

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
Oct 1, 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	8/2013	P	Site Liaison	
Vice-President	Vacant		V		
Secretary	Mary H.	2/2013	P		
CFO	Kevin D.	8/2013	P	Hospitality	
Director	Al D	8/2013	A	Auction	
Director	Jimmy C	8/2013	P	Program	
Director	Jeff P	8/2013	P	Registration	Treasurer
Director	Gail S.	9/2013	P	Convention Info	
Director	Lester O	10/2013	P	Marathon	
Director	Elizabeth E	10/2013	A	Merchandise	
Director	John A	10/2013	P	Entertainment	
Director	Gen W	10/2013	A	Arts & Graphics	
Director	Jeff H.	08/2014	P	Serenity Keepers	
ECCNA 17 Host Chair	Mike R		P		
ECCNA 17 Host Vice-Chair	Kevin R.		A		

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

Open Forum: John A. discussed that he attended the Uniontown, PA History Conference and there were speakers, Chris and Boyd, that did a presentation of the history of NA which was very informative and he wanted to offer that as an idea.

ECCNA 18 – Jeff H. mentioned that he was starting a bid committee for ECCNA 18. He indicated that there was a large committee of interest and the first bid meeting was 10/18/2012 in Williamsburg, VA. He noted that there was a raffle of a weekend registration for \$10 per ticket. Jeff P, CFO, noted that there currently is no policy on financial matters with bid committees or any money rose prior to the confirmation of hosting the ECCNA and possibly it is something that should not be discussed or entertained at the AB due to an appearance of a conflict of interest.

Minutes:

August Minutes: M/S/C “To approve as presented”

July and September Minutes: July minutes are incomplete. There was no meeting for September.

Reports

AB President Report: (submitted by Tom): Tom reported that the financial report was sent out to all the regions.

Vice-President Report: (Vacant):

CFO Report:

(Presented by Jeff P):

Description – AB Account Checking		Amount
Present Reconciled Balance in the AB Account		\$ 37,236.06
Expenses:		
Ck 1056 USPS (New PO Box)		(86.00)
Ck 1057 WSO (Basic Text and S&H)		(32928.78)
Bank Charge		(4.00)
Ck 1058 Kevin D	Shipping new Checkbook to ECCNA 17	(12.85)
Deposit	Transfer from PayPal	3,500.00
Ending Balance		\$ 7,704.43
Bank Balance		\$ 7,704.43
Description – AB Account - Savings		
Beginning Balance		\$ 100.00
Ending Balance		\$ 100.00
Description – PayPal Account		
Beginning Balance		\$ 3,734.05
Expenses	Transfer to AB Account	(3,500.00)
Ending Balance		\$ 234.05
Description – Host Account – ECCNA 16		
Beginning Balance		\$ 166.42
Correction:		
Ck 1046	Recorded as \$50.88 cleared as \$50.08	.80
Expenses		
Ck 1056	Jeff S Refund of Pre Registration	(50.00)
Ending Balance		\$ 117.22

Bank Balance		\$ 123.81
Less Outstanding Cks	Ck 1044 - 3.28 Ck 1048 3.31	(6.59)
Balance		\$ 117.22
Description – Host Account – ECCNA 17		
Beginning Balance		\$ 892.55
Deposits		
8/27/2012	Fundraising Income	4,766.50
10/1/2012	Fundraising Income (\$736.00); Repay of NSF Ck (\$20.00)	756.00
		\$ 117.22
Expenses		
Bank Charge 9/21/12		(10.00)
Returned Check		(20.00)
Ending Balance		\$ 6,385.05
Bank Balance		\$ 5,629.05
Deposit in Transit		756.00
Balance		\$ 6,385.05
TOTAL CASH IN BANKS		\$ 14,440.75

Jeff noted that

- **Spiritual Breakfast:** He has spoken to Kevin R and there was \$1,000 owed for the Spiritual Breakfast and the rest would be forthcoming.
- **WSO Mailing and New Issues on the Horizon:** WSO mailed directly to the regions and it raised some issues that we have never had to address previously. For example, the WSO uses UPS to ship and they do not deliver to P.O. Boxes which is the mailing addresses for some of the regions. Discussion ensued. Jeff H. suggested sending to the Executive Committee of the Region and John A. suggested a Mailing Ad Hoc Committee.
- **Closing of ECCNA 16 Bank Account:** Jeff noted that the ECCNA 16 should be closed since it appears that all the expenses have cleared at this point and he has been in contact with Chuck S. for that to happen.

