

**East Coast Convention of Narcotics Anonymous  
Advisory Board Minutes  
October 7, 2013**

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

Approval/Changes to the Agenda: The AB President asked for corrections to the agenda. Quorum = 6 Approval and Changes to the Agenda has now been stricken from the agenda. Chair sets the agenda.

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		
Secretary	Open	10/2014	V		
CFO	Rocco A.	10/2014	P	Registration / Treasurer	
CFO Alt	William S.	8/2015	P	Marathon	
Director	Karen W	8/2015	P	Host Chair	
Director	Dave A.	8/2015	L	Entertainment	
Director	Al P.	8/2015	A		
Director	Victor H.	10/2015	A		
Director	Bryan F.	10/2015	P		
Director	Deanne F.	10/2015	L		
Director	Duwan M.	10/2015	A		
Director					
18-Host Chair	Jeff H	2014	P	Serenity Keepers	
18 Host V-Chair	Dave H.	2014	A		

A = Absent; V= Vacant; P=Present; R=Resigned; L= Late  
Others present - none

**Open Forum:**

Karen requests that we put info about our fundraisers on our website.

Bryan brings up fundraiser / awareness for ECCNA in Small Wonder Area (Delaware) some day soon.

Karen - 1 fundraiser last year in New Jersey June 8, 2013 - donating the proceeds from the fundraiser \$1,900 sending to Rocco. They are having a fundraiser in January in Pa. further details to follow.

**Minutes: September minutes approved with no corrections**

**Reports**

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

Tom talked with the accountant . he will have paperwork done by the end of this week possibly for non profit status 501 (c) 3. He is ok with being our registered agent (no fee). Costs \$165 for annual report & \$61.25 to amend the annual report. He does the 990-EZ for \$235. not to exceed \$275. Firm price tbd for further years.

Rocco says that's great. These are based on the records that Jeff P kept.

Tom will send the report to everyone on the board. Rocco requests contact info for the guy so he can determine what the accountant requires. Accountant: Len 239-677-9429

Tom: I sent Rocco 3 checks. One blank. One for \$7921 one for \$4000. They didn't have the exact amount 0.11 savings. and there's a box with all the paper registrations for the last 2 years. Will volunteers to make database with registration forms.

Also Tom has laptop. Will send to Rocco. Discussion ensues regarding the data and back ups. Tom will download data & put on a thumb drive, or download and email to Rocco.

**Vice-President Report: (Mike R): No written report**

Got the \$395 for shirts sent to Rocco, website paid, sig card signed, minutes done and sent. Nothing else to report.

**CFO Report (Rocco): Written report attached**

Rocco: \$13,621.86 includes all money in chase and sun trust acct.

Karen: if eccna 17 sold t-shirts, why wouldn't that go under eccna 17?

Ans: Eccna 17 did not perform any service after Sunday June 16.

**CFO Alt Report (Will):**

Not too much to report. I sent the updated reg spreadsheet. Mike included with agenda. I set the file sharing with Russ L who is the host reg chair. Tom Rocco me, Jeff H & Dave H sent the info on how to access that through drop box. We received a total of 7 reg through po box and 3 through the webstore if I am correct since last meeting and that is all from me.

Rocco: 3 from webstore.

Will: total of 10

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

They had selected our dorms but we are awaiting the cost of meals for the contract.

After these pricing , we will have a contract to look at.

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

**Basic Text Distribution Report**

Karen: as of Friday all of the regional basic texts have been shipped except 2: eastern new york because the regional chairperson didn't get back to Karen. Finally got shipping info from RD as of last week. will send to NAWS . Shipping but to Canada. Did email arnie. Arthur will be contacting Karen when the Institutional mailings begin. Turned in a receipt for labels and envelopes for 114.and change. Karen printed out like a lot of labels and printed out a lot of mailings. 22 regions 66 labels for regions. 100 sheets of labels. Did get responses back from some of the contacts

Mike: can you send those to us?

Karen : okie dokie

Did email contacts today that the books were send by last Friday and start looking for the books. Also Karen contacted Paula from Philly. Will write up what she did and how she did it for internal guidelines.

Karen: 9 Spanish books in one box for those who receive 3 cases.

Mike: who gets books from Canada?

Tom: John from Canada . Vancouver regional PR Chair. Request all English. South Florida Region books are going to Vancouver.

Rocco: Thank you for doing the mailing because otherwise that would be the CFO job.

Karen: we voted to do 10% Spanish. Karen thinks we should send the 9 Spanish books.

Tom: agree

**Internal Guideline Report**

Hi This is Dave. I'd like to have the floor for a minute. Like to talk about the minutes. I missed the reading of the minutes.

Tom: you can do whatever you want.

Dave: I saw that it was open. I apologize for not being here last month. Perhaps things were lost in translation. I did send an email to Tom and Will because Will asked me a question about

I am unwilling to do the work and have the board write, rewrite and rewrite. In football terms, I am not willing to work for armchair quarterbacks. Unwilling to do it as a committee of one without support. Willing to do the writing and compilation

We can do this right the first time.

