

East Coast Convention of Narcotics Anonymous Advisory Board Minutes
May 2, 2011

The meeting was opened at 7:00 p.m. by Lisa S., EECNA AB President. The meeting was held via Skype and was properly noticed.

Approval/Changes to the Agenda: The AB Vice-President asked about day passes/weekend registrations. It was noted that it was not on the website yet and was discussed last month to add to the website. Meal Prices will be covered under new business. Motion to approve. No opposition.

Roll Call/Resignations/Vacancies:

Position	Name	Start Date	Liaison to:		
President	Lisa S.	10/2009	P		
Vice-President	Tom	8/2010	P	Entertainment	Serenity Keepers
Secretary	Mary H.	2/2011	P		
CFO	Kevin D.	6/2011	P	Hospitality	Treasurer
Director	Al	6/2011	P	Marathon	
Director	Jimmy	6/2011	P	Merchandise	
Director	Steve D	10/2009	P	Registration	
Director	Jeff P	6/2009	P	Auction	
Director	Kermit	12/2009	P	Program	
Director	Bo	10/2009	P	Arts & Graphics	
Director	Lester	10/2009	P	Convention Information	
Director	Mary LP	2/2011	P		
Host Chair	Elizabeth		P		
Host Vice-Chair	Joe		P		

A = Absent; V= Vacant; P=Present

Open Forum:

The AB Secretary asked about the dorm accommodations if there were separate sleeping areas and common areas. It was noted that there were 30 private sleeping rooms with single beds five bathrooms per floor. No refrigerators or kitchen area.

Minutes:

March 2011 Minutes: The minutes for March are pending.

April 2011 Minutes: The minutes for 4/04/2011 were presented. The minutes were moved to be accepted without correction. The motion passed.

Reports

AB President Report: (presented by Lisa S): I signed and mailed the vendor contracts we approved last month. Also sent copies to Elizabeth, Tom and Kevin. If anyone else needs a copy of the contracts, please let me know.

In addition, I reviewed the Host Committee policy for all the items the AB needs to approve for the convention and I also reviewed our agenda for this time last year to see what we doing then. As you will note the agenda has several Host Committee items listed under New Business. We will address what we can at this meeting and handle the rest at the June meeting.

It is so important that we all stay in regular contact between now and the convention. Please call your committee chairs and check in. Let them know you are available if/when needed and whether or not you will be available to help at the convention. Speaking of, I need to know who all is planning to attend the convention and when you will be arriving. We will do a quick count after this report.

Elizabeth and I had a lengthy conversation earlier this week to go over all the items that were pending. It was also noted that the day packet registration was not available on the website yet. This needs to be added ASAP.

Lastly, I received some information from Steve D in regard to some issues coming out of the Tristate Region. After reviewing emails, reports and minutes, I talked with Tom and we agreed it would be best to send a short response. We will go over this letter in New Business.

Position	Name	Arrival Day	On or off campus
President	Lisa S.	Wednesday	On campus
Vice-President	Tom	Tuesday	On campus
Secretary	Mary H.	Thursday	Off campus
CFO	Kevin D.	Friday	
Director	Al	Thursday	
Director	Jimmy	Friday	
Director	Steve D	Friday	
Director	Jeff P	Unsure of Attendance	
Director	Kermit	Thursday	Off campus
Director	Bo	Friday	Off campus
Director	Lester	Unsure of Attendance	
Director	Mary LP	Unsure of Attendance	
Host Chair	Elizabeth	Thursday	
Host Vice-Chair	Joe	Friday	

There was some discussion regarding the day package registration. It was noted by the CFO that a button could be installed on the website for the collection of money for PayPal. The concern was the language to delineate the registration packages. Discussion ensued. It was concluded that the Day Registration would be more accurately described as a weekend pass. This weekend pass would clearly indicate that it does not include room and board and was for registration only. The CFO deleted the logo and speaker tape links since those deadlines had passed.

Vice-President Report: no report given

CFO Report: (presented by Kevin D):

Description	Amount
Present Balance in the AB Account	6,841.62
Present Balance in the Host Account	1,669.39
Present Balance in PayPal	5,906.65
Total Balance	14,417.66
Description	Amount
Deposit from Host Committee	0.00
Registration Payments	1,352.50

There was discussion surrounding our 501(c)(3) status and the review process needing to be completed. It was indicated that the CFO and Auction Liaison would work together to complete. The AB Vice-President will contact his CPA to review prior to submission to the IRS.

