

**East Coast Convention of Narcotics Anonymous  
Advisory Board Minutes  
March 5, 2012**

The meeting was opened at 7:20 p.m. by Tom., 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 opposition the agenda was approved as presented. Quorum = 8

Roll Call/Resignations/Vacancies:

Position	Name	Term End Date		Liaison to:	
President	Tom	8/2012	P		
Vice-President	Vacant		V		
Secretary	Mary H.	2/2013	P	Convention Information	Marathon
CFO	Kevin D.	6/2013	P	Hospitality	
Director	Al D	6/2013	P	Serenity Keepers	
Director	Jimmy C	6/2013	P	Programming	
Director	Steve D	10/2013	P	Site Liaison	
Director	Jeff P	6/2013	P	Auction Liaison	
Director	Kermit	2/2014	P	Merchandise	
Director	Gail S.	9/2013	P	Registration	
Director	Lester O	10/2013	P		
Director	Elizabeth E	10/2013	P	Event & Fundraising	
Director	John A	10/2013	P		
Director	Gen W	10/2013	P		
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 in the Open Forum on the role of the AB and the Host Committee. This discussion centered on Host Committee members having a venue for reconsideration at the AB.

**Minutes: 11/7/2011 Minutes:**

M/S/C "To approve the 2/6/2012 minutes were approved as presented.

**Reports**

**AB President Report: (submitted by Tom):** Good evening to all, a stellar month indeed. There has been a lot of activity going on with the spectacular host committee in Pittsburgh. I have been in touch with the committee and they are moving along. I have also tried this past month to get in touch with Lester, as he

has missed a couple of meetings, with no luck and his message center is full. I sent him an E-mail today to let him know we are concerned and to try to determine whether or not he wishes to remain on the board. We have also received 3 new AB forms this month and I have been in touch with all of them. As will be noted later we have Kathy H, Mike R and Janet T. After discussion with Janet (Auction Chair) she decided to wait until the convention was over to join as not to create a conflict of interest within her. The other 2 will be acknowledged later in the agenda. I am still waiting on the contract from Parable designs (Jewelry vendor) to sign that. I am hoping to be able to get some of the merchandise, registration packets and speakers issues out of the way this month as we are starting to run out of time. Anyway we still have a lot of work to do. Let's keep it up.

**Vice-President Report: (Vacant):**

**CFO Report: (presented by Jeff P on behalf of Kevin D):**

Description – AB Account		Amount
Present Reconciled Balance in the AB Account		\$ 6,558.29
Expenses:		
Ck # 1050: Jimmy K	Golf refund: FL fundraiser	( 200.00)
Ck #1051 Peter S	Golf Refund: FL fundraiser	( 200.00)
Deposit 3/3/2012	Transfer from Host (\$4,464.71) PreReg Balance (\$125); NewCom Don (\$10)	4,559.71
Ending Balance		\$ 10,758.00
Bank Balance		\$ 6,558.29
Outstanding Check		( 400.00)
Deposit in Transit		4,599.71
Ending Balance		\$ 10,758.00
Description – PayPal Account		
Beginning Balance		\$ 3,568.97
Subscriptions Received		\$ 576.05
Ending Balance		\$ 4,145.02
Statement Balance		\$ 4,112.52
3/3 Deposit in Transit		32.50
Ending Balance		\$ 4,145.02
Description – Host Account		
Beginning Balance		\$ 6,249.16
Deposits:		
2/21/12	\$950 (Reg \$195; Don \$5; Merc \$240; 3/3 Fundraiser \$510)	\$ 950.00
2/25/12	\$993 (Murder Mystery \$465; Dino Dinner \$528)	993.00
Expenses		
Ck #1012: Lydic Printing	Cookbook Printing Bal	( 758.00)
Ck #1013 Mystery's Most Wanted	March 3 Fun(d)raiser	( 575.00)
Ck #1014: Jones & Assoc.	Balance due on	( 891.00)

	Merchandise	
Ck #1015: Steve Devlin	Postage and Printing	( 100.00)
Ck #1016: Shari Binkey	Registration Postage	( 45.00)
Ck #1017: Robert Welsh	Fun(d)raising: Talent Show supplies	( 108.42)
Ck #1018: Robert Welsh	Fun(d)raising Supplies prepayed for 3/3/2012 event	( 250.00)
Ending Balance		\$ 1,000.00
Bank Balance		\$ 6,942.71
Less Outstanding Check(s)	#1012,1013, 1015, 1016, 1019	( 5,942.71)
Balance		\$ 1,000.00
Total Cash in Banks		<b>\$ 15,903.02</b>

**Other Information:**

Pre-Registrations: 16 (of which 4 have been fully paid) (4 apartment style)

Registrations paid in full – 13 (12 apartment style; 1 dorm style)

Registration Subscriptions via PayPal in process – 16 (14 apartment style; 2 dorm style)

Total 45 registrations.

