

East Coast Convention of Narcotics Anonymous Advisory Board Minutes
August 1, 2011

The meeting was opened at 7:00 p.m. by Lisa S., 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	Term End Date		Liaison to:
President	Lisa S.	10/2010	P	
Vice- President	Tom	8/2012	P	
Secretary	Mary H.	2/2013	P	
CFO	Kevin D.	6/2013	P	
Director	Al	6/2013	P	
Director	Jimmy	6/2013	P	
Director	Steve D	10/2011	P	
Director	Jeff P	6/2013	P	
Director	Kermit	12/2011	P	
Director	Bo	10/2011	P	
Director	Lester	10/2011	P	
Director	Mary LP	2/2013	R	
Host Chair	Elizabeth		P	ECCNA 15
Host Vice- Chair	Joe		A	ECCNA 15
Host Chair	Den H.		P	ECCNA 16

A = Absent; V= Vacant; P=Present; R=Resigned

Open Forum:

No open forum

Minutes:

March 2011 Minutes: The March minutes were submitted was for a different month. It was concluded that either these minutes will be produced by the September 2011 meeting or there will be a motion to surrender these minutes.

July 2011 Minutes: The minutes for 7/11/2011 were presented.

M/S/C "To approve the 7/11/2011 minutes as presented"

Reports

AB President Report: (submitted by Lisa S): We have several items on the agenda tonight that will require our full attention. Most important is the book purchase for ECCNA 15. I am so excited about the number of books we are going to be able to buy this year. I would like to remind everyone to please review the current policy in regard to the funds raised. If you need me to read it aloud, please ask. We will need to make some decisions regarding how many books will go to the Hosting Area and how many will go to the regions. After this decision is made, I will draft a letter to go to the regions and send to the AB for review and approval. It will be very similar to last year's letter and include a financial statement for the convention year.

We will also need to review the draft of the Internal Guidelines. In addition, we all need to take the time to make sure we have covered everything. I appreciate the work Jeff has done on this project. Thanks Jeff!

As most of you know we are gearing up for ECCNA 16. We need to start working on finalizing budgets, contracts and setting the registration price. I think it will be to our benefit if we can set the price earlier in the year than we did last year. Thanks to everyone who has already been working towards getting us ready.

Lastly, I have made a firm decision about my future with ECCNA. I will be completing my term in October then saying goodbye. I have made a commitment to my area to serve and need to give my full time and attention there. I am hopeful to get a group together to put in a bid to host ECCNA in GA. More will be revealed!

Vice-President Report: (given by Tom K.): No Report.

CFO Report: (presented by Kevin D):

Description - Income	Amount
Present Balance in the AB Account	21917.87
Present Balance in Host	743.00
Present Balance in Paypal	0
Total	22,660.87

Kevin need to write a check for \$59.88 for reimbursement of the website fee.

Site Report (presented by Al): No report

Host Chair ECCNA 15 Report (presented by Elizabeth E.):

It has been an honor and privilege to serve as ECCNA 15 Host Committee Chair. I just would like to thank all the members of the AB for their support over the past year. Being able to host this convention in the United Shoreline Area was such a wonderful experience. It really brought our area together in such unity. We had a fantastic Host Committee who showed up "In Loving Service". The Host Committee met for the last time July 20, 2011 the committee voted to purchase 646 Basic Text books for CT 17 prisons. $\$7084.00 - \$637.56 = \$6446.44$ which should leave about $\$9781.21$ for Basic Texts, shipping, labels for our 23 regions on the East Coast. We are just thrilled that we are able to purchase so many books! I have spoken with most all of the prisons they have no limit on the amount of books we send in. They either requested to have them sent to library or addiction services. Here is the financial report to the best of my ability.