There was discussion on cash flow projections. It was concluded that the CFO did not have the information needed to complete a cash flow analysis. It was determined that the Site Liaison would email the CFO with actual costs for facility.

Site Report (presented by Al): I have been communicating with the site contact, Marilyn. The host committee will be meeting at the college on June 1, 2011.

Host Chair Report (presented by Elizabeth): We are done with fundraising. The last event was incredible. The Rock & Roll Circus was wild and crazy! We have raised about \$6,600. We currently have 55 full registrations and 3 walk-ins. The Host Committee is suggesting the following prices for meals and amount of tickets to have printed

Day and Meal	Our Costs	Suggested Selling Price	Number of Tickets
Friday Dinner	13.50	15.00	15
Saturday Breakfast	5.50	7.00	15
Saturday Lunch	8.50	10.00	30
Saturday Dinner	13.50	15.00	30
Sunday Breakfast	5.50	7.00	15

Hy Voltage is who is committee recommends for the Taper (please see attached contract). The merchandise committee is suggesting the following Items for Sale or as Registration Items.

Items for Sale	Our Costs	Suggested Selling Price	Quantity
Travel Mugs	4.95 @ + \$40 set-up charge	10.00	50
T-Shirts (S-XL)	6.49		
T-Shirts (XXL)	7.95	15.00	108
Registration Items	Our Costs	Suggested Selling Price	Quantity
Highlighter Pen (package)	261.00		300.

Budget Spending so far:

Committee	Spent	Remaining
Activities	335.00	1,115.00
Registration	414.67	985.33
Merchandising	1,073.67	606.33

Please see Host Committee minutes for full Treasurer's Report. Registration Hours are suggested as following:

Day	Location	Hours
Friday	Dorms	3:00 p.m. – Main Meeting
Saturday	Crozier Building	8 a.m. – Main Meeting

Merchandise is going to get back to me on their request for hours.

Host Vice-Chair Report: No report

Liaison Reports:

Arts & Graphics (presented by Bo S.): No report

Auction (presented by Jeff) It was discussed that there would be auction items being shipped to Al D's house prior to the kick-off and an itemized list of auctioned merchandise and memorabilia would be available to the Host prior to the kick-off.

Convention Information (presented by Lester O): No report

Entertainment (presented by Tom): No report

Hospitality (presented by Kevin D.) No report

Marathon (presented by Al) On April 18, 2011, the times and types of meetings were determined. There will be a "stick" meeting (ask the basket).

Merchandise (presented by Jimmy) The meeting is on Friday, May 6, 2011. It appears to be all set and there are some final items to be determined by the AB prior to completion.

Program (presented by Kermit) No report

Registration (presented by Steve D) No report

Serenity Keepers (presented by Tom): The AB Vice-President asked the Host Committee if the T-shirts for the Serenity Keepers had been printed. There was no definitive answer and it will be reviewed to ensure that T-shirts will be ordered timely.

Treasurer (presented by Kevin D.) No report

The AB President strongly encouraged that all Liaisons maintain close connect with their respective committees since the East Coast Convention kick-off was around the corner.

Nominations and Elections:

- Jeff P. - nominated and re-elected for a second term. Congratulations and thank you for your service.

It was discussed that in future agendas the term conclusion will be posted rather than the term start date.

OLD BUSINESS

Internal Guidelines (presented by Jeff P.): The following DRAFT guidelines were presented. Advisory Board Elections: Those individuals who submit an application for membership to the Advisory Board (AB) will be allowed on the Skype call at the beginning of the AB meeting in which their application will be reviewed and voted upon. At the point in the meeting pertaining to AB nominations and elections, the application will be read by the AB President and any questions for the nominee will be addressed at that particular time. When nominations are closed, the nominee(s) will be disconnected from the Skype call so the current AB members can discuss and vote on the nominations. Once the vote is taken, the nominee(s) will be placed back on the call. Those nominees elected, will be allowed to participate in the meeting from that point forward but they will not have a vote until the next Advisor Board meeting.

