

**MINUTES
ECCNA, INC. (AB)
AUGUST 2, 2010**

I. **OPENING:** Meeting is being held via Skype and opened with moment of silence followed by the Serenity Prayer at 7:12p.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)

DIRECTOR: Jeff (Present)

DIRECTOR: Kermit (Present)

DIRECTOR: Bo (Absent - Had to leave before meeting started)

DIRECTOR: Lester (Present)

ECCNA 14 HOST CHAIR: Tom (Present)

HOST VICE CHAIR: Vacant

ECCNA 15 HOST CHAIR: Elizabeth (Present)

ECCNA 15 HOST VICE CHAIR: Joe T (Absent)

IV. **OPEN FORUM:**

Lisa asked that Jeff go ahead and do minutes.

We addressed the status of Elizabeth. She is moving from a regular AB director position to the ECCNA 15 Host Committee Chair position

V. **MINUTES:** July 12, 2010 minutes approved.

VI. **REPORTS:**

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

CFO: Report given by Kevin – No changes from the previous months report.

ECCNA 14 HOST COMMITTEE: Final report given by Tom (written report attached).

ECCNA 15 HOST COMMITTEE: Report given by Elizabeth - The ECCNA 15 Host Committee met on July 21st with 22 addicts in attendance. All sub-committee reports were given. Auction chair is OTF (Out to Fellowship), Entertainment & Fundraising Chair is OTF. Programming will

have its first meeting August 11th 5:30 50 Court ST Cromwell, CT. The rest of the sub-committees will hopefully have a time and place set for our next meeting August 19th. We will then compose a list for everyone. PO Boxes depending on the location the prices are \$60 a year or \$44 a year. Storage units climate controlled:

Rent a space Waterford, CT- \$63.60 month \$10 service fee 5x5 10ft high

Easy Does It Franklin, CT- \$57 month 5x5 7ft high

Self Storage Solutions Waterford, CT \$63.60 \$25 refundable deposit 5x5 10 ft high

New London Self Storage- New London, CT \$65 50% off 1st 2 months 5x5 10ft high (Lenny)

ILS Elizabeth

**The board approved spending on host committee meeting rent and PO Box rental until such time as the ECCNA 15 budget is adopted. Elizabeth will use the current ECCNA 14 checks to pay any of these items and once we get a PO Box, we will address the issue of new checks.

VII. NOMINATIONS/ELECTIONS:

Tom K. was nominated and elected to the AB.

Tom K. was nominated and elected as Vice President of the AB.

VIII. OLD BUSINESS

Non-profit status: We'll need Bylaws to attach to the non-profit application. Once we have those, then we will be able to submit the application.

Income taxes: Pending non profit status

Policy revisions: Draft 3 has been sent to everyone. Items in yellow are those we couldn't agree on.

Motion: To hold a policy meeting on to come up with a finalized policy for vote at the next AB meeting. Motion failed 3-5

We went over the following policy items which there were differing opinions:

Section 6, third bullet concerning the breakdown of the books. Option B got more votes (5-3). Option B was Remaining funds will be used to buy Basic Texts for jails and prisons in the Host Area and the East Coast regions.

Section 7 concerning having AB members also on the host committee. The line "No other members shall serve on the Host Committee and the AB at the same." was removed.

Section 9 Treasurer Duties, the issue was to have the Treasurer being a signer on the account. Three options, add it to Treasurer duties, leave it out of Treasurer duties, or put it under the Site Liaison duties. It was 5-0-3 to put it under Treasurer duties

Section 10 - Requirement for Subcommittee Chairs. Current policy is 3 years for everyone. Other option is 2 years for everyone. Another option is 2 years for everyone except Merchandise or Registration Chair. Vote was 5-2-1. Current policy will remain.

Section 12 - Main speaker clean time. Choice was 5 or 10 years. 10 years was voted in unanimously.

Section 12 - Two choices: 1) None of the main speakers shall have previously been a main speaker at the East Coast Convention within the last five (5) years. 2) None of the main speakers shall have been the main speaker at any adjacent regional, world, or east coast convention in the last five (5) years. Vote was for option 2.

These changes will go in to a draft 4 and will be e-mailed to everyone for review and approval.

Bylaws: Still pending

Book Packages to Regions: Motion was made to purchase one case of Basic Texts for each prison in the host area. Motion carries 5-3. Lisa and Tom will work on ordering the books for the host area as well as the regions on the east coast, The books will all be purchased at one time. The regions will get books, flyers, a letter and a financial report.

IX. NEW BUSINESS:

PO Box: Motion was made and carried to have the CFO secure a PO Box for \$72 per year.

