers, ACH transactions or other unresolved internal research requests/disputes concerning the Account) have been resolved. Any items presented for payment after an Account has been closed will be returned to the payee, and you will be liable for any associated charges. Any additional deposits or electronic credits (including Social Security, pension payments and automatic payroll deposits) will be returned to the originator.

### REPORTING NEGATIVE INFORMATION TO CREDIT BUREAUS; DISPUTING REPORTED INFORMATION

We may report information regarding your Account to credit bureaus. If the Account is jointly held, we may also report information to credit bureaus about any joint owner(s). Negative information, including closing of the Account with an overdrawn balance owed or other defaults on the Account, may be reflected in each joint owner's credit report. If you believe that the information that PNC Bank is furnishing to ChexSystems or Early Warning Services is inaccurate or incomplete, and you wish to dispute the reported information, you may dispute directly to PNC Bank and/or to ChexSystems or Early Warning Services, as applicable, however, the dispute must be in writing and sent by mail or fax as follows:

- > PNC Bank, P.O. Box 99685, Pittsburgh, PA 15233 (Please note this is a new P.O. Box number)
- > Chex Systems, Inc., 7805 Hudson Road, Suite 100, Woodbury, MN 55125, or faxing 602-659-2197.
- > Early Warning Services, LLC Attn: Consumer Services, 16552 North 90th Street Suite 100, Scottsdale, AZ, 85260 or faxing it to: 480-656-6850.

Your correspondence should include the following information:

- > Your name, address and Social Security number
- > Your account number
- > The information being reported that you believe is inaccurate or incomplete
- > Any supporting documents, such as account statements, letters, etc.
- > A copy of the ChexSystems or Early Warning Services report, if available

### Non-Profit Checking Summary

Louisville Asc Narcotics

Account number: 30-0006-7882

Overdraft Protection has not been established for this account.  
Please contact us if you would like to set up this service.

### Balance Summary

Beginning Balance	Deposits and other additions	Checks and other deductions	Ending Balance
17,014.61	344.20	208.89	17,149.92
		Average budget balance	Average collected balance
		17,071.22	17,071.22

### Deposits and Other Additions

Description	Items	Amount
Deposits	2	344.20
Total	2	344.20

### Checks and Other Deductions

Description	Items	Amount
Checks	4	208.89
Total	4	208.89



# Non-Profit Checking

For 24 hour account information, sign-in to [my.commercebank.com](#)

For the Period 09/01/2020 to 09/30/2020

Louisville Asc/ Hancock

Primary Account Number: 30-~~00000000~~

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Non-Profit Checking Account Number: 30-~~00000000~~ - continued

## Daily Balance

Date	Ledger balance	Date	Ledger balance	Date	Ledger balance
09/01	17,014.61	09/10	16,855.72	09/17	17,199.92
09/02	16,971.61	09/11	17,012.72	09/24	17,149.92
09/08	16,955.72				

## Activity Detail

### Deposits and Other Additions

#### Deposits

Date posted	Amount	Transaction description	Reference number
09/11	157.00	Deposit	032542526
09/17	187.20	Deposit	030684604

### Checks and Other Deductions

#### Checks and Substitute Checks

\* Gap in check sequence

Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number
08/26	3125 *	15.00	00000000	09/02	3131	50.00	00000000	09/04	3132	50.00	00000000
08/27	3126	43.00	00000000								

### Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 10/01/2020 and will appear on your next statement as a single line item entitled Service Charge Period Ending 09/30/2020.

\*\* Combined Transactions include ACH Credits, ACH Debits, Checks Paid, Deposited Item - Consolidated, Deposit Tickets Processed

Description	Volume	Amount	Requirements Met
Account Maintenance Charge		.00	Requirements Met
Combined Transactions	11	.00	Included in Account
Checks Paid	4	.00	
Deposited Item - Consolidated	5	.00	
Deposit Tickets Processed	2	.00	
Total For Services Used This Period		.00	
Total Service Charge		.00	

## Non-Profit Checking

PNC Bank



For the Period 09/01/2020 to 09/30/2020

Primary Account Number: 30-9999-9999

Page 1 of 3

Number of enclosures: 0

LOUISVILLE ABC NARCOTICS  
1817 S 23RD ST  
LOUISVILLE KY 40216-2150

For 24-hour banking sign on to  
PNC Bank Online Banking on pnc.com  
FREE Online Bill Pay

For customer service call 1-877-825-8NKG  
Monday - Friday 7 AM - 10 PM ET  
Saturday & Sunday 8 AM - 5 PM ET

Para servicio en español, 1-877-825-8NKG

**Moving?** Please contact your local branch

Write to: Customer Service  
PO Box 629  
Pittsburgh, PA 15230-0738  
Visit us at PNC.com/smallbusiness  
TDD terminal: 1-800-531-1546  
For hearing impaired clients only

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### IMPORTANT ACCOUNT CHANGE FOR ALL BUSINESS ACCOUNTS WITH TREASURY MANAGEMENT SERVICES

Effective JANUARY 1, 2021, charges for certain Treasury Management services will change. The impact of these changes on your organization will depend on the mix of services you use at PNC and your transaction volume. If applicable, the fees for some of the services may be reduced or offset by the Earning Credit for your account.

Rather than listing all the detail for all services, we would be happy to review with you the changes that are applicable to your account and to discuss other services and options that may address the evolving needs of your company. If you are interested, please contact Treasury Management Client Care (TMCC) at [1-800-869-1518](tel:1-800-869-1518).

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### IMPORTANT ACCOUNT INFORMATION

On July 12, 2020, we updated the "Inactive Accounts" and "Closing your Account" sections in your Account Agreement for Business Accounts ("Agreement"). All other information in your Agreement continues to apply to your account. Please read this information and keep it with your records.

#### Inactive Accounts

If your Account is inactive and you have not otherwise communicated with us about your Account for the period provided by law, we will be required to transfer the balance of your Account as "abandoned property" to the appropriate state authority. If your Account is inactive for six (6) or more months, we reserve the right to impose an inactivity charge on your Account. You also agree that if your Account is inactive for six (6) or more months, it will be subject to any new fees or fee increases that go into effect during the period of inactivity. If your account remains inactive and has a zero balance, the Bank may close your account for non-use.

#### Closing Your Account

You or the Bank may close your Account at any time. We may ask that you provide your request to close your Account in writing. If we close the Account, we will mail you a check for the final balance. If you close the Account, you will still be responsible for any outstanding checks written, or service charges or overdrafts incurred, before, during or after the time you closed the Account. We are not required to close

## Secretary Report

Hello everyone.

I have created a new form on the website that can be used for GSR reports and committee member reports.

<http://www.nalouisville.net/service-area.html>

or navigate to the website to [www.nalouisville.net](http://www.nalouisville.net) then to the members tab scroll down and click on service area.

I have also responded to the contact form submissions that have been sent through the website for the past several months. Typically the PR subcommittee would do this but there isn't anyone on that committee right now. I did respond to the requests that came in for meeting info and to those addicts seeking help. We really need someone to manage the website and own this – I will monitor it for now.

Complete the form and if there are any homegroup celebrations note that as well. Submit the form for entry in the upcoming areas minutes.

I have attempted to determine the current GSRs for each homegroup and have been reaching out to update my roster.

On Sept 27<sup>th</sup> zoom initiated a mandatory password or 'waiting room'. Next months area will have a password of 123987.

I am using the email account [lascnasecretary@gmail.com](mailto:lascnasecretary@gmail.com) for all communication.

In loving service,

Suzanne S.

## H&I Report

H&I October Report:

Dear Louisville area,

**The H&I Subcommittee exist to carry the Narcotics Anonymous message of recovery from addiction to residents of facilities who do not have full access to regular NA meetings.**

**Old Business:** Last month the H and I motion for area members to create an ad-hoc committee for the purpose of evaluating the practicality of virtual H and I meetings was voted down by area GSR's in a floor vote.

**Literature:** We spent \$ 0 on literature for the year.

**Panel Coordinator's Report:** As of March 12, 2020, H and I has not hosted any NA meetings. I have been contacted by facility POC's for a virtual H and I meeting and I am forwarding them to our area website to find a virtual "regular NA meeting" until area comes up with a plan for H and I to help fulfil our area's primary purpose.

**New Business:** A H and I ad-hoc committee was created in April to explore our options with virtual H and I meetings and we strongly suggest that area looks at GO TO VIRTUAL meetings as a viable option during and after the pandemic. Since we are not doing in-person meetings at this point the funds for the meetings can be taken out of our literature budget. In accordance with our Traditions and Concepts these are the decisions made by our home groups, not the subcommittee. Final note, I am stepping down as H and I chair effective January 31, 2021.

**H & I Budget:** Our new budget is \$2,500.00 annually. To date we have spent \$30.00 on rent for the meeting place for February and March. No money has been spent on literature or miscellaneous expenses, leaving a total of \$2,470.00 in our budget for the year.

**We currently have a virtual H and I meeting a week before area meets @ 3pm. If anyone is interested contact any member for details.**

**Thank you for allowing me to serve.....**

**Darryl H (chairman) 502-821-3731**

## H and I Resignation Letter, October 4, 2020

Dear Louisville Area,

I am submitting my resignation as Chairman of the H and I Sub-committee, effective January 31, 2021. I have served as the H and I chair for two years and in accordance with area policy and procedures one year is the limit for executive members and Sub-committee chairs.

**H & I Chairperson:** The Chairperson is elected through the ASC. (This is a one year Commitment.) **1.** A minimum of 2 years clean time. 6 months prior involvement with H&I. **Definition of involvement:** a. Past experience as a Panel Member in a responsible manner. b. Attendance at past 6 business meetings. **2.** Working knowledge of the 12 steps 12 traditions and H&I guidelines to insure that they are upheld in all matters. For more on qualifications read the P & P manual (2020) page 29.

Chairing the H and I Sub-committee has been a wonderful opportunity for learning, for spiritual and personal growth in all areas of my recovery, and for that I am profoundly grateful. As many of you know I accepted the position with minimal experience in area service except for GSR-A and Treasurer of my home group (Saturday Night Live) for several years and Panel Leader in H and I. It took a great amount of Faith and Courage to accept the position and after a short period of time I begin to see how my Higher Power was guiding me and the fear of taking a risk or making a mistake was lifted.

I am truly grateful for a loving and caring higher power, my predecessors, prior H and I chairs, my fellow sub-committee members and all the Trusted Servants who guided me and allowed me the freedom to be me in this phase of my recovery.

Finally, I have to say that I am baffled and struggling to understand the practicality of the recent decision to vote down the H and I motion for an ad-hoc committee to **EXPLORE** the viability (effectiveness) and feasibility (cost) of virtual H and I meetings. To my understanding our primary purpose is to carry the NA message of recovery to the addicts who still suffer. By voting against even looking at VIRTUAL MEETINGS, to me, shows a level of closedmindedness and unwillingness that I never thought I would see on this scale and on this level. We are literally **CLOSING THE DOORS** on the addicts in facilities throughout our area. H and I is the last house on the block for LASCNA to reach out to our community because we do not have a P. R. or P.I. subcommittee. All of this during a pandemic while we are seeing a rise in addiction and millions out of work. Our ability to do any kind of outreach is severely compromised. Finally, for the record as H and I chairman I stand in protest of area's decision.

