



25th East Coast Convention of Narcotics Anonymous
Committee Meeting Minutes
New Dominion, Peninsula & Piedmont Areas
Held at Hatcher Memorial Church
January 29, 2022 @ 1pm
Quorum: 11

Jeff H opened the meeting with the Serenity Prayer

ECCNA purpose read by Tee T
Twelve Traditions read by Mark

| 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 | Absent | 804-868-6108 | arnoldsiderg@yahoo.com |
| Site Liaison | Tee T | Present | 434-242-1970 | teetucker@hotmail.com |

| Subcommittee Chairs | | | | |
|---------------------|----------|---------|--------------|--------------------------|
| Arts & Graphics | Bob G | Present | 804-721-5964 | gillagain4@msn.com |
| Auction | Vacant | | | |
| Convention Info | Ed C | Present | 804-338-9477 | ehc123@verizon.net |
| Enter & Fundraise | Bryan M | Absent | 757-635-7414 | Bryanmiller486@gmail.com |
| Hospitality | Deb W | Present | | debwolfflcsw@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 |

Motion: to approve December Minutes

Mover: Butch N

Second: Morris B

December minutes approved

Executive Committee Reports

Chair:

Hello family, We have had a busy month. After our last host meeting getting our registration flier produced was the priority. The Executive met on December 30th to discuss the registration prices to present to the Advisory Board. The AB met on January 3rd and set our prices. Registration then helped to put all the correct information and prices on the trifold, we then had to get our graphics designer to complete the final product. Once that was complete, we had to get final approval on the complete flier from the Advisory board. We used Roy's printing to print 1000 trifold fliers. We did have the trifold flier ready and did distribute at the AVCNA. I'm telling you all the whole process because if I have pissed you off pushing to get this done, I apologize.

We got our Web store up and running thanks to Craig R Mike R. there were a few things that needed to be added, that may have been fixed.

I met with Arts and Graphics, Merchandise, and Fundraising to try and plan our spring fundraising, Today A&G was asked to bring artwork for approval for a tie-dye shirt. Hopefully we can approve an order of white shirts today. We have a location and date for the Tie-dye fundraising event, Hatcher Memorial Church March 5, we have the parking lot all afternoon. I have asked A&G, and Merchandise to help Fundraising with this event. The idea is to have white shirts for sale and those who attend can purchase a shirt and tie dye it for themselves. The remaining shirts would be tie-dyed for resale for other events.

I have talked with Hospitality a few times, they have asked a few questions that I have not been able to answer, still waiting for VCU to get back with us.

I started working with program and we have met twice this month, First meeting I suggested to break up the duties which was done, the second meeting I met to help break down the meeting spaces. I feel good about what we did this month, but there is still a lot of work to be done. Please contact Program if you are willing to help them out.

I have had several conversations with Registration and Convention Information and feel they are both on task.

I have spoken to Serenity Keeps, they are out of the loop, I hope they are here today.

I have been in touch with Chris T., and he is willing to do Auction.

We need to help Fundraising with some of their duties.

Tie dye event March 6

Spiritual Breakfast March 12

Bingo March 26

Other events coming up that we can attend and pass out fliers and maybe sell merchandise are TACNA, Pearls of Recovery, CPRCNA.

We are considering going cashless but still need to figure out a few details, again we are waiting to hear back from VCU with a few answers.

We are still waiting to hear about our tax-exempt status. We are waiting to hear back from the state of Virginia

Our next meeting will be held February 26, 2022, here 1-3pm Hatcher Memorial Church

In Loving Service,
Jeff H

Vice Chair:

I don't have a lot to report but wanted to thank everyone for helping get the flyer proofed and ready for print. A big shout out to Eddie for the great design! We were able to give out a bunch at the AVCNA last weekend.

I did get with Brian and took the fundraising shirts to the convention. We only got an hour to sell them but did manage to sell 12! We sold out large and XL. I have checked the PO Box several times with no mail as of me typing this report. I will check on the way to host meeting to check again. Please try and help any subcommittee that needs support so we can meet our timeline items.

