



25th East Coast Convention of Narcotics Anonymous
Committee Meeting Minutes
New Dominion, Peninsula & Piedmont Areas
Held at Hatcher Memorial Church
April 24, 2022 @ 1pm
Quorum: 12

Jeff H opened the meeting with the Serenity Prayer

ECCNA purpose read by Chris T
Twelve Traditions read by Lee S

Executive Committee				
Chair	Jeff H	Present	804-512-6222	fbcjjeff56@gmail.com
Vice Chair	Greg F	Present	804-895-4850	ghfuller718@gmail.com
Secretary	Tina S	Present	804-439-7777	25theccna@gmail.com
Treasurer	Arnold S	Absent	804-868-6108	arnoldsiderg@yahoo.com
Site Liaison	Tee T	Present	434-242-1970	teetucker@hotmail.com

Subcommittee Chairs				
Arts & Graphics	Bob G	Absent	804-721-5964	gillagain4@msn.com
Auction	Chris T	Present	804-239-5662	Christ5141982@yahoo.com
Convention Info	Ed C	Present	804-338-9477	ehc123@verizon.net
Enter & Fundraise	Bryan M	Present	757-635-7414	Bryanmiller486@gmail.com
Hospitality	Deb W	Present	856-323-4673	debwolfflcs@gmail.com
Marathon	Dan W	Absent	516-403-3756	dlw1890@gmail.com
Merchandise	Butch N	Present	804-357-1684	jlnorris1968@verizon.net
Program	Morris B	Present	804-997-6706	morocca67@gmail.com
Registration	Craig R	Present	540-272-0113	reg.eccna@gmail.com
Serenity Keepers	Lee S	Present	804-665-3841	Leeshepherd30@gmail.com

Area Representatives				
New Dominion	Chelsea R	Present	804-735-3852	chelsearndana@gmail.com
Piedmont	Kermit O	Absent		nvraine@aol.com
Peninsula	Dave H	Absent	757-207-1154	4dahall@gmail.com

Motion: to approve March Minutes-

- Motion was not made

Executive Committee Reports:

Chair:

Hello Family,

It has been a busy month; I attended the Advisory Board meeting on April 4th. Everything was approved, linens, taper, artwork etc. The AB has been very pleased with our host committee. I asked for their blessing to elect cashers for our cash station. They questioned why we would need some elected on the host committee. I feel we need cashers directly responsible to the host committee for accountability reasons. We will discuss this matter in business. I sent the convention shirt design to them for their review.

Tee and I met with Kelly and James to discuss meeting rooms and Audio visual for the convention. We were able to finalize a lot of the meeting arrangements. They requested our program to help set up the space. We set up another walk through on May 19th at 12:30. Anyone that needs to be there are welcome to attend.

We had an Executive committee meeting on April 18th, we discussed the dorm rooms, selling meal tickets, and the cash station.

I helped Arts and Graphics and Eddie to expedite the final artwork, we did approve the art on April 18 in a Zoom host meeting. Thanks for everyone that helped with this effort.

I haven't had any contact with Auction committee this month. I was given some donations in Ocean City that I brought here today.

Convention Information has kept me informed; I believe they are on task.

Entertainment and fundraising have been active, Courthouse Freedom had a BBQ on Saturday with a good turnout with the proceed dedicated to entertainment cost at the convention. Andy and I sold merchandise in Ocean City earlier this month. We sold around 1440.00 and I turned the money and remaining merchandise into Bryan.

Hospitality has had some questions that we addressed, and I believe they will have a contract for a coffee vender. In order to be able to use our tax-exempt status on supplies purchased, all purchases need to be done using the ECCNA25 Debit card. Can hospitality have coffee for members in the dorms Friday, Saturday, and Sunday morning.

Marathon reports all is well.