Thanks for allowing me to serve.

Sincerely and respectfully submitted,

Darryl H, H and I Chairman

## LACNA 31

Good afternoon Lascna

This is LACNA XXXI monthly report for

October.

I've have send a Copy of the contingency plan for our upcoming convention concerning having safety concerns and to address any questions thereof.

We've also sent a copy of answers that covered the questions that were sent on September 24 , the Hotels in hospitality chair have looked over and all the information that answered all questions pertaining to the fears and concerns.

At this time the hotel and hospitality chair will read the solutions that would hopefully satisfy the groups and executive committee's hesitations.

In loving service LACNA XXXI

## **P&P Report**

### P&P Chair / Subcommittee Report

P&P Chair: Jeff S. \_\_\_\_\_Date: 10.04.20\_\_\_\_  
P&P Co-Chair: Vacant at present  
P&P Secretary: Vacant at present

#### Report

The P&P Subcommittee has been working on the development of new policies due to the pandemic. The P&P Co-Chair and Secretary positions are still open to anyone meeting the qualifications and willing to be of service to our area. Membership of trusted servants in this committee is needed and important for the successful operation of the P&P Subcommittee. The P&P subcommittee is open to all concerned NA members in this area. Any NA member in this area may enter our discussions and provide input at our meetings. Our next meeting is scheduled for Sunday, October 25, 2020, 3:00p.m. on the new Zoom. Meeting I.D.: **627-801-1776** please join us.

Thanks,

In Loving Service the Policy and Procedures Subcommittee,  
Policy and Procedures Chair:  
Jeff S.

## **RCM Report**

No report

## **Old Business**

No old business

## **New Business**

Motion 10A20

The Louisville Area Service committee o Narcotics Anonymous

Motion Submission Form

To be turned in 15 min. before the start of the meeting in duplicate. One copy to the Area Chair/Executive Committee and one copy to the Policy and Procedures Chair/Subcommittee

Motion Number (to be filled out by Area Secretary) \_\_\_\_\_ Date: 10-4-20

Group or Subcommittee submitting motion: Just US

Is this a motion or Policy Change  Yes  No

Have you consulted with the committee(s) that this policy will affect?  yes  No

Is this motion a brand new policy?  or an Amendment?  or a Change to an existing policy?  
\_\_\_\_\_

Where will it be submitted in our P&P Manual?  
Page 17, inserted after #18

What is the current Language (if applicable)?  
N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the proposed language (or your motion, if not a policy change)?  
In case of a city, county, state or federal emergency, such as a pandemic or when in-person gatherings of people are restricted by mandate or law, the LASCNA Executive Committee may purchase a social media platform (such as Zoom) to conduct monthly Area meetings, including Area Service Committee meetings. The Area Secretary will be responsible for coordinating this meeting schedule, which will be posted on the Area Website by the PR Webmaster. The Area Treasurer will be responsible to pay the monthly service fee to the platform vendor. This fee will be included in the Treasurer’s annual budget.

Reason for the change of intent of motion:  
To give specific guidance to the Executive Committee for a Contingency Plan due to conditions that call for closure of in-person Area Service monthly meetings and Area Service Committee meetings.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Ballot Form**

**LASCNA Ballot Form  
November 1 2020**

**Please email completed ballot to:  
lascnaexe@gmail.com**

**please fill out the following:** - (this is for the area secretary )

Home Group:
GSR Name:
Email Address:
Your Phone number:

**\*Motions\***

Motion 10A20: Submitted by: Just Us

Yes \_\_\_\_\_ No \_\_\_\_\_

## Home Group Reports

**Rhonda C.**

### **Women in Recovery**

Hi family, Women in Recovery continue to meet on zoom platform every Thursday @ 7 pm. In the month of September a total of 88 addicts attended , Which included 33 newcomers \$66.87 was collected In 7th tradition.\$15.87 was paid to zoom account,\$10.00 for storageing our supplies at the facility where we use to meet at and\$41.00 was sent to LASCNA. Women in Recovery need some support. October 22 Dewayana B will celebrate 2yrs all is welcome on this day . Thank you for letting be a trusting service. Rhonda C.

Celebrations: October 22 2020 Dewayana B celebrates 2 years

**Mark S.**

### **How it Works**

How it Works group will continue to host a ZOOM meeting on Wednesday evenings. We will also be having an in person meeting starting at 7:00 PM on Wednesday. CDC guidelines are to be followed which include social distancing and face mask if your 6 feet or closer to each other. If it is raining or too cold to meet outside we will be meeting in the church and strict guidelines will be enforced. No entry without a face mask (It must be worn during the whole time we are inside) the church. 6 feet distance for everyone inside the church and hand sanitizer will be used at the door before you come in. No food or drinks allowed inside.

**Michael W.**

### **Agape**

The Agape Group Is meeting Monday thru Saturday at 12 noon on the Zoom Platform. ID Is 964-122-9608, Password is 302193. Our Meeting We are averaging 6 addicts per day. 2 newcomers last month. All 7th tradition contributions were turned over to our treasurer Dale S. However due to homegroup expenses we do not have a contribution to area this month.

# LACNA XXXI

January 1-3 2021



## THE JOURNEY CONTINUES

LOUISVILLE AREA OF NARCOTICS ANONYMOUS  
CROWNE PLAZA LOUISVILLE AIRPORT EXPO CTR  
830 PHILLIPS LN LOUISVILLE, KY 40209-1387 US

Reservation Number 1-888-233-9527 MENTION: LACNA XXXI  
or book online at <https://book.passkey.com/e/50098803>

2 Queen Beds \$112.00 - King Deluxe Suite w/Sofa \$159.00 - Suite 2 Beds \$199.00

TOTAL REGISTRATION \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_ NEWCOMER DONATION \_\_\_\_\_

NAME \_\_\_\_\_ RECEIPT # \_\_\_\_\_ DATE \_\_\_\_\_

PRE REGISTRATION \$20.00 REGISTRATION AT CONVENTION \$25.00

LACNA XXXI TREASURER-OCTAVIA CRAIG 502-813-1138 or [octaviacraig@yahoo.com](mailto:octaviacraig@yahoo.com) Accepts Credit and Debit Cards

### LACNA XXXI Contact LIST

LACNA XXXI Chair David D 502-807-4295 [davidclean16@gmail.com](mailto:davidclean16@gmail.com)

LACNA XXXI Vice Chair Angie R 502-408-3129 [renfroangela98@yahoo.com](mailto:renfroangela98@yahoo.com)

LACNA XXXI Secretary David S 502-407-8348 [camfiv@yahoo.com](mailto:camfiv@yahoo.com)

LACNA XXXI Registration Louise B 502-912-3473 [brooksell53@gmail.com](mailto:brooksell53@gmail.com)

LACNA XXXI Functions/Fundraising Vicky M 502-387-9108 [vickeym55@gmail.com](mailto:vickeym55@gmail.com)

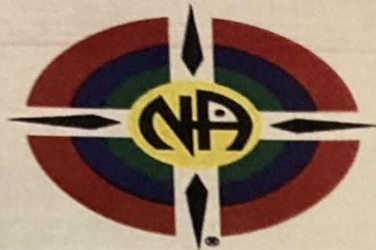
LACNA XXXI F&F Vice Chair Carrie D 859-312-1583 [CarrieDorton@yahoo.com](mailto:CarrieDorton@yahoo.com)

LACNA XXXI Programming Chair Donna G 502-965-5662 [dgrimes254@gmail.com](mailto:dgrimes254@gmail.com)

LACNA XXXI Serenity Team Bernard P 502-819-6291

LACNA XXXI Hotels and Hospitality Chair Jeremy R 502-417-9168 [Jeremyras515@gmail.com](mailto:Jeremyras515@gmail.com)

LACNA XXXI Arts, Graphics and Merchandising Chair



**\*\*LACNA 31\*\***

**\*\*FUNCTION AND FUNDRAISING\*\***

**\*\* PRESENTS \*\***

***We Found a Home thru the Basic Text***

**\*\*\*SPEAKERS, FOOD, FELLOWSHIP, \*\*\***

**Come on out for some good clean fun!**

**\*WEAR YOUR MASK PLEASE\***

**TIME: 1pm- 7pm**

**DATE: October 10, 2020**

**Where: Central Park- 1340 S. Fourth St.  
Louisville, KY**

**Plates – Chili Cook Off**



**Desserts-**



**Pops/Water -**



**CONTACT:**

**Chair - Victoria M.- 502.387.9108  
Vice Chair- Carrie D.- 859-312-1583  
Treasurer- Rodean F.- 502.835.8967**

## Hospitality Room Sign-Up Sheet for LACNA XXXI

The Hotels & Hospitality subcommittee for LACNA XXXI is looking for home groups and individuals that are willing to commit a few hours of time and their resources to make sure we have another great convention! We are asking that each home group in the LOUISVILLE AREA of NARCOTICS ANONYMOUS donate one can of coffee, one bag of sugar, one container of cream and to sign-up to serve a one hour meal. If you belong to a big home group and would like to do more than a one hour time frame then that can be arranged. I am gonna attach a tentative schedule that will be on a first come first service basis. Feel free to call, text and or email me with any questions, concerns or to lock in your time frame, Thanks in advance. We will collect the coffee, sugar and creamer at the LACNA New Year's Eve Function the night before the convention. The plan is to have the hospitality room open and available for our guests Friday 4pm-12am / Saturday 8am-12am/ Sunday 8am-12pm with the only time we will be CLOSED is 7-9 Friday/Saturday for the Opening/Main Speaker and Saturday 2-4 for Men's and Woman's rap. HOSPITALITY ROOM WILL BE OPEN FOR COFFEE Friday 4pm-12am / Saturday 8am-12am and Sunday 8am-12am.

