

**MINUTES  
ECCNA, INC. (AB)  
MAY 3, 2010**

I. **OPENING:** Meeting opened with moment of silence followed by the Serenity Prayer at 7:10 p.m.

II. **AGENDA:** Agenda approved.

III. **ROLL CALL:** (Quorum = 7)

PRESIDENT: Lisa (Present)  
VICE-PRESIDENT: Terry (Absent)  
SECRETARY: Kevin (Present)  
CFO: Vacant  
DIRECTOR: Al (Present)  
DIRECTOR: Jimmy (Present)  
DIRECTOR: Steve (Present)  
DIRECTOR: Elizabeth (Absent)  
DIRECTOR: Jeff (Present)  
DIRECTOR: Kermit (Present)  
DIRECTOR: Bo (Present)  
DIRECTOR: Lester (Present)  
HOST CHAIR: Tom (Present)  
HOST VICE CHAIR: Vacant

DIRECTOR:  
DIRECTOR:  
DIRECTOR:  
DIRECTOR:  
DIRECTOR:

IV. **OPEN FORUM:** Bo said he did not get minutes for April meeting. Kevin to send again now. Kermit stated he has a reimbursement to submit. Will bring up in new business.

V. **MINUTES:** April Minutes approved.

VI. **REPORTS:**

CHAIR: Report given by Lisa (written report attached).

CFO: Report given by Kevin (written report attached).

AD HOC: No policy report at this time. Focus has been on convention. Will address convention speakers in old business.

HOST COMMITTEE: Report given by Tom (written report attached). Tom also asked the AB for guidance on how to handle host subcommittee chair who is unable to attend the last two meetings but has given notice that she can't attend. Per policy chair should be removed. AB agreed it was up to Host committee on how to proceed and that it was ok not to remove as per policy.

Resignation received during meeting:

*From: terry hutsell [coachred@comcast.net]  
Sent: Monday, May 03, 2010 7:13 PM  
To: Lisa K. Sparks  
Subject: Re: Revised Agenda and Updated Contact List*

*I am sorry to inform the board but I must resign my position on the board. I do not feel I will be unable to fulfill my duties as vice chair.*

*Terry H*

**VII. NOMINATION/ELECTIONS: None**

Tom asked if any of the AB from Connecticut planned to be on ECCNA 15 Host Committee. Discussed they need for AB members and who may be able to move into Vice President position.

**VIII. OLD BUSINESS**

- **Convention Speakers:** Discussion held regarding convention speakers. Jeff suggested Doug from New Mexico as a speaker. Decided we needed to discuss motion passed at last meeting before we started picking new speakers. Motion was passed at last meeting to have Bo as the Saturday night speaker. Lisa voiced concerns about conflict with having board member as a speaker and how it may appear to others. Also noted policy states no board members or host committee members can be speakers. Bo responded to discussion. Stated willingness to resign as board member and speak if that was what AB wanted him to do. Discussion continued with each AB member being given the opportunity to speak.

**Motion:** Maker of motion asked for reconsideration of selection of Saturday night speaker. No opposition was heard. Motion for Bo to speak did not pass.

**Motion:** To have Doug B as one of the main speakers for convention (Jeff/Lester) - *Motion passed with no opposition.*

Discussed how to handle choosing remaining speaker. Jeff asked that the adhoc committee be given ability to pick speaker. No one else supported this suggestion. Continued to discuss possible speakers and how to handle the process since we are close to convention.

**Motion:** To have AB members submit names for one of the main speakers at ECCNA 14 to the AB Program Liaison and the acting Host Committee Program Chair in the next 4 days and those individuals will submit a selection to the AB President who will coordinate a vote on the speaker via telephone to all Board members. (Jeff/Al) - *Motion passed with no opposition.*

Jeff went over format that will be used for workshops. Everyone was reminded that policy states AB and Host are not to speak or lead workshops.

- **Auction items:** Host committee has asked that each AB bring one item for auction.

The following committed to bringing items - Al, Lisa, Lester, Tom, Steve, Kermit and a maybe from Bo.

- Facility contracts: Tom and Lisa are working with facility. All agreed to give Tom and Lisa okay to sign contracts. If any concerns arise the entire AB will be informed.
- Non-profit status/tax preparation: Kevin stated he has been in contact with the IRS regarding process. We have 27 months to finalize nonprofit status and 5 months to supply documentation. Discussed need to expand budget to include costs for seeking assistance from tax professional and for cost of 990 application (\$700). Kevin requested he be allowed to seek advice from tax person (no payment will be required). AB gave him approval to seek assistance as needed.
- Event insurance: Lisa is working on getting quotes for event insurance.
- Bylaws: No action
- Policy revisions: No action

#### IX. **NEW BUSINESS:**

- Badge Holders/lanyards: Discussed the quantity of badge holder and lanyards that Host should order. Holders are .42 for 500 and .43 for 300.

