

East Coast Convention of Narcotics Anonymous Advisory Board Minutes  
June 6, 2011

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

**Approval/Changes to the Agenda:** The AB President asked for corrections to the agenda. Hearing no corrections there was a motion to approve. The AB President asked for opposition and hearing none the agenda approved through a straw consensus.

**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	A	Merchandise	
Director	Steve D	10/2009	A	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:**

There was no discussion or comments under open forum.

**Minutes:**

**March 2011 Minutes:** The minutes for March are pending.

**5/2/2011 Minutes:** The minutes for 5/2/2011 were presented.

M/S/C "To approve the 5/2/2011 minutes as presented"

**Reports**

**AB President Report: (presented by Lisa S):** Since our last meeting we handled several items via email. As most you know the tape vendor we approved withdrew his bid due to health reasons. We approved International Tape Foundation as the vendor. The contract has been signed and mailed. In addition, we approved a refund of \$390 to a convention participant who was not able to attend the convention due to work. Kevin sent a check to the participant.

I did some research regarding the meal tickets. I was able to find out how many purchased last year and how much the cost was. I will bring this information up when we discuss the meal ticket purchase. I also worked with Elizabeth on looking over the program.

I have reviewed the contract with the college. The deadline is now to turn in final numbers for rooms, meals and requested equipment and furniture. We will discuss this during the site liaison report since he may have more information. Before we arrive on site, I will draft a proposed agenda for our pre-convention meeting and send out to everyone to review. If you have any suggestions or input on this please send me your ideas via email.

Thanks to everyone for your service.

**Vice-President Report:** (Verbal report given by Tom); Everything is going well.

**CFO Report: (presented by Kevin D):**

Description - Income	Amount
Present Balance in the AB Account	17,241.17
Present Balance in the Host Account	1,073.39
Present Balance in PayPal	507.60
<b>Total Balance</b>	<b>18,822.16</b>
Description - Expenses	Amount
Registration Refund	390.00
Maintenance Fee	30.00
Host Deposit	4,000.00
PayPal Transfer	6,804.55
Two Registrations	
Web pay - Reimbursement for CFO	59.88

Form 1023 sent to Chris Tom's CPA. Seems happy to help.

Joe, Host Vice-Chair is on the call.

**Site Report (presented by Al):** I have been communicating with the college and we need a final count of the chairs, tables, podium, stage and number of meals for tomorrow.

Discussion ensued. The CFO asked a few questions regarding outstanding expenditures. These questions lead to discussion surrounding the pending financial commitments and projected revenue for an estimated fund balance at the end of the East Coast Convention. The AB President asked that this discussion be curtailed until later in the agenda prior to financial commitments being made.

**Host Chair Report (presented by Elizabeth E.):** We currently have:

- 73 full registration packages.
- 11 day packages.
- We recommend purchasing meal tickets

Host Recommendation of Meal Tickets	Amount
Friday Dinner	25
Saturday Breakfast	25
Saturday Lunch	50
Saturday	50
Sunday Breakfast	5

The audiovisual is all set for the bid meeting for EOCNA 16.

The travel mugs that were ordered really did not look so great. Our Merchandise chair did some negotiating and got the guy to give them to us free of charge. We are now going to order ceramic mugs and give the travel mugs has a freebie if you buy a shirt. While supplies last! We recommend getting 600 chairs and 40 tables. Six of these tables must be skirted per ITF contract. We are just wicked excited can't wait for ya all to get here! Anybody needs anything let me know. ILS

Host Vice-Chair Report: No report given

Liaison Reports:

Arts & Graphics (presented by Bo S.): Reading the Host Minutes, the Host A&G seems to be on top of everything and have chosen a logo for memorabilia.

Auction (presented by Jeff) No report

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) All set and ready to go.

Merchandise (presented by Jimmy) Absent

Program (presented by Kermit) No report

Registration (presented by Steve D) Absent

Serenity Keepers (presented by Tom): It looks good.

Treasurer (presented by Kevin D.) No report

Nominations and Elections: No nominees were presented.

Old Business

Full Registration Packages and Meal Tickets. It was noted that we must purchase 73 based on 73 full registration packages being paid for. The discussion will be any additional registration packages or meal tickets that the AB Committee votes to purchase.

