

**East Coast Convention of Narcotics Anonymous  
Advisory Board Minutes  
APRIL 7, 2014**

The meeting was opened at 7:03 p.m. by Mike R. The meeting was held Conference Pro and was properly noticed. Minutes were recorded by Tom K.

Roll Call/Resignations/Vacancies:

Position	Name	Term End Date		Liaison to:	
President	Tom K.	8/2014	P	Site Liaison	
Vice-President	Mike R.	10/2015	P	Host Chair	
Secretary	Open	10/2014	V		
CFO	Rocco A.	10/2014	P	Treasurer, Arts & Graphics	
CFO Alt	William S.	8/2015	P	Registration	
Director	Karen W	8/2015	A		
Director	Dave A.	8/2015	P	Entertainment	
Director	Victor H.	10/2015	P	Program (& Merchandise)	
Director	Bryan F.	10/2015	A	Convention Info	
Director	Deanne F.	10/2015	P	Auction	
Director	Duwan M.	10/2015	A		
Director	Merle S.	02/2016	P		
18-Host Chair	Jeff H	2014	P	Serenity Keepers	
18 Host V-Chair	Dave H.	2014	P	Marathon	

Others present: none

A = Absent; V= Vacant; P=Present; R=Resigned; L= Late

Quorum met \*

**Open Forum:**

Nothing

Minutes: March minutes approved with no corrections

Motion to accept: Rocco. Accepted with no changes. Minutes can be posted to the website.

**Reports**

**AB President Report: (submitted by Tom):**

Received insurance quote. Rocco will send check. Talked to Jimmy G.

**Vice-President Report:**

**CFO Report**



***CFO REPORT March 3, 2014***

**AB Chase Account -Savings ( To be closed )**

Beginning Balance - \$ .11

**Ending Balance \$ .11**

**AB Operating - Bank of America – Checking opened September 9, 2013**

Beginning Balance \$ 16,273.47

**Statement Ending 3/31/2014 Balance \$ 16,893.52**

Available Balance as of 4/07/14 - \$ 17,866.46

**Actual Balance as of 4/7/14 - \$20,364.46**

**Paypal Account**

Beginning Balance - \$ 352.61

**Funds Received: 3/03/14 - 4/07/14 - \$ 1,347.55**

**Fees paid: \$ 41.77**

**Net Proceeds: \$ 1,305.78**

**Balance before Transfer - \$ 1,658.39**

Funds Transferred to AB Account

**4/07/2014 - \$ 1,500.00**

Newcomer Donations - \$1.27

**Ending Balance - \$ 158.39**

**Host Account – ECCNA 18 –Bank of America**

**Beginning Balance \$ 1,000.00**

**Statement Ending 3/31/14 Balance \$ 1,982.94**

**Transfer to AB Account on 4/07/14 of \$ 972.94**

**Balance as of 4 /07/14 - \$ 1,000.00**

Total Cash in Banks \$ 21, 522. 85

(this total excludes the \$ .11 balance in the Chase Savings account above)

**CFO Alt Report will s**

Good Evening everyone sorry so late everyone but here it is as of 4/7/14 we have an additional 9 day registrations, 5 single occup full pay, 4 double occup full pay, 3 deposits on full pay single/double registrations, as well as 3 sat. dinners. I have added line items on the spreadsheet to accommodate the meal counts.

We also have a request for a refund from a couple in SC, #74+75# on master list I advised them that all refunds are done following our monthly AB meeting and they are okay with just being mailed a check.

This one is going to be short and sweet folks some of you know but Anna gave birth to a healthy and happy baby girl on 3/11/14 her name is Layla Jade Smith .....

ILS Will S.

**ECCNA 18--Host Chair (Jeff H):**

We have been busy here in the host committee. We met on March 23<sup>rd</sup> and had a conference call on April 2<sup>nd</sup>. I believe we are on course with the time-line for convention planning. We have our main speakers and three quotes for AB to decide on the following items

Speaker were sent out to be approved

Taper, First choice International Taper Foundation

Jeweler, First choice Golden Touch

Programs, First choice Time Printing 100.00 over budget

Golf Carts First choice Middle Peninsular 6 passenger 50.00 over budget

Lanyards First choice My Badges .com

Key tags First choice Quality Logo Products

Banner First choice Alfa Sign Design

We were asked to discuss the following: We developed a one page black and white flier and posted it on the website that is cheaper to print. We asked what the cost for the dorm rooms for Thursday and Sunday. They are 50.00 for single and 35.00 for double. We also decided to follow the AB suggestion to not post the over flow hotel information.

