

**East Coast Convention of Narcotics Anonymous, Inc.
Advisory Board Meeting Minutes
November 5, 2018**

I. OPEN MEETING

Meeting opened with moment of silence and serenity prayer by Vic H. The meeting was held via Zoom and was properly noticed. Minutes were recorded by Lisa S.

II. ROLL CALL/RESIGNATIONS/VACANCIES

Position	Name	State	Term End Date	Roll Call
President	Victor H.	PA	07/2020	P
Vice-President	Elizabeth E.	CT	06/2019	P
Secretary	Lisa S.	GA	06/2020	P
CFO	Paul S.	PA	06/2019	P
CFO Alt	John A.	PA	06/2019	P
Webmaster	Kim A.	VA	07/2020	P
Director	Dave A.	NJ	12/2019	P
Director	Michael R.	GA	07/2020	P
Director	Kevin D.	FL	08/2019	P
Director	John F.	OH	07/2020	P
Director	Jimmy G.	GA	08/2020	P
ECCNA 23	Tom K.	FL	Host Chair	P
ECCNA 23	Gen W.	FL	V-Chair	P

III. OPEN FORUM - Kim asked if anyone knew how the fundraiser in Virginia went. It was last weekend. No one on the board attended.

Paul said that Pennsylvania is no longer allowing paper into the prisons and he is concerned about the shipment of books and what we should. Discussion held. Decision made to let the region decide how to handle the distribution of books. Paul confirmed all books had been shipped to GA and they were currently working on sending out all the other books.

IV. MINUTES - October Minutes approved.

V. REPORTS:

President Report – Vic H.

No written report. Signed contract with the college and signed contract for fishing trip. Contract and checks have been mailed. Will be working on fundraiser for ECCNA 23.

Vice-President Report – Elizabeth E.

No report

CFO Report – Paul S.

BOA – AB Checking	\$0	
BOA – Host Checking	\$0	
PNC – AB Checking		
Beg Bal.	\$22,925.60	
+Deposits	13,059.57	
-Checks	(3,267.83)	
End Bal		32,717.34
PNC – Host Checking		
Beg Bal.	3,378.23	
+Deposits	1,400.00	
-Checks	(2,656.93)	
End Bal		2,121.30
Total		\$34,838.64

ECCNA 23

Registration Deposits at ECCNA 22	\$3,150.00	
Registration after ECCNA 22	850.60	
ECCNA 23 Fundraising – Bid T Shirts	244.72	
ECCNA 23 Fundraising – Tee shirts (net)	(267.93)	
Unity Day Fundraiser	427.00	
Fishing Charter Fundraiser (net)	400.00	
Donations	22.99	
Other – Open accounts	<u>250.00</u>	
Gulf Coast Univ – Payment	(3,267.83)	
Net ECCNA 23 Activity	\$ 1,809.55	
Seed Money	5,000.00	
Total ECCNA 23 Funds		(6,809.55}

	\$28,029.09
Less: set aside for taxes	(500.00)
Refund due	<u>(35.00)</u>
Available for ECCNA 22 Texts	\$27,494.09

NOTES:

BOA Accounts: Amounts transferred less 2 bank charges totaling \$59.90.

PNC -AB: \$50 for 1 Registration transferred from Square plus \$12.39 in donations to ensure email notifications working properly. Thank you, Kim and Kevin, for taking care of this! Paid 10% down payment on the University of \$3,267.83

PNC-Host: See Host committee report. Transferred \$1,000 to AB account.

ECCNA 23 Preregistrations: We started this month with 79 and added 1 from Square for 80.

Outstanding Items:

- Obtain files via memory stick from Jeff – in process
- Online Access of PNC- Host Account for Host Treasurer - Completed
- Review and update financial procedures for ECCNA23 – have started with Victor and John A. At this point we are looking at 2 sets of procedures. One with less detail to be shared with the relevant Host Committee Chairs, another with full detail to be shared with Host Chair and Treasurer.
- ATM Card for Host Treasurer – COMPLETED
- Continue my learning of Quickbooks – met with John A and reviewed procedures.
- Prep for tax return closing – Extension submitted. May not need it, but it's in
- Order Basic Texts – Georgia order completed – 46 cases in the mail!
- Regional Basic Text Order – In process. 46 cases (2 each to each of the remaining 23 regions)
- Payment of NAWS invoice – 4 of the invoices for Georgia didn't have the 15% discount and we are missing an invoice for 9 books for Montgomery State Prison. Pam Martin from NAWS is working this with me.

Webmaster – Kim A.

No report

ECCNA 23 Host Chair Report – Tom K.

All is well, we have a recommendation for pricing for the college (\$215.00), and (\$20.00) for the day registration. We will bring this up in new business. We also have a vendor we want to use for merchandise sales, attached are three proposals. This will also be brought up in new business. Our motions sent to the area all passed. We also had to move our fishing trip due to a conflict not observed when the date was picked. It is now set for Feb. 24th. We have sold 14 tickets already and plan to have them all sold soon. Everything else is going as planned.

ECCNA 23 Host Vice Chair Report – Gen W.

No report at this time.

VI. NOMINATIONS/ELECTIONS – NONE

VII. OLD BUSINESS

- Policy on Liaisons
 - Approved by Host Area. This will now be placed in the policy. Dave will update policy and send to admin for review and approval of placement.
- Financial guidelines
 - Tabled until next month
- Host Policy Change
 - Proposed changes submitted by Dave A. See below:

We can add a separate section, “Changes to ECCNA Policies”, or include under established sections.

Within “Bid Process”;

Since the decision of a Sponsoring Body to host ECCNA constitutes a binding agreement whereby it agrees to abide by the existing ECCNA policy and fund flow guidelines, any mid-cycle changes must be approved by the Sponsoring Body.

Under 4. Responsibilities of AB

Add to “H”, AB is the owner and steward of all Bylaws, Policies and Guidelines related to ECCNA

Under Separate section;

AB and Host shall abide by the existing Bylaws and Policies of ECCNA, with a default to Roberts Rules of Order, should a situation exist that is not adequately addressed by current procedure.

AB is the Corporate, Administrative, Legal and Financial ‘Going Concern’ of ECCNA, dealing with the overarching matters of Corporate, Legal and Financial issues as well as other issues that extend beyond the life of a given cycle. The Host Committee is the Executive branch, existing for the current cycle to execute the yearly convention on behalf of the Sponsoring Body.

Either the AB, Host or the Sponsoring Body may submit a motion to the AB for inclusion in, or change to, Host Policy. Such change must be approved by the AB and then by the Sponsoring Body. The voice of the Host Committee is carried by the Host Chair.

- Discussed placement of changes in policy
- Motion made to approve change. Motion passed with no opposition.
- Dave will update policies and bylaws using redline to track changes then send to AB admin for review and approval of placement

VII. NEW BUSINESS

- Onsite Vendor
 - 3 vendor proposals submitted by Host Committee for review. Host Committee has chosen Phoenix as the vendor.
 - Previous Host chairs brought up experience with vendor.
 - Host Chair will take information back to the committee
 - Tabled until next meeting
- Registration Cost
 - Proposal sent to AB admin by previous CFO for review (sent to all AB during meeting)
 - Discussed proposed pricing and options including looking at budget for areas to decrease cost
 - Motion made to set full registration price as \$215. Motion passed with no opposition.
 - Motion made to set day registration price as \$20. Motion passed with no opposition.
 - Host Committee Chair will talk to college about possibly reducing some of the costs.
 - Pricing for meals tabled until month.

VIII. NEXT MEETING

- Next meeting will be on December 3 @ 7pm.

IX. MEETING CLOSED

