

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
MARCH 3, 2014**

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

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	A	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: February minutes approved with no corrections

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

Reports

AB President Report: (submitted by Tom):

nothing to report
check in to college
few phone calls
contact info : should be the host chair on the website
talk about in new business

rocco: quesitons: were you able to close the last chase acct?

tom: I receive paper statements

Rocco: will change to paperless

Rocco: jan / feb.

Vice-President Report:

Added "join" to website main top menu
still need to add the 240 books to 2010 eccna
need to publish Delaware speaker jam

Tom: on application, did write the requirements : two things
you must live within the 17 states of the east coast
requirements for general members
requirements: one year convention or asc or rsc MAKE THIS CHANGE

Question of 17 states?
Question of Alabama?

In service, Mike R

CFO Report

ECCNA, INC.

EAST CONVENTION OF NARCOTICS ANONYMOUS 18 WILLIAMSBURG, VIRGINIA

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 \$ 10,845.43

Statement Ending 2/28/2014 Balance \$ 10,884.18

Balance as of 3/03/13 \$ 16,273.47

Paypal Account

Beginning Balance - \$ 913.34

Funds Received: 2/3/14-3/3/14 \$ 1,488.92

Fees paid: \$ 49.65

Net Proceeds: \$ 1,439.27

Newcomer Donations \$1.27

Ending Statement Balance \$ 2,352.61

Funds Transferred to AB Account

3/03/2014 \$ 2,000.00

Ending Balance \$ 352.61

Host Account – ECCNA 18 –Bank of America

Beginning Balance \$ 734.70

Statement Ending 2/28/14 Balance \$ 4,389.29

Transfer to AB Account on 3/3/14 of \$ 3,389.29

Balance as of 3/03/14 \$ 1,000.00

Total Cash in Banks \$ 17,626.08
(this total excludes the \$.11 balance in the Chase Savings account above)

Deposit has been paid on contract between ECCNA, Inc. and The College of William and Mary \$10,000.00 (see AB disbursement above on 1/15/14).

Dave H left at this point

CFO Alt Report: will s

ECCNA 18 ALT/CFO report MARCH 3, 2014

1. We have 6 new registrations from FEB 3rd to todays date as well as 2 deposits (from host committee for fundraiser) and a total of 35 people paid in full which is 14 more people than last month.
2. Total of 96 people registered which is 36 more people registered to stay at convention than this time last year.

We had our area convention this weekend and between myself and Karen were able to keep the tables full of ECCNA 18 brochures.

I will email the completed registration Archive master to Tom K later on this week I have about 50 or so more to input.

I spoke to Karen and at her request put the footwork in to getting a paypal reader (after talking with Rocco) so during fundraising efforts for the NJ/PA bid committee they can take registrations full and Day at the various events they have scheduled..

Rocco suggested getting a total of three and mailing one to the host committee in VA for their registration and fundraising efforts (I was informed that they are using a square reader and me and Rocco both think its in the best interest to do away with the square (for various reasons) and primarily use paypal since we already have an active paypal account. (I would like to suggest that the paypal primary account holder info get switched over to ROCCO it is in jeffs name and If we need to get in and change anything pertinent and for some reason cant get in touch with Jeff we will be locked out of the account I had to call Jeff to get very very personal information in order to set up the paypal reader account. (THIS NEEDS TO BE IN NEW BUSINESS TONIGHT)

In loving Service
Will S.

deposit in hand for 380

line #48 on spread sheet needs a refund

8 new reg since last meeting

35 paid in full

Total of 96 registered 35 greater than this time last year

Will and karen kept a table at caacna

Spoke to karen . eccna bid committee from nj pa has 3 functions in next 3 mo

karen wants to take reg at

square account is inactive.

paypal reader may be a problem

paypal is under jeff p : paypal wanted jeff p ssn. paypal pain in the ass

Mike r suggested using square

Jeff h asked about eccna 16 reg numbers

Any more questions for will

Tom: on the mp3 for Delaware fundraiser?

Come august i might not be on the board

We have no policy on who holds the archives and how it gets transferred and stuff

You ought to send a copy of registration list to mike

Any more questions for Will? Moving along to Jeff h

ECCNA 18--Host Chair (Jeff H): Report as attachment

Report as submitted

ECCNA 18 Vice-Chair report: Dave H.