I been in regular contact with Merchandise helping to get the merchandise order. Hopefully we can order all convention merchandise after today, all shirts, ladies cut, tanks, t-shirts, and serenity keepers' shirts. All mugs and registration wrist bands. Thanks to everyone who helped getting all the artwork approved to make this happened.

Program has been working on the program, naming the workshops, and getting workshop speakers. This is a big job, so I have been helping David select the speakers. We do need the program completed to give to VCU. This committee needs additional help during the convention, setting up each workshop and meetings and making sure the speakers show up. All committees with hours that need posted please give this information to program today

Registration has been busy, retrieving payments and emails. They have had difficulty with deposits, and credits from past years, we have discussed these difficulties and I simply asked them to handle them the best they see fit. We agree that there must be a better way to track and handle deposits and credits. I ask them to submit the wrist band information to merchandise to get quotes. We still need to figure out dorm room assignment. I was trying to find some to dedicate to this task.

Serenity Keeps have had some questions. They submitted their ideas to arts and graphics for them to get the shirts ready to price. Arts and graphics said they would have it ready this past week. Hopefully today we can order them with the other merchandise.

John S has agreed to take the group picture. We need a small box truck on Saturday 12:00pm till 2:00pm to use so John can get elevated to take the photo, if anyone has a resource to a box truck, please contact me

We had scheduled the host committee meets for the remaining of the year,

May 14th 1-3 we had set a meeting for May 28th but that is Memorial Day weekend, I would like to suggest having a Zoom meeting on Thursday May 26th at 6:30pm. We can discuss this in business. We will have our last host meeting prior to the convention June 4th at 1-3.

In Loving Service,
Jeff H

Vice Chair:

Hello family,

Things have been busy this past month. I attended the fundraiser yesterday which was a success! Shout out to the Courthouse Freedom group and Fundraising committee for their hard work. We sold a few more shirts and made money on both raffles.

I have been on several Zoom meetings trying to finalize the convention t-shirt design and finalizing the mugs!

I have also attended Zoom meetings for Convention Information and Hospitality. Both committees are on schedule, and I will let the chairs report on their progress!

I have been periodically checking the PO Box. We received a couple registration's which I relayed info to Craig. I have the checks and will give to Arnold. We also had a few more returns from the Area mailings. I will give them to Ed so he can update his list!

We also received a check from the "Never Alone" group in Hampton for \$754!!! Wow! Big shout out to them!

I am trying to help with any committee who needs assistance!

The executive committee also talked about electing "cashier" positions to help man the cash boxes during the convention. The AB was ok with us electing 2 qualified people!

That's all I can think of at this time!

In Loving Service,
Greg F

Secretary:

Hi family,

All is well, thank you for allowing me to serve.

In Loving Service,
Tina S

Treasurer:

No written report.
In Loving Service,
Arnold S

Site Liaison

Hello Family,

I'm grateful I can be here in person again. It has been a busy time since the last time the host committee has met in person. I attended both Zoom host committee meetings this past month. I also have had some conversations with both of my contacts at VCU and the lead technician for the Student Commons.

I have brought a \$143.40 check from the Piedmont area March Green Day fund raiser.

I was told on Thursday, after being very patient, that legal should have the contract to me by Friday 4/22, if I didn't have it by end of business Friday that my contact will follow up on Monday 4/25. I didn't receive the contract and I will follow up on Monday.

I was given some questions from the host committee members and some questions I had for the college.

1. What is VCU's policy regarding handing out and returning keys/ID cards? Will this be handled by registration or VCU staff? If it's us, when/where can we hand out room keys and ID cards and where should we collect them? -VCU will distribute the lanyard with the access card and room key attached in a packet to us so that we may hand them out at check-in. If we need a check in location at the dorm, VCU will discuss the setup. For check out, we will need to collect all keys and access cards and then hand them over to VCU the same way as check in. The fee for a lost key fee will most likely be \$75 per key and the fee for a lost access card will most likely be \$25.
2. How are we going to do prepaid meals? Will we have meal tickets to provide to our members and how do we do that? I will request dining coupons from Dining for those that are not staying in the residence hall. Residential guests will receive an access card and use that to swipe for their meal. I will need the number of commuters that will need a meal coupon.

