

East Coast Convention of Narcotics Anonymous Advisory Board Minutes
Sept 5, 2011

The meeting was opened at 7:00 p.m. by Tom K., 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 | | |
| 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 | A | | |
| Director | Bo | 10/2011 | A | | |
| Director | Lester | 10/2011 | P | | |
| ECCNA 15 Host Chair | Elizabeth | | A | ECCNA 15 | |
| ECCNA 15 Host Vice- Chair | Joe | | A | ECCNA 15 | |
| ECCNA 16 Host Chair | Den H. | | P | ECCNA 16 | |
| ECCNA 16 Host Vice- Chair | Victor H. | | P | ECCNA 16 | |

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

Open Forum:

There was some discussion about pending nominations to the AB and the procedures to election and acceptance to the ECCNA Advisory Board. Al indicated that there was a woman, Gail S., who served on ECCNA 15 who was interested in becoming part

of the ECCNA AB. Her nomination form was forwarded and Gail was elected to the AB. Congrats, Gail S.

There was also some discussion surrounding clarification for money handling policies. The two venues were if members had money handling issues in the past were there policies concerning the length of time from an incident to election to another money handling position so that the integrity of the ECCNA committee or the individual would not be compromised. For example, in Tri-State region, there is a requirement of three years free of parole/probation to serve for money handling positions to ensure the ability of that member to be able to be bonded. There was another question of the potential of the Treasurer not continuing to serve and does that automatically mean that the Alt Treasurer be given the Treasurer position. Discussion ensued. In regards to the former, it was noted that currently there was no policy. However the AB would have serious concerns surrounding this type of situation occurring particularly in light of some of the concerns from members regarding the fiscal compatibilities of the East Coast and its original reason for folding due to misappropriation of funds. Regarding the latter, the Alt Treasurer position was created more as a helper position particularly in light of the actual event and the need for two individuals to be present since some events might close at the same time. Concurrently, since the ECCNA rotates to different regions, there would be no assumption of an automatic nomination for Treasurer if the Treasurer leaves.

There was some additional discussion regarding voting privileges and that the Liaison was excluded from voting privileges. It was agreed that this would be discussed under New Business.

Minutes:

March 2011 Minutes: The March minutes were forwarded to the AB President and will be reviewed next month.

8/1/2011 Minutes: The minutes for 8/1/2011 were presented.

M/S/C "To approve the 8/1/2011 minutes as presented"

Reports

AB President Report: (submitted by Lisa S):

Please accept my apology for missing another meeting this year. I was hoping to work something out so I could attend...no such luck. Thanks to Tom for filling in!

Now for more exciting things....big KUDOS to Elizabeth for getting the books shipped. Talk about perseverance! She had to deal with books being delivered on a flat crates at the end of her driveway. I have been to her house and she has a long driveway! Then all the books had to be labeled, repackaged and shipped. Lots of work. It is truly amazing that we were able to buy so many books this year. In the future, we may want to think about drop shipping the books to each region. We can send letter of explanation separate. The only thing missing would be the donation

stamp in each book. As we increase the number of books purchased we may want to forgo the donation labels. Something to think about! This would also save double shipping costs. We did have a few address changes this year. I have updated the address list and sent a copy to the AB admin.

As most of you know we did finalize the letter to go to the regions. A copy of this letter should be attached to this month's minutes. Thanks to all for participating in that process. In addition to the letter I also created a short survey to send to the AB members to find out what areas they would best serve as a liaison in. This information has been compiled and forwarded to Tom. Since I only have one more month as the President I felt it would be better for Tom to approve the choices and then present.

When you have a minute, please check out the website. Kevin has updated and made several changes. It looks great. Thanks Kevin!

Lastly I was forwarded a list of concerns/questions/suggestions from the Auction chair of ECCNA 15. Some are not applicable and some are. Please let me know what you would like me to do with this list. The AB admin. can address and respond where needed OR I can send to all AB to review. Whatever the decision is please have Mary or Tom let me know how to proceed.

Vice-President Report: (given by Tom K.):

Tom indicated that his report was Lisa would not be present and that there was a nominee for the AB. He noted that Gail S was elected and the other nominee declined serving at this time.

CFO Report: (presented by Kevin D):

| Description - Income | Amount |
|-----------------------------------|-----------|
| Present Balance in the AB Account | 8,499.08 |
| Present Balance in Host | 0 |
| Present Balance in Paypal | 0 |
| Check to Elizabeth | 269.80 |
| Check to WSO (Book Order) | 13,148.99 |
| Check to Facility | 15,148.99 |

Kevin noted that a \$208.67 check needed to be written to reimburse Elizabeth for additional postage. It was asked if Kevin had reimbursed himself for the website

fee and he had not so Kevin needs to write a check for \$59.88 for reimbursement of the website fee.

Site Report (presented by Steve D): Steve, Den and Jeff had been working on a preliminary budget. There were some outstanding issues such as the cost of the linens and if golf carts were desired for rentals. It was noted that the golf cart used in Florida and Connecticut were privately owned and not at a cost to ECCNA. Steve mentioned that PA is noted for its hills and there is quite a lot of acreage between the dorm rooms in particular and the convention meeting space. Steve outlined the costs of the conference rooms, dorm rooms, convention space, and other incidentals and outlined those break-out costs for the AB committee. It was agreed to resolve or further discuss the registration cost issues in New Business.