Friday 4-5	Saturday 8-9	Saturday 4-5	Sunday 8-9
5-6	9-10	5-6	9-10
6-7	10-11	6-7	10-11
7-8 Closed/Open Speaker	11-12	7-8 Closed	11-12
8-9 Closed/Open Speaker	12-1	8-9 Closed	
9-10	1-2	9-10	
10-11	2-3 Closed/Men Rap	10-11	
11-12	3-4 Closed/ Woman Rap	11-12	



LACNA XXXI HOTEL & HOSPITALITY CHAIR JEREMY R 502-417-9168  
 Jeremyras515@gmail.com

LACNA XXXI - PNC Bank

Bank Acct. XXXX6846

Reconciliation for Period: SEPTEMBER 2020

Date	Committee Document	Reference	Credit Amount	Debit Amount	Comments
			\$ -	\$ -	
		<b>Outstanding Total</b>	\$ -		
		Statement Ending Balance	\$ 4,868.03		
		Activity Ending Balance	\$ 4,868.03		
		Variance	\$ -		

LACNA XXXI  
Account Activity  
January 2020 - Current

DATE	COMM	DOCUMENT	DESCRIPTION	Credit	Debit	
			<b>ACCT BEG BALANCE</b>	\$ -		
1/6/2020	REG		early bird registration/collected lacna XXX convention	\$ 1,810.00		
1/6/2020	EXEC		lacna mtg/7th traditlon	\$ 8.00		
1/11/2020	EXEC		lacna mtg/7th traditlon	\$ 16.00		
1/11/2020	EXEC	cash on hand	Funds given to facility for mtg space		\$ 14.00	
1/11/2020	EXEC	cash on hand	Reimburse/Octavia C/Commonwealth Ky Reg Fee		\$ 8.00	
1/14/2020	EXEC		Purchase of Checks/PNC-Harland Clarke		\$ 9.99	
1/15/2020	EXEC		Testing of Square reader/Square INC		\$ 0.01	
1/15/2020	EXEC		Testing of Square reader/Square INC	\$ 0.01		
1/21/2020	EXEC		Internal testing of Square reader/Octavia C Donation	\$ 0.87		
1/25/2020	EXEC		lacna mtg/7th traditlon	\$ 20.00		
1/25/2020	EXEC	cash on hand	Funds given to facility for mtg space/R#230755		\$ 20.00	
1/25/2020	F & F	1001	Budget Request Funds for Valentines Function/Stephen H		\$ 250.00	
1/25/2020	F & F	cash on hand	Valentines Function/Request for Bldg Space/Stephen H		\$ 50.00	
1/28/2020	REG		Deposit/Early bird registration collected/Louise B/R#416725	\$ 110.00		\$60.00 due to \$50.00 given for above
2/1/2020	EXEC		lacna mtg/7th traditlon	\$ 15.00		
2/1/2020	EXEC	cash on hand	Funds given to facility for mtg space/R#230763		\$ 15.00	
2/14/2020	REG		Deposit/Early bird registration collected/Louise B/R#16709	\$ 110.00		
2/18/2020	F & F		ACH Deposit /Valentines Function Square Inc Sales/R389206	\$ 20.35		
2/19/2020	F & F		Deposit/Valentines Funds Raised/R389206	\$ 954.05		
2/22/2020	REG	1003	USPS/PO Box Lock Change Fee/Louise B		\$ 31.00	
2/26/2020	REG	R#389207	Deposit/Early bird registration collected/Louise B/R#389207	\$ 60.00		
2/26/2020	EXEC		lacna mtg/7th traditlon	\$ 10.00		
2/26/2020	EXEC	R#389208	Funds given to facility for mtg space/R#389208		\$ 10.00	

LACNA XXXI  
Account Activity  
January 2020 - Current

3/7/2020	REG	R#309209	Deposit/Early bird registration collected/Louise B/R#309209	\$ 10.00		Deposit made 5/30/20
3/7/2020	EXEC		lacna mtg/7th traditlon	\$ 33.00		
3/7/2020	EXEC	R#389208	Funds given to facility for mtg space/R#389208		\$ 33.00	
3/28/2020	F & F	1004	Budget Request Funds for June 13 Function/Rodean F		\$ 300.00	
5/30/2020	EXEC		lacna mtg/7th traditlon	\$ 8.00		
5/30/2020	EXEC	R#179602	Funds given to facility for mtg space/R#179602		\$ 8.00	
6/20/2020	EXEC		lacna mtg/7th traditlon	\$ 11.00		
6/20/2020	EXEC	R#389212	Funds given to facility for mtg space/R#389212		\$ 11.00	
6/20/2020	F & F	1005	Budget Request Funds for July 18 Function/Vickie M		\$ 400.00	
6/29/2020	F & F		Deposit/June 13 Funds Raised/	\$ 1,260.00		
7/11/2020	EXEC		lacna mtg/7th traditlon	\$ 16.00		
7/11/2020	EXEC	R#389213	Funds given to facility for mtg space/R#389213		\$ 16.00	
7/14/2020	F & F	R#389214	ATM Withdral-Fee/Porta Potty Rental for July 18 Function		\$ 206.00	
7/15/2020	F & F		Deposit/Donation in Memory Stephen H/Oxford House	\$ 500.00		
7/20/2020	F & F		Deposit/July 18 Funds Raised/Square Sales	\$ 24.25		
7/22/2020	F & F		Deposit/July 18 Funds Raised/	\$ 2,670.50		
7/29/2020	EXEC	1006	CK#1006/Basic Stuff 4 U/Pre Convention T shirts		\$ 1,452.00	
8/22/2020	EXEC		lacna mtg/7th traditlon	\$ 22.00		
8/22/2020	EXEC	R#389217	Funds given to facility for mtg space/R#389217		\$ 22.00	
8/22/2020	F & F	1008	Budget Request Funds for August 29 Function/Vickie M		\$ 600.00	
8/22/2020	EXEC	R#389222	Pre Convention T shirts Sales/Rec'd David D	\$ 35.00		deposit will be made in September
9/12/2020			lacna mtg/7th traditlon	\$ 9.00		
9/12/2020		R#389224	Funds given to facility for mtg space/R#389224		\$ 9.00	
9/28/2020	F & F	R#389221	Cash Deposit for Ret'd funds due to canceled Function/Vickie M	\$ 600.00		
			TOTALS	\$ 8,333.03	\$ 3,465.00	
			<b>ACTIVITY ENDING BALANCE</b>	<b>\$ 4,868.03</b>		
			OUTSTANDING CHECK TOTAL			
			ACCOUNT NET CHANGE	\$ 4,868.03		
			<b>STATEMENT ENDING BALANCE</b>	<b>\$ 4,868.03</b>		



LACNA XXXI  
Account Activity  
January 2020 - Current

			VARIANCE	\$	-		
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BANKING TRANSACTIONS

DATE	COMM	DOCUMENT #	DESCRIPTION	Credit	Debit
			<b>BEGINNING BALANCE</b>	<b>\$ 4,233.03</b>	
9/28/2020	EXEC		Cash Deposit f/Pre Convention T shirts Sales/David D	\$ 35.00	
9/28/2020	F & F		Cash Deposit for Ret'd funds due to canceled Function/Vickie M	\$ 600.00	
				\$ 4,868.03	\$ -
			<b>September ENDING BANKING ACTIVITY</b>	<b>\$ 4,868.03</b>	

# Non-Profit Checking

PNC Bank



For the Period 09/01/2020 to 09/30/2020

Primary Account Number: ~~XXXXX~~846

Page 1 of 3

Number of enclosures: 0

LACNA XXXI CORP  
6209 GAYLE DR  
LOUISVILLE KY 40219-2009

For 24-hour banking sign on to  
 PNC Bank Online Banking on pnc.com  
FREE Online Bill Pay

For customer service call 1-877-BUS-BNKG  
Monday - Friday: 7 AM - 10 PM ET  
Saturday & Sunday: 8 AM - 5 PM ET

Para servicio en español, 1-877-BUS-BNKG

**Moving?** Please contact your local branch

Write to: Customer Service  
PO Box 609  
Pittsburgh, PA 15230-9738

Visit us at [PNC.com/smallbusiness](http://PNC.com/smallbusiness)

TDD terminal: 1-800-531-1648  
For hearing impaired clients only

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## IMPORTANT ACCOUNT CHANGE FOR ALL BUSINESS ACCOUNTS WITH TREASURY MANAGEMENT SERVICES

Effective JANUARY 1, 2021, charges for certain Treasury Management services will change. The impact of these changes on your organization will depend on the mix of services you use at PNC and your transaction volume. If applicable, the fees for some of the services may be reduced or offset by the Earning Credit for your account.

Rather than listing all the detail for all services, we would be happy to review with you the changes that are applicable to your account and to discuss other services and options that may address the evolving needs of your company. If you are interested, please contact Treasury Management Client Care (TMCC) at 1-800-669-1518

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## IMPORTANT ACCOUNT INFORMATION

On July 12, 2020, we updated the "Inactive Accounts" and "Closing your Account" sections in your Account Agreement for Business Accounts ("Agreement"). All other information in your Agreement continues to apply to your account. Please read this information and keep it with your records.

### Inactive Accounts

If your Account is inactive and you have not otherwise communicated with us about your Account for the period provided by law, we will be required to transfer the balance of your Account as "abandoned property" to the appropriate state authority. If your Account is inactive for six (6) or more months, we reserve the right to impose an inactivity charge on your Account. You also agree that if your Account is inactive for six (6) or more months, it will be subject to any new fees or fee increases that go into effect during the period of inactivity. If your account remains inactive and has a zero balance, the Bank may close your account for non-use.

### Closing Your Account

You or the Bank may close your Account at any time. We may ask that you provide your request to close your Account in writing. If we close the Account, we will mail you a check for the final balance. If you close the Account, you will still be responsible for any outstanding checks written, or service charges or overdrafts incurred, before, during or after the time you closed the Account. We are not required to close

# Non-Profit Checking

For 24-hour account information, sign-on to  
pnc.com/mybusiness/

For the Period 09/01/2020 to 09/30/2020

Lacna Xxxi Corp

Primary Account Number: ~~XXXX~~6846

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Non-Profit Checking Account Number: ~~XXXX~~6846 - continued

the Account at your request until all known authorized or outstanding items (including checks and ATM, point-of-sale, ACH and other electronic transactions) have been paid from your Account and any outstanding disputes (including but not limited to disputes regarding electronic transfers, ACH transactions or other unresolved internal research requests/disputes concerning the Account) have been resolved. Any items presented for payment after an Account has been closed will be returned to the payee, and you will be liable for any associated charges. Any additional deposits or electronic credits (including Social Security, pension payments and automatic payroll deposits) will be returned to the originator.

## REPORTING NEGATIVE INFORMATION TO CREDIT BUREAUS; DISPUTING REPORTED INFORMATION

We may report information regarding your Account to credit bureaus. If the Account is jointly held, we may also report information to credit bureaus about any joint owner(s). Negative information, including closing of the Account with an overdrawn balance owed or other defaults on the Account, may be reflected in each joint owner's credit report. If you believe that the information that PNC Bank is furnishing to ChexSystems or Early Warning Services is inaccurate or incomplete, and you wish to dispute the reported information, you may dispute directly to PNC Bank and/or to ChexSystems or Early Warning Services, as applicable, however, the dispute must be in writing and sent by mail or fax as follows:

- > PNC Bank, P.O. Box 99685, Pittsburgh, PA 15233 (Please note this is a new P.O. Box number)
- > Chex Systems, Inc., 7805 Hudson Road, Suite 100, Woodbury, MN 55125, or faxing 602-659-2197.
- > Early Warning Services, LLC Attn: Consumer Services, 16552 North 90th Street Suite 100, Scottsdale, AZ, 85260 or faxing it to: 480-656-6850.