ECCNA 15 budget - Kevin will talk with host treasurer and work on a budget.

ECCNA 14 T Shirts - Tom will keep a certain number of t-shirts to sell in his area and send the remaining items to ECCNA 15 host committee.

Storage Facility - We decided it wasn't necessary to secure a storage facility right now. All we have are a set of cd's and Lisa will send those to Tom to hold as well as the remaining archives. Tom will report next month on the archives he holds.

AB Liaisons to Host Committee - Lisa will bring a list for next meeting

Next Meeting: September 13 (due to Labor Day) at 7:00

X. MEETING CLOSED. (9:43 pm)

ECCNA, INC.
PRESIDENT REPORT
AUGUST 2, 2010

Most of my time over the last month has been spent working on revising the Host Committee policy. Several of us met via Skype last Monday and went over the newest version. Thanks to Tom, Kevin, Jeff and Lester for their time and input. After our meeting I incorporated the additional changes we discussed. Unfortunately there are still several areas that we need to make decisions on. I have given a lot of thought about the best way to handle getting the policy approved along with the outstanding issues. I think our best route would be to approve the last version as is with the exceptions of the areas highlighted. The areas highlighted will then be discussed on a line item basis. I sent both the newest version (Draft 3) of the policy along with a separate sheet of the items still pending. Instead of everyone trying to vote on this tonight, I would like to suggest we take a few days to review everything then you can send your vote in via email. It is imperative that we get this policy completed as soon as possible. Seems every week something new comes up. We need to be careful that we don't hold the policy hostage waiting on perfection. As we all well know it will never come!

I had a potential vendor contact me a few weeks ago. He has sent me all his information. At this point I really don't think the AB needs to review/approve. I will pass the information onto the Host Committee and if they are interested in using the vendor then we can approve. I will email the information to Elizabeth tonight. Vendor name is Alex at the One Promise Recovery Store.

In addition, I also made contact with the Gulf Coast Area H&I Chair about the number of books they would like to have in their area. He immediately asked for 100 cases of books. I let him know that the books were being bought to be placed in the facilities now and not to be held to be used at a later date. He responded with stating that was not how our policy read. He then suggested 40 cases of books. I asked him to please get us a letter from each prison stating how many books the facility would take at one time. I am really struggling with accepting the idea that a facility would allow us to bring that many books in at one time. Gulf Coast Area only serves two prisons. That would be almost 500 books per facility. After our conversation I was left very confused and uncertain about how we should handle the book distribution. To keep us maintaining the same practice year after year we need to develop policy to help guide this process. I have added a suggestion to the list of policy items to review.

Please let me know if you have any questions.

Submitted by:

Lisa S.
President
ECCNA, Inc.

ECCNA 14

3/14/2010

Hello, I will do the best I can with the information I have access to and hope everybody finds this report acceptable and complete. First of all I would like to express my outlook on the process of how this year's convention (ECCNA 14) evolved. As we all know the history, limited to those of us who were not around when this convention was previously active and by the different views expressed by those who were there, and have been through the 2 plus years it took to make this one happen know that this was one which was met with many challenges that at times seemed very demanding, if not defeating, even to the most passionate members of our committees, Host and AB. There were a lot of things that occurred and that did not occur as some of us might have thought should have or been done differently. But with that said I would like to express my immeasurable gratitude, love, respect and honor that I feel when I think about or talk to any of the members past and present who were involved in this rebirth of such a grand event. There was something magical that happened here and I'm honored to be part of. As far as the performances, policies, structure or the process of how the actual convention was ran is something that can't be evaluated as to determine a course of action or a change of policy needed that would accurately depict the SOP changes needed other than the ones the current AB policy review committee is currently undertaking due to the extenuating circumstances that surround this year's event. By the time we actually found the venue to put this on, an AB that was supporting actually supporting the Host Committee we were really slim on the filled positions on the Host. We had groups of people, not chairs, pulling together to hold fundraisers, no Host chair, no Site Liaison, no Treasurer, an AB president and AB CFO doing a lion's share of what was supposed to be performed by the Host committee. A lot of what we have or had as policy was really unable to support the structure of how this was being run. We had or will have a policy that will support an active and viable Convention, not one to start a convention and one to continue a convention. The one thing that we did have was sense of unity and a sense of purpose that we could pull together and make this happen. To do this we had AB members doing Host positions, we cut down budgets, pulled resources out of our own pockets, cut out events and even held main meetings in the dining area to cut down costs just to make this a viable event. In the end we accomplished what we set out to do. I'm not sure if due to the lack of support that we had, in the Host, that we might not have overseen everything that needed to be attended to properly.

