

**East Coast Convention of Narcotics Anonymous  
Advisory Board Minutes  
August, 2013**

The meeting was opened at 7:00 p.m. by Tom., AB President. The meeting was held Conference Pro and was properly noticed. Tom asked if anyone was willing to take minutes. No one stepped up. Minutes being recorded by Tom K.

Approval/Changes to the Agenda: The AB President asked for corrections to the agenda. Hearing no opposition the agenda was approved as presented. Quorum = 8

Roll Call/Resignations/Vacancies:

Position	Name	Term End Date		Liaison to:	
President	Tom	8/2014	P		
Vice-President	open		V		
Secretary	Open	10/2014	V		
CFO	Jeff P.	8/2014	P		
CFO Alt	Rocco	10/2014	P		
Director	Kevin D	8/2013	A		
Director	Jimmy C	8/2013	P		
Director	Al	8/2013	A		
Director	Gen W.	10/2013	P		
Director	Karen W	8/2015	P		
Director	William	8/2015	P		
Director	Dave A.	8/2015	P		
Director					
Director	Al P	8/2015	A		
17-Host Chair	Mike R	2013	P		
18-Host Chair	Jeff H	2014	P		
18 Host V-Chair	Dave H.	2014	P		

A = Absent; V= Vacant; P=Present; R=Resigned; A/L= Late  
Others present Ted D., Greg

**Open Forum:** Ted D. Talked about WC needing to approve any and all literature that depict anything about their institution. Greg also had questions as to content and relevancy of material onsite as well as site management.

**Minutes: July minutes approved**

**Nominations/Elections**

All personal and or other information that is web site sensitive has been removed for the purpose of minutes. All other private info is kept in ECCNA archives.

\_Name: Victor H.  
Clean Date: 8-2-85  
Area: Tri State

Area / Regional Experience: Chair, vice chair Pittsburgh Area Service, Chair, vice chair Tri-State region, GSR, various group positions. 28 yrs. H & I commitments  
Convention / BOD Experience: Fundraising chair, Vice chair and tickets and registration Start to Live Convention. Chair, vice chair TSSRO Pittsburgh office BOD . Three term treasurer, program, vice chair and chair Spiritual Retreat. Vice chair ECCNA Pittsburgh Robert Morris University

Vic was disconnected from call and will be readdressed next month. Tom K to call and confirm if there are any problems

### **ADMIN POSITIONS**

*President Tom K nominated by William/2<sup>nd</sup> by Dave H---Unanimous*  
*Vice-President Mike R. nominated by Jeff P/2<sup>nd</sup> by Dave H---Unanimous*  
*Alt-CFO William nominated by Jeff P/2<sup>nd</sup> by Mike R---Unanimous*  
*Secretary Karen W. nominated by Dave A./2<sup>nd</sup> by Mike R---Ruled out of order, Karen not present*

### **Reports**

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

Welcome everybody, We have a lot to cover. We will be doing nominations and elections for admin positions as well as a new board resume sent in. Mike P. had to resign due to personal reasons so we will need to get someone to fill this role for tonight's meeting. We will also be losing a few members due to their terms or as in Gen's circumstance, her term as a regionally elected position ended due to her being elected as our Regional Vice-chair. Plus the many items that we will be addressing in new and old business.

#### **Vice-President Report: (Vacant):**

### **CFO Report**

#### **AB Account - Checking**

Beginning Balance -	\$ 47,661.44
Deposits:	
Expenses:	( 88.00) Check 1093 US Postal Service – PO Box Rental 1 year
	(15,029.36) Check 1094 Washington College – Final Payment
	( 185.00) Check 1095 RitaMary O. – Refund Matt O
	(520.00) Check 1096 Judith C - Refund
Ending Balance -	<b>\$ 31,839.08</b>
Bank Balance -	\$ 31,839.08
Deposit in Transit	
Less: O/S Checks	(0.00)
<b>Balance</b>	<b>\$ 31,839.08</b>

