

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
May 7, 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		
Director	Kermit	8/2014	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	Arts & Graphics	
Director	Gen W	10/2013	A		
Director	Kathy H	8/2014	R	Auction Liaison	
Director	Mike R	8/2014	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:

It was noted that Kathy H. had submitted her resignation to Tom, AB President. Her resignation was accepted.

Minutes: 4/2/2012 Minutes:

M/S/C "To approve the 4/2/2012 minutes were approved as presented.

Reports

AB President Report: (submitted by Tom): Waived

Vice-President Report: (Vacant):

CFO Report:
(Presented by Jeff P):

Description – AB Account Checking		Amount
Present Reconciled Balance in the AB Account		\$ 11,931.50
Expenses:		
Ck 1052 Vista International	ECCNA Event Insurance	(425.50)
Ck 1053 Florida Dept of State	Corp Renewal Fee	(61.25)
Revenue:		
Deposit 4/3/2012	Transfer from Host (1720.28) 1 Dorm Registration (170.00)	1,920.28
Deposit 4/12/2012	Transfer from PayPal	3,000.00
Checks to be deposited	Cks received at PO Box	780.00
Ending Balance		\$ 17,145.03
Bank Balance		\$ 16,365.03
Outstanding Check		\$0.00
Deposit in Transit		\$780.00
Ending Balance		\$ 17,145.03
Description – AB Account - Savings		
Beginning Balance		\$ 0.00
Deposit 3/14/2012	Transfer from AB Checking	\$ 100.00
Ending Balance		\$ 100.00
Description – PayPal Account		
Beginning Balance		\$ 5,134.15
Expenses	Transfer to AB Account	(3,000.00)
Subscriptions Received		\$ 2,403.32
Ending Balance		\$ 4,537.47
Statement Balance		\$ 3,010.79
Deposit in Transit		1,526.68
Ending Balance		\$ 4,537.47
Description – Host Account		
Beginning Balance		\$ 2,770.28
Deposits:		
4/4/2012 Dinosaur Dinner		\$ 672.00
4/11/2012 Dinosaur Dinner	Dinner (342.00); Merchandise (185.00)	527.00

	Silent	
4/16/2012	Silent Auction (63.50); CD Sales (50.00) Merchandise (20.00)	158.00
4/28/2012	Full Registrations – Apt (975.00) Newcomer Donation (10.00)	985.00
5/7/2012	Fundraiser (525) Pool Tournament (423)	948.00
Expenses		
Ck 1024 – Door of Hope	Dinosaur Dinner – kitchen use for food prep	(20.00)
Ck 1025 – ECCNA Inc.	Transfer to AB Ck Acct	(1,750.28)
Ck 1026 Chuck Davis	Dinosaur Dinner Taping and Gas (tape reimbursement)	(66.90)
Ck 1027 Little House of the Blind	Dinosaur Dinner Hall Rental	(100.00)
Ck 1028 – Robert Welsh	Dinosaur Dinner Supplies	(200.68)
Ck 1024 – Shari Binkey	Host PO Box	(32.00)
Ending Balance		\$ \$ 3,890.92
Bank Balance		\$ \$ 2,974.92
Additional Deposits Not Shown	5/7/2012	948.00
Less Outstanding Check(s)	Ck 1024	(32.00)
Balance		\$ 3,890.92
Total Cash in Banks		\$25,673.42

Other Information:

Pre – Registrations: 16 (of which 7 have been fully paid) (7 apartment-style)

Registrations paid in full – 60 (51 apartment-style; 9 dorm-style)

Registration Subscriptions via PayPal in process – 2 (2 apartment-style)

Total of 78 full registrations and 2 day registrations

Reserve for 58 full pay apt style registrations (@55.64) = \$3,227.12

Reserve for 9 full pay dorm style registration (@41.73) = \$375.57

Reserve for 67 full pay – all meals (@53.50) = \$3,584.50

Reserve for 67 full pay – linens (@10.33) = \$692.11

Reserve for 2 paid 5/6 apt style and meals and linens (@119.47) = \$199.12

Total reserves for housing, food and linens = \$8,078.42 (no reserves set for 12 pre-reg with open balance)

Cash Balance less reserves = \$17,595.00

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

The RMU walk through was successful. RMU would like a count seven to ten days prior to the convention. This will impact our linen. The AB Skype was postponed. RMU has open wireless and we have approved a registration package which was the lowest bid. We are almost there!

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

Liaison Reports – Waived to handle Old and New Business items

OLD BUSINESS

Did the college a copy of the insurance? Steve indicated that he would confirm their receipt of the insurance.

Did we get any letters sent to institutions? Mary indicated that the letters were submitted and Jim A, the Host CI Chair, had received three calls asking how to register clients for this event.

Did we figure a process for meals? Den indicated that Shari B, Host Registration Chair, is determining a system for the meal count.

Did we start savings account? Jeff, CFO Alt, indicated that we had; however there are the same transfer issues occurring.

IX. NEW BUSINESS

Room for Danny M: Steve indicated that there was a room available but it was determined that we are not offering registration and stay just a room for the display of historical NA items for public view.

The next meeting is scheduled for May 28, 2012 at 7:00 p.m. With no further business, this meeting was closed with Prayer at 8:37 p.m.