Your correspondence should include the following information:

- > Your name, address and Social Security number
- > Your account number
- > The information being reported that you believe is inaccurate or incomplete
- > Any supporting documents, such as account statements, letters, etc.
- > A copy of the ChexSystems or Early Warning Services report, if available

## Non-Profit Checking Summary

Lacna Xxxi Corp

Account number: ~~XXXX~~6846

Overdraft Protection has not been established for this account.  
Please contact us if you would like to set up this service.

## Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
4,233.03	635.00	.00	4,868.03
	Average ledger balance	Average collected balance	
	4,296.53	4,296.53	


## Deposits and Other Additions

Description	Items	Amount
ATM Deposits and Additions	1	635.00
Total	1	635.00

## Checks and Other Deductions

Description	Items	Amount
Total	0	.00

# Non-Profit Checking

 For 24-hour account information, sign-on to  
pnc.com/mybusiness/

For the Period 09/01/2020 to 09/30/2020

Lacna Xxxi Corp

Primary Account Number: ~~XXXXX~~6846

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Non-Profit Checking Account Number: ~~XXXXX~~6846 - continued

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## Daily Balance

Date	Ledger balance	Date	Ledger balance
09/01	4,233.03	09/28	4,868.03

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## Activity Detail

### Deposits and Other Additions

#### ATM Deposits and Additions

Date posted	Amount	Transaction description	Reference number
09/28	635.00	ATM Deposit 4257 Outer Loop Louisville Ky	96839700 PNC PK5273

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### Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 10/01/2020 and will appear on your next statement as a single line item entitled Service Charge Period Ending 09/30/2020.

\*\* Combined Transactions include ACH Credits, ACH Debits, Checks Paid, Deposited Item - Consolidated, Deposit Tickets Processed

Description	Volume	Amount	
Account Maintenance Charge		.00	Requirements Met
Combined Transactions	1	.00	Included in Account
Deposited Item - Consolidated	1	.00	
Total For Services Used This Period		.00	
Total Service Charge		.00	

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**CROWNE PLAZA**  
AN IHG HOTEL  
LOUISVILLE AIRPORT

**CONTRACT**

Especially Prepared for:	
<b>Date:</b>	March 25, 2020
<b>Client Name:</b>	Vanessa Strickland
<b>Title:</b>	LACNA 31 Hotel & Hospitality Chair
<b>Company:</b>	Narcotics Anonymous Louisville
<b>Address:</b>	650 S 29 <sup>th</sup> St #410 Louisville, KY 40211
<b>Phone:</b>	(312) 719-9295
<b>Email:</b>	vsc5050@gmail.com

Event & Hotel Information:	
<b>Name of Event:</b>	LACNA 31st Convention
<b>Hotel Contact:</b>	Cheryl Livers
<b>Title:</b>	Area Sales Manager
<b>Hotel:</b>	Crowne Plaza Louisville Airport
<b>Address:</b>	830 Phillips Lane Louisville, KY 40200
<b>Phone:</b>	(502) 380-4251
<b>Email:</b>	clivers@ajshotels.com

This Contract ("Agreement") is by and between Narcotics Anonymous Louisville ("Group" or "you" or "your(s)") and the Crowne Plaza Louisville Airport (the "Hotel" or "we" or "us" or "our").

**GUEST ROOM BLOCK AND ROOM RATES**

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

	Thu 12/31/20	Fri 01/01/21	Sat 01/02/21
<b>TOTAL ROOM BLOCK</b>	20	130	145

Total Room Nights: 295

The Crowne Plaza Louisville Airport will guarantee the following room rates:

Room	Room Rate
Two-Queen Bed Rooms	\$112.00
King Suite	\$159.00
Two Bedroom Suite	\$199.00

Room rates quoted above are non-commissionable net rates, and are subject to state and local taxes, which is currently 16.07%.

Rate is available 3 days post and three pre event based upon availability

**EARLY DEPARTURE FEE**

An **early departure fee** is applicable to guests who check out prior to the agreed check-out date which will be equal to 1/2 of the daily room rate. The latest point at which the guest can change the **departure** date without incurring the cancellation charge is at the point of check-in.

### ATTRITION

Narcotics Anonymous Louisville agrees to provide a minimum of 80% of the outlined room block during the contracted dates which equals 236 room nights. Should this commitment not materialize, Narcotics Anonymous Louisville is responsible for the difference between the actualized room nights and the contracted guest room minimum as outlined above multiplied by the contracted convention room rate.

Narcotics Anonymous Louisville agrees not to lower the contracted room block at the Crowne Plaza Louisville Airport in order to satisfy the group's commitment at other Louisville hotels.

### SPECIAL CONSIDERATIONS

Crowne Plaza Louisville Airport will offer the following:

- Basic level of wireless internet service in all guest rooms, lobby and common areas (charges may apply for premium internet speeds and in event rooms, depending on requirements).
- Self-parking: subject to availability
- 24-hour airport shuttle (subject to availability)
- 24-hour fitness center
- Indoor/Outdoor pool (10AM-10PM)
- Five (5) staff rooms at a discounted rate of \$99.00 each per night
- Thirty (30) gallons of coffee on a complimentary basis. Each additional gallon will be \$47.00++
- Twenty (20) complimentary clothed vendor tables. Each additional table will be \$15.00
- Complimentary dance floor or risers, based on availability
- Hotel will hang banners for a flat rate of \$325.00. If banner is moved, there will be an additional charge.
- One (1) two-bedroom suite complimentary for three nights
- Group can hold six (6) planning meetings, based on availability

### ROOM RESERVATION PROCEDURES

In order to assign individuals to specific rooms, room reservations will be required. We understand that your guests will be phoning in their reservation requests, to the following number: 888-233-9527. It is important that each of your guests identify themselves as part of your group, and provide us with guest name, home or business address, email address (if any), requested type of room, requested bed type (i.e. king, double/double, queen, or suites), check-in and check-out dates. Any requests for special room arrangements must be made at the time of this call. It would be appreciated if the Hotel could be included on the attendee mailing list, to stay informed as to when reservations are likely to begin arriving.

Reservations may also be made online with a personalized weblink which will be provided by the hotel.

### RESERVATION DUE DATE

Your reservations cut-off date is Monday, November 30, 2020. All room nights which have not been reserved as of this date as described above will be deemed to be room nights which your group will not use, and they will become subject to the attrition provisions herein. Such room nights will at that date be returned to the Hotel's general inventory. Reservation requests from your attendees received after the reservations cut-off date will be accepted on a space available basis, at the higher of the contract rate or rate available at that time. Should such requests be accepted, such room nights will be credited to your block for purposes of any calculation of attrition.

**GUEST ROOM CHARGES**

It is our understanding that your guests will pay their own account upon departure. Group assumes full and sole responsibility for informing all attendees of the room rate and applicable taxes. When reservations are made, we will require a credit card as a form of guarantee for the reservation. An individual's deposit is refundable to that individual if the Hotel receives notice of an individual's cancellation at least 48 hours prior to scheduled arrival, though this shall have no bearing upon the group's total liability pursuant to either the attrition or cancellation clauses herein. Upon check-in, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the room and tax charges and Hotel fees for the length of the guest's stay, plus the anticipated use of the Hotel's ancillary services, and we require each guest's home/business address and e-mail address.

**PARKING**

Parking is available on site in our outdoor parking lot, based on availability.

**CHECK-IN / CHECK-OUT**

Guest accommodations will be available at 3:00 pm on arrival day and reserved until 11:00 am on departure day. The Hotel would appreciate receiving flight arrival times for your group, if available. Any attendee wishing special consideration for late checkout should inquire at the front desk on the day of departure.

**SCHEDULE OF EVENTS**

Date	Time	Event	Setup	Agreed
Thu, 12/31/20	1:00 PM - 3:00 PM	Executive Committee	Existing	12
Thu, 12/31/20	3:00 PM - 12:00 AM	Program	Special	75
Fri, 01/01/21	7:00 AM - 11:59 PM	Executive Committee	Existing	12
Fri, 01/01/21	12:00 PM - 11:00 PM	Move In	Existing	
Fri, 01/01/21	12:00 PM - 11:00 PM	Setup	Special	15
Fri, 01/01/21	12:00 PM - 11:00 PM	Setup	Theater	1,200
Fri, 01/01/21	3:00 PM - 11:00 PM	Delivery	Existing	
Sat, 01/02/21	6:00 AM - 11:00 PM	Hospitality Suites	Existing	
Sat, 01/02/21	7:00 AM - 11:59 PM	Executive Committee	Existing	12
Sat, 01/02/21	8:00 AM - 3:30 PM	Setup	Special	15
Sat, 01/02/21	8:00 AM - 7:00 PM	Setup	Theatre	1,200
Sat, 01/02/21	8:00 AM - 12:00 AM	Office	Existing	
Sat, 01/02/21	12:00 PM - 3:30 PM	Setup	Special	30
Sat, 01/02/21	12:00 PM - 4:00 PM	Setup	Special	
Sat, 01/02/21	12:00 PM - 11:59 PM	Game Room	Rounds of 10	200
Sat, 01/02/21	3:00 PM - 7:00 PM	Registration	Existing	
Sat, 01/02/21	3:30 PM - 11:59 PM	Marathon Meeting	Special	30
Sat, 01/02/21	3:30 PM - 2:00 AM	Arts, Graphics & Merchandising	Special	15
Sat, 01/02/21	4:00 PM - 5:30 PM	A New Way of Life	Theatre	80
Sat, 01/02/21	4:00 PM - 5:30 PM	Sponsorship-Heartbeat of the program	Theatre	100
Sat, 01/02/21	4:00 PM - 2:00 AM	Tape Man	Special	
Sat, 01/02/21	5:40 PM - 6:40 PM	Life on Life Terms	Theatre	80
Sat, 01/02/21	7:30 PM - 9:30 PM	Opening Speaker	Theater	1,200
Sat, 01/02/21	8:45 PM - 11:00 PM	Registration	Existing	
Sat, 01/02/21	9:45 PM - 11:00 PM	Fashion Show	Theater	1,200
Sat, 01/02/21	10:00 PM - 11:20 PM	Coming Face to Face With Our Disease	Theater	100
Sat, 01/02/21	10:00 PM - 11:20 PM	Deep in the Program	Theater	200
Sat, 01/02/21	10:00 PM - 11:20 PM	My Best Thinking Got Me a Seat in NA	Theatre	80
Sat, 01/02/21	10:00 PM - 11:20 PM	When I Know Better I'll Do Better	Theatre	100
Sat, 01/02/21	11:00 PM - 2:00 AM	Dance	Theatre	1,200
Sat, 01/02/21	11:59 PM - 1:30 AM	Midnight Speaker	Theater	250