I have made a request to have the required VCU police officers hours reduced on Friday down to 5pm-10pm instead of all day Friday and not to have an officer at all on Sunday. More will be revealed.

I have sent in the tax-exempt status for food. My contact said she would send it on for approval. In the meantime, she did give us some good news, since we have more than 20 people per meal that they would be reducing the meal prices. Breakfast is being reduced \$2.20 per meal; lunch and dinner are being reduced \$3 per meal. This will save us \$ 13.40 for the five meals. I will follow up to see what, if any, the tax-exempt status will further discount our food cost.

In conversations with our contact at VCU, I have found out that the 200 beds that I had reserved were the old-style college dorm rooms with bathrooms at the end of the hall. I since have reserved 88 additional beds semi suite style. Semi suite style is 2 bedrooms attached to a bathroom. The double semi suite room is an additional \$10 per person and the semi suite single room is an additional \$12 per room. I found out they have a total of 239 beds available semi suite style. The cost we have saved in the meals will cover the switch to semi suite bedrooms. I would like some guidance from the group on

what we should do. Should we switch every bed to semi suite style, only give the semi suite style bedrooms to those who pre-register by a certain date, up charge for the semi suite style, go with only dorm style bedrooms, or something else.

One of our ideas was to simulcast the Saturday main speaker into the Rams Lounge (our Hospitality room). After talking with VCU technician this can be shown on a big screen in the lounge if we bring a laptop. I hope we can get a volunteer to bring in their laptop or come up with a solution to do this.

I received this past week the layouts for the Commonwealth Ballroom, Virginia Rooms, Commons Theater, Richmond Salons, and the Rams Lounge. I will get with the required subcommittee chairs to go over the layout and the setup for the rooms.

I will also work with our rep to find a location for the after-hour's marathon meeting if it can't be held in the dormitory.

I'm going to need some help on Thursday when the linens are delivered and with storage and distribution on Thursday and Friday.

In Loving Service,
Tee T

Area Representatives

New Dominion:

Area met on April 10, unfortunately i was unable to attend. Courthouse freedom is expecting 75-100 people to attend their cookout they are very excited to be able to help raise funds for entertainment. In Loving Service,
Chelsea R.

Peninsula:

Peninsula area seems to be picking up support. The Tuesday night meeting (A Proven Program) has made a direct donation of \$100 that will be turned into the treasurer. There was a motion placed at the Peninsula area service meeting floor to make a donation of \$300. That motion was voted on (and passed) but due to the lack of funds, the payout to ECCNA was put on pause so the area can get back into the "black" and be able to take care of the areas financial needs first before writing the check. I was told that it will be made before the convention takes place. Also, I have \$40 to turn in for the breakfast that was previously had as well as \$80 for raffle tickets that were sold. In Loving Service,
Dave H

Piedmont:

No written report.
In Loving Service,
Kermit O

Subcommittee Reports

Arts & Graphics:

Hello family

Attached you will find the artwork for the serenity keepers t-shirt design. We have completed the Pre-convention mug, convention mug & convention t-shirts. I would like to thank Eddie W. for his hard work and service to the ECCNA25.

I will not be at the meeting today, I'm still out of town.

In Loving Service,

Bob G

Auction:

Nothing to report.

In Loving Service,

Chris T

Convention Information:

Hello everybody!

Convention Information is currently up to date on our timeline.

We have received the literature for our Press Packages (one item is on backorder). I am submitting a receipt for \$5.35 from our Press Package budget.

We have approximately 40 current local meeting lists for our table and will make a decision about other literature to be displayed at our next meeting.

We have compiled a list of local restaurants, convenience stores, gas stations etc. and are formatting it so it can be added to the website. It will be accessed by a QR code displayed on our table at the convention.

