

**East Coast Convention of Narcotics Anonymous  
Advisory Board Minutes  
September 9, 2013**

The meeting was opened at 7:03 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. Mike R volunteered. Minutes were recorded by Mike R.

Approval/Changes to the Agenda: The AB President asked for corrections to the agenda. Hearing no opposition the agenda was approved as presented. Quorum = 6

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	L	Registration / Treasurer	
CFO Alt	William S.	8/2015	P	Marathon	
Director	Karen W	8/2015	P	Host Chair	
Director	Dave A.	8/2015	A	Entertainment	
Director	Al P	8/2015	A		
Director					
Director					
Director					
Director					
18-Host Chair	Jeff H	2014	P	Serenity Keepers	
18 Host V-Chair	Dave H.	2014	P		

A = Absent; V= Vacant; P=Present; R=Resigned; A/L= Late  
Others present - n/a

**Open Forum:**

Tom brings up the admin meeting, unofficial, recommend to have it in the middle of the month.

Correction to minutes: Dave A is entertainment liaison, not merchandise liaison

**Minutes: August minutes approved**

**Reports**

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

Admin report.

Admin meeting.

Talking to accountant got ahold of him , and got questions answered towards us being 501 c 3.

Accountant could be our registered agent

**Change order of business to accept nomination of DuWan as director**

Name: Duwan.  
Clean Date: 9/28/86  
Area: West Southwest Area - Phila, PA  
Area / Regional Experience:  
Sub-Committee H&I:  
Home group rep  
Area all positions  
Regional chair  
Sub-Committee Unity  
Home group rep  
Area Co-Chair and Chair

DuWan answered questions about why she wants to be on the board  
Its the purest service in NA  
Objections to DuWan? None, Unanimously accepted  
Coming on as a director, not a rep from GPR  
\* DuWan is on break from work, so she can leave the call on her phone and listen when available.

**Vice-President Report: (Mike R): Report as attachment**

mike will give eccna info email to rocco  
mike will give store info to rocco / will  
\* mike will send \$395 to rocco  
Tom : Web site coordinator position will come open after this year

**CFO Report (Rocco):**

Bank accounts:  
New account at bank of america  
Signers: tom, rocco, will, mike r  
Host account: needs names and addresses of signers  
Chair, vchair, tres, secretary  
Rocco , annual report explanation  
Rocco will email report to mike r

Tom: Jeff will close out account. Tom will get computer from Jeff and mail to Rocco  
Closing Sun Trust Account too

**CFO Alt Report (Will):**

Talked to rocco before meeting, received 1 deposit into po box  
Going to be using the old registration spreadsheet list  
Everyone who early registered at eccna 17 for 18  
Also talked to russ n who is reg chair from host and will get it squared away to use a drop box account

Tom: request. does not feel comfortable being on checking account. Never signed a check, doesn't want to be on it.  
Will not be on it

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

Aug 25 2:00 pm 24 memebers present  
1 position open, filled with christine  
f & e chair stepped down at meeting  
started fundraising , asked v chair of host to pro tem the f & e until next host meeting  
After host meeting, CI chair stepped down.  
ECCNA 18 was presnet at WCNA 35 passed out thousands of flyers  
Great PR passing out flyers all weekend.  
Want to approve vendor for pre convention tshirt. Art work was approved by host.  
Looking to have ab approve expenditure

bon fire Oct 26 hosted by 2 home groups , raffle for 32nd avcna \$10 tickets, drawn nov 24  
Anyone wants to sell tickets can receive the booklet  
Theme " Wings of Hope "  
Cool wings on tshirts @ WCNA  
Nice art work  
Will pick logo at Sept host meeting  
reg is working on registration flyer  
wants to sign contract  
wants AB to act asap to sign contract  
Discussed taper. Duties of taper are not in policy  
Concern about storage of banner, wants safeguards put in place  
wants to duplicate the unity day at main meeting  
Next meeting Sept 29, time unsure  
ils Jeff  
3 quotes for tshirts  
Tom: what was your recommendation for shirt vendor?  
Jeff: listed in order of preference  
3 vendors, 2 are reputable companies that have done business with NA. One is a private jail printing shop.

