

Important Information for Cahir of Region

1. July 1, 1998 - Articles of Incorporation filed with PA Department of State Corporation Bureau. We are recognized as a Corporation in PA. Our attorney at that time was Daral Woerie of Mogel, Speidel, Bobb & Kershner, 520 Walnut Street, Reading, PA 19601 - (610) 367-1515. Recently, 2005, we are working with Andy George of that firm.
2. Our name is MARSCNA, Inc. Our EIN is 23-2969245.
3. Our primary office is that of our accounting firm, Reinsel, Kuntz, Leshner LLP at 1330 Broadcasting Road, Wyomissing, PA 19610-6008. Our accountant at the time of incorporation was Laurie Peer. Now, 2005, we are working with Larry Shaub.
4. Federal exemption application, Form 1023 filed within 12 months, as per the law.
5. Bylaws were prepared and accepted by the region September 12, 1998. Attorney recommended review of bylaws every three years.
6. December 16, 1998 the incorporation process was completed.
7. Insurance was purchased through Body-Borneman Associates, Inc., 17 East Philadelphia Avenue, Boyertown, PA (610) 367-1110. RCS has copies of policy.
8. April 24, 2000, the IRS gave us an advanced ruling period which began on July 1, 1998 and ended March 31, 2003
9. April 6, 2004 the IRS recognized the region as exempt from Federal Income Tax under section 501c-3 of the IRS code.
10. Region has Sales and Use Tax Exemption, RCS has certificates and explanation of use. Expires May 31, 2005.
11. Our fiscal year runs from April 1 - March 31. Our taxes are filed as the first part of the fiscal year, i.e., April 1, 2004 - March 31, 2005 is filed as year 2004.
12. Our taxes are due by August 15th each year. If our accountants don't have our books, they file an extension to November 15th, and a final extension to February 15th.
13. In the MARLCNA Guidelines it states, that our RCS delivers "All necessary information to accountant for filing of proper forms. This should be done after April 15th but before April 30th."
14. Our Form 990's should be published on the Internet for the last 3 years and available for review by any member at any reasonable time. Our books should be kept for 7 years for possible audit.
15. Everything about our TAX History is fully documented in the note book entitled IMPORTANT TAX ISSUES. RCS should have it at every MARSC meeting and keep it updated.

Mid-Atlantic Regional Service Committee

Agenda Template

Agenda

1. Serenity Prayer
2. Reading of Traditions
3. Reading of Concepts
4. Roll Call
5. Correction and Approval of Previous Minutes
6. New Areas or Trusted Servants
7. Read (current quarter's) Regional Timeline

Rules of Order: Speak once to an issue. Two pros and two cons per motion. Chair reserves the right limit debate.

Officer Reports

Chair	Treasurer
Vice Chair	Vice Treasurer
Secretary	Regional Delegate
Vice Secretary	Regional Delegate Alternate

Subcommittee Reports

Policy Chair	Web Chair
Policy Vice Chair	Web Vice Chair
Public Relations Chair	Insurance Liaison
Public Relations Vice Chair	Insurance Liaison Alternate
H & I Chair	Step Writing Chair
H & I Vice Chair	Step Writing Vice Chair
Literature Chair	MARLCNA Chair
Literature Vice Chair	MARLCNA Vice Chair
	MARLCNA Treasurer
	MARLCNA Vice Treasurer

Break

Roll Call

Area Reports

Beehive Area

Capital Area

Central Susquehanna Area

Lancaster County Area

Lebanon Valley Area

Little Apple Area

Lock Haven Area

Mason-Dixon Area

Pocono Mountains Area

Reading Area

Serenity in the Mountains Area

State College Area

Steamtown Area

Williamsport Area

York Area

Areas Open Forum - To share information and support on issues facing our Groups and Areas.

Open Positions and Elections

Old Business

Break

Roll Call

Thank Hosting Area

New Business

1.

2.

3.

4.

5.

6.

7.

Closing Treasurer's Report

Betterment of the Region

Read (Next Quarter's) Regional Timeline

Closing Roll Call

Serenity Prayer