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

Sorry guys I cannot attend mtg. All books sent out I will have to get back to you with final financial report. I will need more money. We were without power for 5 days and then I was out of town so I am behind. But at least I got the books out before hurricane!!!! Love you guys!!!!!!

Host Vice-Chair Report no report given

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

Meeting opened with the Serenity Prayer and the 12 Traditions were read. Mary H opened meeting with nominations for Vice Chair. Victor H. was nominated, elected, and then led the rest of the meeting.

Nominations for Host Committee positions followed. The following positions were filled:

Secretary- Debbie F.

Treasurer- Chuck S.

Vice Treasurer- Stephanie H.

Arts and Graphics- Angelo N.

Convention Information- Tom C.

Hospitality- Julie B. (only has 2 ½ years clean. Discussion was held about waiving clean time requirement on a case by case basis. Only one member was opposed to doing that.)

Program- AnnaMarie C.

Serenity Keepers- Joel H.

The following positions are still unfilled at this time:

Auction

Entertainment and Fundraising

Marathon

Merchandise

Registration

Regional Liaison

Victor H. read the letter that was presented at the Regional Service meeting.

The canoe trip was discussed. It was discovered after the date was set that this is the same date as the History Convention in Uniontown. A vote was taken to keep the canoe trip date the same.

Nominations and Elections: The following individuals were nominated:

Directors:

Steve D. nominated by Al. Congrats Steve - new term ending 10/13

Lester O nominated by Mary. Congrats Lester - new term ending 10/13.

And, Gail was elected earlier in the meeting, Congrats again to Gail - term ending 9/13

CFO Alt - Jeff P nominated by Mary. Congrats Jeff P.

Old Business

Internal Guidelines: Non-Profit Status: No report. Tom K. indicated that the Internal Guidelines be attached to the minutes for review by the next meeting.

Income Taxes (Pending Non-Profit): No report. Kevin felt that there would be some closure after 10/15 and he would like to get Jeff involved in resolving this matter.

Website Update (History and List of Regions):

New Business:

ECCNA 16 Contract: . Steve indicated that the College Contact was on maternity leave and so communication as been at a minimum. He indicated that he would contact the college this week and resolve the contract so we could move forward with securing the location. There was some discussion on the AB's ability to set a registration rate prior to the contract being signed and it was agreed that the AB should move forth in doing that. It was further agreed that the registration amount would be a pre-registration amount since the linen costs and golf cart rental had not been finalized. This registration amount will be based on previous year's experiences and the ECCNA 16 College information provided to the CFO Alt. Therefore, it was Jeff's suggestion of the following amounts:

| | |
|--|-------|
| Dorm | \$170 |
| Apartment | \$195 |
| Single Meal (regular - all you can eat) | |
| Breakfast | \$10 |
| Lunch | \$12 |
| Dinner | \$15 |
| Day Registration (Walk on) | \$25 |

There was no opposition to these rates. There were some questions posed.

1. **Room Upgrades:** If an individual "books" a dorm room and wishes to upgrade is that possible? Tom K. indicated from a AB committee standpoint that would not be a problem but we would need to ensure that the facility did not have an issue with that.
2. **Apartment Assignment:** The apartments hold four (4) people do they have to register at one time or can they be assigned later. It was noted that they should register at one time.
3. **Refrigeration:** It was noted that the apartments have a full kitchen.
4. **Six Month PayPal Option:** It was agreed that six months would be the payment option as it was in previous years.

ECCNA 16 Checking Account: Tom K and Den H. will speak further this week to finalize the checking account for the Host Committee. Kevin noted that it was imperative that all funds go to the AB account particularly in light of the pending non-profit status. Registration fliers should have the AB PO Box address for money orders or checks to be mailed there. It was further discussed that the online checking account information discussed at the last meeting was imperative for this reason to ensure that the ECCNA is accountable to the Fellowship. Jeff noted that he has the registration information and this will permit for an email campaign to occur if desired by the Host Committee.

ECCNA 16 Budget: There was an increase of a little less than a thousand to the total budget. It was based on previous years and the money was "tweaked" to provide for a more accurate assessment and permit for inflation/cost of living increase and the provisions of costs being different in each state.

Site Liaison: There was a motion made by Jeff P, seconded by Mary H. that read as follows:

Motion " to amend the Internal Guidelines on page 3, Section 4 to read the following:

#2. To change Vice Chairs ...to in the absence of the Chair and to add Site Liaison as #4"

M/S/C - The motion carried unanimously.

ECCNA 16 Liaisons:

| | |
|-------------------------------|-----------|
| Arts & Graphics | Kermit |
| Auction | Jeff |
| Convention Information | Mary |
| Entertainment and Fundraising | Elizabeth |
| Facility | Steve |
| Hospitality | Kevin |

| | |
|-------------------------|---------------|
| Marathon | Mary |
| Merchandise | Kermit |
| Program | Jimmy |
| Registration | Gail |
| Serenity Keepers | Al |

Regional Representation: Mary asked for additional clarification from Kevin regarding the development of a consolidated regional committee. Kevin indicated that it was simply that each region have a representative that reports the region and directs the ECCNA AB. This can be simply adding an additional responsibility to a regional trusted servant or providing for a new position on the regional level whichever the region desires.

In kind Donations: There was a question regarding in kind donations. It was noted that any NA member can donate to the ECCNA; however if the member is donating on behalf of a business and not solely representing their private interest, the ECCNA AB does not accept those donations.

The next meeting is scheduled for October 3, 2011. With no further business, this meeting was closed with Prayer at 9:26 p.m.