**Reserves (Sunk Costs):**

Reserve for 17 full pay apt style registrations (@\$55.64) = \$945.88

Reserve for 1 full pay dorm style registration = \$41.73

Reserve for 18 full pay – all meals (@\$53.50) = \$963.00

Reserve for 18 full pay – linens (@\$10.33) - \$185.94

Reserve for 8 paid 5/6 apt style and meals and linens (@\$119.47) = \$796.47

Reserve for 5 paid 4/6 apt style ++ (@\$119.47) = \$398.23

Reserve for 1 paid 3/6 apt style ++ (@\$119.47) = \$59.74

Reserve for 2 paid 3/6 dorm style ++ (@\$105.56) = \$105.56

Total reserves for housing, foods and linens - \$3,349.55 (no reserves set for 12 pre-reg with open balance)

Cash Balance less reserves = \$12,406.47

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

- Speakers presented at next Host Committee meeting.
- Registration packets about \$3.80-\$4.00 per packet. How many? 500?
- Fundraising is Murder Mystery.
- Detailed treasurers report has been sent to AB from vice-treasurer
- Regional Service Committee still okay. Informational only.
- Do we have approval for taping and merchandise?
- Schedule for weekend being mapped out. Food times, meeting times, places for meetings information needed from RMU
- We have sent out 1000's of flyers to most regions on the East Coast

- After May 6<sup>th</sup> we will get a walk through.

Discussion ensued: There were some concerns surrounding the speakers and the type of message that was consistent with NA service. It was noted that at this point since Programming and the Host had not finalized the speaker list it was premature.

**Nominations and Elections:** Kathy H was nominated and accepted to the Board. Mike R. was nominated and accepted to the Board. Jeff P mentioned that the terms should be staggered for continuity of TS on the AB so Kathy's term and Mike's term will end on. Their terms will end August 2014.

**ECCNA 16 Vice-Chair report: (Vic H.) No report.**

**Liaison Reports:**

**Arts & Graphics (John A)** – John has been in contact with Angelo and all seems to be well.

**Auction (Jeff)** – Jeff reported that all was well and they are doing great.

**Convention Information: (Mary):** No report

**Entertainment and Fundraising (Elizabeth):** Elizabeth noted that E&F was really a dynamic committee and she is looking forward to attending in June.

**Hospitality (Kevin):** No report

**Marathon (Mary):** No report

**Merchandise (Kermit):** Not present.

**Program (Jimmy):**

**Serenity Keepers (Al)** Al noted that he spoke with Joel and that things are moving along nicely. It was noted that Joel is looking into some video screens and ways to provide subtitles for deaf addicts to freely participate.

**Registration (Gail):** Gail mentioned her discussion with Shari regarding the registration packages. There was a great deal of discussion on this item. Kevin noted various ways to reduce costs including a small font program as the name tag which included a magnifier to be able to read and that was produced very reasonably and looked attractive. At the end, it was agreed for Registration to develop a more definitive plan and present at the next AB.

**Site Report (presented by Steve D):** Steve noted that there was another walk-through scheduled in May. There was discussion about audio equipment and free stream was mentioned by Kevin as a viable and affordable option.

**Old Business**

**Non-Profit Status:** Kevin is completing the last issues and will be sending the document forth.

**Internal Guidelines:** Jeff mentioned that we are working on an internal graph to assist in the general understanding of the order of things to make it easier for members to stay on task. Elizabeth indicated she had that from last year and that she would forward it for consideration.

**Banking:** There was a need for a savings account for transferring of funds.

**New Business:**

M/S/C "To open a Chase savings account"

The next meeting is scheduled for April 2, 2012 at 7:15 p.m. With no further business, this meeting was closed with Prayer at 8:08 p.m.