Description - Income	Budget	Profit	Spent
Host Admin	969		248
Convention Info	375		67.32
Arts & Graphics	425		558
Entertainment	1450	7719.05	668.67
Serenity Keepers	400		150
Hospitality	1125		680.55
Marathon	50	0	0
Registration	1400	See CFO	769.32
Merchadies	1900	128.75	3244.47
Auction	50	3080	
Programming	550		9.43

We had \$743.00 left in Host account which will be sent to AB account and Bank of America account will be closed. All in all ECCNA 15 was a success and our purpose was served. Things that I had some concerns with: Pay-Pal which is fantastic and needed. It was very difficult for the Registration Chair to really monitor all registrations it worked but at times confusing not knowing if people paid or not. Have each of the Host Committee sub-committees hold there own fun-raisers to generate more support and unity. Keep the web-page more up-dated with minutes, events, pictures all info. Possibly have that be its own commitment. I am grateful I

had such a wonderful relationship with the AB president it made communication a little easier between the two committees. Keep unity between the Host & AB we are working for the same thing. I also think it would be good just to set a day package price at the time the flier is printed. Thanks for letting me serve In Loving Service

Host Vice-Chair Report no report given

Host Chair ECCNA 16 Report (presented by Den H.): ECCNA 16:

I was elected chairperson for ECCNA XVI. We are holding the elections at the next meeting. So far, two people have come forward with willingness to hold fundraisers. The two fundraisers are a Murder Mystery Fundraiser and a Canoe Trip Fundraiser. The committee is moving ahead to deal with the bank account issue, i.e., finding a bank to seamlessly transfer monies to the AB account and the room, board, and meeting room issues at Robert Morris University (RMU).

Listed below was the agenda for the July 23rd meeting:

Moment of Silence and Prayer

12 Traditions

Election Discussion and Qualifications from ECCNA Policy

- **Chair, Vice-Chair, Secretary, Treasurer, Site Liaison**
- **Committee Chairs**
- **Arts and Graphics**
- **Auction**
- **Convention Information**
- **Entertainment and Fundraising**
- **Hospitality**
- **Marathon**
- **Merchandise**
- **Program**
- **Registration**
- **Serenity Keepers**

How to Get a Nomination

Logo

Convention Theme

Fun(d) Raising Ideas

Questions/Concerns

Next Meeting: August 20th, 2011. 10:15 AM Elections

Any questions please contact me.

Peace and a hug

Liaison Reports:

Based on the conclusion of ECCNA 15 and the start-up work of ECCNA 16, there were no Liaison Reports. Again there was a call to all Liaisons to provide feedback

to Jeff P for inclusion in the Internal Guidelines and to enhance and improve our service delivery. It was further agreed that Liaisons would be decided next month.

Nominations and Elections: Presently there were no resignations or terms ending. The AB can have up to 29 Directors not including the Host Chair and Vice Chair.

Old Business

Internal Guidelines: Jeff reviewed the Internal Guidelines and suggested that we implement the Alternate CFO and Alternate Treasurer. It was noted that the CFO Alternate would require a change in the bylaws; whereas the Alternate Treasurer would be a change whereas the Alternate Treasurer would be a change in the Host Committee Policy. Lisa indicated that she would maintain a log of changes to be implemented to the bylaws and Lisa asked for objections and no objections were made.

M/S/C "To add the Alternate CFO and Alternate Treasurer as positions for the AB and Host Committee respectively with the following descriptions and requirements:

Alternate CFO

Minimum of four (4) years clean time, one year experience at the ASC or RSC level, accounting skills, and a working knowledge of the 12 Steps and 12 Traditions of NA.

The Alternate CFO works with the CFO in the performance of those duties listed in the ECCNA By-Laws (Page 8) including but not limited to the maintenance of the financial books and accounts of the corporation, disbursement of funds, maintenance of the paypal account, and preparation of the budgets and any necessary tax requirements. The Alternate CFO, along with the CFO are the AB liaisons to the Treasurer and Alternate Treasurer of the Host Committee.

Also, at the convention, the Alternate CFO will work in conjunction with the CFO, Host Committee Treasurer and Alt-Treasurer in the collection, counting, recording, and depositing of monies received.