#### **AB Account – Savings**

Beginning Balance	\$ 3,109.36
Deposits: 7/31/13	.14 Interest
Deductions:	( 0.00)
Ending Balance	<b>3,109.50</b>

#### **Paypal Account #1**

Beginning Balance -	\$ 1,074.23
---------------------	-------------

Funds Received           \$   52.99 Merchandise

Ending Balance           **\$ 1,127.22**

**Paypal Account #2**

Beginning Balance -   \$ 2,342.25

Ending Balance           **\$ 2,342.25**

**Host Account – ECCNA 17**

Beginning Balance       \$ 5,318.03

Deposits 7/22/13       1,130.00 Pittsburgh Fundraiser for ECCNA 17

          8/02/13        90.00 Pittsburgh Fundraiser for ECCNA 17

Expenses:               ( 2,331.84) Check#1031 7/08/13 Red Sun – Final Balance - Merchandise  
                              (    26.94) Bank Charge

Ending Balance           **\$ 4,179.25**

**Total Cash in Banks   \$42,597.30**

ECCNA 18 Reserves (startup funds, fundraising and preregistrations): 11,685.38

AB Reserve for Taxes, etc.: \$2,454.63

**Total Cash less Reserves available for Basic Texts: \$28,457.29**

Other Items:

Refund Due to Charles Austin - \$128.00

**ECCNA 18--Host Chair**

August 5, 2013

Since the last AB meeting I have been busy, As a host committee we have met twice, first on July 13th and then on July 28<sup>th</sup>. On the 13<sup>th</sup>, In old business we discussed a flier for the WCNA, Ted D. was asked to bring final draft to our next meeting. Second item of business was to sell merchandise in the alterative merchandise room at the WCNA that motion failed. We elected all subcommittee positions except registration and auction. In new business we decided that the Area Representatives will have a vote in host committee business.

On July 15<sup>th</sup> Ted D. and I met with William and Mary and discussed the questions and concerns we had with the proposal. Tom and I had discussed the proposal and came up with the list of questions and concerns. W&M seems very excited we are coming to their campus in 2014 and willing to work with us. They set their 2014 summer schedule in September. Once that is done they will be able to assign the dorms for our weekend. Their meal prices are good; the meeting space has not been selected. W&M said we should have a contract by October. The dorm room rate is based on single or double occupancy. The single occupancy is 50.00 per person. Double occupancy is 35.00 per person. There will be no walk on fees. W&M s service fee is 10% of the master bill excluding lodging. The master bill will consist of meals, meeting space, AV, extended hours, etc. W&M doesn't own golf carts but will allow them on campus. I'm hoping to get a sample contract to review soon.

Our July 28<sup>th</sup> the host meeting established a regular time and place to meet monthly. The location is The Wesley Foundation 526 Jamestown Rd. Williamsburg, Va. and we will meet on the 4<sup>th</sup> Sunday of every month.

Subcommittees will meet at 12:00 and the host committee will meet at 2:00. We approved the WCNA flier with 5000 color copies 2 to a page not to exceed 400.00. This will give us 10,000 copies to distribute at the WCNA. I have a motion to present to the AB to be entertained in the Aug meeting and I have 3 quotes for copies.

We opened elections and elected a registration chairperson, auction is still open. There is a contact sheet attached to the minutes. In new business we started a calendar to be managed by Convention Information.

Calendar will post all subcommittee and host meeting, plus all fundraisers. We took over the ECCNA17 Facebook page and will use this as a tool to communicate with the fellowship. If we need to make a urgent decision between our monthly host meetings, we agreed to meet by conference call with 48 hour notice to all

voting members. We also decided to solicit the fellowship for theme to be brought back to the Aug. host meeting. And lastly we decided to make a motion that the proposed budget for the 18<sup>th</sup> to be approved as a startup budget, I only sees one area that needs to have an increase. It's for convention information to expand our mailings for copies and postage

Our next Host meeting will be August 25, 2013.

Along with this report both meetings minutes and the host contact sheet are attached. The AB will need this information when the liaisons are assigned to the host subcommittees.