Any input can be forwarded to Jeff P. for consideration. The AB President asked when sending out internal guidelines which are not approved to clearly mark as DRAFT.

Non-Profit Status: Item was addressed under CFO's report.

Income Taxes (pending Non-profit): Discussion ensued. There was a concern if there were income taxes being stored in an escrow account in the event of back taxes or penalties being assessed upon completion of our 501(c)(3) status. It was noted by the CFO that it was unlikely that we would be liable for any back income taxes based upon being granted a non-profit status and any penalties were subject to being waived based on special circumstances. Therefore, no monies are being allocated to an escrow account for this potential expense.

NEW BUSINESS:

Tri-State Bid Proposal There was a report disseminated throughout the Tri-State from the RSO BOD Chair. Discussion ensued. It was agreed to review the drafted letter to respond to the issues that were concerns regarding the East Coast Convention Committee. There was a suggestion to reference the average clean time and convention experience. This letter was to be directed to the RCMs. The finalized letter will stand as part of the minutes.

Meal Ticket Prices There was a great deal of discussion. It was noted that the facility will not sell food and will maintain the integrity of our suggested selling price by not selling at their price. There was a concern regarding the extra tickets appearing low and if the actual sales were reviewed from last year. The actual numbers were not. The Host Chairperson indicated that the printing of the tickets was not an issue, but the Host was concerned of purchasing food in advance and not having members who were in need of meal tickets and therefore losing money on this service provided. There was discussion of whether or not sales tax was included in the price or applicable at all. That answer was unclear. It was the general consensus that the actual numbers for last year should be reviewed to give the AB a better understanding of the percentage of weekend pass members who might desire the convenience of meals on site. Based on that, the number of tickets to purchase was tabled until next month. The meal ticket prices were set as follows: Breakfast - \$8.00; Lunch - \$12.00; Dinner -\$18.00.

Registration Order (quantity) and Merchandise Order (items, quantity, pricing)

The AB President indicated that the Host needs finalization on the items for sale or registration package trinkets. The items were contained within the Host Committee report. The AB President noted that the policy is not to micro-manage for all purchasing that occurs within the established budget; however these items would exceed that pre-designated amount.

M/S/C "To approve all registration items that are within the Host budget without exception." Vote was unanimous.

After splitting the question, the Merchandise Liaison noted that the Host had depleted their merchandise stock and these items would need replenished which justified exceeding the initial budget amount. He indicated that 100 Travel mugs might be more appropriate since there were currently 55 registrations secured.

There was discussion. The CFO indicated that historically that might have been accurate; however with the economic climate nation and internationally, merchandise is not as large of a financial priority for many members. After further discussion, the following motion was presented and passed:

M/S/C "To increase the Travel Mug quantity from 50 to 100 and to permit the Host Merchandise Committee to exceed the budget to secure these items" 7/6/0

Items for Sale	Our Costs	Suggested Selling Price	Quantity
Travel Mugs	4.95 @ +	10.00	100

	\$40 set-up charge		
T-Shirts (S-XL)	6.49		
T-Shirts (XXL)	7.95	15.00	108
Registration Items	Our Costs	Suggested Selling Price	Quantity
Highlighter Pen (package)	261.00		

Registration and Merchandise Table Hours: Discussion ensued and this was the final resolution:

Table	Day	Hours
Registration	Friday	3 p.m. - 8 p.m.
		10:00 p.m. - 11:00 p.m.
	Saturday	8:00 p.m. - Main Meeting
	Sunday	8:00 a.m. - 12:00 p.m. (noon)
Merchandise	Friday	5:00 p.m. - 7:00 p.m.
		9:30 p.m. - 11:00 p.m.
	Saturday	10:00 a.m. - 6 p.m.
		9:00 p.m. - 11:00 p.m.
	Sunday*	10:00 a.m. - 12:00 p.m. (noon)

* Alternative merchandise will be available on Sunday unless the ECCNA runs out of merchandise prior.

Host and AB Pre-Convention Meeting (Friday of Convention) There will be a pre-convention meeting on Friday at 1:00 p.m. for the AB and Host to meet and greet. There will be a tour at 3:00 p.m. on Friday.