We are attempting to find a PDF of the Student Commons floorplan so we can post it with QR code access.

Journey House Foundation gave us a check for \$1000 for their residents to attend the Convention. Mike T. says there are 105 beds and not all will attend the convention so if there are leftover funds they will be a donation to ECCNA.

I was contacted by the director of an RCO called Battered But Not Broken in Chester, SC. She will be bringing a group to the convention.

I have a sign-up sheet with me today if anyone would like to volunteer to help at the convention Information table at the convention.

Our next Zoom meeting is Tuesday May 10th 7pm.

Once again, I want to thank the dedicated members of my committee for their selfless service!

In Loving Service,

Ed C

Entertainment & Fundraising:

Hi all,

Fundraising and Entertainment is going great. Wrapping up with the fundraising events, switching gears onto entertainment. Yesterdays fundraising event was a huge success. Greatly appreciate the support of my fellow homegroup members for all of their great work. The convention raffle brought in \$1,400.00.

The winners were

- 1st - Bill Sharkey Jr.
- 2nd – Tom Kercher
- 3rd – Jolene Palmore

\$1,705.00 cash, being turned into the treasurer today. \$207 in check.

Breakdown of money raised:

- \$513 sales at Maryland convention
- \$1,192 from raffle/shirt sales

Upcoming: Speaker Jam at Hatcher May 7th 1-5pm
In Loving Service,
Bryan M

Hospitality:

A. We have agreed on a vendor - Espresso A GoGo <http://www.espressoagogo.net/>. The vendor has experience in mobile coffee, has good price points, and the business is located near VCU. She is able to take digital payments (apple pay, venmo, etc.). She would be charging \$2/coffee, \$3/lemonade, and \$2/bottled water. Our recommendation is for the vendor to be in the hospitality room; however we will be informing her that there are two other possible locations: outside the building where she could also take cash or in the food court area as the restaurants will not be open.

B. Free coffee for RCO's and newcomers - The Hospitality Committee is committed to ensuring that those who can't afford it are able to get a cup of coffee. We are recommending that \$100 to be used from our budget to buy 50 tickets/coupons/vouchers good for a cup of coffee. The \$100 or the amount actually spent would be reimbursed to Espresso A-Go-Go by check at the close of Saturday's coffee hours (11pm). In order to cover the costs and possibly raise additional funds, we are suggesting that Registration has a donation jar labeled "Buy a newcomer a cup of coffee" which we would turn into coffee vouchers. We are proposing that the Hospitality Committee gives out the vouchers in order to keep track of how many are used.

C. Espresso A-Go-Go is requesting a Letter of Agreement for services. Committee Member Katherine A is communicating directly with the owner to secure this. Once in hand, we will provide it to Exec Committee to review and approve. Espresso A-Go-Go does not need an approximate count of beverage servings until late May.

D. We agreed that most food/paper items will be purchased through either Costco or Sam's. Committee member Terri S works for a food distributor and did research to identify the most efficient purchasing options. Based on her information, a wholesaler such as Costco will be the best choice for cost as well as transit of supplies. Several members will be scheduling a wholesaler walk-through in the next few weeks to get an idea of what would be purchased, recognizing that due to issues out of everyone's control, what we may see one time, we may not see another. Purchasing the supplies will be scheduled for June 1 - June 9. Laura H will price snack cakes at the Little Debbie warehouse which also has inexpensive options

E. Sunday morning - The committee will supply a 50-100 cup urn of coffee for Sunday morning, and it will be located next to registration and set up approx. 7-7:30am.

I. Outstanding Action Items

- . Obtain Letter of Agreement from Espresso A-Go-Go and have it reviewed by Host Executive Committee
- A. Finalize location of vendor

- B. Meet with Arnold/Treasurer to coordinate financial needs for supplies shopping
- C. Begin identifying shifts and coverage. Dale C has agreed to cover the hospitality room during the main speakers. All other committee members will identify times that they will provide coverage. A sign-up sheet will be available for others to be involved.
- D. Bring back to Hospitality Committee the Host Committee's recommendation or decision on funding for free coffee.