We have some questions: When will our host account be opened? Who is our webmaster? Can we get preregistration on ECCNA.org? Will we have pay pal?

We have 2 motions:

To approve funds for a onetime expense for 10,000 color ½ sheet fliers, not to exceed \$400.00. Intent is to promote the ECCNA at the WCNA.

To approve the ECCNA18 proposed budget as a startup budget. Intent is to give the ECCNA18 a budget to work with. .

ILS  
Jeff H

### **ECCNA 18 Vice-Chair report: No report.**

#### **Basic Text Distribution Report**

Thanks for everyone helping to get some of the shipping addresses for the Basic Text.

12 regions I have complete shipping addresses and contact info

Mike R. is doing the list for his region

5 regions I have made direct contact with and I am waiting for complete information

4 regions – ALNWFLRSCNA, C&P, Mountaineer, WNYRSCNA I have had no response at all.

I spoke to Tom last week in regard to the labels. I reached out to the regions and offered to put their hotline numbers on the labels we send them. The reason we offered this is with a hope that the regions would take the time to put the labels in the Basic Text since their hotline number is on the label. Since we, that would be me, print our own labels there is no added expense just a little more time involved.

I spoke to the new President of the Philadelphia RSO, fortunately I served with her for 6 years so we have a working relationship. The President, Paula, was upset hearing that there was a misunderstanding last year. She is going to ask the region for replacement of the Basic Text for the region's H&I committee. Paula will be my direct contact this year for the books.

Also included with this report is the shipping information that I have for each region.

In service,  
Karen

#### **Internal Guideline Report**

We met twice this past month, March 13<sup>th</sup> and the 27<sup>th</sup>. The first meeting we opened at 7:15 Jeff P, Mike P and I were present. We discussed the Time-line. We worked on it for about an hour. Jeff P had already pulled a lot of the time-line out of our current policy. We ran out of time and decided to finish it on the 27<sup>th</sup>. We closed the meeting about 8:15. While working on the Time-Line we decided we needed web-sites of the regions on the east coast. We would like to ask Karen to try and get that information when requesting the mailing addresses.

On March the 27<sup>th</sup> we opened the meeting at 7:00 and Jeff P. wasn't able to attend. Mike P and I agreed to table the time-line discussion until Jeff P was available. We discussed the pros and cons of a two bid process. We came up with three different ways it could work.

- A. A token bid to be presented two years in advance. The token bid would only consist of a letter of intent from an Area, or Region to present a bid the next year. An Area or Regional conscience should be done to support the intent signed by the chair and the vice-chair. All other bid requirements would say in effect.  
Pros 1. Would encourage more participation and better planning  
2. Simpler policy change.  
Cons 1. Longer process , may lose enthusiasm.

- B. Putting a complete bid two years in advance. Using our existing policy but the bid would need to be presented two years in advance instead on one.

- Pros 1 More time to plan

- Cons 1 Longer process , may lose enthusiasm.

- 2 Collage availability, too far away.

- 3 More policy to change.

- C. Having the ECCNA every two years

- No Pros at this time

Next meeting will be April 10<sup>th</sup> 2014 at 7:00

ILS

Dave A.

### **OLD BUSINESS**

**Internal Guidelines: See Report**

**2 Year Bid Cycle – See report**

**Institution List –**

ECCNA 17 Institution List w/ books

Total books requested: 34 cases

## Maryland Correctional Facilities

Baltimore City Correctional Center  
901 Greenmount Ave, Baltimore 21202 Attention: Renee Truitt  
Phone: (410) 332-4340 Fax: (410) 576-9470  
1 case

Brockbridge Correctional Facility  
7930 Brockbridge Road, Jessup, 20794 Attention: Addictions: Mrs. Wallace  
Phone: (410) 799-1363 Fax: (410) 799-7404  
1 case

Baltimore Pre-Release Unit  
926 Greenmount Ave Baltimore, MD 21202 Attention: Miss Grant  
Phone: (410) 234-1878 Fax: (410) 333-4344  
0.5 cases

