

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
March 4, 2013**

The meeting was opened at 7:15 p.m. by Tom., AB President. The meeting was held Conference Pro 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 = 9

Roll Call/Resignations/Vacancies:

| Position | Name | Term End Date | | Liaison to: | |
|-----------------|---------|---------------|-----|------------------|-----------|
| President | Tom | 8/2014 | P | Site Liaison | |
| Vice-President | Vacant | | V | | |
| Secretary | | 2/2013 | V | | |
| CFO | Jeff P. | 8/2013 | P | Registration | Treasurer |
| CFO Alt | Rocco | 10/2014 | P | Convention Info | |
| Director | Kevin D | 8/2013 | A/L | Hospitality | |
| Director | Jimmy C | 8/2013 | P | Program | |
| Director | Al | 8/2013 | A | Auction | |
| Director | Gen W. | 10/2013 | A | Arts & Graphics | |
| Director | Karen W | 8/2015 | P | Host Chair | |
| Director | John A | 10/2013 | R | Entertainment | |
| Director | William | 8/2015 | P | Marathon | |
| Director | Dave | 8/2015 | P | Merchandise | |
| Director | Jeff H. | 08/2014 | P | Serenity Keepers | |
| Director | Mike P. | 10/2014 | P | | |
| 17-Host Chair | Mike R | 2013 | P | | |
| 17 Host V-Chair | | | | | |

A = Absent; V= Vacant; P=Present; R=Resigned; A/L= Late
Others present: None

Agenda: The agenda was approved.

Open Forum: None

Minutes: Jan-February minutes approved

Reports

AB President Report: (submitted by Tom): We (South Florida Region) are hosting a ECCNA fundraiser at our May RSC. We purchased 72 shirts and are using the artwork sent to us by the host committee with one little revision, will bring any unsold t's to the convention for their use. Sent in application for insurance. Have been in contact with Gene and Mike from host. All seems well. Talked to John A. (See letter.).

Vice-President Report: (Vacant):

NONE

CFO Report:

MARCH 4, 2013

AB Account - Checking

Beginning Balance - \$ 12,124.62
Deposits: 2/19/13 3,000.00 Transfer from Host Account
2/19/13 963.46 Full Reg(2)=430; Reg Balance(3)=495; Newc Donations=38.46
2/19/13 220.00 Full Reg=215; Newcomer Donation=5

Expenses: (59.88) Check 1062 2/24/13 Kevin – Renew web hosting - GoDaddy
Ending Balance - \$ **16,248.20**

Bank Balance - \$ 16,369.33
Less: O/S Checks (121.13)
Balance \$ 16,248.20

AB Account – Savings

Beginning Balance 100.00
Ending Balance **100.00**

Paypal Account

Beginning Balance - \$ 1,099.41
Funds Received \$ 1,835.64 Apartments (6)=1290; Dorms(1)=185; Deposits(3)=150; Meals=206;
Newc=4.64
Ending Balance \$ **2,935.05**

Statement Balance \$ 2,935.05
Funds in Transit 0.00
Ending Balance \$ **2,935.05**

Host Account – ECCNA 17

Beginning Balance \$ 988.00
Deposits: 2/13/13 3,340.00 Full Pay Registrations(14)=3,010; Registration Balances(2)=330

Expenses: (50.00) Check#1018 2/11/13 Wye Church – Meeting Rent
(3,000.00) Check#1003 2/13/13 Transfer to AB Account
Ending Balance \$ **1,278.00**

Bank Balance \$ 1,328.00

Less: O/S Checks (50.00)
Ending Balance \$ 1,278.00

Total Cash in Banks \$20,561.25

Registrations: 33 full pay apartments; 1 full pay dorm; 8 Preregistrations getting 10% discount; 19 Preregistration deposits getting limited edition t-shirts; 25 Day Registrations.

Reserves for registrations received:

Deposits: 26 at \$50.00 = \$1,300.00

Deposits: 1 at \$150.00= \$150.00

Room, meals and fees for 33 full pay apartment registrations (@ \$173.71) = \$5,732.43

Room, meals and fees for 1 full pay dorm registration (@ \$155.95) = 155.95

Extra Friday Dinners Paid: 3 @ \$13.00 = \$39.00

Extra Saturday Breakfasts Paid: 3 @ \$7.60 = \$22.80

Extra Saturday Lunches Paid: 1 @ \$9.75 = \$9.75

Extra Saturday Dinners Paid: 3 @ \$13.00 = \$39.00

Extra Sunday Breakfasts Paid: 3 @ \$7.60 = \$22.80

Reserve for t-shirts: 53 at \$6.00 = \$318.00

Total ECCNA 17 Reserves: \$7,789.73

AB Reserve for Taxes, etc.: \$2,454.63

Total Cash less Reserves: \$10,316.89

I've been researching the ability for us to accept credit cards at the convention. The one that would make the most sense for us is through paypal. It's a virtual terminal system which uses a computer to accept mastercard, visa and discover. There are no setup fees involved and no monthly maintenance fees. This makes it possible to accept the credit cards for the annual convention and then discontinue it afterwards. The credit card fees are as follows:

