



25<sup>th</sup> East Coast Convention of Narcotics Anonymous  
Committee Meeting Minutes  
New Dominion, Peninsula & Piedmont Areas  
Held at Hatcher Memorial Church  
February 26, 2022 @ 1pm  
Quorum: 13

*Jeff H opened the meeting with the Serenity Prayer*

ECCNA purpose read by Debbie W  
Twelve Traditions read by Scott

Executive Committee				
Chair	Jeff H	Present	804-512-6222	fcbcjeff56@gmail.com
Vice Chair	Greg F	Present	804-895-4850	ghfuller718@gmail.com
Secretary	Tina S	Present	804-439-7777	tinajosmith79@gmail.com
Treasurer	Arnold S	Present	804-868-6108	arnoldsiderg@yahoo.com
Site Liaison	Tee T	Absent	434-242-1970	teetucker@hotmail.com

Subcommittee Chairs				
Arts & Graphics	Bob G	Present	804-721-5964	gillagain4@msn.com
Auction	Chris T	Present	804-239-5662	Christ51482@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		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	Absent	540-272-0113	reg.eccna@gmail.com
Serenity Keepers	Lee S	Present	804-665-3841	Leeshepherd30@gmail.com

**Motion:** to approve January Minutes- \*not recorded

## Executive Committee Reports

### Chair:

Hello Family,

Over the past month we have been busy, I have been helping Programing by attending their meetings, I have been helping with times and rooms and helping where I can. They have been busy this past month. They still need help if anyone is interested, please contact Morris.

I've also been working with Fundraising and Entertainment. They have a busy March, they can use help helping all the fundraising, setting up and breaking down some of the events. Please contact Bryan if you would like to help.

Convention Information seems to be on task with their duties. Both Convention Information and Registration has done bulk emails. It has been reported to me that some of these emails are going into spam folders. If the reciprocate isn't expecting the email, it may get lost.

I have been in touch with Arts and Graphs and asked them to bring the preconvention mug design here today for review. We need to have our logo and banner design presented at the March host meeting ready to be approved.

I have been in contact with Serenity Keepers, they requested that I be present in their subcommittee, I wasn't able to attend.

Merchandise and I have had regular contact and working together to get the Tie-die t-shirts ordered. We need to decide on tie dye shirt sales price.

Tee and I have been in contact with VCU working on convention details, we did take the subcommittee chairpersons in for a walkthrough this past Tuesday. I believe a lot of questions were answered. Since Tee isn't present today, please write in your report any questions you may have. Tee and I had a zoom meeting to follow up on the walk through, Tee will report on this meeting, I will try and answer any question you may have.

In new business I would like to discuss our host committee meeting for the remainder of the year. Our next host meeting will be March 26<sup>th</sup>, 2022, from 1-3pm.

In Loving Service,  
Jeff H

### Vice Chair:

Dear family,

I don't have a lot to report but here goes I just checked the PO Box and there was one large envelope for Morris and 6 returned letters addressed to different areas. I will distribute to Ed and Morris.

I did attend the Convention Information meeting and they are on the ball! I still have leftover shirts and cash from sales at AVCNA which I hope to give to Brian and Arnold. I also received a bag of assorted t-shirts that were donated for auction.

I did not attend the AB meeting as I was late getting home that day. As always, thanks for allowing me to serve.

Thanks for letting me serve this body.

In Loving Service,  
Greg F

**Secretary:**

All is well, thank you to all who have already sent me your reports.  
In Loving Service,  
Tina S

**Treasurer:**

Sorry I missed the last meeting. I had covid. The checking account is good. I did write 2 checks one for a \$50 refund that was a rush and owed the other was for \$500 which was a deposit for the shirt order. The total cost is \$ 982.33 both checks have cleared. I made a mistake on my last report saying our fundraising was \$9374. It is \$7284 I added an amount of \$2080 which is on the bank account as a withdrawal from the advisory board and I have spoken to them already about this. So, our bank balance is \$1750 as of today.