In Loving Service,
Deb W

Marathon:

No written report.
In Loving Service,
Dan W

Merchandise:

Good afternoon, everyone. The merchandise subcommittee met on 4-12-22. We only had 2 of us show up. We have been approved for the quantities listed below. After receiving the art work that was approved for the merchandise we met via Zoom and decided to increase the quantities of the shirts and also decided on colors. The women's shirts will be a teal green color and the tank tops and regular tee shirts will be split between red and blue.

Women's:

- S-15
- M-29
- L-29

Tank Top:

- S-10
- M12
- L-16
- XL-14
- XXL-10
- 3XL-10

Tee Shirts:

- S-20
- M-24
- L-28
- XL-28
- XXL-24
- 3XL-18
- 4XL-2

The quantities that we approved at the Zoom meeting on 4-18-22 are as follows.

Women's cut, total: 36

- M-7
- L-15
- XL-14

Tank top, total: 72

Red:

- S-5
- M-6
- L-8
- XL-7
- XXL-5
- 3XL-5

Blue:

- S-5
- M-6
- L-7
- XXL-5
- 3XL-5

Regular tee shirts, total: 252

Red:

- S-17
- M-21
- L-24
- XL-24
- XXL-21
- 3XL-16
- 4XL-1

Blue:

- S-18
- M-21
- L-24
- XL-24
- XXL-21
- 3XL-16
- 4XL-2

I reached out to 4 different vendors to get quotes one replied they did not have enough time to put together a quote. I did not get the artwork until Tuesday 4- 19-22. I was working out of town all last week, so I was doing everything from my phone. I did receive 2 quotes back from two different vendors (High Peak Sportswear and Basic Stuff 4 U. One was cheaper on the shirts and the other was cheaper on the mugs. I also failed to send the banner artwork to Basic Stuff 4 U. So, the only complete quote that I have is from High Peak Sportswear. Having tried to put all of this together last minute was challenging to say the least. I was not able to present this to my sub-committee to have a group consensus and give our recommendation, so I am asking the host committee to help with this since the host committee has to approve it.

In Loving Service,
Butch N

Program:

Greetings from the Programming sub-committee!!!

As the convention quickly approaches, programming is coming along nicely.

As of today, we are down to finding 8 workshop speakers and 16 chairpersons.

Howard B. will get the "clarity" statement and time limit signs for workshops. He will also print readings for each workshop room.

We also have an outline for each workshop chair to use as a guide.

We will be presenting a motion for basic text for Sat. night's main meeting.

Our next meeting is planned for May 2, 2022, at 7 pm via Zoom.

In Loving Service,
Morris B

Registration:

The Registration Subcommittee met on Zoom on April 2, 2022. Jake, Ginny, Mary, Heather, Alison, and Craig were in attendance. We discussed online activities, registration hours, the registration packet, and convention signage.

Over the past month and in the coming weeks, we are working to increase our social media presence to help encourage those who placed a deposit to complete their registrations using posts preceding emails and reminders to the ECCNA and Recovery RVA Facebook groups. We have also been working with Mike R. to add some options to the webstore to make it easier to convert deposits to convention registrations and have added an option for making newcomer donations in \$1 increments. Also, as of yesterday pre-registration for the convention has ended and the option to receive a "free gift" has been removed from the website. As of the cut-off date, we will be providing 148 pre-registration coffee mugs.

In recent conversations with a member of the AB, it was suggested that we might consider sending a letter to those who placed a deposit, but have yet to complete their registration, stating that if they do not complete their registration by 2-3 weeks prior to the convention (to give us time to provide VCU with a head count), their deposit would be forfeited and used to buy basic texts, in an effort to strongly encourage them to make a decision prior to the convention and relieve some of the stress at the registration desk. In speaking with the Host Committee Chair, it was suggested that if this was to move forward, it should be discussed as a group today.

