

**MINUTES
ECCNA, INC. (AB)
JULY 12, 2010**

I. **OPENING:** Meeting is being held via Skype and opened with moment of silence followed by the Serenity Prayer at 7:01p.m.

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 (Absent - No answer)

DIRECTOR: Elizabeth (Present)

DIRECTOR: Jeff (Present)

DIRECTOR: Kermit (Present)

DIRECTOR: Bo (Absent)

DIRECTOR: Lester (Present)

HOST CHAIR: Tom (Present)

HOST VICE CHAIR: Vacant

DIRECTOR:

DIRECTOR:

DIRECTOR:

DIRECTOR:

DIRECTOR:

IV. **OPEN FORUM:** None

V. **MINUTES:** June 7, 2010 minutes approved.

VI. **REPORTS:**

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

CFO: Report given by Kevin (written report attached). Kevin stated that he had talked to an accountant about estimate to obtain non-profit status and that his biggest concern is not as bad he was initially lead to believe. We can actually include all the profit and loss to date on this year's report. Basically use the event as the starting point. If any of the previous transactions are brought up we can do a letter of explanation. It will be \$800 to file for non-profit. He is trying to find out how much it would cost to let accountant do all the filings. He has been attempting to get other conventions to give us an example. So far no response. We will need to file for this year and 2011.

Question about status of budget for next year's convention asked. Kevin stated we need to work with Host committee when coming up with budget. Right now he will need a break down of all expenses and income from past year in order to get started. We also need to take into consideration that we cut so much from this year's program.

Kermit suggested that Kevin contact the WSO to get information on nonprofit status also Virginia Corporation may be able to help.

Kevin/Tom confirmed all Host Committee bills have been paid to date and he will send in a revised report to be included in the minutes. Total pre-registrations for ECCNA 15 was \$300.00 (6 deposits @ \$50 each).

HOST COMMITTEE: Tom is still working on the final report. He doesn't have all the information from committees in yet. He does have several questions regarding the Host committee. Discussed waiting until New Business to go over questions in regard to the transition. Tom said he will try to get final reports from all committees by next week and will have his report ready then. Motion to table Host Committee report until the August meeting was made. Passed with no opposition.

VII. **NOMINATION/ELECTIONS:** None at this time. Question asked about liaison positions and when they would be filled. Discussed terms for admin for the AB. Need to address this in policy.

VIII. **OLD BUSINESS**

- Non-profit status: Status included in CFO report.
- Income taxes: This will continue to be pending until the non-profit status is obtained, then we can file.
- Policy revisions: Revised policy still under review. Several more suggestions have been sent in. Motion to table policy review and approval to a special called meeting. No opposition made. Discussed possible dates and times. All agreed to July 26th at 7pm. The meeting is not mandatory
- Bylaws: Pending policy being revisions

IX. **NEW BUSINESS:**

- Banners: Lisa sent a thank you card to Danny M for allowing us to hang banners. Discussed what to do in the future and possibility of securing missing banners. Lisa will work with Danny and others to try to get all the banners together. Suggestion made to add something to bylaws in regard to banners and how to store and handle them in the future. Tom has ECCNA 14 banner and will store until further notice.

Discussed need to add archives into policy and bylaws as well as storage facility.

- Host Committee Transition: Discussed process of moving from one host committee to another. We need to get some policy in place to help guide. ECCNA 15 committee has started meeting and has people in place and ready to go. Decided to use month of July as turnover time. All agreed that we move to forward as soon as possible.

Discussed term of Host Committee Chair. Term will stay in effect until final report is accepted by the AB. Again, emphasis made that the process needs to be clarified in policy.

Motion made for the AB to elect the upcoming year Host Committee to allow them to begin doing business. (Tom/Jeff). Discussion held with pros and cons given. The next area meeting with United Shoreline is on 8/1/10. Elizabeth agreed to go to area and present all the nominations for the Host committee and ask them to confirm. Discussion continued regarding having to wait and that the area thinks the committee is already in place and ready to go. It was clarified that Elizabeth was appointed already as the Host Committee Chair. All agreed to Elizabeth reporting remaining positions to Area. Motion was withdrawn.

Discussion on how to handle transfer of checking account.

Motion: To change ECCNA 14 signers to ECCNA 15 signers pending all checks being cleared. (Tom/Kevin). Motion passed with no opposition.

Tom will move forward with sending the check book to Elizabeth. Will send by certified mail. He will also get information on account to the CFO which will allow the CFO to monitor and transfer funds into Host Committee account as needed.

Discussed status of PO Box. ECCNA 14 has a few months left on their box. Once new committee gets their PO Box they will forward all email. Discussed need for AB to have their own PO Box. Kevin will check into cost and report next meeting. He will also check into cost of climate controlled storage facility for banners and archives. Elizabeth will do the same for Host Committee.

Tom will inventory all the current supplies and then send to Elizabeth. Tom will work with Elizabeth on this process. AB will pay for any shipping costs.

Discussed what to do with the books signed at the Day of the Dinosaur. The remainder of books were already given to Elizabeth.

Motion: To save one signed Day of the Dinosaur book for archives. (Tom/Elizabeth) Motion passed with no opposition. Elizabeth will hold one book until we get storage facility set up.