**SCHEDULE OF EVENTS (continued)**

Date	Time	Event	Setup	Agreed
Sun, 01/03/21	12:00 AM - 11:59 PM	Game Room	Rounds of 10	200
Sun, 01/03/21	12:00 AM - 11:59 PM	Marathon Meeting	Special	30
Sun, 01/03/21	2:00 AM - 12:00 PM	Leave Set	Theater	1,200
Sun, 01/03/21	6:00 AM - 11:00 PM	Hospitality Suites	Existing	
Sun, 01/03/21	7:00 AM - 11:59 PM	Executive Committee	Existing	12
Sun, 01/03/21	8:00 AM - 8:45 AM	JFT Morning Meditation	Special	
Sun, 01/03/21	8:00 AM - 12:00 AM	Office	Existing	
Sun, 01/03/21	8:00 AM - 2:00 AM	Arts, Graphics & Merchandising	Special	15
Sun, 01/03/21	8:00 AM - 2:00 AM	Tape Man	Special	
Sun, 01/03/21	9:00 AM - 9:45 AM	A Lifesaving Message	Theater	80
Sun, 01/03/21	9:00 AM - 9:45 AM	The Therapeutic Value of One Addict Helping Another	Theatre	100
Sun, 01/03/21	9:00 AM - 6:00 PM	Registration	Existing	
Sun, 01/03/21	10:00 AM - 10:45 AM	Public Relations/H&I	Theater	250
Sun, 01/03/21	10:00 AM - 11:30 AM	Am I Still Blaming People, Places and Things	Theatre	200
Sun, 01/03/21	10:00 AM - 11:30 AM	Living Thru Adversity Clean	Theatre	80
Sun, 01/03/21	10:00 AM - 11:30 AM	Suffering in Silence	Theatre	100
Sun, 01/03/21	10:00 AM - 11:30 AM	The Vicious Cycle	Theatre	100
Sun, 01/03/21	12:00 PM - 1:30 PM	Midday Panel - Honesty, Open-Minded, Willingness	Theatre	1,200
Sun, 01/03/21	1:20 PM - 2:30 PM	A Mental, Physical and Spiritual Dilemma	Theatre	80
Sun, 01/03/21	1:20 PM - 2:30 PM	NA is a Program of Action Not Theory	Theatre	200
Sun, 01/03/21	1:20 PM - 2:30 PM	Self Acceptance	Theatre	100
Sun, 01/03/21	1:20 PM - 2:30 PM	Through the Steps I've Changed	Theatre	100
Sun, 01/03/21	1:20 PM - 2:30 PM	Walking Through the Pain	Theater	80
Sun, 01/03/21	2:40 PM - 4:00 PM	Change I Must or Die I Will	Theater	100
Sun, 01/03/21	2:40 PM - 4:00 PM	Emotional/Spiritual Crisis	Theater	100
Sun, 01/03/21	2:40 PM - 4:00 PM	From the Streets to the Seats	Theater	80
Sun, 01/03/21	2:40 PM - 4:00 PM	Persevere No Matter What	Theater	200
Sun, 01/03/21	4:10 PM - 5:40 PM	Men's Rap	Theatre	200
Sun, 01/03/21	4:10 PM - 5:40 PM	Women's Rap	Theater	250
Sun, 01/03/21	6:30 PM - 8:00 PM	Clean Time Countdown Ceremony	Theatre	1,200
Sun, 01/03/21	8:00 PM - 9:30 PM	Main Speaker Meeting	Theatre	1,200
Sun, 01/03/21	9:45 PM - 11:00 PM	Comedy Show	Theater	1,200
Sun, 01/03/21	9:45 PM - 11:00 PM	Registration	Existing	
Sun, 01/03/21	10:00 PM - 11:20 PM	Extraordinary Transformation	Theatre	100
Sun, 01/03/21	10:00 PM - 11:20 PM	If Starts With Me and Ends With Me	Theatre	100
Sun, 01/03/21	10:00 PM - 11:20 PM	The Gift of Recovery	Theatre	80
Sun, 01/03/21	10:00 PM - 11:20 PM	Through It All, I Stayed Clean	Theatre	200
Sun, 01/03/21	11:00 PM - 2:00 AM	Dance	Theatre	1,200
Sun, 01/03/21	11:45 PM - 2:00 AM	Midnight Speaker	Theater	250
Mon, 01/04/21	12:00 AM - 2:00 PM	Game Room	Rounds of 10	200
Mon, 01/04/21	12:00 AM - 2:00 PM	Marathon Meeting	Special	30
Mon, 01/04/21	2:00 AM - 10:00 AM	Leave Set	Theater	1,200
Mon, 01/04/21	6:00 AM - 11:00 AM	Hospitality Suites	Existing	
Mon, 01/04/21	7:00 AM - 2:00 PM	Executive Committee	Existing	
Mon, 01/04/21	8:00 AM - 2:00 PM	Arts, Graphics & Merchandising	Special	
Mon, 01/04/21	8:00 AM - 2:00 PM	Office	Existing	
Mon, 01/04/21	8:00 AM - 2:00 PM	Tape Man	Special	
Mon, 01/04/21	9:00 AM - 10:00 AM	Morning Meditation Meeting	Special	30
Mon, 01/04/21	9:45 AM - 11:30 AM	Registration	Existing	
Mon, 01/04/21	10:00 AM - 11:45 AM	Closing Speaker	Theatre	1,200

### **FOOD & BEVERAGE / MEETING REQUIREMENTS**

The Hotel will provide all of the function space you require in accordance with the schedule of events which is described above on a sliding scale which is outlined below, in recognition of the revenue we will derive from the provision of room nights and food and beverage services and ancillary services hereunder. The Hotel reserves the right to adjust function space at the reservations due date based on attendance at levels lower than contracted. Please ensure that the schedule below includes all space necessary to accommodate set-up and break-down times, all audio-visual needs, head tables and displays.

Should you desire additional food and beverage services and/or meeting space beyond that specified in the schedule of events above, please advise us as soon as possible so that we may attempt to secure such additional space for your use. The Hotel reserves the right to make reasonable substitutions in meeting and banquet rooms and/or menu selections. Diagrams and identification of the Hotel's meeting space to be used for your meeting may not be disseminated by the group without the Hotel's prior approval.

#### **Room Rental**

Your meeting room rental will be based on a sliding scale as outlined below:

<b><u>Guest Room Nights Utilized</u></b>	<b><u>Room Rental</u></b>
250 or more room nights	Complimentary meeting space
249-200 room nights	\$2,500.00
199-150 room nights	\$3,500.00
149 or less room nights	\$4,500.00

### **KENTUCKY STATE LIQUOR LAW**

Kentucky state liquor law prohibits any alcoholic beverages being brought onto hotel property for consumption or distribution.

### **AUDIO-VISUAL EQUIPMENT**

AVMS is the current designated provider of AV services at the Crowne Plaza Louisville Airport. Located on-site, AVMS will provide consultative expertise and deliver a technically advanced spectrum of AV services for your event.

AVMS is the only approved and authorized provider to set up overhead rigging in all meetings, exhibits, and other events held on the hotel premises. Rigging policies will be provided by your Events Services Manager. Audio visual equipment rental is subject to service charge, which is currently 22%, and tax currently at 6%. Please note service charge is subject to change.

The option to contract with an outside audio visual company for the Ballroom must be approved in advance by the Crowne Plaza Louisville Airport. AVMS is responsible for managing and overseeing all event technology vendors and production contracted for groups at the Crowne Plaza Louisville Airport. AVMS is the exclusive provider of AV services for all breakout rooms.

If you elect to contract an outside AV company, you will be assessed a fee of \$1,500.00 (plus service charge and tax).

An on-site AVMS Technician will provide the following services:

Oversee the outside/third party company during event set-up, rehearsal, strike, and load-out to ensure the Crowne Plaza's standards are maintained and guidelines are followed. In addition to the \$1,500.00 (plus service charge and tax), all 3<sup>rd</sup> party audio visual companies will be REQUIRED to utilize an AVMS Technical Supervisor for all load-in, load-out, set up and strike processes. Standard hourly rates based on time of day will be applicable subject to four (4) hour minimum(s). Number of Supervisors needed will be dependent on the number of meeting rooms being utilized. No load-in or load-out may commence without the presence of the AVMS technician. Mitigate the risk of damage to the Crowne Plaza's physical structure, electrical system, and house audio systems. AVMS maintains an inventory of rental equipment to assist with missing items, equipment failure or additions. Ensure the highest level service and contribute to a successful meeting.

Hotel reserves the right to change its in-house provider, but the terms of this provision shall remain binding.

### **OUTSIDE CONTRACTORS**

The Hotel offers all services necessary for a successful meeting. However, if Group finds it necessary to use outside services, any companies, firms, agencies, individuals and groups hired by or on behalf of Group shall be subject to prior approval of the Hotel. Upon prior reasonable notice to the Hotel from Group, Hotel shall cooperate with such contractors and provide them with facilities at the premises to the extent that the use and occupancy of the facilities by the contractor does not interfere with the use and enjoyment of the Hotel premises by other guests and members of the Hotel. Group's contracts with its contractors will all specify that contractor and the group will indemnify and hold the Hotel harmless from any and all damages or liabilities which may arise by such Contractors or through their use.

### **ROOM BLOCK AND SERVICES COMMITMENT**

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

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

### **ANTICIPATED ROOM NIGHT, BANQUET FOOD AND BEVERAGE, AND MEETING ROOM RENTAL REVENUE**

At this time, the Hotel is holding 295 room nights for your use over the contracted dates, which will generate a revenue of \$35,491.00. Your contracted banquet food and beverage minimum is \$1,250.00. Planned meeting room rental is outlined above. These figures shall be referred to herein as the "ANTICIPATED ROOM NIGHT, BANQUET FOOD AND BEVERAGE REVENUE AND MEETING ROOM RENTAL." All food and beverage is subject to a 22% service charge. Service charge is subject to change. All revenue figures are net and not inclusive of taxes, service charge or commissions.

### **CANCELLATION**

In the event of a group cancellation occurring 0 to 90 days prior to arrival, liquidated damages in the amount of ninety percent (90%) of the "ANTICIPATED ROOM NIGHT, BANQUET FOOD AND BEVERAGE, AND MEETING ROOM RENTAL REVENUE" will be due, plus applicable taxes and service charges.

In the event of a group cancellation occurring 91 to 180 days prior to arrival, liquidated damages in the amount of eighty percent (80%) of the "ANTICIPATED ROOM NIGHT, BANQUET FOOD AND BEVERAGE, AND MEETING ROOM RENTAL REVENUE" will be due, plus applicable taxes and service charges.

In the event of a group cancellation occurring 181 to 365 days prior to arrival, liquidated damages in the amount of seventy percent (70%) of the "ANTICIPATED ROOM NIGHT, BANQUET FOOD AND BEVERAGE, AND MEETING ROOM RENTAL REVENUE" will be due, plus applicable taxes and service charges.

### **FORCE MAJEURE**

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

### **BILLING & PAYMENT OPTIONS**

Attached you will find a direct bill application as well as a credit card authorization form. A form of payment guarantee will be due with the signed agreement in order for this to be considered a definite event. Please return the completed form of preferred payment along with the signed agreement.