On April 16 we have a meeting with William and Mary to get all meeting space set ups in place. We need W&M to approve the space before we print our programs.

Our fundraising is going well. We only have about 20 shirts left, All of the old merchandise is gone and most of the cookbooks. We have several more fundraisers that will take place over the next 2 months. We were able to attend events in Pa. Md. Va. and Ga. this past month to sell shirts and pass out fliers. I have 616.00 in shirt money that has not been deposited yet. Anyone who has raffle ticket stubs and money, please mail it to me by April 30<sup>th</sup>. We didn't get approval to sell shirts at C&P convention but we plan to pass out a lot fliers. We would like to print another gross of preconvention at the cost of 921.16. 72 would be 506.58. The Auction committee has a lot of good ideas; they are going to put raffle tickets in each registration package for giveaway items during the auction. They will also be doing some pie in the face auctions for some fun entertainment.

I saw the email about the event insurance, who is responsible to get it to W&M? We also need to address our meeting space deadlines and food counts.

I was asked by the host committee to inquire about indigent / newcomer packages.

At our April 27<sup>th</sup> host meeting we will finalize our merchandise order and our program for approval at our next AB meeting. We will start meeting more frequent after April, May 18<sup>th</sup>, June 1<sup>st</sup> and June 14<sup>th</sup>. We are planning a Meet and Greet in Williamsburg on Thursday June 19<sup>th</sup> at 3:30 for anyone who comes in early. We will have a food and fellowship and handle any last minute business. There is a local meeting at 7:30 that we plan to attend that Thursday night.

ILS Jeff H

**ECCNA 18 Vice-Chair report: Dave H.**  
**See Jeff's reports**

**Mailing List**

Karen not present

**Internal Guidelines**

Hi all,

Re below,

"Pecking order" for IG project (from pg 6 of current IG)...

- 1) The procedure for setting registration prices, day registration pricing, and when to make day pricing available for purchase.
- 2) Bid Process and how it works at convention. **Done (right?)**
- 3) Creating a "Book Project"
- 5) Further explanations of AB admin duties.
- 6) The idea of BOD slots devoted specifically to East Coast RSC's

So, I'm thinking of addressing "1" next. Please bring your ideas, input, comments and experience info to the meeting on Monday, or please send me the current procedure(s) and we can go from there.

Top of mind q's---Do we back in to the prices from the contract? I.e., assuming that we get our 'cost' per attendee from the contract (adding registration package and other costs from Host Committee bids) and dividing by estimated attendance,,, what % or fixed amount do we add? How much of a % increase from prior year should the guidelines tolerate before being deemed as unacceptable?

After that, I will bring them together and we can set a date for an IG meeting for review and further input.

Sound good? peace, Dave A

**Nominations / Elections**

None

**OLD/NEW BUSINESS**

Motion 04-01-14 --Speakers Host Recommendations accepted

Motion 04-02-14-- Taper --Host Recommendations accepted. (Adding 2 sets of free CD's for ECCNA.)

Motion 04-03-14 --Vendor-- Host Recommendations accepted.

Motion 04-04-14 --Programs—Motion to raise Amount From 400 to 500 2<sup>nd</sup> by Rocco  
Host Recommendations accepted.

Motion 04-05--14 Golf carts—Motion to raise line item from 300 to 350 by Host 2<sup>nd</sup> by Rocco (Establish coverage)  
Host Recommendations accepted.

Motion 04-06-14 --Lanyards--- Host Recommendations accepted.

Motion 04-07-14 --Key tags---- Host Recommendations accepted.

Motion 04-08-14 --Banner----- Host Recommendations accepted.

Motion 04-09-14--To keep pricing as per college by Rocco 2<sup>nd</sup> Will—Unanimous

Motion 04-10-14—To make 1 more gross of T's for pre-convention sales by Host 2<sup>nd</sup> by Rocco—Unanimous

Motion 04-11-14—To set quantity of mugs and T's-1 gross mugs-2 gross shirts by host 2<sup>nd</sup> by Tom

Motion to close meeting @ 9:00  
Next meeting scheduled for May 5