Chesapeake Detention Baltimore  
401 E. Madison Street, Baltimore, 21202 Attention: E. Anonye (410) 625-5230  
Phone: (410) 539-5445 Fax: (410) 332-4561  
1 case

Jessup Correctional Institution  
Send Books to: 7804 House of Correction Rd Jessup 20794 Attention. Sargent Lynn  
Phone: (410) 799-6100 (877) 304-9755 Fax: (410) 799-1025  
1 case

Maryland Correctional Institution  
18601 Roxbury Road, Hagerstown, 21746 Attention: Addiction Counselor Rines  
Phone: (240) 420-1000 (877) 229-1351 Fax: (301) 790-4939  
1 case

Maryland Correctional Institution for Women  
7943 Brockbridge Road, Jessup, 20794 Attention: Jim Duffy (Addictions Department)  
(410) 379-3965- Jim Duffy - Phone: (410) 379-3800 (877) 280-1185 Fax: (410) 799-6146  
1 case

North Branch Correctional Institution  
14100 McMullen Highway, S.W., Cumberland, 21502 Attention: Anita Rozas  
Phone: (301) 729-7400 Fax: (301) 729-1259  
1 case



Roxbury Correctional Institution  
18701 Roxbury Road, Hagerstown, 21746 Attention: Wanda Sims  
Phone: (240) 420-3000 (800) 464-0764 Fax: (301) 797-0795  
1 case

Western Correctional Institution  
13800 McMullen Highway, S.W. Cumberland, 21502 Attention: Jamie Fisher  
Phone: (301) 729-7000 (877) 286-3965 Fax: (301) 729-7024  
1 case

Central Maryland Correctional Facility  
7301 Buttercup Road, Sykesville, 21784 Attention: Mrs Herbert  
Phone: (410) 781-4444 Fax: (410) 781-0416  
1 case

Eastern Pre-Release Unit  
700 Flat Iron Square Road, Church Hill, MD 21623: Attention: John Young  
Phone (410)810-5400 Fax: (410)758-4329  
0.5 cases

Correctional Mental Health Center - Patuxent Institution  
7555 Waterloo Road, Jessup, Maryland 20794 Attention: Mrs. Howard  
(410)799-3400 ext.4374 Fax: (410) 799-7457  
0.5 cases

Poplar Hill Pre-Release Unit  
24090 Nanticoke Road, Quantico, MD 21830 Attention: Captain King  
Phone: (410) 845-4580 Fax: (410) 543-6653  
0.5 cases

Maryland Detention Center

Baltimore City Detention Center  
401 E. Eager Street, Baltimore, Maryland 21202 Attention: Miss Gwendolyn Oliver  
Phone: (410) 209-4145 (24 hours) Fax: (410) 209-4260  
Gwendolyn Oliver 410-209-4161  
1 case

Baltimore County Detention Center  
720 Bosley Avenue, Towson, MD 21204 Attention: Sharon M Tyler  
Phone: 410-512-3200  
E-mail: [styler@baltimorecountymd.gov](mailto:styler@baltimorecountymd.gov)  
1 case

Caroline County Jail  
101 Gay Street, Denton, MD 21629 Attention: Attention: Patricia Bartz  
Phone (410) 479-2517 Fax (410) 479-4128  
<mailto:pbatrz@carolinemd.org>  
0.5 cases

Carroll County Detention Center  
100 North Court Street, Westminster, MD 21157  
Phone (800) 302-8826, 1-888-302-8826 Attention: G Hardinger  
[ghardinger@ccg.carr.org](mailto:ghardinger@ccg.carr.org)  
0.5 cases

Cecil County Detention Center  
500 Landing Lane, Elkton, MD 21921 Attention: Captain Cane  
Phone: (410) 996-5800 (410) 996-5551  
0.5 cases

Dorchester County Detention Center  
829 Fieldcrest Road, Cambridge, MD 21613 Attention: Rhonda Moran  
Phone (410) 228-8101  
1.0 case