In Loving Service,  
Arnold S

**Site Liaison**

Hello Family,

Unfortunately, I am unable to attend this month's meeting due to a family obligation.

On Tuesday February 22 I attended, with representatives from our sub committees, a walk thru of the VCU Commons building. I believe a lot of the questions were answered. If there are still some questions, please let me know and I will get them answered.

On Thursday February 24 I attended, with the chair, a zoom conference with Kelly the event coordinator at VCU and Nicole the Summer conferences rep to go over the updated meeting space proposal and the overall proposal.

VCU summer conference contract is still with their legal department, and they are waiting on seeing the other Virginia public colleges contract before using theirs.

VCU has approved housing for summer conferences. We have also been moved again. We are now back they originally proposed to us. Gladding Residence Center. This is one of the newer dorms. It is next to the parking garage and closer to Commons Building where we are holding all the meetings. VCU has also given us some extra meeting spaces in the Commons building for free.

With the proposed number of attendees to the convention they are now requiring that we have a VCU police officer at all times during the convention. This is something new that wasn't previously disclosed. We knew about having a police officer present if we were having cash on site. We previously worked through that by adding the concession room in the Commons Building. This is the only room that there can be cash without a police officer. This is a work in progress and more will be revealed in the upcoming weeks. I hope to have a resolution on this by our next host committee meeting.

Even though they are having summer housing, they are no longer offering linen service. They gave me the contact for who VCU has used in the past and I have reached out to them, but as of Friday at 3PM I haven't heard back from them. I will keep calling and look into other linen services.

The meal prices have also increased by an average of 8% per meal or a total of \$5.41 per person for all 5 meals.

Kelly, our event coordinator with VCU, needs to get our schedule ASAP. She needs this so she can give us a more accurate account of VCU staffing needed to support our convention and take care of other things on her end.

I am not very happy about some of these changes but will work through it and try and get us the best outcome possible. However, I am getting very excited about the convention itself.

In Loving Service,  
Tee T

### Area Representatives

#### New Dominion:

All is well from Area, we met on 02/13/22. I do apologize for my absence 2 months in a row I had class and now I am currently at TACNA! Special Events donated the tie dye equipment that they had to help lower some of the cost. Courthouse Freedom will be hosting a BBQ on April 23 from 12-6 at 1500 Courthouse Rd North Chesterfield in the back corner at the pavilion behind the church, they will be having a 50/50 raffle and the Convention package raffle will be drawn at the end of the evening. Flyer attached

ILS,  
Chelsea R.

#### Peninsula:

Spreading the word.  
In Loving Service,  
Dave H

#### Piedmont:

Absent, no report  
In Loving Service,  
Kermit O

### Subcommittee Reports

#### Arts & Graphics:

Oral Report.  
In Loving Service,  
Bob G

#### Auction:

We had a meeting on February 6<sup>th</sup>. We sorted out t-shirts. We are going to have 2 quilts made. Russel M will be taking shirt and plastic cup to sell at convention in Kentucky. I will be taking shirt and ring to raffle at convention in South Carolina.

In Loving Service,  
Chris T

### **Convention Information:**

Thanks go out once again to the committee members for their hard work and perseverance.

The committee helped me edit an email that we sent to twenty RCO's, treatment centers and recovery houses. We are adding facilities to our list as we become aware of them. Any suggestions from this committee about other facilities will be appreciated. We've had encouraging responses from the emails. Sarah Scarbrough with REAL Life will be getting day passes for at least 50 of their participants and Jesse W. at McShin will be getting 35 weekend passes.

We are currently looking at "press statements" from other conventions and we will be creating one that will be read in all workshops and meetings.

I attended the walk-through at VCU. After viewing the space, we would like the Convention Information table to be located adjacent to the Registration tables.

I will be submitting receipts for the following budget items:

Convention Information (mailing)      \$52.69 Seamus C.

Registration budget (flyers)            \$41.34 Ed C.

Entertainment and Fundraising (tie dye ink/supplies) \$155.79 Ed C.