It was noted that the cost of a full registration package is \$40 per night and the costs of the meals. It was recommended by Host that we purchase 80 full registration packages. The CFO indicated that last year there

were 55 full registration packages in advance and 60 were purchased in total. The CFO indicated that financial impact and at this time it is unclear whether the facility will permit for additional rooms to be added after the final count. The CFO indicated that at this time, there was a financial shortfall of \$8,000 from expected expenditures which is not the same as a balance sheet which includes Revenue and Expenditures. This statement is based on the beginning budget allocations for this event. Discussion ensued. The CFO was allocated time to determine outstanding financial commitments to determine if there was a financial shortfall from the original projected budget so that the AB committee could make the most informed decision possible.

M/S/C "To allocate 80 full registrations" 10/1/0

The opposition was noted due to the lack of financial information available to determine the financial impact to the ECCNA's final revenue.

With that opposition noted, the AB committee moved forth to meal ticket purchases with the understanding that this would be 80 meal tickets and the additional meal tickets did not include the 80 full registration packages.

Day and Meal	Our Costs	Suggested Selling Price	Number of Tickets
Friday Dinner	13.50	15.00	25
Saturday Breakfast	5.50	7.00	25
Saturday Lunch	8.50	10.00	50
Saturday Dinner	13.50	15.00	50
Sunday Breakfast	5.50	7.00	5

Discussion ensued. It was noted that there were too many meal tickets purchased last year and this cost center was grossly over-estimated. There was discussion and the following meal ticket numbers were agreed upon with the additional information that the Serenity Keeper Committee had contacted the Host Chair to ensure that there would be food to purchase on site for that Committee.

Day and Meal	Our Costs	Suggested Selling Price	Number of Tickets
Friday Dinner	13.50	15.00	25
Saturday Breakfast	5.50	7.00	10
Saturday Lunch	8.50	10.00	50
Saturday Dinner	13.50	15.00	50
Sunday Breakfast	5.50	7.00	10

With these adjustments, the CFO indicated that there was \$2,800 in revenue available from the original projected budget.

With this information, the AB Committee moved forth on Tables & Chairs and Audio Equipment. The cost of the chair is \$3.50 per chair and \$12-\$14 per table with a mandated \$26 six (6) skirted tables required per the contract. There was discussion and it was agreed through a straw consensus to have 600 chairs @ \$2,100.00 and 40 tables at an estimated cost of \$632.00.

The CFO indicated that the projected costs were \$18,752 which was just under the revenue that has been collected to date.

The staging is \$25 per four (4) foot section. The podium is \$25 and there is no need for a microphone since the Host has that equipment. It was agreed to allocate 8-four foot sections of stage to be ordered and the podium.

**Internal Guidelines:** Jeff is still working on these. These internal guidelines are tabled at this time.

**Non-Profit Status:** Chris reviewed the 1023 form and gave some feedback. It appeared from positive to the CFO.

**Income Taxes (Pending Non-Profit):** The CFO indicated that Chris mentioned a concern on merchandise sales tax and the CFO will follow up to ensure that this does not provide a federal liability issue in the future.

**New Business:**

**Refunds:** It was discussed that there be a case by case but that at statement indicating that a deadline be posted on the PayPal and fliers indicating the final date for refunds be included in the internal guidelines since the date or number of days would change based on the contract negotiated by each Host committee.

**Newcomer Registrations:**

Host was recommending anyone with less than one year clean would be eligible for a newcomer registration which just permits access and does not include meals or lodging. There was discussion of changing the parameters of newcomer registration to have clean time being one factor and housing being an additional consideration. It was noted that regional this geographic area has a philosophy of "no addict turned away" and this is really not become an issue for them. It was noted that treatment centers were contacted and asked to donate to the registration packages.

**Convention Meeting Agenda:** AB President will draft proposed agenda and send to everyone to review. There will be policy and discussion surrounding money handling, principled behavior, etc.

**ECCNA Dates:** There is a letter from Den H, Aliquippa PA, indicating that the dates for Robert Morris College need to be changed and that Tri-State is hopeful that ECCNA could be flexible with those dates for the Tri-State's bid. It was noted by the AB that the dates listed were to serve as a guideline and therefore flexibility was not an issue.

**Pre-Registration for ECCNA 16:** It was discussed that there would be a 10% discount for pre-registration of ECCNA 16 contingent on a \$50 deposit.

The next meeting is scheduled for July 11, 2011. With no further business, this meeting was closed with Prayer at 8:45 p.m.