

**MINUTES
ECCNA, INC. (AB)
JUNE 7, 2010**

- I. **OPENING:** Meeting opened with moment of silence followed by the Serenity Prayer.
- II. **AGENDA:** Agenda approved.
- III. **ROLL CALL:** (Quorum = 7)

PRESIDENT: Lisa (Present)
VICE-PRESIDENT: Vacant
SECRETARY: Vacant
CFO: Kevin (Present)
DIRECTOR: Al (Present)
DIRECTOR: Jimmy (Present)
DIRECTOR: Steve (Present)
DIRECTOR: Elizabeth (Present)
DIRECTOR: Jeff (Present)
DIRECTOR: Kermit (Absent, 2nd)
DIRECTOR: Bo (Present)
DIRECTOR: Lester (Present)
HOST CHAIR: Tom (Present)
HOST VICE CHAIR: Vacant

DIRECTOR:
DIRECTOR:
DIRECTOR:
DIRECTOR:
DIRECTOR:

- IV. **OPEN FORUM:** None
- V. **MINUTES:** May 17, 2010 minutes approved.
- VI. **REPORTS:**

CHAIR: Report given by Lisa (written report attached). The following AB members would like to participate in Host meeting on Skype: Steve, Lisa and Al.

CFO: Report given by Kevin (written report attached). Kevin stated talked to IRS and they are not going to offer low cost online option to secure non-profit anytime soon. He is working with GRCNA CFO to get information needed. He has been working on items we will need at the convention. He created a form for onsite registration and is waiting on Melody to get back with him. All deposits will be made to Chase in Ft. Myers over the weekend. As of today, Kevin reported we have 48 full registrations and 6 day registrations.

HOST COMMITTEE: Tom reported that we had another walk-thru and changed some things which helped lower the cost. The Friday and Sunday meetings are now inside and we will not be using main pool at all. All meal tickets and envelopes are made as well as the banner for registration table, donation cans, directional signs, speaker sign in list, program seems to be finalized, Stewart will have the programs made, and will bring the projector for the bid meeting, pens are ordered, and golf cart is running. The Facility has

been gracious enough to accommodate all of our needs. Discussed who can take stuff up to Connecticut. Host will meet on Skype next Sunday. All AB are welcome.

VII. **NOMINATION/ELECTIONS:** None

VIII. **OLD BUSINESS**

- Convention Speakers:

Motion: To have Leah A as main speaker on Saturday night and Doug speaking on Friday night. (Jeff/Tom) - *Motion passed with no opposition*

- Facility contracts: Contract for meeting space has been signed. Still waiting to finalize number for meals. Will finalize week before convention and payment is due first day of convention. Housing contract can't be finalized until we get on site. \$2,000 deposit has been made. Tom will check with FGCU about housing contract. Al requested copy of facility contract.
- Non-profit status: No update at this point. Kevin stated with nothing having been filed in previous years it may cause us some stress with IRS. We may have to pay penalty because we are late. Suggested we discuss putting up funds to file. GRCNA CFO going to send paperwork.
- Bylaw and Policy revisions: Work in progress. Lisa will prepare documents for AB to review at the convention. Will attempt to have a working meeting when time permits.

IX. **NEW BUSINESS:**

- Meal tickets and pricing:

Motion: To sell meal tickets at \$10 for breakfast, \$15 for lunch and \$15 for dinner and \$50 for total meal package (Tom/Kevin) - *Motion passed with no opposition*

The number of meals to be purchased has to be finalized with FGCU the Monday before the convention. Kevin, Lisa and Tom will review current registrations and add appropriate number for individual sales.

- Onsite Meetings: Times were changed to be the same. Both Friday and Sunday meetings are at 2pm now. Host committee is also meeting at 8:30am on Saturday. AB is welcome to attend. All meetings will be held at Eagles Landing.
- ECCNA 15: Discussed how to transfer supplies, banners, etc to new committee. We will work with Elizabeth on sending as much as we can. Also discussed pre-registration for ECCNA 15.

Motion: To have flyers for pre-registration deposit for ECCNA 15 for \$50 and give registrants 10% discount of total package. (Tom/Lester/Jeff) *Motion passed with no opposition*

Elizabeth will come up with flyer and work with Lisa on finalizing. Lester and Steve both signed off of meeting at this time.

Tom brought up possibility of doing pre-convention t-shirts for ECCNA 15. Discussion held with pros and cons. Al is to check into pricing and come up with a proposal to send to AB for approval.

- Miscellaneous:

Bo brought up need to set up process on getting books to jails and prisons. Need to clarify where the books will go. Discussed best process and several suggestions were made. Need to confirm how many books host area can have. Books should go to host area than to East Cost. Idea discussed is to send a few books to each region if possible with cover letter inviting them to send nominations for AB and include copy of flyer and profit/loss for convention.

Tom will contact host area and get number of books needed. Will work on making a sign for registration desk.

Jeff brought up Hospitality budget and possible need to increase. Current amount is \$275. Need to wait on Hospitality chair to get estimates of how much will be needed. Tom suggested we wait until Saturday morning and see how much has been used. We can buy more at that time of needed.

Jeff requested we add directions to FGCU to the website. Kevin will add under local information. Tom will send Kevin detailed directions.

- Next Meetings: 07-12-10

X. **MEETING CLOSED.**

ECCNA, INC.
PRESIDENT REPORT
JUNE 7, 2010

I had the honor of attending the Host committee meeting in person a few weeks ago. It was great to meet several of the committee members. I also enjoyed spending the evening with a couple of the board members the night before. Tom and his wife were fabulous hosts. I plan to visit again soon!!! While I was there I was able to go ahead and turn over some auction items. Don't forget to bring your items with you !

After the meeting we drove over to FGCU and toured all the buildings we would be using. We came up with some ideas that will be a little more comfortable for everyone. The contract for the meeting space was signed and mailed on Friday. A copy is available for anyone interested. I was also able to work on several open details with the contact person at FGCU. They have been great to work with. We will still have to finalize the meal contract and the sleeping rooms. The meal numbers are due the Monday before the convention. We will need to approve additional meal ticket pricing in new business. The sleeping rooms won't be finalized until after we arrive since additional rooms will be made available for walk-ins.

Please plan to attend the opening meeting on Friday at 2pm and the closing meeting on Sunday at 2pm. We changed the times to be the same. Also be prepared to help attendants with directions. Locations are more spread out than normal and we will need to familiarize ourselves with the layout as soon as possible so we can assist others. Helpful hint for the convention - bring your walking shoes!

In regard to ECCNA 15 we need to discuss pre-registration and what we need to do to have a smooth transition to move from one committee to another. This has been added to new business.

Lastly the Host committee has invited all AB to listen in to their next meeting on June 13 at 7pm via Skype. Please let Kevin know if you would like to attend.

CFO Report – 06-07-10

Present Balance in the AB account: 3,970.07

Present Balance in the Host account: 1034.41

Present Balance in PayPal: **785.58**

Total Balance: 5,890.06

May / June AB transactions since last report:

1,325.00 in Registration check

2,000.00 moved from PayPal Registrations

60 cash from TShirts

1,000.00 deposit paid to FGCU rooms

2,901.75 paid to FGCU Facility

37.45 paid for copies

- Wachovia pending 501c3 letter
- In correspondence with GRCNA CFO for 501c3 precedence
- Insurance paid out of PayPal

Thanks,

Kevin