Host Chair ECCNA 17 Report (presented by Mike R.)

We have recently held our 6th host committee meeting, so to recap we have elected all officers, and subcommittee chairs and selected a theme:

Together We Still Can. Next meeting is Oct 8, 2012 at 7:00 pm in Severna Park Starbucks Conference room.

All of our initial work with Washington College was with their conferences facilitator, Darryl Jester. Mr. Jester no longer works at Washington College and these services are now coordinated by a consultant, Manny (Ramirez?). In my most recent discussion with our facilities liaison Gene W says that we have pricing, but no contract. That is due to the college.

I believe he will give this to Tom as soon as it is in our hands so our registration prices can be set. Manny lives in Connecticut so I believe he goes to Chestertown on Tuesday & he is aware that we want to have this contract. As soon as we get it, we will forward to Tom so we can get this part of the convention sorted out.

Only 3 of our 10 subcommittees have met at this point - Registration, Arts & Graphics, and Program. More are meeting tonight. Two do not intend to have their first meeting until next year: marathon and serenity keepers.

At our last host meeting the subcommittees that had initially planned to meet on the first Monday decided they would meet on the 3rd Monday. I think they have changed their minds again & meeting on the 3rd Monday will begin in November.

All of the money from our fundraisers is now in the bank, except for money collected at our breakfast yesterday - \$130 in t-shirt and cookbook sales. \$30 in ticket sales at the door. Since the August AB meeting, we have had several more group outings to Baltimore Orioles where we get kickback for selling tickets to events and also Legends of the Fog and Go Cart Racing. All of these events fundraising are being updated on the Fundraising spreadsheet and monies being deposited into the bank.

At our September host meeting, we voted 8-8 to ask the AB if we could have newcomer packages. I realize this is not a consensus, but the passion of those who planned the package was cause for me to want to talk to Tom about the proposition. Free State has 10 areas. We wanted to give some packages to each of the 10 areas for newcomer registrations, to be administered by each area's H&I. The suggestion is that we give 1 full package to each area including registration, meals and lodging. and 2 Registration only packages. I spoke to Tom about this last week and he said, Mike, 10 full packages is 200 *Basic Texts* for jail, so that would never fly. At this point I am just reporting it, not proposing - some of the people on the committee think it's good business to give newcomers a package The discussion against the newcomer - 1 from each of the free state region's areas - receiving free convention package was that perhaps we should only be giving them registration, or that if we are spending money, we should spend it on entertainment for the convention attendants. If anyone has any solutions or ideas let me know.

So the second piece of new business at the September meeting was that we wanted to sell full package registration deposits for \$50 at the spiritual breakfast on Sunday Sept 30. I apologize for the timing on this, we did meet on Sept 17 and time got away from me. I meant to get with Tom about this before. I had a discussion with Tom about this on Thursday. We talked about a discount to encourage folks to register or commit now. I suggested a free limited edition early registration t-shirt instead of money off. The poll of the AB said that 7 said yes, and nobody said no, so I took that to mean YES and we sold \$50 registration deposits. I hope I was not out of line for doing that. Again I apologize for the short notice and thank you for the vote of support. We didn't want to miss an opportunity of 300 people coming together to support the convention and not have something to sell. My only complaint about this operation is that the arts and graphics designed the form, and sent it directly to the printer without a review from anyone. The form says Registration covers room and 3 meals a day, which of course we told people there are only 5 meals total - Friday dinner to Sunday breakfast.

Interestingly I know the first registration we sold was to a woman who had planned to stay at home but she wants the limited edition T-shirt that attendants can only receive through registering for the full package. We sold 6 early registrations deposits at \$50 each.

Tom asked me to give 2 of any items we create to the AB for archives. I still have 2 of the bid shirts if you want them for the archive. Please give me the address for this material. I should be able to send you tickets from the breakfast and also the crab feast that Clean and Serene Dreamers held.