In the event that credit is not requested or is not approved, pre-payment of your total estimated Master Account will be due prior to your arrival, in accordance with a schedule to be determined by the Hotel at its sole discretion. Under such circumstance, failure to remit the appropriate pre-payment on a timely basis will be considered a cancellation by the group and the group shall be liable for amounts as described in the cancellation provisions.

If direct billing is not approved, you agree to pay by check, cash, wire, or money order upon receipt of our invoice. Alternate forms of payment, including credit cards, will incur a 4% administrative fee.

The following items shall be charged to the Master Account: banquet food and beverage charges, attrition charges, meeting space rental charges (if any), cancellation charges, and any other charges billed to the Master Account at the request of the authorized representative of the group, as designated by the group in advance of the commencement of the meeting. Moreover, all third party charges for services and/or supplies, not directly supplied by the Hotel, will be billed to the Master Account whether they have been arranged for by the Hotel or directly by the Group. A handling fee in the amount of twenty (20) percent of all third party charges will be assessed if placed on the Master Account. Group further agrees that all charges associated with use of the grounds, function space, facilities and services of the Hotel by its vendors shall be posted to the Master Account.

A final bill, containing receipts and other back-up information, will be mailed to the Group within ten (10) days of the Group's departure. Master account charges may be paid in the form of cash, check or bank transfer. All master account charges not paid within 10 days of the billing date will bear interest at the lower of the rate of 1.5% per month, compounded monthly, if permissible by law, or the highest rate permissible by law. Should the Hotel, in its sole discretion, deem collection action necessary in regard to outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the master account.

## INSURANCE AND INDEMNIFICATION

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

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

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

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

## AUTHORITY

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

## MISCELLANEOUS PROVISIONS

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

Narcotics Anonymous Louisville  
LACNA 31st Convention  
March 25, 2020  
Page nine

**IHG REWARD POINTS**

IHG Rewards Members may earn Business Reward Points by enrolling in the IHG Business Rewards Program at

IHG Rewards® membership number: \_\_\_\_\_

Email address associated with IHG Rewards® membership number: \_\_\_\_\_

**ACCEPTANCE**

A copy of the signed contract is due by Wednesday, March 25, 2020. This contract shall be deemed accepted only after it has been signed by a representative of the group and thereafter signed by a representative of the Hotel. Acceptance may be made by facsimile transmission and this contract may be executed in one or more counterparts, each of which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

We look forward to working with you and to hosting a memorable meeting.

Hotel Acceptance By:

*Cheryl Livers*

Cheryl Livers  
Area Sales Manager

*4-13-2020*

Date

CL/lt

Association/Organization Acceptance By:

E-Signed: 04/07/2020 05:05 PM CDT

*Vanessa Strickland*

vsc5050@gmail.com  
IP: 74.138.238.244

DocID: 20200328100508688

Date

*David Durham*

David Durham

Date

*Octavia Craig*

Octavia Craig

*4/8/20*

Date

## **Statement from Scott Shoenberger, Chief Executive Officer, AJS Hotels**

At the Al J. Schneider Company and AJS Hotels, we are committed to our family of associates and our community. When we first became aware of the infections that started in Seattle, WA, we began developing plans and protocols based on what we knew at the time, which were amended as the state and federal agencies provided guidelines and regulations. Our first priority, always, is for the safety and security of our associates, guests and tenants and we will continue to work as diligently as possible to insure we keep our #1 priority top of mind.

I commend our Governor, Andy Beshear, for taking early and aggressive decisions in the fight against COVID-19. His decisions have saved lives as we were facing unknown conditions with limited resources and was done with the public's interest at heart. Clearly, as the amount of testing increases, we will see an increase in the infection rate, which in some of the new testing, many people are asymptomatic.

Recently, Governor Beshear has stated that the curve in Kentucky could have plateaued and I remain optimistic that we will begin to see a downward trend in the demand for hospitalizations. As we all know, this has been devastating to our economy and in Kentucky, where we rely heavily on the hospitality industry, the impact has been even more significant.

The Governor has created "Healthy at Work" based on a phased approach to reopen Kentucky's economy. Healthy at Work is based on criteria set by public health experts and advice from industry experts. This phased approach will ensure the Commonwealth's citizens can safely return to work while still protecting the most vulnerable Kentuckians.

Our plan represents what we will do to keep our guests, associates and our community safe. Each operating department has its own customized set of procedures that are more detailed than the summary that is presented here. The plans also take the three phased state plan into consideration with the caveat that we will adjust our plan based any changes in the guidance and regulations provided by state and federal health organizations as well as additional guidance provided by the brands of hotels we operate and any industry experts.

We will continue to monitor government policy changes, Center for Disease Control (CDC) guidelines, government mandates and public health advancements. This may result in making changes to our protocols and procedures.

A key to our collective success in mitigating any COVID-19 related incidents in our facilities and within our community will require that our guests and tenants take an active role in following the established guidelines for their own personal hygiene habits and practicing the social distancing requirements.

**We Can Do This Together!**

Scott T. Shoenberger  
President & CEO  
The Al J. Schneider Company and AJS Hotels

## **AJS Hotels Program**

### **Associate and Guest Health**

The health and safety of our guests and associates is our number one priority.

**Associate Temperatures:** All associates will be required to have their temperature taken PRIOR to clocking in to begin work. Any associate confirmed to have a temperature in excess of 100.3 degrees will not be allowed entry into the property and will be directed towards appropriate medical care.

**Social Distancing:** Guests will be advised to practice social distancing by standing at least six feet away from other groups of people not traveling with them while standing in lines, using elevators or moving around the property. Restaurant tables and other physical layouts will be arranged to ensure appropriate distancing. Associates will be reminded not to touch their faces and to practice social distancing by standing at least six feet away from guests and other associates whenever possible. All property outlets will comply with, or exceed, local or state mandated occupancy limits.

**Hand Sanitizer:** Hand sanitizer dispensers, touchless whenever possible, will be placed in key guest and associate entrances and contact areas such as driveways, reception areas, hotel lobbies, restaurant entrances, meeting and convention space, elevator and escalator landings. Hand lotion will be provided in guestrooms.

**Front of the House Signage:** There will be health and hygiene reminders through the property as determined by the state health department guidelines.

**Back of the House Signage:** Signage will be posted throughout the property reminding associates of the proper way to wear, handle and dispose of masks, use of gloves, hand washing practices, sneeze protocols and to avoid touching their face.

**Associate and Guest Health Concerns:** Our associates have been given clear instruction on how to respond swiftly and report all presumed cases of COVID-19 to the Kentucky Department of Public Health (KDPH). We will be ready to provide support to our guests. Associates have been instructed to stay home if they do not feel well and have been instructed to contact a manager if they notice a coworker or guest with a cough, shortness of breath, or other known symptoms of COVID-19. Associates and guests who are exhibiting any of the symptoms of COVID-19 while at the property are instructed to immediately notify their manager (associates) or hotel security (guests).

**Case Notification:** If we are alerted to a presumptive case of COVID-19 at the hotel, we will remove and quarantine the room from service. In the event of a positive case, the room will only be returned to service after undergoing an enhanced sanitation from a licensed third-party expert.



## **Associate Responsibilities**

Our Associates are vital for effective sanitation, hygiene and health programs.

**Hand Washing:** Correct hygiene and frequent handwashing with soap is vital to help combat the spread of virus. All AJS Hotels associates have been instructed to wash their hands, or use sanitizer when a sink is not available, every 60 minutes (for 20 seconds) and after any of the following activities: using the restroom, sneezing, touching the face, blowing the nose, cleaning, sweeping, mopping, smoking, eating, drinking, touching the face, going on break and before or after starting a shift.

**COVID-19 Training:** All associates will receive training on COVID-19 safety and sanitation protocols with more comprehensive training for our teams with frequent guest contact including Housekeeping, Food & Beverage, Public Area Department, Hotels Operations and Security.

**Personal Protective Equipment (PPE):** Appropriate PPE will be worn by all associates based on their role and responsibilities and in adherence to state or local regulations and guidance. Training on how to properly use and dispose of all PPE will be mandatory. Every associate entering the hotel will be provided with a mask and required to wear that mask while on property. Gloves will be provided to associates whose responsibilities bring them in direct contact with guests or guest related areas including Housekeeping, Public Area Attendants, Security, Front Office Associates.

**Daily Pre-Shift & Timekeeping:** Associate pre-shift meetings will be conducted virtually or in areas that allow for social distancing between associates. Larger departments will stagger associate arrival times to minimize traffic volume in the back of house corridors and service elevators (please note, we will make every effort that staggered arrivals will have minimal impact on service time for guestrooms, but please be patient if service is delayed). Hand sanitizer will be available at each timeclock location and associates will be required to sanitize their hands before and after clocking in. Our management team will ensure that constant communication, proper PPE and sanitation procedures are followed and updated per the latest state and local guidance.

## **The Guest Experience**

**Guest Arrival:** A lobby ambassador will be present to greet our guests arriving at the hotel. All visitors will be asked to use hand sanitizer and to wear a mask (which will be available from the hotel). Appropriate signage will also be prominently displayed outlining mask usage and current social distancing practices throughout the hotel.

- Guests will enter the hotel through doors that are either propped open, are automated or opened by one of our associates.
- Associates will not be opening any car doors for any arriving vehicles.
- Guests requesting bell service will be assisted and the bell cart will be sanitized after each guest is assisted.
- Each guest will receive an amenity bag during check-in containing masks, hand sanitizer and a COVID-19 awareness card.
- *Valet Services will be suspended until further notice.*

### Hotel Guest Elevators

- Associates will be present to sanitize the button panels on regular intervals, at least once per hour.
- Hand Sanitizer will be located on each elevator landing.
- Signage will be posted to explain the current procedures.
- No more than four (4) guests will be allowed per elevator. Please be patient with the elevator service, we realize this is inconvenient, but it is necessary given the current social distancing requirements.

### Cleaning Products and Protocols

Our hotels use cleaning products and protocols that meet EPA guidelines and are approved for use and effective against viruses, bacteria and other airborne and bloodborne pathogens. We are working with our distribution partners and suppliers to ensure an uninterrupted supply of these cleaning supplies and necessary PPE.

Public Spaces and Common Areas: The frequency of cleaning and sanitizing has been increased in all public areas with an emphasis on frequent contact surfaces including, but not limited to, front desk check-in counters, bell desks, elevators and elevator buttons, door handles, bathrooms, room keys and locks, ATM's, escalator and stair handrails, dining surfaces and seating areas.

Guest Rooms: Industry leading cleaning and sanitizing protocols are used to clean guest rooms with particular attention paid to high touch contact surfaces including television remote controls, toilet seats and handles, door and furniture handles, water fixtures, night stands, desks, telephones, light switches, thermostats, alarm clocks, in-room safes, hangers and luggage racks.

Laundry: All bed linen and bathroom terry will be serviced on the third day (or every three days for longer term guests) and will continue to be washed in high temperature in accordance with state health guidelines.