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

Nothing more to report

**Basic Text Distribution Report**

Karen: completed list of regional addresses except one  
need to know what we want to put on the labels to the regions  
want to add  
Karen: ENY / GNY contacts for basic texts.  
motion: to supply 5% 2 basic texts per case in spanish  
note : this years quote includes shipping, but they are eating it. We would have paid more for shipping, but somehow this has gotten messed up.  
Jeff: has one service office that sold texts . want to make sure that didn't happen again

once we approve the letters,  
we can see the letter, and the labels  
and approve them

Karen: for the sake of wondering about the labels. If we add the hotlines, it could help the region to be motivated to put the labels into the books

DuWan: karen, since you are in contact with GPR will I be the person to be in contact

Karen will call Duwan in the week

Karen: Mike if you want to put a letter together for the institution then we can do a email vote.

Tom says it doesn't need to be approved, unanimous

**Internal Guideline Report report from Dave A, read by Karen: Report as Attachment**

Gist: we had an internal guidelines meeting. Karen was there, Dave and no one else. Dave had a few pieces of input which went into the IG report. If Dave is going to do it, he doesn't want it changed.

Tom says we cannot commit to taking Dave's policy without being able to change it after it is written.

Per Karen, Dave will be stepping down as ad hoc chair, but will remain on as ab member

**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

Victor explains why he wants to be on ECCNA BoD

All in favor.

Name: Bryan F

Clean Date: 11/15/2007

Area: Small Wonder Area of NA

Area / Regional Experience: At my level I served as the meeting list/website chairperson for 1 year, Served on the Outreach sub committee and was also Co-Chair of Public Relations for 8 months.

Convention / BOD Experience: Current involvement with SWACNA XI at the level of convention information as a member of this sub committee

Why do you want to be on the board: serve, god of my understanding and to make a difference

All in favor.

Name: Deanne M. Ford

Clean Date: 03/05/1988

Area: Bay Area in Freestate Region

Area / Regional Experience: Area level as Secretary March 1992- June 1994 in Central Maryland Area. Other service positions: H & I Panel Leader (Bay Area) September 2000-October 2011 Treasurer of Homegroup-Walk the Walk 5 years off and on since 1992 GSR for Walk the Walk 3 years off and on 1992-1997

Convention / BOD Experience: I was the Auction Chair for the ECCNA this summer in Chestertown, MD. I would like to be on the Board and make a commitment to serve on the Advisory Board for as long as my input and participation would benefit the ECCNA service structure and NA members.

Why do you want to be on the board: Deanne wants to be on the board, time, desire, be of service was hotel & hosp for CPRCNA 1994 years ago.

All in favor.

Al D, Connecticut, application was deferred to next meeting.

Secretary - no nominations

Assistant webmaster - Deanne F

Deanne would interested in be the assistant web coordinator.

Rocco: what experience do you have in that

Deanne: best friends with it person @ work

Rocco: website management

Assistant webmaster - Deanne F . Unanimously

Motion to close nominations by Mike R, second Rocco A, no objections

## **OLD BUSINESS**

### **Internal Guidelines: See Report**

Keep it on for old business

Motions going to virginia

Rewrite into motion form, then go out to Virginia

**Non Profit Status**

Working on it with accountant  
Financial statement  
Purpose / by laws  
Board members names & addresses  
Accountant willing to be our registered agent

**Website**

Motion to renew domain name for 5 years come up in new business

**Books**

Motion for Spanish books in distribution to come up in new business

**Letters**

Letter & financial report  
Rocco: theres no red in it.

**Bank Accounts**

Rocco needs addresses for bank accounts  
Closing accounts and making new accounts for AB & host by next AB meeting

**NEW BUSINESS**

**Computer**

To send to Rocco

**Close old accounts**

Yes

**Registered agent**

Do we need a cost?  
Will: leave Tom as registered agent, suggestion  
Tom: to put under old business  
Tom will stay on

**Motions going to Virginia**

IG motions  
Admin meeting , come up with bid packages

**Bid Packages (Put one together)**

AVCNA does March due back by June. Describe what is required by the bid  
Encourage ppl to get involved. Make a regular mailing to regions.  
Tom requests rocco and jeff to send to him to propose this next mo

**Simulcasting**

Tom wants to give back to Jeff H.  
Find out cost, and interested jails.  
Jeff says it should fall on Convention Info person  
Karen will check with Jane @ NAWS as she is the PR person. Will get info to Jeff  
Jeff will check with correction to see how they do it at the prison level

**Different day packages**

Walk on or registration only, day rates, day trippers

Buy meals for a day

Registration committee is gonna try to make a suggestion on how to do these packages.