So the breakfast Sunday: I don't have the official numbers, but my understanding is we sold 300 tickets. 220 people showed up, we sold 3 tickets at the door. We had to pay the Elks for 250 breakfasts. Kevin expected to make around \$200 profit, but the hall that served the breakfast changed the bill. We were given money off (about \$300) that we thought we had agreed to, and the 50 tickets we didn't have to pay for is straight \$500 profit, so we may have made more like \$1,000.

Again, this is the unofficial number. Kathy H was the speaker and I recorded it so if you want this for the archive, tell me where to send it. I'm glad to sell this recording as a CD or MP3 for \$5 as well. I sold 3 copies, but will stick a few in the merchandise box for future sales. The remaining bid T-shirts and cook books that were sold at the breakfast have had their money held separately and this money is in my basement \$130. I will give it to the Treasurer at the next meeting, one week from tonight. Only T-shirt sizes remaining are Large and XL.

I spoke to Dutch H at the breakfast and he says that there is a group from New Jersey wanting to bring the ECCNA to Monmouth State College in 2014.

Forty of the people at the ECCNA Spiritual Breakfast were from New Jersey.

I told him all of the AB policy and host guidelines are online at www.eccna.org. He probably already knew this.

I'm glad to be in touch with Jeff H, AB member from Virginia, as well who says 3 areas in Virginia will be bringing a bid to take it to William and Mary College. We do have a Face book group for East Coast Convention 17. Anyone who wants to be added to the group just let me know. It's a secret group for anonymity sake. Don't join the group and post photos from East Coast 1 - 13 like Dan Martino did, please. It's good to have a history and we don't want to repeat those mistakes, but we don't need that in the Face book group for ECCNA 17

I mentioned to Dutch that it is my feeling that the East Coast Convention isn't really back, until 2 or more bids arrive and we have to make a choice. He says no matter where it goes next we all win. Thank you AB for your service.

Discussion ensued. Tom noted that all concerns would be handled in New Business.

ECCNA 17 Vice-Chair report: (Kevin R.) No report.

Liaison Reports – Waived to handle Old and New Business items: Mary will provide a list of Host and AB emails for correspondence and communication.

Nominations and Elections: Tom indicated that Mike P had put in an AB Form for nomination. There was discussion surrounding Mike P. and his past relationship as a vendor. It was noted that according to the Bylaws, no Director can receive compensation and thereby he would eliminate his business as a taping vendor. It was noted that this was not a concern for Mike; however, several AB members voiced concern

that Mike be present to ensure that he understood the nature of his business and his position as a Director. It was agreed to table the nomination until next meeting.

OLD BUSINESS

Host Skype Meeting: There was a meeting with Tom K. and Jeff P and the Host Committee to develop the lines of communication with the AB and Host and the expectations and role of the AB to the Host.

Internal Guidelines: There was no meeting. There will be a meeting on 10/17/2012 at 7:00 p.m. via Skype and Kevin D. will be facilitating that meeting. Jeff H. recommended possibly a checklist of concessions when approaching a University Campus. It was noted that the committee is open to any interested AB member.

July minutes: Pending

NEW BUSINESS

Extra 3.5 Cases: There was discussion surrounding extra *Basic Texts* due to a region folding. Jeff P mentioned that a member requested that Riker's Island get the extra books. There was discussion surrounding the development of policy for overage of books and that a request to a single AB member might not be the best venue for request or fill the greatest need.

M/S/C "To send the 3.5 cases of *Basic Text* to Riker's Island, New York, NY"

Limited T's: The Host Committee would like to offer a limited T-shirt for any pre-registration of \$50.00 available for pick-up at the ECCNA 17.

M/S/C "For each non-refundable \$50 deposit a limited T-shirt up to 72 T-shirts will be available"

Registrations: There was discussion of PayPal for Registrations and where should the Registration Money be sent. Jeff P noted that the Registration Chair and himself would work closely together to finalized and reconcile the registrations on a monthly basis.

Mailing Ad Hoc Committee: There was discussion surrounding the mailing addresses and getting a mailing address rather than a PO Box. It was noted that this would be referred to Internal Guidelines.

Newcomer Registrations: This was tabled for later discussion.

Equitable Distribution of *Basic Texts*: John A. noted that there appears to be a need to distribute the cases amongst regions in a more equitable manner serving the greatest need. This was referred to Internal Guidelines. John noted that he was not able to attend but he would send some of his thoughts to Kevin for the group to review.

With nothing further, the meeting closed at 9:20 p.m.