So I am not going to critique what we could or could not have done differently as to steer us into a new direction for any future events. I feel that there are many changes that need to be made in the Bylaws for the AB and for the Host. These are being done now so I feel this would be redundant. Before I get to the reports for the different sub-committees I would just like to that all of you for your support and let you know that we (Host) could not have done this without the support, unity and love we felt we received from this AB. So I will do this alphabetically.

Arts & Graphics

Many items that were produced and used during the preconvention and convention events were donated by several members of the committee. The only reimbursable amounts were for copies and that was only a partial figure. The committee as a whole and others off set the cost of putting on this event with personal and local contributions.

Flyers: Created flyers for pre-convention and fund raising events. Created flyers for registration and made changes as the development of the event unfolded. Created flyers asking for committee help, auction items and meeting notices. (\$50.00)

Collection cans: coffee cans labeled with the event logo at the time as well as its function: donation cans, t-shirt and soda sales and raffle cans.

Auction: made paddles (1-26) collection can, and tally sheet which made the auction lively and fluid.

Banner: Donated 4'x6' with convention logo (\$175.00)

Raffle items: tickets were donated, 4'x6' banner donated with a smaller version of the logo and had all of the attendees sign, a hand painted stool with Jimmy's original logo, (\$200.00)

Directional signage: donated (\$25.00)

Merchandise: greeting cards: Donated, (\$35.00)

Made all signage including merchandise pricing, ECCNA banner for the registration table, Time slots banners (1/2 poster board) for Marathon, Hospitality and Serenity Keepers, NO SMOKING signs. (\$50.00)

I am grateful to have had the opportunity to serve in this position,

Patty K.

Arts + Graphics	Proposed	Used
Signs	\$100.00	0000
Banner	\$300.00	0000
Misc.	\$25.00	50.00
Totals	\$525.00	\$50.00

Auction

We had a small budget. Not much needed. The bid paddles and log sheet was donated and therefore we incurred no cost here. All monies received were a profit. We are grateful for all the donations and the help we received during the convention to make this a better function during the convention. Thanks Gen W.

Auction	Proposed	Used	Income
Misc.	\$50.00	00	
Totals	\$50.00	00	\$743.00

Convention Info

We started with the proposed budget and as everybody else did most of the work out of pocket. It took a while to get a letter to send to the treatment centers which I mailed out and we opted to go without extra literature. We just had meeting lists donated by the local areas and got no responses back from any of the treatment facilities. ILS Stewart

Convention Info	Proposed	Used
Lit (PI)	\$150.00	000
Press Pack	\$25.00	000
Meeting Lists	\$100.00	000
Mailings	\$50.00	000
Misc.	\$25.00	000
Totals	\$350.00	000

Entertainment/ Fundraising

This position was never officially filled and was overseen by the Vice-Chair with everybody's help. Again we used very little of our budgeted monies for our 3 fundraisers. The first one, using no monies due to the lack of money available and not any policy or budgets approved at that time. All funds received for the Dinosaur Day event were a profit. I believe that to be around \$3,000.00. Not sure. But we had two other fundraisers on the West Coast of Florida and none on the East Coast of Florida due to lack of help in this area. There were monies paid out for each event but all expenses come out of individual's pockets and were reimbursed later. This committee suffered due

to lack of Chairperson. And due to cutting out most of our budget we removed any and all entertainment at the convention that would require money to put on.

Entertainment	Proposed	Used	Income
Fundraiser #1	\$300.00	0000	\$3,000.00
Fundraiser #2	\$300.00	\$31.00	\$533.61
Fundraiser #3	\$300.00	\$110.00	\$1,325.86
DJ-1 dance	\$300.00		Did not have
Banquet Decor	\$250.00		Did not have
Fliers	\$125.00		Donated
Misc.	\$125.00	\$141.00	0000
Totals	\$1,500.00	\$141.00	\$4,859.47

Hospitality

We had plates, cups and napkins left over from the fundraisers and as everybody else we scaled down our budget. We also solicited donations from the locals which were well received. We had more than we needed. We had plenty of stuff left over which we donated to the Campus. ILS Stormy

Hospitality	Proposed	Used
Supplies	\$150.00	45.00
Food/Coffee	\$975.00	\$235.00
Totals	\$1,025.00	\$270.00

Marathon

Marathon went well. Not a lot of activity late at night. ILS Lisa F.