Suggest a day package for Saturday, lunch, dinner.

**Programming guidelines**

No point of accountability for taping

Get 3 bids

Merch chair agreed to handle taper

Perhaps needs to be turned to internal guidelines

Bring up in old business next month

**Books**

Motion for Spanish books:

(karen) Motion to at least get 5% or 2 per case spanish basic text as substitute for english .

2nd by Will

Tom : should amend: to 3 per case, 2 per half case (Sub 1102 with SP1102)

Passed unanimously

**Web site**

Motion to renew domain name for 5 years @ \$15 / year, \$75

Second by Dave H & Will. Passed unanimously

Mike R will work it out with Rocco.

**Letters**

Did not approve

Motion to accept letters & financial

DuWan: letter, the letter reads to jails and institutions. Need to change to jails and prisons

DuWan: need to change Tri-Counties to Tri-Cities

add sentence for 10% of the basic texts we purchase will be in Spanish (before AWESOME)

Karen, Rocco sent the money to NAWS already. Karen wants to add approx ship date to the letter.

**Motion:**

To get shirts , there were 3 bids. All for 144 shirts.

Motion to print these shirts through islander printing company

Dave h second

One against, everyone else in favor

The host committee

wants policy on banner storage

place into internal guidelines

Anything else new / missed ?

Is deanne here?

Karen's motion.

want to put in a motion that new jersey and philadelphia host 2015 eccna since we were runner up at last convention and i think the intent is to really look at 2 year bid process. Why would we want to put in all this footwork if we

Motion: that New Jersey and Philadelphia host 2015 ECCNA, since they were the runner up.

DuWan second motion

Is there opposition to the motion: yes

Intent: if we are going to have a 2 year bid cycle, before we go into policy, then we try it out. Since we were the bid committee runner up, why not try it out on somebody who is willing, before we make it a guideline.

Tom: we are still under input on pros/cons and since this is tabled or in internal guidelines that Tom needs to look back to see .

Rocco: New Jersey wasn't elected to host convention, they lost. Convention should be chosen by vote & New Jersey didn't win the vote. Other people are working on a bid . We should not have runner up win, until the policy is change. The winner is the winner & New Jersey wasn't the winner.

Tom: any more pro for the motion

Will: I think that because PaNJ has everything set in place, it would allow us to take a better look at a 2 year bid cycle and get better enthusiasm and gives us a few years of conventions in the works.

Jeff: con. If you were to award the 19th to New Jersey then you won't have a bid for the next year for a 2 year cycle.

Jeff, recommends table before we make this decision.

Jeff motion to table for one month

Deanne: motion to table.

roll call:

present: tom, karen, jeff h, will, mike r (5) dave h, rocco (late)

deanne, bryan, victor, duwan

Karen: shouldn't this be automatically tabled?

Tom says: no.

Victor is opposed to table.

This will be the first motion in old business for Oct meeting.

DuWan: Regarding motion just tabled. Does this affect the IG group meeting?

Tom:

Al P has missed 2 meetings in a row.

Policy says 3 in a row or 5 in 12 months is a resignation. Also Tom will call Al.

**End of meeting 10:05 pm**

Next meeting October 7,2013 7:00pm

**Mike R VP Report**

**Website**

1. Current with eccna 8 info . pre ref flyer
2. Could use redesign on history side. This is on my to do list.
3. Gave eccna 18 secretary the link to upload host minutes.
4. Ready to upload finalized flyer and populate story with info when avail.
5. Fixed application page to email to Tom & me , instead of [admin@eccna.com](mailto:admin@eccna.com)
6. Freewebstore updated with ECCNA 18 info , address updated

**Website Hosting**

1. Currently hosted @ godaddy & paid through Feb 2013 - \$57 /year
2. Contact Kevin D : can be changed / not sure if necessary
3. Suggest Leave it alone.