Done this before for New Jersey.

Am willing to move forward but not by myself. in the minutes that Tom says we cannot commit input, compilation and review July 8 2013.

Tom:

what i'd like to say is : will you support my guideline review meetings?

Dave: talking to everybody

Tom: i can't do on Tuesday or Wednesday

could be the issue, the date

has to be a date I can do it on.

Tom: the conversation was something like, the committee has to approve, no matter how many people are on the committee. Tom says I don't have any say so.

Dave: I did make it well known and at Tuesd Aug 20 and said one AB member could not attend. 3 gave input. no one else gave input or showed up. We don't have the backing of the other members. Jeff & Kevin attended IG meetings.

Tom: try to move forward and schedule another meeting or two. I think you should give us the benefit of the doubt and keep the faith.

IG should compile policy changes and get them to the acting hosting area

Tom : we haven't decided whether we want to go with a 2 year bid cycle.

We talked about it with pros and cons and no one ever asked do we do the 2 year bid cycle? Dave: on 8/6/2013 report was jeff's pros and cons on 2 year bid cycle.

Jeff did this back in April. I reintroduced this to you in August. No one showed up at the meeting.

Tom: schedule meeting re: 2 year cycle

Dave: Monday 21st at 7:00 pm

Mike: can do

Rocco: can do

Will: can do

Karen: no . i'll be on a plane

Dave:

Bryan: can do

Deanne: can do

Jeff: can do, will try my best, will let Dave know

Duwan: we will call her

will invite Al (karen) & Victor (Tom).

Go over the feasibility of a 2 year bid cycle

no questions

### **Nominations/Elections**

Al D is not present. Remove from nominations per Tom.

## **OLD BUSINESS**

### **Motion from New Jersey:**

Tom suggest we defer this to the Oct 21st meeting.

Karen does not care if we visit the motion now. Dave will put on the agenda for the IG meeting. Any opposition to tabling? Rocco: it seems logical since we are talking about 2 year cycle. Tabled til Nov

**Internal Guidelines:** Tabled

**Non Profit Status:** Tom addressed in his report. Will email this week

**Bank Account Update:** given in Rocco's report

**Registered agent :** Addressed in Tom's report

No sense paying \$60 to have Len be registered agent.

### **Bid Packages (Put one together)**

Jeff - did get the Virginia bid package. Need to do that. Didn't get to it this month. Tom: each region can receive an example of bid package.

Tom: go to western states learning day website for their bid process.

Tom: defer Bid Packages idea to Internal Guidelines.

### **Different day packages**

Defer back to Jeff H. Ask for these to come from host committee.

### **Simulcasting**

Started talking about broadcasting into prisons and jails. Talked to right many people. Karen talked about how unity day was done. Jeff talked to one prison & see how they simulcast trials between inmates and court. what it boils down to is : we could do something very similar to this call now, but there is one things that seems to be a problem. They would have to do on a land line & it would be a long distance call that might cost money. Started looking into an 800 call . Can get 10000 mins , 30 extentions and cost about \$200. Would we entertain spending \$200 for broadcasting into facilities.

Program commmtee would like to do this.

Rocco: \$200 seems like really short money

Jeff: thinks it would be money well spent.

Tom: so what Jeff wants to know, lets have a straw poll. Tom: anybody feels that this is something they would not be in favor of. Is there any strong opposition to this?

Dave A: could you say what jails would be invited?

Jeff: have 2-3 institutions to start. Jeff would like to invite Virginia Dept of Corrections, Maryland, Delaware, New Jersey. Would like to have the inmates do a reading or all.

Karen: suggestion. to work with Jane Nickels who is PR to see what prisons hooked into the NAWS unity day.

Jeff: San Quentin

Karen: can talk to Jane and see

Jeff: 12,000 minutes , 30 extentions

Tom : seems like everyone is on board so please move forward .

This is being removed from old business.

## **NEW BUSINESS**

**Motion 01-10-13:** Motion to extend the offer for the limited t shirt for registration until Nov 30th.

Second by Rocco.

Call for a vote: anybody opposed?

Hearing no opposition passes unanimously

Motion 02-10-13: Motion to set a flat sales price on the fundraising shirts at \$15.00 each.

Second by Will:

Questions?

Jeff cost about \$7.00 average. Nicer quality.

Call for vote: hearing no opposition. Tshirts are \$15.

Motion 03-10-13: Mike r

Laptop insured for \$750

Second by rocco.

No opposition

Unanimous

Rocco thinks those checks are lost

Rocco will email office address to receive laptop. Let Rocco check the mail for the checks.

Motion 04-10-13 Will: To send registrations from 2012 and 2013 to Will and get reimbursed

Second: Rocco

Questions?

Tom will send to ECCNA PO Box

No opposition

Unanimous

Al P - not attended last 2 meetings. Missed 3 of 4.