I did attend the Hospitality meeting and gave them some information and also raised a few questions that need to be answered by VCU. We still need more clarification about cash and donation jar.

I have also been abreast with the Convention Information committee and also attended the Program meeting which was very productive!

I also wanted to give another shout out to John M for all of his hard work with addresses and emails to the different areas and regions!

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:

Hello. Balance as of 12 13 \$ 1502.74 on 1/14 I paid over the phone \$ 319.24 leaving Balance of \$1183.50. Butch gave me \$160 from shirt sales i had \$ 100. For a total of 260. I did not deposit this because I was waiting on the money from the convention t shirt sales. \$9364 total fundraising money. 4 books this month for rent since I was not there last month to pay rent.

In Loving Service,
Tee T

Site Liaison

Hello Family,

I recently attended the 39th AVCNA were I helped sell some of our preconvention T-shirts with the vice chair prior to my commitment to the VRCC. At the time I left we had sold 10 T- shirts. The piedmont area held a holiday party/fund raiser for the ECCNA convention on December 18, 2021. Half the proceeds from the event were donated to our host committee. I gave the chair a check for \$117.75 from the Piedmont Area at the AVCNA. At this time, I am not sure if the Piedmont area will hold another fund raiser. More will be revealed.

I have made several attempts every week to reach my contact at VCU with minimal success until this past week. She has thanked me for my patience during the process, while her main focus has been dealing with the returning Spring semester students and the Omicron variant. My contact was hopeful

to be able to send me the contract earlier this week for meeting spaces, parking, and dining, while we waited for the Public Health Response Team (PHRT) on the summer housing. Unfortunately, she was unable to get the updated contract for summer events. The updated contract for summer event that they will be using is still currently with their legal department. She hopes to have it within 2 weeks to use so we can make it official by mid-February. Conference services are also waiting on VCU's PHRT response for summer housing requirements. Sad to say it didn't make the agenda this week, but my contacts supervisor has reached out to each member individually. The supervisor and my contact feel positive we will be able to move forward with the housing in a couple of weeks, with only a few tweaks requested by the members. There are several changes I have requested to our current written proposal, but they are all on hold until they get the contract back from legal.

In Loving Service,
Tee T

Area Representatives

New Dominion:

All is well from Area Service. Special Events has announced the date of March 12th 9-12 at M3 Church for the spiritual breakfast AND Back Door Group will be hosting a Bingo fundraiser on March 26th starting at 6pm at hatcher memorial church. All proceeds will be donated to the ECCNA.

ILS,
Chelsea R.

Peninsula:

Nothing.
In Loving Service,
Dave H

Piedmont:

Announced at ASC 2 weeks ago about ECCNA request for tie dye work, gave email as contact, no responses. I have spoken with Jeff, the Chair about Piedmont members will be called on to come to Richmond for the tie dye party.

In Loving Service,
Kermit O

Subcommittee Reports

Arts & Graphics:

Met with Jeff and Chelsea R at the 39th AVCNA in Harrisonburg, VA on Saturday the 22nd of January. We have 4 designs of the tie dye t-shirts to choose from. The suggestions for the design of the banner have closed and the top 10 or so will be presented to the committee.

In Loving Service,
Bob G

Auction:

*committee minutes, pdf attached

Convention Information:

The Convention Information committee met twice this month to stay on our timeline for contacting Regions and Areas on the east coast. Huge thanks go out to John M, Seamus C, Russ N and Sammy T for their support and service.

We have contacted all Regions involved in ECCNA by emailing them our one-page flyer or referring them to the East Coast website through a form email on their webpage. And we made attempts to contact all 265 areas.

We will meet in person tomorrow to do an "old-school" snail mailing to 78 Areas for which we have physical addresses and no emails. Seamus C volunteered to provide envelopes and stamps. Russ N volunteered to provide pre-printed address labels. I had 100 flyers printed for this mailing and am requesting reimbursement in the amount of \$41.34.