Harford County Detention Center  
1030 Rock Spring Rd, Bel Air, MD 21014 Attention:Terry Kirtz  
Phone (410) 638-3140 [kirtzt@harfordsheriff.org](mailto:kirtzt@harfordsheriff.org)  
0.5 cases

Howard County Detention Center  
7301 Waterloo Road, Jessup, MD 20794 Attention:Jack Kavananaugh  
Phone (410) 313-5200 [jkavanaugh@howardcountymd.gov](mailto:jkavanaugh@howardcountymd.gov)  
0.5 cases

Kent County Detention Center  
104 Vickers Drive, Chestertown, MD 21620 Attention:Charles Mench  
Phone (410) 778-6025 [cmench@kevntgov.org](mailto:cmench@kevntgov.org) cc: [cboswell@kentgov.org](mailto:cboswell@kentgov.org)  
0.5 cases

Queen Anne's County Detention Center  
500 Little Hut Drive, Centreville, MD 21617 Attention: Miss Sanford  
Phone 410.758.3817 Fax 410.758.2485  
0.5 cases

Talbot County Detention Center  
115 West Dover Street, Easton, MD 21601 Attention: Major Johnson  
Phone (410) 770-8120  
1 case

Maryland Youth

Baltimore City Juvenile Justice Center  
120 W Fayette St Baltimore MD 21201 Attention: Alberta Brier  
Phone 443-263-6353  
0.5 cases

Thomas J.S. Waxter's Childrens Center  
375 Red Clay Rd  
Laurel Md 20724 Attention: Monica Hall  
301-362-6160  
0.5 cases

Delaware Correctional Facilities  
Baylor Women's Correctional Institution  
660 Baylor Boulevard, New Castle, DE 19720 Attn: Faith Levy x 1134  
Phone (302) 577-3004  
1 case

James T. Vaughn Correctional Center  
1181 Paddock Road, Smyrna, DE 19977 Attention: Ron Hosterman  
Phone (302) 653-9261  
[Ronald.hosterman@state.de.us](mailto:Ronald.hosterman@state.de.us) [Lorrie.Mitchell@state.de.us](mailto:Lorrie.Mitchell@state.de.us)  
1 case

Sussex Correctional Institution  
23203 Dupont Blvd., Georgetown, DE 19947 Attn: Dottie Hays  
Phone (302) 856-5280  
1 case

Howard R. Young Correctional Institution  
1301 E. 12th Street, Wilmington, DE 19801 Attention: Ann Carlton  
Phone (302) 429-7746 (Ann = Volunteer Services Coordinator)  
1 case

Ferris School for Boys Contact Information  
959 Centre Road, Wilmington, DE 19805 Attention: Glenroy Powell  
Email: [glenroy.powell@state.de.us](mailto:glenroy.powell@state.de.us)  
Phone 302-993-3800 Fax 302-993-3820  
0.5 case

New Castle County Detention Center  
963 Centre Rd., Bldg #14 Wilmington, DE 19805 Attention: Miss Fisher  
Phone: 302-633-3100 Fax: 302-995-8393 Email: [angelia.fisher@state.de.us](mailto:angelia.fisher@state.de.us)  
0.5 case

William Marion Stevenson House Detention Center  
750 North DuPont Boulevard , Milford , Delaware 19963 Attention Jennifer Showers

Phone: 302-424-8100 Fax 302-422-1535

Email: [Jennifer.showers@state.de.us](mailto:Jennifer.showers@state.de.us)

1.0 case

Eastern Shore / Virginia Correctional Institutions

Accomack County Jail

23323 Wise Court, Accomac, Virginia 23301. Attention: Lt Tarr

Phone (757) 787-1095 [btarr@co.accomack.va.us](mailto:btarr@co.accomack.va.us)

0.5 cases

Eastern Shore Regional Jail

5245 The Hornes, Eastville, Va. 23347 Attention: F Williams

Phone: 757-678-1362 Fax: 757-678-7790

<mailto:fwilliams@co.northampton.va.us>

0.5 cases



Next meeting September 9,2013

Meeting adjourned at 9:45