Mailing List

Tom: karen not here

Anyone know if she's going to do mailing list? Do we need to get someone

Dave A: I think she's planning on it

Internal Guidelines

Did everyone get my meeting notes from 2/10?

Interim would like to submit this for approval at this meeting

Can this come up in new business? Tom yes, will come up in new business.

Nominations / Elections

Merle S - Hospitality Liaison

Jeff H will send Merle Nancy's info

OLD BUSINESS

Thursday / Sunday Room Cost

Jeff dropped the ball . Asked Site Liaison for info, but does not have for tonight

Linen costs are based on weekend , not a daily usage. One time \$15 fee

Can you make sure that the linens don't cost more if they stay Thurs and Sunday

Table to April meeting

Speakers

Whats up with the speakers?

Jeff: they have a committee that has reviewed a lot of diff tapes and cd's . They are compling them. Collectring them and bring to host on March 23 and Jeff will email , giving 2 weeks to review by April 7 meeting.

Mike R volunteers to contact Lance and set up a website for the AB of the speakers as chosen by Program / Host, hidden and available only to the AB members for speaker approval.

Tom, remember, each main speaker slot: primary, and back up speaker.

Jeff wants a Saturday night speaker without profanity since there is a telecast

Banner

Ready in April. All we need is the vendor, we don't need the artwork?

Mike R burst out a motion that all future banners be 4' wide by 6' tall, there is no second.

Jeff suggests having a timeline tweaks

Mike R: you definitely don't want to be at the convention with no banner

Vendor

Tom: need to get as early as possible. They make a living doing this. Folks plan in advance.

Motion 03-01-14 motion: to approve parable design as jeweler for convention . Made by Jeff H

Will second. Second by Rocco

Opposition? none. Unanimous

Registration Items

Did you have items picked out?

Jeff: question is how many package do we need to plan for?

Going to have a pen and keytag

Tom propose 600 packages

Will: metro or

Jeff: right between 2 metro areas

Norfolk is having tacna this weekend

Jeff thinks a lot of walk ons for saturday

will : let me give you the formula we do for our convention. for every person staying we tally 5 day people on Saturday. almost worked to the t this weekend, for cape atl

Tom: we are at 96 now , we know we are going to get more reg between now and the convention.

i think 1000 is too high.

Will says 750.

Jeff says we have 96 reg. last year at this time there were 66. direct ratio says we will have 800.

Rocco: what are you going to spend on the package, per package.

Mike r: i second jeff's motion for 800 pacakges

pass, unanimously

3 diff bids for next meeting, detailing each item and vendors

Jeff going to Tacna, Georgia regional, North Carolina, and one more mailing to 22 regions.

Jeff: flyers: original budget \$600. spent \$450. last month approved additional \$300 , so we could make another 6000 flyers which we haven't printed . we only need 3000 flyers, which will cost us \$250, which will leave \$200 of approved money.

Rocco question about flyer distribution. Tom suggests do we need to raise budget for next year, for better coverage of the 23 regions with flyers.

Jeff we could make a printable flyer that is easier to print

Motion 02-02-14: if someone is coming as a rep from a region, they should be automatically made a member. but needs a letter or set of minutes from region appointing the liaison and a list of their qualifications. (Tabled from Feb)

Second by Will S. Any opposition? No opposition

Rocco: we just need something from the region, saying that this is their nomination to our board.

Tom: wants to defer this to Dave A and IG

Will: something for old business or should be brought up
Taper
Short discussion

NEW BUSINESS

Contacts: are you going to put on the website host chair and / or vice chair for contact and president of the board?
yes

PayPal motion from Rocco

would like to change the paypal to centralize it
i don't know how many devices we should have but recommend 3 readers
Mike R brings up square reader vs paypal costs and fees.
Tom wants to table
motion 03-02-14: would like to change the paypal to centralize it, get 3 readers and use at convention for accounting purposes and not use square.
info: commencing at the convention site, we will commence to use the paypal devices only.
second, by Will, motion passes without opposition

Will wants to show Karen reader at ECCNA 19 fundraiser. Will will have reader for eccnapaypal090507
No opposition.

Jeff will have a square at March 16 NJ event.