- Housekeeping will provide bathroom terry and amenities upon request through touchless service.
- Guests will be asked to bag the bathroom terry in bags supplied by the hotel and place it in the guest corridor.
- The fresh towels will be delivered in a sealed bag and placed outside of the occupied guestroom.
- Bath amenities will be delivered in a sealed bag and placed outside the guestroom.
- Guests will need to be physically in their guestroom at the time of delivery to ensure that the items will be retrieved at the time of delivery.

Back of the House: The frequency of cleaning and sanitizing will also increase in high traffic back of the house areas with an emphasis on associate dining areas, associate entrances, associate restrooms, offices, kitchens, service elevators and associate relations areas.

**Shared Equipment:** Shared tools and equipment will be sanitized before, during and after each shift, or anytime the equipment is transferred to a new associate. This includes phones, radios, computers, engineering tools, cleaning equipment, time clocks, and all other direct contact equipment.

**Room Recovery Protocol:** In the event of a presumptive case of COVID-19, the guest's room will be removed from service and quarantined. The guestroom will not be returned to service until the case has been confirmed or cleared. In the event of a positive case, the room will only be returned to service after undergoing an enhanced sanitization protocol by a licensed third-party expert.

### **Social Distancing**

Throughout the hotels we will meet or exceed state and local health authority guidelines on appropriate social distancing.

**Queuing:** Any area where guests or associates queue will be clearly marked for appropriate social distancing. These areas will include front desk, elevator lobbies, restaurants, lounges, bars and group registration desks.

**Elevators:** Only four guests will be allowed per elevator with each elevator cab being clearly marked for appropriate positioning. Again, please be patient with elevator access.

**Restaurants and Bars:** Restaurants and bars will reduce seating capacities to allow for a minimum of six feet between each seated group/party of guests.

**Meeting and Convention Space:** Meeting and banquet set-up arrangements will allow for physical distancing between guests in all meetings and events based on CDC and state recommendations. Self-serve buffet style food will be suspended and menu options and alternative service styles will be available.

**Retail Spaces:** In coordination with our retail tenants, guest occupancy limits, based on state guidelines, will be enforced to all for appropriate distancing.

**Pools:** All indoor and outdoor pools operations will be suspended until further notice. We plan on considering opening these amenities when the Governor as declared we are at Phase 3 of his plan.

**Fitness Centers:** All Fitness Centers operations will be suspended until further notice. We plan on considering opening these amenities when the Governor as declared we are at Phase 3 of his plan.

**Back of the House:** Social distancing protocols will be used in the associate dining rooms, training facilities, shared office spaces, associate entrances and other high-density areas in order to ensure appropriate distancing between associates.

## **AJS Hotels Program**

### **Associate and Guest Health**

The health and safety of our guests and associates is our number one priority.

**Associate Temperatures:** All associates will be required to have their temperature taken PRIOR to clocking in to begin work. Any associate confirmed to have a temperature in excess of 100.3 degrees will not be allowed entry into the property and will be directed towards appropriate medical care.

**Social Distancing:** Guests will be advised to practice social distancing by standing at least six feet away from other groups of people not traveling with them while standing in lines, using elevators or moving around the property. Restaurant tables and other physical layouts will be arranged to ensure appropriate distancing. Associates will be reminded not to touch their faces and to practice social distancing by standing at least six feet away from guests and other associates whenever possible. All property outlets will comply with, or exceed, local or state mandated occupancy limits.

**Hand Sanitizer:** Hand sanitizer dispensers, touchless whenever possible, will be placed in key guest and associate entrances and contact areas such as driveways, reception areas, hotel lobbies, restaurant entrances, meeting and convention space, elevator and escalator landings. Hand lotion will be provided in guestrooms.

**Front of the House Signage:** There will be health and hygiene reminders through the property as determined by the state health department guidelines.

**Back of the House Signage:** Signage will be posted throughout the property reminding associates of the proper way to wear, handle and dispose of masks, use of gloves, hand washing practices, sneeze protocols and to avoid touching their face.

**Associate and Guest Health Concerns:** Our associates have been given clear instruction on how to respond swiftly and report all presumed cases of COVID-19 to the Kentucky Department of Public Health (KDPH). We will be ready to provide support to our guests. Associates have been instructed to stay home if they do not feel well and have been instructed to contact a manager if they notice a coworker or guest with a cough, shortness of breath, or other known symptoms of COVID-19. Associates and guests who are exhibiting any of the symptoms of COVID-19 while at the property are instructed to immediately notify their manager (associates) or hotel security (guests).

**Case Notification:** If we are alerted to a presumptive case of COVID-19 at the hotel, we will remove and quarantine the room from service. In the event of a positive case, the room will only be returned to service after undergoing an enhanced sanitation from a licensed third-party expert.

## **Associate Responsibilities**

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**COVID-19 Training:** All associates will receive training on COVID-19 safety and sanitation protocols with more comprehensive training for our teams with frequent guest contact including Housekeeping, Food & Beverage, Public Area Department, Hotels Operations and Security.

**Personal Protective Equipment (PPE):** Appropriate PPE will be worn by all associates based on their role and responsibilities and in adherence to state or local regulations and guidance. Training on how to properly use and dispose of all PPE will be mandatory. Every associate entering the hotel will be provided with a mask and required to wear that mask while on property. Gloves will be provided to associates whose responsibilities bring them in direct contact with guests or guest related areas including Housekeeping, Public Area Attendants, Security, Front Office Associates.

**Daily Pre-Shift & Timekeeping:** Associate pre-shift meetings will be conducted virtually or in areas that allow for social distancing between associates. Larger departments will stagger associate arrival times to minimize traffic volume in the back of house corridors and service elevators (please note, we will make every effort that staggered arrivals will have minimal impact on service time for guestrooms, but please be patient if service is delayed). Hand sanitizer will be available at each timeclock location and associates will be required to sanitize their hands before and after clocking in. Our management team will ensure that constant communication, proper PPE and sanitation procedures are followed and updated per the latest state and local guidance.

## **The Guest Experience**

**Guest Arrival:** A lobby ambassador will be present to greet our guests arriving at the hotel. All visitors will be asked to use hand sanitizer and to wear a mask (which will be available from the hotel). Appropriate signage will also be prominently displayed outlining mask usage and current social distancing practices throughout the hotel.

- Guests will enter the hotel through doors that are either propped open, are automated or opened by one of our associates.
- Associates will not be opening any car doors for any arriving vehicles.
- Guests requesting bell service will be assisted and the bell cart will be sanitized after each guest is assisted.
- Each guest will receive an amenity bag during check-in containing masks, hand sanitizer and a COVID-19 awareness card.
- *Valet Services will be suspended until further notice.*

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- Associates will be present to sanitize the button panels on regular intervals, at least once per hour.
- Hand Sanitizer will be located on each elevator landing.
- Signage will be posted to explain the current procedures.
- No more than four (4) guests will be allowed per elevator. Please be patient with the elevator service, we realize this is inconvenient, but it is necessary given the current social distancing requirements.

### Cleaning Products and Protocols

Our hotels use cleaning products and protocols that meet EPA guidelines and are approved for use and effective against viruses, bacteria and other airborne and bloodborne pathogens. We are working with our distribution partners and suppliers to ensure an uninterrupted supply of these cleaning supplies and necessary PPE.

Public Spaces and Common Areas: The frequency of cleaning and sanitizing has been increased in all public areas with an emphasis on frequent contact surfaces including, but not limited to, front desk check-in counters, bell desks, elevators and elevator buttons, door handles, bathrooms, room keys and locks, ATM's, escalator and stair handrails, dining surfaces and seating areas.

Guest Rooms: Industry leading cleaning and sanitizing protocols are used to clean guest rooms with particular attention paid to high touch contact surfaces including television remote controls, toilet seats and handles, door and furniture handles, water fixtures, night stands, desks, telephones, light switches, thermostats, alarm clocks, in-room safes, hangers and luggage racks.

Laundry: All bed linen and bathroom terry will be serviced on the third day (or every three days for longer term guests) and will continue to be washed in high temperature in accordance with state health guidelines.

- Housekeeping will provide bathroom terry and amenities upon request through touchless service.
- Guests will be asked to bag the bathroom terry in bags supplied by the hotel and place it in the guest corridor.
- The fresh towels will be delivered in a sealed bag and placed outside of the occupied guestroom.
- Bath amenities will be delivered in a sealed bag and placed outside the guestroom.
- Guests will need to be physically in their guestroom at the time of delivery to ensure that the items will be retrieved at the time of delivery.

Back of the House: The frequency of cleaning and sanitizing will also increase in high traffic back of the house areas with an emphasis on associate dining areas, associate entrances, associate restrooms, offices, kitchens, service elevators and associate relations areas.

**Shared Equipment:** Shared tools and equipment will be sanitized before, during and after each shift, or anytime the equipment is transferred to a new associate. This includes phones, radios, computers, engineering tools, cleaning equipment, time clocks, and all other direct contact equipment.

**Room Recovery Protocol:** In the event of a presumptive case of COVID-19, the guest's room will be removed from service and quarantined. The guestroom will not be returned to service until the case has been confirmed or cleared. In the event of a positive case, the room will only be returned to service after undergoing an enhanced sanitization protocol by a licensed third-party expert.

### **Social Distancing**

Throughout the hotels we will meet or exceed state and local health authority guidelines on appropriate social distancing.

**Queuing:** Any area where guests or associates queue will be clearly marked for appropriate social distancing. These areas will include front desk, elevator lobbies, restaurants, lounges, bars and group registration desks.

**Elevators:** Only four guests will be allowed per elevator with each elevator cab being clearly marked for appropriate positioning. Again, please be patient with elevator access.

**Restaurants and Bars:** Restaurants and bars will reduce seating capacities to allow for a minimum of six feet between each seated group/party of guests.

**Meeting and Convention Space:** Meeting and banquet set-up arrangements will allow for physical distancing between guests in all meetings and events based on CDC and state recommendations. Self-serve buffet style food will be suspended and menu options and alternative service styles will be available.

**Retail Spaces:** In coordination with our retail tenants, guest occupancy limits, based on state guidelines, will be enforced to all for appropriate distancing.

**Pools:** All indoor and outdoor pools operations will be suspended until further notice. We plan on considering opening these amenities when the Governor as declared we are at Phase 3 of his plan.

**Fitness Centers:** All Fitness Centers operations will be suspended until further notice. We plan on considering opening these amenities when the Governor as declared we are at Phase 3 of his plan.

**Back of the House:** Social distancing protocols will be used in the associate dining rooms, training facilities, shared office spaces, associate entrances and other high-density areas in order to ensure appropriate distancing between associates.