We are currently compiling a list of contact information for RCO's, treatment centers and recovery houses. They will be contacted with a proposal for reduced rate registrations for their clients.

P.S. I posted our updated flyer on 30 Facebook recovery pages. Emailed NA.org requesting them to post our updated flyer on their events page.

Our committee is requesting reimbursement of \$52.69 from our mailing budget.

In Loving Service,
Ed C

Entertainment & Fundraising:

Absent, no report.

In Loving Service,
Bryan M

Hospitality:

Hello NA Family,

The Hospitality Subcommittee met On Wednesday 1/19/22 at 8pm through Zoom with 4 committee members and Host Committee Vice Chair in attendance. Details are as follows:

1. Discussed and agreed on the hours the Hospitality room will be staffed assuming no changes or other recommendations from Host Committee or VCU.

Hours

- a. Fri - 8-12 set up 12-11 open
- b. Sat 8 - 12 open
- c. Sun 6-12 Dorm Lounge

2. Discussed asking for donations and/or charging for coffee and snacks and asking for coffee pot donations from home groups. It was brought to our attention that coffee may not be allowed to be served as per VCU. Before we can make a recommendation or decision, there are questions we would like

to ask during New Business. If we can serve coffee, committee will contact Treasurer Advisor for amount of supplies purchased in the past.

3. Recognized that we will need most of the extra help on Saturday and will start to ask people in the area to sign up for a shift as we get closer to the convention.

4. Reviewed a draft of supply needs and corresponding budget. Initial draft is over the budget, but we know we have time to further look at pricing, deciding on what might not be needed, and will further depend on some feedback from Host Committee. INITIAL DRAFT attached with knowledge that there will be changes.

5. A longer discussion was had about entertainment that might be in the hospitality room. Committee was of mixed mind about this and settled first on letting entertainment or programming guide some of this. Additionally, it was brought up that putting music on in the room had pros and cons. The negative was that choices in music were too subjective.

6. Committee will be meeting on the 3rd Wednesday of the month ongoing.

Questions for Host Committee/New Business/Committee Chairs

1. What is allowed to be served? Are there products that we are not allowed to serve? Is outside food/drink allowed? Do we know if water fountains will be working?
2. Is there a Paypal and/or Venmo ability?

In Loving Service,
Deb W

Marathon:

I regret to inform the committee that I will not be on attendance today due to conflicting service arrangements. There is no pertinent information that the subcommittee needs to pass on to the host committee at this time. I look forward to seeing you all next month.

In Loving Service,
Dan W

Merchandise:

Good afternoon, everyone. The merchandise subcommittee met on 1-11-22. We discussed how many vendors that we could have at the convention, and we can have more than one. The vendors will have to be approved by the AB. I would like to ask the Host Committee for suggestions on a cutoff date for the vendors to send in applications/proposals and have it put on the ECCNA 25 website. The intent for this is to eliminate last minute proposals.

We also discussed having a special edition shirt for the host committee participants.

We talked about the mugs for early registration gifts and like the artwork with the hands with the word hope. We think it would look really nice on a colored mug (basic text blue).

We have been working on a formula for how many of each size shirts. In November we come up with some sizes for a ½ gross. But we are now looking at getting a full gross of shirts with 1/3 being long sleeve so that would be 48 long sleeve and 96 being short sleeve. The tie dye party is inattentively on 2/5/22 here at Hatcher. Coming up with a formula that works well is important. I would really like to sell out on Sat. night. When we were doing a ½ gross we had come up with

- Small-10
- Medium-10
- Large-20
- X Large-20
- XX Large-7
- XXX Large-5

But since we want to split these up between long and short sleeve, I think a percentage based formula would work best. I'm thinking

- S-15%
- M-26%
- L-23%
- XL-19%
- 2XL-8%
- 3XL-6%
- 4XL-2%

Any feedback would be appreciated.

I received 41 pre-convention shirts back from the areas that had them and handed them over to Fund Raising. I also took Arnold the cash I had to be deposited I believe it was 140.00 he did provide a receipt.