Taping Contract: Discussion ensued. It was noted to use Hy Voltage due to the quality of their product being exceptional. Additional concerns were sleeping accommodations on site and how many rooms were needed. The AB Vice-President suggested an additional set of tapes for the auction table. The AB President was charged to finalize the contract with these additional items and clarification of accommodations. The CFO asked for a contingency if those concessions were not able to be met. It was noted that if that were the case an email would be disseminated with information for a decision to be made based on the new information if any.

Next meeting: June 6, 2011 Discussion ensued regarding setting another meeting a few weeks before the convention.. It was noted if an emergency meeting is warranted, it will be scheduled.

With no further business, the meeting was closed by the AB President with the Serenity Prayer at 9:40 p.m.

ECCNA, Inc.
Post Office Box 832047
Delray Beach, FL 33483

May 3, 2011

Tri-State Regional Service Committee
P.O. Box 423
Homestead, PA 15120
Attn: RSC Chair

PLEASE READ ALOUD AT YOUR NEXT REGIONAL MEETING

Dear TSRSCNA:

We received your bid proposal to host ECCNA 16 (2012 East Coast Convention). Since that time we were notified that there were some concerns about the East Coast Convention brought up by your BOD. While we do not want to interfere with your internal business, we do want to address any direct concerns you may have with the East Coast Convention.

The Advisory Board President was forwarded a copy of the BOD Chair Report to the Region that detailed several issues and concerns. The main concern being the request made for the TSRSO to allow the Host Committee to use their meeting space. This is not an issue for the East Coast Convention. We feel assured that your Host Committee will be able to locate reasonable meeting space for their meetings. We appreciate the consideration given to this suggestion and do understand the possible conflict since the Host Committee will not be a subcommittee of your region.

In regard to the concerns of the set up and accountability of the AB (Advisory Board), please feel free to review our Bylaws which are located on our website at www.eccna.org. The Advisory Board was set up to oversee and take financial responsibility for the East Coast Convention. Initially, it was called a BOD. The members at that time decided to change it to a more user-friendly name, the Advisory Board. Our role is to advise, oversee and assist the Host Committee where needed. The use of the terms President, Vice-President, etc were agreed to so we would be in compliance with Florida Corporation rules. We believe you will find the BOD for FRCNA and SFRCNA also use the same terms.

Unfortunately, we did have some resignations last year. With the forming of a new board and trying to get bylaws, policies and procedures set up, we went through some "growing pains." While we were sad to see members resign, the remaining members continued to work to establish a stable and accountable Advisory Board. Our board members are from several different states and have an average of 15-20 years clean and 10 years plus convention experience. In spite of the ups and downs the Advisory Board went through last year, ECCNA 14 was a success and fulfilled the East Coast Convention purpose. For your information, we have enclosed a copy of the letter that was sent to all

the regions last year along with a copy of the financial statement. While we do not operate the same as most conventions do when it comes to sending money to region or the world service office, we are grateful that we can purchase books specifically to be placed in jails and institutions. This is made very clear on our website, in our Bylaws and in the Host Committee policy.

We are currently working on acquiring 501C3 status and hope to have this completed before the next convention year. In addition, we do purchase event insurance for each convention year. Since the convention moves from state to state and will be hosted by different areas or regions each year, the insurance is purchased to cover the convention where it will be held. We had insurance coverage for ECCNA 14 and have insurance coverage purchased for ECCNA 15.

ECCNA, Inc. is financially responsible for the East Coast Convention. In no way will the TSRSCNA or the BOD be held responsible for any financial loss that may incur as a result of the East Coast Convention. There was a time when the East Coast Convention was moving from area to area and there was not a financial oversight by any board or entity. This resulted in many issues and a financial loss years ago. This all occurred in the early 90s. Since the creation of the Advisory Board, the East Coast Convention operates in a completely different manner. The Host Committee is given an operating limit only and the contracts and remaining funds are handled by the Advisory Board.

We are hopeful that we can work together to have another successful convention. Please let us know if you have any questions or concerns that have not been addressed. We would like to keep the lines of communication open. If needed, we can set up a meeting with your regional representatives prior to the bid proposal meeting on June 26, 2011.

In Loving Service,



Lisa K. Sparks

AB President (on behalf of ECCNA, Inc.)

Please contact the AB President, Lisa S, if you have any additional questions or concerns at (706) 215-4424 or via email at sparks52394@yahoo.com