**Eccna.org domain name:**

1. Expires 9/30/13
2. Can renew name for 1- 5 years @ \$15 / year
3. Propose renal for 5 years for \$75
4. Contact is Kevin D. : not sure if necessary to change/ how to change.

**Ecommerce / virtual terminals**

1. Defer to Will / Rocco

**Tshirt sales from ECCNA 17**

I received half of the stuff: 81 shirts , 3 sweat shirts.

Sold @ WCNA with Jimmy from Piedmont Area Virginia Eccna 18 Arts & Graphics.

Sold for \$395 & have 21 shirts left mostly medium, mostly women's style.

In service , Mike R



**ECCNA 18 Chairperson's Report**

**September 9, 2013**

**We met on August 25, subcommittees met at noon, and the host met at 2:00. There were 24 members in attendance at the host meeting. I am attaching our minutes with my report.**

**We had 1 position open, Auction, which we filled, Chris T was elected. The Fundraising/Entertainment Chair stepped down at the meeting. We had a fundraising subcommittee meeting that day where we started some fundraising and decided to ask the host Vice Chair to pro temp till the next host committee. After the host committee meeting we were notified that the convention information chair stepped down as well. We will address that at our next meeting as well.**

**ECCNA18 was present at the WCNA35 and passed out thousands of fliers. We are getting calls and I believe we are getting some deposits . It was a great PR effort for ECCNA18. We were able to promote ECCNA to some of the southern states that have not participated in the past.**

**We would like to approve a vendor for a fundraising t-shirt. Mike R sent out the artwork and the 3 quotes to review. The AB only approves the vendor. In addition to the quotes we may need another set up fee to be added to the vendor quote we select.**

**We do have some fundraiser planned. Brunswick stew and Bonfire on Oct 26, 2013, host by 2 home groups in New Dominion. A raffle for 2 registration and 2 nights stay for the 32ndAVCNA. Tickets are 10.00 and the drawing is November 24<sup>th</sup>. We tickets in books of 10, if anyone would like to sell a book I will mail them to you.**

**We did select our theme. We had 17 theme submissions and we selected WINGS OF HOPE, I personally didn't care for it but I saw a lot of cool wings on NA shirts at the WCNA. We have some nice art ideas floating around.**

**We should pick our logo in our Sept host meeting**

**Registration is working on our preregistration flier and will have a draft ready at the next host meeting. We won't have all the information on our packages until we get a signed contract with W&M. I would like to ask the AB to act to approve the contract as soon as we get it in order to complete our flier.**

**If you look in our host minutes under new business you will see that we discussed the taper. The duties, for who selects the taper aren't in ECCNA policy. I would like to ask the AB to address that issue please. Also we have a concern about the storage of the banners. We are asking for some safeguards to be put in place.**

***We are also tossing around the idea to conference call some prisons during our Saturday night main speaker meeting. We would try to duplicate how the unity day is done at the WCNA. We are looking for input. Our next meeting is September 29. We may have a problem with the time. I will announce the time once we have resolved this matter***

***ILS  
Jeff H***

**Internal Guidelines Report Attachment**

**Subject:** RE: Internal Guidelines mtg 8/20,,, 7pm

**From:** "Dave A < >

**Date:** Tue, 3 Sep 2013 09:09:25 -0400

Hi I hope that all of you enjoyed the weekend and/or WCNA,,, I held an internal guidelines meeting on Tuesday, August 20th with one AB member and myself present. Another AB member contacted me and informed me they could not make it, and three gave me some input prior to the meeting. I have no minutes as we only discussed how to move fwd with the input that all of you have submitted and received.

I am willing to write the internal guidelines based off of the input I have received together with the input from the past internal guideline meetings. I am not willing to write the internal guidelines to have this committee rewrite them after I have put in time and effort. I have written the guidelines for the New Jersey Regional Convention (once in '99 with a revision and expansion in 2011), and I believe that, preferably with your help during the process, I am capable of producing something acceptable for you.

I will proceed (or not) once this board makes a decision on how to proceed.

Thanks,

Dave