Alternate Treasurer

The qualifications are: Minimum of four (4) years clean time and prior experience as a Treasurer. Works with the host committee Treasurer in the performance of their duties. This includes helping the Treasurer in maintaining the host committee bank account and the record keeping of subcommittee expenditures and budgets. At the convention, works with the Treasurer, along with the CFO and Alt-CFO from the AB in the collection and deposit of convention funds.

Jeff made the following recommendations regarding the Liaisons. He noted that there are four directors whose terms will end in June 2013 and he is recommending that their terms be extended until October otherwise their term would end prior to ECCNA 16.

Jeff mentioned the pricing of Day Registration Pricing and the Bidding Process should be examined. He noted that Internal Guidelines should include a historical record of cost centers for food, room rates, registration (full package/day registration), merchandise, etc. to assist future ECCNA committees.

Non-Profit Status: No report.

Income Taxes (Pending Non-Profit): No report.

Website Update (History and List of Regions): Discussion ensued. Kevin noted that he was waiting for the number of books to donate and has a template for that developed. He wanted to have the number of books and how many and where they would be going prior to making changes on the website.

There was discussion of the wonderful job that Kevin is doing and how cumbersome of a task it is. Kevin reassured that committee that it was within his schedule to maintain the website. Lisa indicated that the history letter for regions to participate could be carried to the next month's meeting.

New Business:

ECCNA 15: It was discussed that the final fiscal report should be included in the Letters to the Region.

Book Purchase: Discussion ensued. There was discussion that the final balance was \$22,660.87 and the following deductions were needed per our experience: \$5,000 to the Advisory Board; \$1,500 for Operating Expenses; and \$800 in pre-registrations to the ECCNA 16 Fund Balance Allocation.

There was discussion on the policy that had been outlined previously and the Host Committee was asking for more books than our policy had indicated. There was discussion and it was determined the following: that each ECCNA can be a case by case analysis since the regulations in facilities differ from state to state and based on the success of the ECCNA 15 there were a sufficient number of books remaining to ship to the other East Coast regions.

Lisa and Elizabeth are going to check the website for any new or changed regions to ensure that the books are mailed to proper locations and no one is excluded. There was discussion on the amount of money needed for shipping and the ECCNA labels and that amount was determined to \$1,000.00. Kevin will draft a check for that amount to Elizabeth and Elizabeth will be responsible for receipts to be submitted. Lisa will submit the template that was previously used to Elizabeth for the labels.

The order was determined to be the following: Cases are based on 28 books per case.

2 cases of books for each of the 6 prisons in United Shoreline = 336 books

1 case of books for the other 11 CT prisons = 308 books

1 case of books for remaining 22 regions = 616 books

ECCNA 16 Facilities Liaison Report (given by Steve D): The rooms were rather straight forward. There are apartment style rooms and then there are more dorm style rooms available. There are 1,300 apartment style rooms available which were similar to the ones in Florida. There were also several food cost captions.

Lisa S. indicated that the room cost last year was \$40 per night. Jeff P said the cheaper rooms could be included to enhance members on more limited incomes. The meal option of *all you can eat* would still provide for an affordable package that would be consistent with previous year's costs. It was noted that the costs should be set by next month to be included on the website for registrations. Steve D. and Jeff P. will coordinate on those costs and present to the committee next month.

Jeff also noted that budgets for the subcommittees should be developed to permit the Host Committee to begin their work. After the next Host Committee meeting, Tom and Den will get together to identify the type of funding needed for the subcommittees to do their work.

Regional Representation: There was discussion surrounding the letter inviting regional representatives to be involved in the ECCNA AB and that be included in the letter. There was discussion of our single point of authority and accountability to the groups.

Liaison Section: There was some additional discussion of the Liaison positions in the Internal Guidelines. The AB President will appoint Liaisons asking them additional information.

The next meeting is scheduled for September 5, 2011. With no further business, this meeting was closed with Prayer at 9:08 p.m.