As mentioned at the last meeting we have set the following schedule for the Registration Desk:

- o *Thursday 6-8PM, on-call until 10PM for late arrivals*
- o *Friday 12-7PM, on call until 10PM for late arrivals*
- o *Saturday 9AM-7PM*

o **Sunday 9-11:30AM (key/ID card collection)**

However, we are still awaiting guidance from VCU and the Host Committee regarding the location of key and linen distribution on Thursday night and key collection on Sunday morning. We have created a sign-up sheet using the hours above, divided into 2-hour slots. Our goal is to have 2 people and myself at the registration desk for the duration of the convention. I am happy to report that many slots have been filled, but we are still looking for additional people willing to give back what was so freely given to them! So, if you know of anyone looking for service work, please send them my way (Craig R | reg.eccna@gmail.com / 540-272-0113).

The AB has provided us with the “key contract” used for last year’s convention (included with this report) that will be edited to include costs for keys, ID cards, and linens and we are recommending that it be used at ECCNA 25. All those staying in the dorms will be expected to sign the document which states *“We are not charging a deposit on the key, ID card, and linens but you agree to pay up to \$140 if you don’t return all of these items at the end of the conference.”*

As approved at the last Host Committee meeting, the registration packet will include a silicone bracelet, name tags, and a coffee mug (for pre-registrants) and we will be working with the Merchandise chair to source these items from the chosen vendor in the coming weeks. We would like to extend a special thanks to the Arts & Graphics subcommittee, the Host Committee, and other subcommittee chairs that met to approve a design for the pre-registration mug.

Finally, we briefly discussed the signage that will be needed to guide attendees to the registration desk, but with uncertainties about the location of the dorm and parking garage in relation to the convention space, this discussion was tabled until we have more information from the Host Committee/VCU.

25th East Coast Convention Registrations - 04/23/2022

Count

Early Bird Full Package-Single 13
Pre-reg Full Package-Single 5
Full Package-Single 16
Early Bird Full Package-Double 24
Pre-reg Full Package-Double 6
Full Package-Double 35
Full Registration 49
Friday Registration 1
Saturday Registration 3
Thursday Lodging 37

Linens 24

Donations 245.62

Total Attendees: 152 Weekend Packages: 99 Men: 57 Women: 43 Couples: 11 Needs

We have several questions regarding convention logistics.

- Is there any additional information regarding handing out and returning keys/ID cards? ● Do we know the dorm and the parking garage that will be used for the convention? ● Has there been any progress regarding cashiers for the convention? Otherwise, who will be handling money?
- What is the time slot for the mandatory Subcommittee Chair meeting during the convention?

Budget

1. Registration Budget- \$2,550 / **Remaining \$1644.47**

- a. Mailings - \$180 / **Remaining \$138.66**
- b. Fliers- \$960 / **Remaining \$95.81**
- c. Packets- \$1,200
- d. Misc.- \$150
- e. Tickets- \$60

Receipts

- None

Our next Subcommittee meeting is scheduled for April 30, 2022, from 11-1 on Zoom.



Washington College will charge us if you do not return your key Sunday morning. If you have to leave early you can drop your key off at Public Safety. Otherwise, it must be returned at Gibson Hall Lobby to Washington College Staff. The key must be returned Sunday. It may not be mailed back. We are not charging a deposit on the key, but you agree to pay \$50 if you don't return the key at the end of the conference. Thank you for understanding and please be responsible.