## **Hotel Operations**

### **Front Office & Transportation**

- **Cleaning & Sanitizing Protocol**
  - Sanitize high touch Front Office services spaces and equipment including bell desks, luggage storerooms, bell carts and concierge desk.
  - Offices, desks, counters, workspaces and related equipment (including radios, keyboards and touch pads) to be sanitized at least every four hours or upon a new associate using the equipment.
  - Sanitize all guest touch points after each transaction including EMV Credit Card Devices, pens and countertops.
  - Room keys to be sanitized before stocking.
  - Offices, Call Centers, Registration Desks to be deep cleaned and sanitized upon a shift change.
  - Wheelchairs and other guest amenities to be sanitized after each use.
  - Bell cart carpet to be covered with a cleanable, non-porous or disposable surface.
  - BOH elevator buttons to be sanitized at least once per hour.
- **Social Distancing Protocol**
  - Staff every other work station at front desk stations with plexi-glass shields to provide appropriate protection.
  - Lobby floors will be marked appropriately for social distancing with a minimum of six feet per guest or group traveling together.
  - Lobby Ambassador to provide guidance to arriving and departing guests to ensure physical distancing measures are being followed.
  - Guest laundry and dry-cleaning services available using contactless pick-up and delivery protocols.
  - Guest amenity deliveries will be available using contactless delivery procedures whenever possible.
- **Guest Considerations**
  - Valet Parking Suspended at the Galt House
  - Valet Parking will be available at the Embassy Suites Downtown Louisville. Procedures to be forthcoming.
  - Self-service ice machines to be suspended and signage posted that ice is available through In Room Dining.
  - Vending machines located on guest floors will be suspended and signage posted that bottled soft beverages and waters are available at Grab & Go locations or through In Room Dining.



### Housekeeping

- **Cleaning & Sanitizing Protocol**
  - Carts, trolleys and equipment to be sanitized at the start and end of each shift.
  - Guest linens will be removed from guestrooms in single use sealed bags.
  - Pillow protectors will be changed with cleaning of each guestroom during the stay and/or upon departure.
  - Back of house restrooms will be sanitized at least every four hours.
  - House phones, in unsupervised/controlled areas will be removed.
- **Social Distancing Protocol**
  - Minimize contact with guests while cleaning hotel rooms; guestroom attendants will offer to return at an alternative time for occupied rooms.
- **Guest Considerations**
  - All reusable collateral to be removed from rooms. Critical information to be placed on single use collateral and/or electronically posted.
  - Disposable collateral to be disposed and changed after each guest.
  - Newspaper service available at the Front Desk or Concierge areas will be suspended. We are working on electronic options for our guests.
  - Extra pillows and blankets stored in the guestroom closets will be removed and available upon guest request.
  - Specific sanitation consideration will be paid to the following guestroom areas:
    - Desk, counter tops, tables and chairs
    - Phones and remotes
    - Thermostats
    - Cabinetry, pulls and hardware
    - Doors and doorknobs
    - Bathroom vanities and accessories
    - Bathroom fixtures and hardware
    - Windows, mirrors and frames
    - Lights and lighting controls
    - Closets, hangers and other amenities

### Spa & Salon (Galt House Only)

- Pending guidance from local authorities
- Please note that Xhale is tenant, so please contact them directly to receive their plan.

### Fitness Centers & Pools

- Fitness Center and Pool operations will be suspended and reviewed once Kentucky state government has established we are in Phase 3 of the plan.

## **Restaurants, Bars & Lounges**

- **Cleaning & Sanitizing Protocol**
  - Podiums including all associated equipment to be sanitized at least once per hour.
  - Service stations, service carts, beverage stations, counters, handrails, trays to be sanitized at least once per hour and logged by a manager.
  - POS terminals to be assigned to single server (where possible) and sanitized between each user and before and after each shift. If multiple servers are assigned to a POS terminal, servers will sanitize their hands after each use.
  - Dining tables, bar tops, stools and chairs to be sanitized after each use.
  - Condiments to be served in single use containers, either disposable or washed after every use.
  - Check presenters, pens and all other reusable guest contact items to be either sanitized after each use or single use.
  - Menus to be either single use and/or disposable.
  - Trays (all types) and tray stands to be sanitized after each use.
  - Storage containers to be sanitized before and after each use.
  - Food sanitation stations to be sanitized at least once per hour.
  - Kitchens to be deep cleaned and sanitized at least once per day.
- **Social Distancing**
  - Door attendants and managers to manage social distancing at entries, waiting areas and queues (in addition to floor markings and signage)
  - Peak period queuing procedures to be implemented when guests are not able to be immediately seated.
  - All bar stools are to be removed until state agencies allow for seating to be reinstated.
  - Tables, booths and banquette seating patterns to be utilized with appropriate social distancing between each family or traveling party (six feet or as otherwise advised by state and local authorities)
  - Quick serve outlets (Grab & Go) social distancing requirements will be appropriately marked and maintained.
- **Guest Considerations**
  - All self-serve condiments and utensils to be removed from tables and cashier areas.
  - All straws will be wrapped and supplied only upon request.
  - Cloth napkin service on the tables to be suspended until further notice.
  - Flatware and napkins will be supplied either in a roll-up fashion or utilizing high quality single service disposable products that are pre-wrapped.
  - Bar snack service will be suspended.

### **In Room Dining (IRD)**

- **Cleaning & Sanitizing Protocol**
  - All equipment to be sanitized prior to assigning a shift.
  - Associates will sanitize the work area and stations at least once per hour and at the change of the shift.
  - All doors, handles and high contact areas will be sanitized at least once per hour.
- **Social Distancing Protocol**
  - Set food (bagged and in disposable product) in the hallway notifying the guest that the food is outside of the room. Guest will retrieve their own order.
  - Request that the guests notify IRD when finished with their meal and place the trash inside of the bag in the hallway outside of their guestroom.
- **Guest Considerations**
  - Either printed disposable IRD menus will be located in the guestroom (disposed of upon departure and replaced) or via online app depending on the hotel.
    - We are exploring menu and ordering options at this time.
  - All orders will be delivered in disposable single service containers in a paper bag with handles.
  - All associates will wear appropriate PPE, including gloves (changed with every delivery).

### **Catering & Banquets**

- **Cleaning & Sanitation Protocol**
  - All shared equipment and meeting amenities to be sanitized before and after each use.
  - All linen to be replaced after each use.
  - Soiled linen to be transported in sealed single use plastic bags out of the meeting rooms.
- **Social Distancing**
  - All buffet and self-serve style events to be suspended until further notice.
  - All food and beverage items to be individually plated and served.
  - Coffee and other break items to be attended and served by a server.
  - Flatware and napkins will be supplied either in a roll-up fashion or utilizing high quality single service disposable products that are pre-wrapped.
  - Condiments to be served in individual PC's or sanitized individual containers.
  - Seating capacities and floor plans to be reviewed on an event by event basis to ensure appropriate social distancing following state and local guidelines.
- **Guest Considerations**
  - Individual bottled water will be provided in lieu of water carafes on meeting tables and water stations.
  - Develop examples of socially distanced floor plans for Hotel Sales & Event Services use.



## MEETING ESSENTIALS

The Crowne Plaza Louisville Airport features 50,000 square feet of flexible meeting space, 24 meeting and banquet rooms, including two ballrooms, and executive boardroom and a spacious exhibit hall. The Crowne Ballroom can host up to 1275

guests and every room is supplied with the latest audio/visual and telecommunication equipment, as well as complimentary high-speed wireless internet access. IHG Business Rewards recognizes your loyalty with points for free nights, miles and more.



# MEETING ESSENTIALS

Our professionally-certified Crowne Meetings Director and Crowne Meetings Managers act as your single point of contact to help plan, coordinate and execute your meeting.

View your group room pick-up with our online capabilities. Receive a Daily Meeting Debrief giving a complete itemization of that day's expenditures to help manage your budget.

## MEETING REWARDS

Sign up for IHG Business Rewards and receive three points for every dollar spent on qualified meetings. You can redeem them for free hotel nights, airline miles, Crowne Plaza merchandise, or savings on future meetings.

## PERFECT LOCATION. TOTALLY ACCESSIBLE

- Immediate access to I-65 and I-264
- At the main entrance to the Kentucky Exposition Center and Freedom Hall
- Adjacent to the Louisville International Airport
- Kentucky Kingdom and Hurricane Bay Amusement Park is across the street
- Within 3 miles of Churchill Downs Race Track®, the Kentucky Derby® Museum, University of Louisville, Papa John's Cardinal Stadium™, the Louisville Zoo, Louisville Mega Cavern™ and Speed Art Museum
- Seven miles from KFC Yum! Center, Louisville Slugger Museum and Bat Factory, Muhammad Ali Center, the Kentucky Center for the Performing Arts, and Frazier History Museum
- Within one day's drive of more than 2/3 of the U.S. population

- GE Appliance Park, Ford Motors, YUM! Brands headquarters and UPS Worldport are only a short drive away.

## DINING OPTIONS

- Stop by Quench for sandwiches, pastries, salads, soft drinks and coffees "on the go." Treat yourself to a menu of mouthwatering dishes made from Kentucky-grown products at the Blue Horse Restaurant & Bar. Make your experience even more enjoyable and dine outdoors on our terrace or enjoy a nightcap in the exquisitely designed bar.

## HIGHLIGHTS & AMENITIES

- 588 guest rooms and suites
- Onsite restaurant, bar and deli
- Outdoor poolside courtyard space available
- High-speed, Wi-Fi access
- Bus parking with 24-hour security
- 24-hour airport shuttle service
- 24-hour business center
- Large indoor/outdoor pool
- 24-hour fitness center

First Floor	Sq. Ft.	Height (feet)	Banquet Rounds of 10	Classroom	Reception/Theater	Hollow Square	Conference	U-Shape	8'x10' Booths
Crowne Ballroom	14,403	20	1,020	770	1,275				90
Crowne A	8,567	20	600	450	800				53
Crowne A/Pendleton	9,887		660	490	880				61
Crowne B	3,037	20	240	160	250	76		66	19
Crowne C	2,805	20	180	160	225	76		66	18
Coronet Ballroom	5,018	8.7	300	288	480	100		90	30
Coronet A	2,517	8.7	150	144	240	46		40	15
Coronet B	2,502	8.7	150	144	240	46		40	15
Luersen	612	7.95					12		
Carroll	285	7.8	10	12	18		10		
Elliot	1,277	8.5	70	60	120	32	32	25	
Franklin	546	8	40	30	50	24	20	18	
Grant	542	8	40	30	50	24	20	18	
Knox	344	8.5	20	15	30	8	12		
Jefferson	252	8.5	10	12	25	8	10		
Hancock	416	8.7	20	28	40	16	20	10	
Madison	578	8.76	30	28	50	24	20	18	
Oldham	441	8.7	20	24	40	16	20	10	
Perry	737	8.79	50	45	60	24	28	18	
Pre-function	5,572	20			550				
Exhibit Hall	5,698	8.4	260		450				25

Second Floor	Sq. Ft.	Height (feet)	Banquet Rounds of 10	Classroom	Reception/Theater	Hollow Square	Conference	U-Shape	8'x10' Booths
Russell	1,422	10.1	80	75	120	36	32	25	8
Shelby	853	10.1	40	45	60	24	22	15	6
Trimble	1,119	14.6	60	60	80	24	32	25	8
Taylor	1,465	14.6	80	90	120	36	40	32	9
Whitley	1,995	14.6	100	120	170	48	48	40	12