Complete set of convention CDs were given to Lisa to hold for archives. It was discovered that several of the CDs do not work. Elizabeth will check the set she was given to use as a raffle item. All of the bad CDs will be sent back to the vendor.

New Host Committee will be meeting again on 7/21/10. Will send AB a schedule of all Host Committee meetings once available.

- **Packages to Regions:** Discussed how to handle sending books and information to all the East Coast Regions. AB will send a letter stating how the convention went and enclose a copy of the financial report along with books purchased. All agreed to putting a label in the front of the book that stated the book was donated by ECCNA 14 hosted by the Gulf Coast Area. Lisa will work with Bo on letter to regions and will make up labels. Host committee for ECCNA 14 will get together and prepare

packages to be sent. Will also confirm all the mailing addresses from the regions. We still have not been able to obtain any contact information for Northern New York Region. Need to find out from Gulf Coast Area how many books are needed. Lisa will contact the area H&I Chair. Discussed need to make how we are to handle distribution of books clearer in the policy.

- Financial report: Currently there is a total of \$6,835.70 (\$300 is deposits for registrations for next year). 40% would be \$2,614.28. Since \$300 was actual income for ECCNA 15, the total proceeds for ECCNA 14 will be \$6,535.70. Lengthy discussion held on how to split up funds. Several different suggestions were discussed. CFO stated we would need to set back funds to apply for non-profit status and other AB expenses and possible penalties with tax filing. Discussed need to build a prudent reserve.

Motion: To hold \$2,500 for ECCNA 15, \$1,500 for AB operating expenses (includes filing for non-profit status, possible tax liabilities, and basic expenses) and to use the remaining funds of \$2,535.70 to purchase and ship texts first to the Host Area and then to the East Coast regions. Any funds not used for AB operating expenses will be forwarded to ECCNA 15. (Tom/Kevin) Motion passes. 6/1/0

- ECCNA 15 AB Facility Liaison: Discussion held regarding facility liaison position on both the AB and the Host Committee. Currently a board member is planning to be the Facility Liaison for Host Committee. Discussed issues in the past with person being on both AB and Host. Need to address during policy review meeting.
- Next Meetings: 07/26/10 (Policy review only); 08-02-10

X. **MEETING CLOSED.**

ECCNA, INC.
PRESIDENT REPORT
JULY 12, 2010

Hope everyone had a great time at ECCNA 14. It was so exciting to see the convention in action! Overall the convention was a success. Most importantly...the primary purpose of our fellowship was fulfilled and it appears we are also going to be able to fulfill the purpose of our convention by purchasing several texts to put into prisons and jails up and down the East Coast. Thanks to all for your hard work, perseverance and your patience over the last year. I think we all learned some lessons that will help us when moving into ECCNA 15.

So far I have only heard good things about the convention from those who attended. Sad to say I personally had some issues with the way some things were handled. It was nice to see the AB work together on trying to resolve the problems we were having onsite. Again, we can make some changes to help us work together even better next year. Unfortunately, I did receive an email from FGCU regarding some concerns they had with our attendance. Main issue was not following the set times for use of the Student Union Building. The other concerns were basically a misunderstanding. One of the things I realized is how important communication with the facility is and that we need to get everything in writing. NOTHING should be assumed. I responded to the email with an explanation and we did pay an additional charge for staffing for late hours on Friday and Saturday (approx \$80). I think in the end paying the \$80 with an apology was the best response we could give! I will call the FGCU contact later this week to confirm we are in good standing.

This brings me to moving into next year. I think it would be good to have a local board member be the Co-Facility Liaison along with the President. One of the issues I ran into is not being able to answer or respond to questions. It is imperative that I am kept apprised of all contract discussions if I am signing the contracts on behalf of the board. I think it became confusing to FGCU to deal with one person than another person when signing. I see no reason why two board members can't work together from the start. Best case would be for me to be available to go onsite and meet personally as most conventions do. With our convention moving around we need to get a practice in place that will work for us.

As you all know I have been working on revising the policy and was hopeful that we would be able to approve a final policy at this meeting. Several people have sent me more changes and I was not able to get all the changes reviewed and incorporated. I would like to ask the AB to set a special meeting to review/read thru the revised policy and then we can officially approve at our August meeting. We need to give some direction to ECCNA 15 as soon as possible.

Thanks again to everyone for your service, support and overall generous spirit. The love of the fellowship was definitely present at ECCNA 14!!!

CFO Report – 07-07-10

Present Balance in the AB account: 4,713.41

Present Balance in the Host account: 461.73

Present Balance in PayPal: 1,660.56

Total Balance: 6,835.70

June AB transactions since last report:

Reg	3,666.01
Meeting	116.48
Auction	743.00
Vendors	125.00
Raffle	401.00
Merch	289.00
Reg	490.00
Pre Reg	300.00
Meeting	165.39
Meeting	82.10
Donation	7.00
	6,384.98

To FGCU 2,340.00; 3,226.80; 87.50;

In discussion with acct – plan is to apply for status (800.00) – then file 2010 form 990.

Thanks,
Kevin