

East Coast Convention of Narcotics Anonymous Advisory Board Minutes
July 11, 2011

The meeting was opened at 7:00 p.m. by Tom K., ECCNA AB Vice-President. The meeting was held via Skype and was properly noticed.

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

Roll Call/Resignations/Vacancies:

Position	Name	Term End Date		Liaison to:	
President	Lisa S.	10/2010	A		
Vice-President	Tom	8/2012	P	Entertainment	Serenity Keepers
Secretary	Mary H.	2/2013	P		
CFO	Kevin D.	6/2013	P	Hospitality	Treasurer
Director	Al	6/2013	P	Marathon	
Director	Jimmy	6/2013	P	Merchandise	
Director	Steve D	10/2011	P	Registration	
Director	Jeff P	6/2013	P	Auction	
Director	Kermit	12/2011	P	Program	
Director	Bo	10/2011	P	Arts & Graphics	
Director	Lester	10/2011	P	Convention Information	
Director	Mary LP	2/2013	R		
Host Chair	Elizabeth		P	EOCNA 15	
Host Vice-Chair	Joe		A	EOCNA 15	
Host Chair	Den H.		P	ECCNA 16	

A = Absent; V = Vacant; P = Present

It was noted that Mary L-P resigned from the AB Board.

Open Forum:

There was discussion on whether or not Victor H. was serving as Host Vice-Chair for ECCNA 16. The ECCNA 16 Chair indicated that the ECCNA 16 Bidding Committee decided to open up the election process at the first meeting which is scheduled for July 23, 2011 in the suburbs of Pittsburgh, PA.

Minutes:

March 2011 Minutes: The March minutes were completed but not presented. These minutes will be tabled until the August 1, 2011 meeting for approval or correction.

6/6/2011 Minutes: The minutes for 6/6/2011 were presented.

M/S/C "To approve the 6/6/2011 minutes as presented"

Reports

AB President Report: (submitted by Lisa S): Sorry I am not able to be with you all tonight. Have not felt good all day. Decided to give you all a break from my grumbling and let Tom practice chairing the meeting!

Big thanks and kudos to ECCNA 15 Host Committee. What a great convention and strong committee. I appreciate all their hard work and effort as well as the wonderful hospitality I was given while I was in CT. They even invited me to stay an extra day! On Saturday Tom and I met with several representatives from the Tristate Region. We went over the bid proposal and some of the expectations. It was a great "getting to know each other" meeting. I am very excited about working with new committee and sad to be saying goodbye to the ECCNA 15 committee.

FYI, we received the invoice from the college. It was reviewed by myself, the CFO, Host Committee Chair and the Site Liaison. All approved. The CFO will have the total due as part of his report.

Lastly I did add a few items to the agenda that I was hoping the AB would discuss tonight. I was asked on more than one occasion about where ECCNA was held over the years. I would like us to add the history of ECCNA somewhere on the website. Basically list the convention number year and the location. Also need to add a list of the regions and states that are included in the East Coast area. I had someone else ask me how can your region become apart of the East Coast. We probably should also add the letter we send to regions with the books and the final report for each convention year as well. We can start doing that with last year's convention. I think the more information we can make available the better!

Also added ECCNA 16 and the book purchase to the agenda. We need to be sure we all have the correct dates for ECCNA 16 (06/15-06/17/12) and see if there is any business we need to handle immediately. Also need to discuss process for book purchase with ECCNA 15. It would be a good idea for the committee to go ahead and make contact with their area and see how many books will be needed for prisons and jails in their area.

Vice-President Report: (given by Tom K.): There is nothing to report.

CFO Report: (presented by Kevin D):

Description - Income	Amount
Present Balance in the AB Account	37490.52
Present Balance in the Host Account	?
Present Balance in PayPal	.30
Total Balance	
Description - Expenses	Amount
AB Balance 6/20	17,256.17
PayPal Final	2,150.14
Deposit only card (\$5)	
Host Deposit	18,089.21
College Final Bill	(15,572.65)
AB Balance	21,917.87

Kevin did indicate that he would be suggesting an Alternate Host Treasurer and Alternate AB CFO because there were times that both individuals could not be in the same place at the same time with multiple events/sites closing at the same time. There is an outstanding invoice of \$59.88 for the website costs and Kevin will write a check to reimburse himself for the expenditure that he expended his personal funds for.