**Motion:** To purchase 500 badge holders for estimated cost of \$225. (Tom/Steve)  
*Motion passed with no opposition.*

- Website revisions: Kevin sent everyone link to new setup of the website. All agreed to start using the new site. Please let Kevin know if you find any problems.
- Potential AB members - Discussed need for more AB members.
- AB Convention attendance (i.e. arrival date/time) - Will discuss at next meeting.
- Reimbursement - Kermit made copies for Virginia convention. Advised to send receipt to Kevin to get reimbursed.
- AB Meetings - Discussed need to meet more frequently before convention. Policy only refers to host meeting more frequently. Decision made to meet again in two weeks. Same day, same time. We will decide after that if we need to schedule any more extra meetings. Will carry all outstanding matters on agenda.
- AB Meeting Day: Kevin brought up possibility of changing meeting day of the week due to conflict with schedule. Discussion held. Lisa will send email to all asking for input. Will discuss further at next meeting. Change would not begin until July.
- Next Meetings: 05-17-10 and 06-07-10

#### X. **CLOSING:** Meeting closed.

**ECCNA, INC.**  
**PRESIDENT REPORT**  
**May 3, 2010**

Due to several events already scheduled in the month of April, I have not been able to put as much time as I hoped into the pending tasks for the AB. Below is a list of the things I did get done as well as the items still pending.

**COMPLETED**

- Spoke with several AB members about the motion passed for Saturday night speaker at convention and sent email requesting we look at other options
- Created detailed contact list for AB (copy sent to all via email)
- Telephone calls and emails with Al and Elizabeth to discuss requirements for submitting bid to host ECCNA 15
- Prepared Agenda for meeting and sent to all for review and input
- Executed and mailed all vendor contracts (provision requesting each vendor register was added at the bottom of each contract)
- Followed up with advisory board form submitted by Forlesia from MD. She does not meet requirements necessary to serve on AB and no further action is needed. Mostly she was looking for someone to listen to her concerns about her local area convention....so I listened and wished her the best.
- Drafted letter for Host committee to use to send to treatment centers (was not able to get a copy from local convention committee). Send draft to Tom earlier today.
- Received information from CFO regarding necessary action needed to get me on the board checking account. Will do this as soon as possible. May be a few weeks due to location of Chase branch (about an hour away)
- Working with Tom on finalizing and executing facility contracts. Hope to have this completed by the end of the week.

There are a few items that I still need to work on (event insurance application, bylaws, policy review, etc). I hope to be sending out information on the pending tasks in between meetings.

I am looking forward to traveling down to Ft. Myers next month to meet the Host Committee and visit the convention location. This is something I am doing on my own and there will be no expense to the AB.

Please let me know if you have any questions. I am looking forward to ECCNA 14!!

**Submitted by: Lisa S.**

**Date: May 3, 2010**

CFO Report – 05-03-10

Present Balance in the AB account: 4,749.27  
Present Balance in the Host account: 1,715.69  
Present Balance in PayPal: 1,013.50  
**Total Balance: 7,478.46**

338.42 in PayPal receivables

April AB transactions:  
350.00 in Registration check  
May 1, 2010  
50 cash from Host – T-shirts

- Working to get Lisa on as a signor
- SunBiz annual report completed
- One new registrations on PayPal. + subscription payments.
- Need to discuss tax preparation and non profit status.
- Need to discuss money movement in preparation for Host costs.
- A simple breakdown of our present standing using estimated critical expenses:

Remaining Facility = 1400

Insurance = 1500

Registration = 200

Merchandise = 650

Rooms and Meals = 3500

Meeting space = 60

Bank Charges = 35

Total critical expense = 7,345

We are close to a break even point without considering any ancillary expenses including some mailing and whatever we can afford for Hospitality. With local registrations and last minute registrations we should be okay. I am unsure of the actual costs including those of the Facility costs such as inclusion of taxes and av costs; this is just a simple estimation.

Thanks,  
Kevin

# ECCNA 14

5/3/2010

Hello,

Other than what is noted in the Host minutes I really don't have much to add other than we really need the board members to register asap. We will have a limited # of rooms available to have filled on site and we are hoping to get these filled by other people. Lisa and myself should be getting the Campus contracts signed this week. We will have the T's by the 29<sup>th</sup> and hope to get the quantity of lanyards approved by the AB and have these ready as well. Want to reiterate that we will be needing the AB members to help out at the Convention. Our current registration Chair has previous engagements that will prevent her from making the last few meetings that we have scheduled but still has the willingness to stay on board. I will need your guidance as to what to do. Will this "as per policy" require her to be impeached or do we consider this as excused absences? At this point we need all the help we can get and I would hate to lose her. I do believe that Jeff has some additional info concerning Speakers and such.

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ILS Tom K.