In Loving Service,

Ed C

### **Entertainment & Fundraising:**

Hello everyone, the fundraising and entertainment committee met twice last month. We discussed the upcoming events in the coming months. The raffle tickets for the registrations are being sold. We also started discussion on the convention entertainment, possible dances, comedian, karaoke and different live acoustic musicians. Upcoming fundraiser events: Tie-Dye party March 5<sup>th</sup> at Hatcher; Bingo Night March 26<sup>th</sup> at Hatcher; picnic at Courthouse Freedom April 23<sup>rd</sup>.

In Loving Service,

Bryan M

### **Hospitality:**

Hello NA Family,

The Hospitality Subcommittee met On Wednesday 2/16/22 at 8pm through Zoom with 4 committee members, Deb W, Laura H, Dale C, and Enid O. There was minimal to discuss as the various questions the committee had for the Host Committee were not able to be answered by that time. While most of the questions have now been answered, decisions and recommendations were not able to be made in time for today's Host Committee meeting.

The committee attendees asked Deb W to attend the VCU walk-through on 2/22/22 as no one else was able to go. Enid O recommended that pictures be taken during the walk-through and sending out to the committee for review in order to make final recommendations regarding room, coffee service, and water supply.

The Hospitality Chair attended the walk-through and was able to get answers to outstanding items:

1. We can serve coffee in any way we choose - whether making ourselves or hiring a vendor.
2. Outside food and drink is allowable in the rooms we would consider for hospitality.
3. There are various water fountains around and turned on which also have the ability to fill tall water bottles.
4. There are 2 kitchens on the 2nd floor with sinks that can be used to fill coffee urns.

5. There are several options for us if we want to charge for coffee or snacks that do not involve cash. One would be electronic through coordination with the Treasurer. Another suggestion from Jeff H is for attendees to be able to purchase coffee coupons in the same area as registration so that no monies need to be exchanged in the Hospitality Room.

The committee is now able to move forward with making decisions that will drive our recommendations for what we are providing. The focus of our next meeting will include developing a more specific line-item budget that includes whether or not we are making coffee or requesting a vendor. We will also be able to move forward on having the signs made that include a directional sign for the hospitality room. The committee will be asked to make a decision regarding the use of the pool tables in the room as well as streaming the main speaker Saturday night as the room has multiple wall TVs.

We have no questions for the Host Committee at this time.

In Loving Service,  
Deb W

**Marathon:**

Absent, no report.  
In Loving Service,  
Dan W

**Merchandise:**

Good afternoon, everyone. The merchandise subcommittee met on 2-8-22. We only had 2 of us show up.

We discussed the tie dye party and if we should have people doing their own shirts. I believe that we will try this route.

I participated in the walk through on 2-22-22. I feel that there is plenty of space to have two alternative merchandise vendors as well as room for the taper. We will have the required amount (3) of proposals to present to the host committee next month.

There was an issue with the artwork that we sent to the printers with white being in the logo and it was brought to my attention that the tie dye ink may bleed on to the logo and it needed to be removed. After conversations with the committee chair and arts and graphics chair it was agreed to remove it from the logo. Arts and graphics reached out to the graphic designer to do this but his whole family was sick and stayed sick for a long period. I waited as long as I could and at that point reached out to the printer and he agreed to recreate the logo to remove the white print and go ahead with the printing of the shirts. Unfortunately, this took a lot of time. I spoke with him yesterday evening and he told me they should ship on Monday. He seems to think that he will have them to us before next Saturday. I know this is cutting it very close but under the circumstances this is the best that I was able to do. We will get ½ of the shirts and Mike R in Maryland will be getting the other ½ delivered to him and tie dye them up there.

In Loving Service,  
Butch N

**Program:**

Good afternoon, Host committee. Programming sub-committee is making progress. We had a Zoom meeting on 2/20/22 @ 1:30pm. 5 people were in attendance. We discussed scheduling, workshop topics,

and main speakers. We decided to shore up times & rooms for convention. Alan B. stated that he would attempt to have main speakers sorted out.