There was discussion regarding the \$800 in pre-registration for ECCNA 16 and Jeff asked if the \$800 was going to be accounted for using the ECCNA 16 Cost Center to ensure proper documentation of funds and expenses per event and to maintain the two separate line items. It was noted that it would be accounted for in that manner.

Site Report (presented by Al): It was noted that there were some problems, such as construction, but outside of a few problems all was smooth. Tom asked if the Al could write down suggestions, recommendations, and problem that with resolution or without for the next Host Committee that would be helpful and to submit it to the Jeff for inclusion in the Internal Guidelines Ad Hoc's input.

Host Chair ECCNA 15 Report (presented by Elizabeth E.): The Host Committee would like to thank the AB Board for all of their support through the event. Presently, the final meeting has not occurred and a final report will be following. At this time, there are 29 mugs, 2 - 2XL T-shirts, and 54 stickers remaining. Elizabeth indicated that there were six (6) prisons in each area and there are seventeen (17) prisons throughout the state.

Host Vice-Chair Report no report given

Host Chair ECCNA 16 Report (presented by Den H.): The elections will be revisited at the first meeting on Saturday, July 23, 2011. At the August elections, committee chairpersons will be assigned. Jeff asked about information from the college. The ECCNA 16 Chair indicated that there were preliminary costs but he will speak with the Robert Morris contact and get the numbers finalized shortly.

Liaison Reports:

Based on the conclusion of EOCNA 15 and the start-up work of ECCNA 16, there were no Liaison Reports. The AB Vice-President strongly suggested that all Liaisons provide the pros and cons of the year to present to the Internal Guidelines AB Ad-Hoc for input for those guidelines.

Nominations and Elections: There were no nominations and elections. Tom did note that an AB Director's resigned due to health issues and her letter of resignation was read and accepted. Her letter reads as follows:

Hi Lisa,

This email is to let everyone know that I will be resigning my position on the AB due to health issues. It has been a privilege to serve with all of you and I wish all of you much success going forward with the East Coast Convention.

*Honored and privileged to serve,
Mary L-P*

Old Business

Internal Guidelines: Jeff is awaiting the input from the Liaison Teams to incorporate in the Internal Guidelines for the Advisory Board.

Non-Profit Status: Kevin noted that he has not had any contact with the CPA. He will continue to attempt to contact him. Tom indicated that if he needs assistance please contact him and they can work together to resolve this.

Income Taxes (Pending Non-Profit): Kevin indicated that based on the CPA's recommendation, the ECCNA AB purchase the books prior to moving forth. There was a recommendation of the least amount of cash on hand would be the best venue prior to seeking a determination on income taxes that might be pending.

At this point, it was noted that the Steve was off the call due to a power outage in his town.

New Business:

Website Update (History and List of Regions): Discussion ensued. It was agreed that the Kevin, Danny M., and Kermit collaborate on the history of the ECCNA and the regions/states that it was held. It was further agreed that this should be posted on the website.

Tom reviewed the items that Lisa indicated in her report should be placed on the website. There was no opposition to this items being placed on the website for clarification and information.

ECCNA 16:

There was discussion surrounding the banking account. Since there is no Chase or Bank of America in Pittsburgh, PA, it was agreed that the Host Committee ECCNA 15's banking account should be closed and ECCNA 16 should open their own banking account that has online banking privileges. Jeff indicated that the Internal Guidelines will most likely have a provision that only the CFO has access to the online banking aspect of the Host Committee Accounts.

It was noted that the ECCNA 15 should close the account and submit a check for the remaining funds to the AB CFO when all commitments have been resolved from the event.

Book Purchase: Discussion ensued. There was discussion of the Host Committee desiring fifty (50) *Basic Texts* for seventeen (17) institutions. It was noted that the Host Committee would confirm that all institutions would accept up to fifty (50) books so that the principle of NA funds not being stagnant could be maintained. It was noted that the money to send books to the other regions would need to estimate approximately \$7.00 in shipping costs per region. Further clarification was made that there are twenty-eight (28) books per case in the softbound version.

Transfer of Items from ECCNA 15 to ECCNA 16: There was discussion on whether it would be easier to ship or to drive to pick up items form ECCNA 15 that are transferred to ECCNA 16. The ECCNA 16 Chair indicated that the committee was discussing that and would finalize that soon.

The next meeting is scheduled for August 1, 2011. With no further business, this meeting was closed with Prayer at 8:08 p.m.