In Loving Service,
Butch N

Program:

The sub-committee met via Zoom on 1/25/22. Initially, we experienced technical issues because another meeting was scheduled at the same time. I opened up a new account and we had a 45 minute meeting because that's all that's allotted for a free account.

The meeting was opened with The Serenity Prayer.

Jeff H. & Greg F. were in attendance, along with 6 members including myself.

Appreciation was given to David B. for all of his efforts since the inception of this sub-committee.

Matt C. was appointed vice-chair.

Committee decided to divide tasks among sub-committee members.

Alan B. & Chris C. have taken on the responsibilities of vetting speakers from submissions. They have been given access to Dropbox and have started their process.

Scott M. asked for the info for Dropbox for the purpose of making it more accessible for anyone wishing to make submissions. There were issues with people being able to access it. To my knowledge, that issue has been resolved.

We have received quite a few submissions and interest appears to be picking up.

Jeff H., Matt C., Shannon C., & I decided to meet on 1/27 to discuss room availability in the venue for speakers and workshops. We also discussed the schedule for the convention and a rough draft of times is being made now. We have fleshed out some of the details and plan on meeting twice in Feb.

Things are seeming to come together, and we are all very excited and hopeful about June. Thanks for the opportunity to be a part of.

Zoom meeting- 2/8/22 @ 7pm

F2F meeting at Hatcher 2/22/22 @ 6:30pm

In Loving Service,
Morris B

Registration:

The Registration Subcommittee met on Zoom on January 15, 2021. Ginny T, Russ N, Brian P, and Craig R were in attendance. We discussed the ECCNA 25 registration roster and ECCNA 25 confirmation letter and working with Arts and Graphics to come up with a design for the limited edition coffee mug.

Over the last month, most of our efforts have been focused on finalizing the Registration Form and working with the VP of the AB to remove the deposit option from the webstore and replace it with options for purchasing registrations, packages, and additional items approved by the AB.

We worked with Arts and Graphics to prepare content for a tri-fold registration flier and the Host Committee Chair ensured copies were printed and ready for distribution at AVCNA last weekend. A single-page flier was also prepared for Convention Information for digital distribution.

As of last week, the old pre-registration web page, and the option to place a deposit for ECCNA 25, have been retired and replaced with an entirely new webstore. The new webstore includes options for purchasing weekend packages, day/full registrations, Thursday night lodging, and linens and as of a couple of days ago includes options to allow those that placed a deposit to complete the registration process.

Our ECCNA 25 Registration Roster has been redesigned to work better with the data from the new webstore and was updated today (01/29/2022). We inherited 11 deferred registrations/deposits from last year's convention and received a total of 129 deposits for ECCNA 25. And we are excited to say that registrations (not deposits) for ECCNA 25 are now coming in. The breakdown of registrations to date is as follows

| | Count |
|----------------------------------|-------|
| Deferred Registrations/Deposits: | 11 |
| ECCNA 25 Deposits: | 129 |
| Early Bird Full Package-Double | 1 |
| Early Bird Full Package-Single | |
| Pre-reg Full Package-Double | 1 |
| Pre-reg Full Package-Single | |
| Full Package-Double | |

| | |
|-----------------------|---|
| Full Package-Single | 2 |
| Full Registration | 7 |
| Friday Registration | |
| Saturday Registration | |
| Thursday Lodging | 2 |
| Linens | 2 |

At our last subcommittee meeting, I presented content and a design for the confirmation letter to be sent to everyone who placed a deposit. I have printed up some copies of the draft and passed them around. The hope was to include some of the graphics from the registration fliers to help the email stand out, but I am not sure if it is possible to send an email with embedded graphics without it getting flagged as spam. In either case, the text on the handout is what we think should be included in the confirmation letter. If anyone has any advice on emailing graphics and/or the content of the letter, please let me know and we will adjust accordingly. Now that we are no longer receiving registration deposits, we would like to get this letter finalized so that we can begin sending it out in the coming weeks.