On Tuesday, 2/22/22, members of sub-committee's did a walk through @ VCU student commons. That was very enlightening, and we got a better sense of rooms for convention.

On 2/26/22, sub-committee met, and we have a rough draft of spaces & times for convention. We also received 2 submissions for main speakers, and we discussed recording proposals.

In Loving Service,  
Morris B

**Registration:**

Hello family, sorry I am unable to attend today. Special thanks to Jake for filling in for me today and thanks to Ginny T. for filling in for me on the tour of the VCU facilities last Tuesday.

The Registration Subcommittee met on Zoom on February 5, 2022. Jake E, Brian P, and Craig R were in attendance. We discussed the distribution of the confirmation letter through MailChimp (thanks for the recommendation, Deb) and letters were sent on February 6 to the email addresses provided by 92 pre-registrants. Campaign stats are as follows: 2 of the 92 emails bounced due to bad email addresses, 34 emails were opened, and 17 people clicked on the link provided to complete their registrations. In conversations with the Host Committee Chair, he mentioned that his email was redirected to his spam folder and has recommended that we resend the emails, perhaps preceded by a post on Facebook to let everyone know the email is coming. I have enlisted my better half to provide notifications in advance of the next disto which will be coming in the next couple weeks.

The emails and distribution of the Registration flier at AVCNA appear to have generated some buzz, but we still have a long way to go. Registration numbers are as follows.

**25th East Coast Convention Registrations - 02/26/2022**

**Count**

Early Bird Full Package-Single 4
Pre-reg Full Package-Single 5
Full Package-Single 0
Early Bird Full Package-Double 2
Pre-reg Full Package-Double 3
Full Package-Double 0
Full Registration 12
Friday Registration 0
Saturday Registration 0

## Thursday Lodging 5

### Linens 4

On February 22, Ginny T joined members of the Host Committee and the chairs of other subcommittees for a walk through of the facilities at VCU. Two locations were discussed for the location of the registration table. We have discussed the locations and are prepared to vote for our choice based on our group conscience.

Finally, we are entering the home stretch before the convention, and we are eager to share some of the Registration fun with others! If you know of anyone who is looking for a service position with a definite end date, please send them our way. We will also be posting advance notice of our meetings in recovery groups on Facebook moving forward in an effort to increase awareness of our need.

Our next Subcommittee meeting is scheduled for March 5, 2022, from 11-1 on Zoom. Needs

- None

### Budget

#### 1. Registration Budget- \$2,550 / Remaining \$1964.47

a. Mailings - \$180

i. -\$41.34 (Convention Info-100 single page mailers on/about 1/15/2022) --

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**Remaining \$138.66**

b. Fliers- \$960 (shared with other subcommittees)

i. -\$224.19 (1000 Pre-registration flyers on 9/27/21)

ii. -\$320 (Host Committee-1000 Tri-fold fliers on/about 1/15/2022)

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**Remaining \$415.81**

c. Packets- \$1,200

d. Misc.- \$150

e. Tickets- \$60 (shared with Events and Fundraising?)

### Receipts

- None

In Loving Service,  
Craig R

### Serenity Keepers:

All is well with Serenity Keepers. We are in the process of gathering our hug squad/wristband checkers. Our goal is to have 30 service workers with designated time slots. Our next subcommittee meeting will be by ZOOM 3/15/22 @7:30pm