I will return the key or pay \$50. Signed _____ & Print name

In Loving Service,
Craig R

Serenity Keepers:

All is well with Serenity keepers, Chair has been in contact with Greg F, Jeff H, and Bobby G, regarding Serenity keepers T shirts. I received the design forwarded from Jeff H last night. We had submitted a more basic design but, Subcommittee accepts the design as long as it still allows for the amount of T shirts needed per our budget. The subcommittee has a core base of volunteers. We are still reaching out to members to complete the needed amount. Chair has been in contact with various RC o's to round out our volunteers. There will also be a sign-up sheet at registration for any last-minute volunteers. Chair will be in contact with the secretary to set up the next zoom subcommittee meeting and it will be posted ASAP.

Loving Service,
Lee S

QUESTIONS/CONCERNS ON REPORTS

- Ed C to Chair- We now have a contract with linen company? (Chair- yes, we turned it into the AB on April 4th, I checked on it last week and they had not sent it in yet)
- Ed C to Chair- is the linen price still \$40? (Chair- no, it was changed to \$30 and has been updated on the website)
- Chair- been talking with registration chair about getting a description of the rooms for the people who got the weekend packages, the rooms are bare. No lamp, no coffee maker etc.
- Butch N to Chair- What is in the linen package? (Chair-Washcloth, hand towel, wash towel, pillow, pillowcase, sheets, and blanket.)
- Ed C to Site Liaison- do we know what dorm we will be in? (Site Liaison- Gladden)
- Ed C- Are we expecting covid guidelines in contract? If so, can you share with (Site Liaison-yes)
- Chelsea R- VCU is still requiring face mask, suggested registration put mask in registration packets.
- Craig R to Site Liaison- Where can the registration chair stand with keys Thursday night? (Site Liaison- front entrance of the dorm.)
- Craig R to Site Liaison- can we store linens in one of the rooms? (Site Liaison- yes)
- Chair to Site Liaison- have you asked VCU for a complimentary room? (Site Liaison- have not, will ask.)
- Chelsea R to Auction- several people have asked when will be the drawing for the t-shirt? (Auction- during auction)
- Butch N to Auction- I have some artwork in my vehicle from the last convention that I need to give to you today.
- Ed C to Auction- do we have an auctioneer? (Auction- yes, Jim C.)
- Craig R to Convention Info- would you be able to put on the website the dorm, parking, and the student commons? (Convention Info- yes, we are working on that)
- Ed C to Program- Convention Info will man the Convention table Friday 12pm-6:30pm and Saturday 9am-6:30pm
- Chair- QR codes to be dispersed throughout-parking garage, commons, etc. Arts & Graphics to help.
- Butch N- Can we consolidate all into one QR code? (Chelsea R- we can put all into one QR code if we have a website)
- Chair- QR code will fall under Convention Info, Seamus will work on it.
- Secretary to Serenity Keepers- suggested the t-shirt back logo be on the front of the t-shirt opposed to the back, how do we know they are hug squad if not on the front.

- Ed C to Serenity Keepers- will your subcommittee be okay with that design on the front of the shirts? (Serenity Keepers- yes.)
- Chair- fundraising for coffee, donation cans at registration, upcoming speaker jam use those funds for coffee.
- Secretary-will donate 1000 pack of sugar in the raw to merchandise.
- Chair- will site liaison look into having the coffee vendor outside? If outside they can take cash. But also, may need a permit to be on the street.
- Chair- looking to having an alternate place for the marathon meeting. The dorms will not work because you have to have a key card to get in the dorms.
- Chelsea R- Rams of recovery, speak to tom, just down the street to hold marathon.
- Seamus to Program- who are the speakers? (Program-Friday night Bryan P., Saturday night Patrick S., Sunday morning Cynthia Z.)
- Butch N to Program- what time on Friday and Saturday does the main speaker start and end? (Program- 7pm-9pm)
- Bryan S to Registration- can we get pre-registration coffee mugs for the 4 raffle winners? (Registration- yes)

OLD BUSINESS

Motion #4-4-22

Motion: change logo, no front shirt logo, move back logo to front. Basic Text blue, white writing, 40 shirts please.

Intent: to have well designed shirt.