And lastly, I have begun discussions with the head of Arts and Graphics regarding options for the limited-edition coffee mug and should have more to report at our next meeting.

In the coming weeks, we will be:

- revising the registration roster to streamline data entry from the webstore
- begin distribution of confirmation letters
- working with A&G to finalize a design for the pre-registration coffee mug

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

Needs

- None

Expenditures

- Total Printing Budget: \$960
 - 1000 ½ page fliers: \$224.19
 - 1000 tri-folds forms: \$320
 - 100 Mailers:\$41.34

Remaining Printing Budget: \$376.47

Receipts

- None

In Loving Service,
Craig R

Serenity Keepers:

All is well with Serenity keepers. We have submitted our T-shirt design to Art and graphics. In the next couple of months, we will be formulating and gathering other members to support us At the convention. We would request a layout of the facility to better plan the placement of our subcommittee members.

Loving Service,
Lee S

QUESTIONS/CONCERNS ON REPORTS

- Registration Chair to Chair-someone needs a refund on their deposit, how can I return the money to the registrant? (Chair-get with our treasurer and he can write a check)
- To Site Liaison-Is there a possibility that we may not be able to hold the convention due to omicron variant? (Site Liaison-looks hopeful, we have back up plan if not VCU)
- Site Liaison to Hospitality- Can only have Pepsi products at VCU.
- Program-not clear on how to send speaker tapes, will need to get with ECCNA webmaster to figure out.
- Kermit to Serenity Keepers-suggest having huggers have all 3 covid shots

ELECTIONS:

Butch N nominated Chris T as ECCNA25 Auction Chair, 2nd by Tina S. *Nomination was approved by the committee.*

OLD BUSINESS

None

NEW BUSINESS

Fundraiser T-shirt Design-

-Arts & Graphics Chair provided optional designs, the committee took a straw poll and chose the 3rd design. Pdf attached to email.

Merchandise white T-shirt order-

Motion #1-1-22

Motion: to purchase a full gross of T-shirts for our tie dye party on 3-5-22 with 1/3 being long sleeves, 48 long sleeves and 96 short sleeves. Long sleeve numbers: S-5, M-7, L-11, XL-12, XXL-10, 3XL-2, 4XL-1. Short sleeve: S-10, M-14, L-24, XL-24, XXL-19, 3XL-4, 4XL-1.

Intent: to provide shirts for the tie dye party with choice of long sleeve or short sleeve.

Mover: Butch N

2nd: Bobby G
Motion passes

Supplies for Tie Dye event:

Motion #1-2-22

Motion: to create a \$300 budget for tie dye materials for the tie dye fundraiser event.

Intent: to be a fundraiser for ECCNA25

Mover: Ed C

2nd: Deb

Motion passes

Registration Flyers:

-We have printed about 1,000 flyers, handed out about 350 at the AVCNA. We have several conventions in the upcoming months that they will be dispensed at. Is the committee in agreeance with spending the rest of the budget on more flyers? Committee agreed.

Fundraising:

-Greg spoke with the Fundraiser Chair, he does have fundraiser tickets.

-Merchandise committee willing to help with the fundraising.

-Jeff appointed Andy as an assistant to Fundraising Chair.

Open Forum:

-Registration, pink band for Friday, black with pink writing for weekend package.

-Wes S willing to DJ for free Friday and Saturday. We still need a main event on Saturday night, comedian, etc.

-Treatment and RCO's will go to convention info. Working on getting the RCO pre-registered as well.

-Opportunity to do 3 history workshops.

-Request for website and webstore get with Greg.

-We are going to need square readers at convention if we are going cashless.

-Chair is trying to schedule a walk thru before our next meeting. Any Subcommittee Chairs let Chair know if you would like to attend.

-Vendors for merchandise will need to have NAWS license.

Announcements

- None

Jeff closed the meeting with the Serenity Prayer

Next Scheduled Business Meeting: Saturday February 26 @ Hatcher Memorial Church @ 1pm