Loving Service,  
Lee S



## QUESTIONS/CONCERNS ON REPORTS

- Greg F to Arts & Graphics- If you choose a colored t-shirt, will the price go up? (Arts & Graphics- Yes)
- Debbie W to Arts & Graphics- Is there a price change on each logo? (Arts & Graphics-No.)
- Dave to Fundraising- do you have any extra raffle tickets, would like to take some back to the peninsula area.
- Dave to Fundraising- what is the cost of the BBQ at Courthouse Freedom? (Fundraising-suggested \$10)
- Jeff H to Hospitality-at your next scheduled meeting will you decide on coffee? (Hospitality-yes)
- Shamus to Program- How many main speakers? (Program- 3 main speakers for Friday night, Saturday night and Sunday morning. Still working on Friday night speaker.)
- Debbie W to Registration- What was the email address used for pre-registrations sent out? (Registration-ECCNA Registration)
- Jeff H to Registration- I would like to know the percentage of gender for the dormitories.
- Greg F to Registration- When did the pre-registrations email go out? (Registration-February 6<sup>th</sup>)

## OLD BUSINESS

### *Pre-Registration Mugs:*

#### **Motion #02-1-22**

**Motion:** to leave the pre-registration mug design as is.

**Intent:** it is a free mug.

**Mover:** Bryan M

**2<sup>nd</sup>:** Greg F

**Tabled**

### *Pre-convention T-shirts:*

#### **Motion #02-2-22**

**Motion:** to sell remaining (30) pre-convention t-shirts for \$15

**Intent:** to sell all remaining t-shirts.

**Mover:** Butch N

**2<sup>nd</sup>:** Bryan M

**Motion passes**

### *Tie-Dye T-shirts:*

#### **Motion #02-3-22**

**Motion:** to sell short sleeve shirts for \$15, and long sleeve for \$20 when the t-shirts are purchased prior to being tie-dyed. Tie-dyed short sleeve will be \$20 and long sleeve \$25

**Intent:** to make the shirts affordable

**Mover:** Butch N

**2<sup>nd</sup>:** Bryan M

**Motion passes**

**Discussion on Tie-Dye event:**

- Lee to Chair- Can RCO's and treatment centers attend and bring their own t-shirts, so they can participate? (Straw poll taken, committee agrees that RCO's can tie-dye but will have to wait til the end of the tie-dye event)
- Will need trusted servants by 11am the day of the event to set up tables.
- Mike M has offered to supply 5-gallon buckets.
- Arnold S will be at the tie-dye event to collect money.

**Breakfast:**

- Bryan M will be there the day of with NDANA Special Events with mugs, shirts and raffle tickets
- Scheduled for March 12<sup>th</sup>

**Piedmont Fundraiser:**

- March 19<sup>th</sup>, no details. Jeff will find out.

**Bingo:**

- Scheduled for March 26<sup>th</sup>.
- Sean only wants to do bingo, no selling of merchandise.

**CPRCNA:**

- April 8<sup>th</sup>-10<sup>th</sup>
- Jeff- to committee- in need of 3 or 4 committee members to attend so we can sell merchandise, etc.

**Raffle:**

- Bryan M handed out raffle tickets to several committee members to be sold.

**Entertainment:**

*Comedian-*

- Bob Perkell
- Requesting for us to pay for transportation and 2-night stay in a hotel.
- Will want split profits on door sales. Pre-sales \$10, at door \$15
- Straw poll was taken, the committee did not approve.

*DJ-*

- Wes S
- Straw poll was taken, the committee approved Wes S as DJ

*Equipment-*

- Larry R is requesting \$100 for setup of equipment
- Straw poll was taken, the committee approved Larry R for equipment.

**Program- Main Speakers:**

*Saturday Night Speaker-*

- Patrick S- straw poll was taken, the committee approved Patrick S as Saturday night speaker.

*Sunday Morning Speaker-*

- Cynthia Z, straw poll was taken, the committee approved Cynthia Z as Sunday morning speaker

## NEW BUSINESS

### *Proposed Host Committee Meeting Dates:*

- March 24<sup>th</sup>, May 14<sup>th</sup>, May 28<sup>th</sup>, & June 4<sup>th</sup>

### Open Forum:

### Announcements

- None

*Motion to Close: Debbie W, 2<sup>nd</sup> Bryan M*

*Jeff closed the meeting with the Serenity Prayer*

***Next Scheduled Business Meeting: March 24<sup>th</sup> @ Hatcher Memorial Church @ 1pm***