Marathon	Proposed	Used
Fliers/ Misc	\$50.00	\$16.50
Totals	\$50.00	\$16.50

Merchandise

Hello, we don't have any numbers on the Dinosaur Days T-Shirts that we had. We bought a gross @ about \$5.50 and sold them for \$10.00. This is an estimate. We had a different Treasurer and a different Merchandise Chair at that time. For the convention we purchased 1 gross Pre Ts and 1 gross convention Ts. We have 38 Pre Ts left and 98 Convention Ts left. Our Gift

cards were donated. About 150 left. The totals here do not reflect the Pre Pre Ts.
 ILS Darla

Merchandise	Proposed	Used	Income
Pre-Con Merch.	\$875.00	\$796.37	\$1060.00
Convention Merch.	\$4,550.00	\$633.88	\$460.00
Misc.	\$50.00	\$35.00	0000
Totals	\$5,475.00	\$1,465.25	\$1520.00

Programming

This is another committee that had no Chair. We waited too long to decide what to do and asked for guidance from the AB and we choose to appoint Jeff, our secretary to fill this position. All meetings were filled but we incurred some technical difficulties from taping company. Some of the formats and or speakers were hap hazard and I feel we need to have AB approved formats and speaker guidelines to follow. It went well and I heard no complaints nor did I have any, just an observation. Jeff did well. We also feel we can continue to have the speakers pay their own way.
 ILS Jeff

Programming	Proposed	Used
Speaker 1 - Travel	\$450.00	0000
Speaker 2 - Travel	\$450.00	0000
Speaker 4 - Travel	\$300.00	0000
Programs	\$500.00	\$292.66
Tags + Texts	\$400.00	\$50.00
Hand Signers	\$250.00	0000
Misc.	\$100.00	\$50.00
Totals	\$2,450.00	\$392.56

Registration

This is where I am at a loss as to what is going on. When we were getting close to the convention and Kevin was acting as Registration Chair due to our chair being away and Lisa stepped in and helped with the numbers and the accounting part of it with our CFO I really was not kept in the loop and I was so busy with all the other stuff that we had going on I really did not care due to the fact that I was being well

taken care of. I think it is inparative that there be a little more accountability to the Host Chair in the future. I know that this was just due to the many changes of hands and the turn over we had with the AB so close to the convention that it was in the AB Presidents best interest to be there in the trenches to insure our financial success. The pens for the registration packages were donated. Tom

Day	70
Full	6
Pre Reg Full	54
Pre Reg Day	6

136

Registration	Proposed	Used	Income
Mailings	\$200.00	\$100.00	0000
Envelopes	\$50.00	0000	0000
Registration Fliers	\$500.00	\$200.00	0000
Reg. Packages	\$1,000.00	\$223.79	\$12,531.57
Misc.	\$100.00	\$75.00	0000
Tickets	\$50.00	0000	0000
Totals	\$1,900.00	\$598.79	\$12,531.57

Serenity Keepers

This committee, on a campus style convention with the different locations of buildings and the vast layout that we may incur at different campuses such as ours, turns out to be one of the most if not the most beneficial aspects of our being able to transport merchandise, people and cover everything that needs to be covered as well as doing all the things outlined in their policy as well as the needs of the Host and AB during the convention. Due to today's technology (cell phones) I feel we ought to look at replacing the walkie talkie budget with a golf cart rental budget. We were fortunate to have a couple of golf carts at our disposal and we all feel that we could not have done this without them. ILS Tom

Serenity Keepers	Proposed	Used
T-Shirts	\$300.00	Donated
Fliers	\$50.00	0000
Misc.	\$50.00	0000

Totals	\$400.00	0000
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Site Liaison

This committee went through some personnel changes also and there was a little communication lapses and some things could have run a little smoother. But over all with the new policy and a stable AB I believe we have this reeled in.

Tom

Site Liaison	Proposed	Used
Meals (Paid by registrations)	??????	See CFO
Rental Rooms /Audio/Visual	\$8,000.00	See CFO
Host meetings	\$700.00	\$700.00
Rooms/Speaker 4 3nts	\$650.00	0000
Recreation	\$50.00	0000
Misc.	\$50.00	\$50.00
Totals	\$9,450.00	See CFO

Misc. Items

We had a raffle for items that were donated. This netted us \$401.00.
 Our income from our vendors was. \$125.00
 Donations from passing the basket at the meetings was. \$364.00

We still have all of the merchandise as well as any and all drives we have put together to hand over to the new host committee. We will have them shipped out this week less some T's to sell at SFRCA and some other local events. As I noted in the beginning I feel that there were a lot more ruts in the road than there needed to be but I could not be happier with the outcome. I feel truly blessed to have been a part of this and I'm looking forward to serving ECCNA in any way I can. And we can't wait for ECCNA 15.

ILS The ECCNA 14 Host Committee