Mike R : can we assign liaisons?

ARTS AND GRAPHICS -

AUCTION - Deanne

CONVENTION INFO - Bryan F.

ENTERTAINMENT - Dave A.

HOSPITALITY -

MARATHON - Dave H.

MERCHANDISE -

PROGRAM - Victor H.

REGISTRATION - Will S.

SERENITY KEEPERS - Jeff H

SITE LIAISON - Tom K

HOST CHAIR - Mike R

TREASURER - Rocco A

Will: bring up real quick what the liaison does

Tom: why dont you tell them, will

Laughing

Last year I was liaison to Merch committee

contacted the committee and introduced myself. Teleconferences with a few meetings and then helped out at merchandise at the convention.

Tom: if they need help, give it to them, if they say everything is fine then it is.

Any questions on liaisons?

Does anyone want to move forward with CPA?

Motion 05-10-13

Rocco: motion to retain Len Titone as CPA at the costs mentioned. \$235 not to exceed \$275.

Mike R seconds the motion

Len will file annual report and file 990EZ

Questions? No

Tom will have him send a proposal on letterhead and sign it and email it to Rocco to keep in CFO file.

Any opposition? None.

Unanimous.

**This meeting is adjourned 9:15 pm**

## **ECCNA 18 Chairperson Report AB Oct 7, 2013**

Over the past month I have tried to devote my attention to the ECCNA, I need to say I have some unmanageability in life right now. I ask for your patience until I get back on track.

Our committee did attend the WCNA and passed out a pile of fliers. We also were able to attend the Recovery Fest on Sept .7<sup>th</sup> and we sold a few shirts and promoted our effort.

Dave and I have been working with Fund raising since there wasn't a chairperson; we got the AVCNA raffle again. Tickets are available to buy or if you would like to sell a book please see me. We ordered our fundraising shirts and they should be ready next week. We are asking the AB to set a flat price on the shirts at 15.00 each. In our Sept meeting we elected Bob S as our new Fundraising Chairperson. Besides our Fundraising efforts, some of the hosting areas are doing their own fundraising. New Dominion has a Brunswick Stew on Oct 28 and they are planning a Thanksgiving Brunch on Nov 30<sup>th</sup>. Richmond has form their own ECCNA fundraising committee and their first fundraiser is a yard sale this Saturday. There is other talk about fundraising but that is all I can report at this time.

Our merchandise chair thought we were tax exempt and the quotes submitted for the t shirts were without sales tax. I have made her aware that all future quotes need to have sales tax included.

The program committee has decided to have fewer workshops, like 2 at a time. This information is need to complete our contract.

The convention information chair resigned and that position is open. It will be filled in out Oct host meeting

I have received the signature card for the host account . I got it notarized today and put it in the mail.

I contacted W&M and our contact is on vacation this week but I was told we should hear from her the beginning of next week.

We would to extend our limited t shirt offer for registration until Nov 30<sup>th</sup>.

I feel that our host committee is strong and is progressing well in accordance of the time line. Our next host meeting will be on Oct.27, 2013.

ILS  
Jeff H

# ECCNA, INC. (ADDRESS STRICKEN)

## EAST CONVENTION OF NARCOTICS ANONYMOUS 18 WILLIAMSBURG, VIRGINIA

### CFO REPORT

*October 7,*

**2013**

**AB Chase Account – Checking ( To be closed )**

Beginning Balance -	\$ 7,921.13
Ending Balance	<b><u>\$ 7,921.13</u></b>

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

Beginning Balance -	\$ .11
Ending Balance	<b><u>\$ .11</u></b>

**ECCNA 17 Host Account- Sun Trust Bank ( To be closed )**

Beginning Balance	\$ 4,179.25
Ending Balance	<b><u>\$ 4,179.25</u></b>

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

Beginning Balance	\$ 50.00
Deposits:	
9/09/13	\$ 50.00 Opening deposit RJA Loan
9/16/13	\$ 2,000.00 Transfer from Paypal account
9/23/13	\$ 150.00 Registration Deposits William S NJ
10/04/13	\$ 200.00 Registration Deposits William S NJ
Debits :	
9/13/13	\$ 50.00 Transfer Opening deposit "Host Account"
9/17/13	\$ 1,000.00 Transfer to Host Account
Expenses:	
9/18/13	\$ 100.00 RJA reimbursements account opening deposits
9/18/13	\$ 61.25 RJA reimbursement for Annual report amendment fee
9/19/13	\$ 30.76 Debit for Additional Deposit Slips with duplicates
9/30/13	\$ 114.59 Karen W Clerical Supplies
9/30/13	\$ 75.00 Mike R Domain renewal fee 5 years
Ending Balance -	<b><u>\$ 968.40</u></b>
Bank Balance -	<b><u>\$ 1,157.99</u></b>
Less: O/S Checks	\$ 189.59
<b>Balance</b>	<b><u>\$ 968.40</u></b>