Mover: Lee S

2nd: Butch N

Motion passed

Richmond Area PR:

Discussion:

- Chair- the Richmond Area would like to have a table near convention information.
- Ed C- Will you be providing the cards that have NA contact information on them? (Yes)
- Site Liaison- what size table and how many chairs? (Will only be one person at a time)

A straw poll was taken to allow the Richmond Area PR to have a table to hand out cards, the committee approved.

Open Cashier positions:

Discussion:

- Chair- We only have one place that we can take cash, so we need cashiers to man the table. So we need to create positions.

A straw poll was taken to allow the executive committee to come up with some requirements for cashier positions, the committee approved.

Books for Program:

Motion #4-1-22

Motion: Moving to have the purchase of two cases of the Basic Text through NAW's for Saturday night after the clean time countdown.

Intent: to use budgeted funds to purchase 2 cases @ \$326.60/case

Mover: Morris B

2nd: Howvard B

Motion passed

Discussion:

- Butch N- Will this take away any other line item's out of your budget? (No)
- Chair- are you getting hard cover or soft cover? (Hard cover)
- Secretary- suggested soft cover.
- Butch N- if we do not give all out at the convention, might not hurt to get 1 case hard, and case soft.
- Cheslea R- what is the clean time cut off for basic text? (We will give to any who do not have one)

Meal Tickets:

Discussion:

- Chair- originally, they told us that anybody who didn't purchase package, would go directly to cafeteria and purchase the meal. They are now saying they will give us coupons and we can sell them. We can sell them and get the tax-exempt status. We can make money on the tax-exempt difference.

Straw poll was taken to sell meal tickets at the convention and the executive committee will come back with the difference in cost at later date, the committee approved.

Coffee Vendor:

Motion #4-5-22

Motion: to utilize and have an agreement with Espresso A Go-Go as the coffee vendor for the ECCNAXXV.

Intent: to have coffee and other beverages available to attendees.

Mover: Deb W

2nd: Bryan M

Motion Passed

Discussion on Motion #4-5-22:

- *How much for coffee? (\$2 coffee, \$3 Lemonade, and \$2 water)*
- *Does the vendor understand about not receiving cash inside of VCU? Yes, we wanted to give them the option. Coffee coupons can be sold at the cashier stands inside.*

Merchandise order:

160 Pre-registration mugs

100 pink/black bands

900 black/pink bands

144 convention mugs

36 women's cut

72 tank tops

252 t-shirts

40 Serenity Keeper t-shirts

Tabled- will meet on Zoom, Wednesday April 27th at 6pm

Pre-convention T-shirts:

Motion# 4-2-22

Motion: to reduce the price of the remaining black pre-convention t-shirts to \$10

Intent: to get all the remaining t-shirts sold

Mover: Bryan M

2nd: Ed C

Motion Passed

VCU Contract:

Straw poll was taken to allow the executive committee to take care of the contract, the committee approved.

Dorm Rooms:

Straw poll was taken that we get all Suites, and any overflow can go to dorm style room, the committee approved.

NEW BUSINESS

Thursday Night Meal:

- Chair- looking for an idea, typically part of the program for those that show up early. Restaurant? Cafeteria? Food Truck?
- Chelsea R will get with Chair after the meeting, she has connections with food trucks.

Registration Deposits:

- Craig R- encourage people to convert their deposits over to registration packets.
- Deb W- if they do not convert, what happens with the money? (ECCNA will not take money, it will sit until next year, then the next year will carry over.)

Next Meetings:

- May 14th 12pm-3pm
- Walkthrough May 19th
- May 25th Zoom Meeting @ 6pm
- June 4th 12pm-

Open Forum:

Announcements

Motion to Close: Debbie W, 2nd Morris B

Jeff closed the meeting with the Serenity Prayer

Next Scheduled Business Meeting: May 14th @ Hatcher Memorial Church @ 1pm