Shirts

You want more shirts, right Jeff? There was concern we bought too many, but we sold all the long sleeve and hoodies. We have a quantity of short sleeves. We have TACNA and Georgia and New Jersey in March. We think we are going to sell the remainder of the shirts in March. Also CPRCNA is in April and we have approval to do merchandise. I want to take inventory on March 23, and we could put an order in for CPRCNA. If we haven't sold all, we won't order but we could make 72 for CPRCNA. We want it to be a new shirt. Need to order before April.

Tom: when are you going to bring merchandise for approval? Jeff: April

Tom: Just shirts and mugs? Jeff: yes, as of right now

Tom: and you are going to bring 3 bids for merchandise

Tom: so if Jeff sells out of tshirts, is anyone opposed to Jeff ordering half a gross.

No opposition, so Jeff has approval to order 72 more prior to April 7 BOD meeting.

Anybody feel differently?

Will: is it necessary for them to bring 3 bids

Tom: they can roll with their vendor, but we want 3 bids for the convention merchandise.

Jeff: we have a friend in the fellowship who will beat the guy we been using's price.

agreed to have 3 bids for each item coming up, per policy.

Overflow hotel

Do we want to put it on the website?

Tom says its a bad idea to do it.

Pros: attendees will be in the same location

Cons: people may stay at hotel instead of university

two different ways to look at it

No one is in favor of having overflow hotel info on web site.

Tom: if we sell out of our rooms, we can provide hotel info at registration, but otherwise no.

Mailing Lists

make sure Karen will do , ask next month

Facility fact sheet and bid package

Motion to approve

Bidding Guidelines

Facility Fact Sheet

Two of these make up : bid package (instructions?)

Rocco: one comment: on

does the university have the ability to simulcast
item D6B

is everyone ok with adding simulcast to saturday night function?

no opposition.

Amendment to motion to add ability to simulcast and approximate cost

Motion 03-03-14 Motion to approve bid package: Bidding Guidelines & Facility Fact Sheet with amendment by Rocco

Seconded by Victor

no opposition

Where to put this on website?

Victor / Tom says

Also add to Docs "Bidding Guidelines" right between Host Policy and AB Bylaws

Rocco wants on main menu but Tom says Rocco is ok standing alone

Jeff: one last thing : How many mugs and shirts

not answered

Jeff will also bring the entertainment approval info April 7

Tom will you also have a copy of the program then? Jeff: I dont know.

Tom: just the layout is all we need. Jeff: okay

Jeff: I dont think we are spending any money on entertainment.

Mike: question about DEBORAH P - refund

Tom : no refunds after may 15, so this can be automatic.

Unanimous to refund her money, minus the cost of paypal.

next meeting is april 7

meeting is now closed

Meeting ended at 10:09

This meeting is adjourned 10:09 PM

Next meeting is on April 7, 2014

ATTACHMENTS: Host Chair Report

Host Chairperson Report AB March 3, 2014

Our host committee has been busy. I feel we are on course with the time-line. Fundraising is going well. According to our records we are close to \$10,000 to date. We are still selling preconvention merchandise at events and different fundraisers. There are several more fundraisers planed over the next few months. We can't ask for more support, and I want to thank all those who have helped with promoting ECCNA18. We may sell out of preconvention shirts; all we have left are the short sleeves. March is full of opportunity to sell most of them. CPRCNA is in April and we may want to get more shirts since we can sell many there as well. Can we discuss this in new business?

Our merchandise chair is looking for some ESH from the AB for quantities of mugs and shirts for the convention order. She also wants to know how many registration packages we should plan to have. She will be ordering items for the packages. Can we discuss this in new business?

Program will bring their speaker selections to the host March 23rd meeting. We will then make them available to the AB so you will have 2 weeks to review before the April AB meeting.

Entertainment will have the convention entertainment ready to approve in April as well. Registration is distributing fliers and we only have about 800 left out of our original order. He is checking on get another 3000 printed.

Convention information has been putting the word out. Karen gave us contacts for the 22 regions and we request the flier to be put on their web sites. We have ECCNA 18 on the world website and it is supposed to be in the next NA Way. They are working to develop a mailing list for the 19th.

W&M offered to shop for an over flow hotel for our attendees. Do we want to put this information on the ECCNA web site? Can we discuss this in new business?

Our next meeting is March 23, 2014, After our April meeting, we will be meeting every two weeks.

ILS

Jeff H