For monthly sales from \$0 - \$3,000, we would pay 3.1% plus .30 per transaction

For monthly sales from \$3,000 - \$10,000, we would pay 2.7% plus .30 per transaction

For monthly sales over \$10,000, we would pay 2.4% plus .30 per transaction

I will bring this up in new business to apply for this service. If approved, we would need to determine the minimum sale amount that we'd want to accept credit cards as well as deciding if we want to accept them in registration, merchandise or both.

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

Questioned about registration area not being ours until 4:00.

Hello,

There's a lot going on and without a vice chair, I appreciate it if you will point out anything you think we are not on track with.

I'm really excited to see these convention registration numbers come in. I have to admit, at this point I don't see how giving a t-shirt for early registration beyond today entices anyone to come, and it really becomes an exercise in clothing NA and spending money. I hope we agree tonight to not extend the early registration t-shirt to anyone beyond those who are registered or have their funds in the works, ie, in the hands of Jeff H from Virginia, my committee from Bmore, mine from Cape Atl (4) or in the mail (postmarked by 3/4/2013). Basically we are giving books away to people who didn't register early, if we continue this practice.

OK at my last meeting we decided on several things:

- (1) accept Mr Bill jewelry contract
- (2) accept photo guy contract
- (3) have Mike R decide on taper, which I haven't decided on yet

a.

Note * will be calling tapetotapeproductions or sorting out problems with HyVoltage

(4) auction will be held from 3:00 to 5:00 pm on Saturday.

(5) Accepted program committee's speaker suggestions

a. Friday -Phil P -Las Vegas ; Betty H -Chesapeake & Potomac (alt)

b. Saturday -Gladys H - NYC; Randy J -Annapolis (alt)

c. Sunday -Rhonda C - Baltimore; Charles Jr -Baltimore (alt)

arts & graphics - missed last meeting, expecting all artwork final soon.

Auction - missed last meeting

convention info - distributed flyers to cprna

entertainment & fundraising - 2 events in the planning

hospitality - working on it

marathon - had great success at first meeting

merchandise - printing 150 shirts 100 in purple, 50 in orange

program - next meeting after next host meeting. Should be firming up workshop topics

registration -gathered up info on 1.50 package that everyone seems to like.

serenity keepers - had great success at first meeting, talking about designs for shirts

We added the full page form to the website.

Also request from ppl to have ECCNA 1 reunion.

This is all I have for you.

Hugs

Mike R 410-924-4513

realslow@dmv.com

ECCNA 17 Vice-Chair report: (Vacant) No report.

Mailing list ad-hoc Karen W.

Mailing Lists Report – March 4, 2013

I sent an email to the 22 regions of ECCNA requesting contact information of the person that would be responsible for distributing the Basic Text we send out. To date, I have received responses from 8 regions; I am working on contacting the remaining regions through networking.

One region, C&P emailed back and asked who this board is responsible to, I discussed this with Tom and e-mailed back that we are responsible to the regions within ECCNA and report to the host report/region. I also added that each region has a seat available on the board.

While speaking to Jeff about the mailing list, we discussed the Greater Philadelphia Region and what had happened last year. At that time Jeff told me he spoke to a member of the region who was trying to get some closure as to what happened etc. I spoke to that member and found out that they are no longer a member of the Philly region. I am in contact with the RDA and other members of the regional committee, asking them to bring last year's situation to the floor of the region.

In service,

Karen W.

Internal guidelines: Jeff H.

We held our meeting on February 27 and opened at 7:00pm.

We had 3 in attendance Mike P, Jeff P. and I.

Mike P agreed to record the meeting.

Our only item of old business was the ECCNA Concessions, we agreed to put them up for approval by the AB to be included into the Internal Guidelines. Jeff P agreed to rewrite the draft into a final document.

We had 2 other items for new business; we discussed a Time Line and agreed to move forward to develop it. Jeff P agreed to go through the policy and pull out all the time line items stated and start a list.

We discussed a 2 year bid process, and agreed to ask the board if they were interested in pursuing this idea.

We closed the meeting at 7:42pm

Our next meeting is Wednesday March 13, 2013 at 7:00pm

ILS

Jeff H.

These are **Concession Guidelines** for review and input for next month's meeting. Please e-mail questions or ideas to me during the month.

East Coast Convention of Narcotics Anonymous

When preparing to bid on the convention, the bid committee should be aware and make the college(s) aware of the following concessions which will be needed:

Date of convention: The first preference should be to have the convention on the 3rd weekend in June. The following week has been accepted when that third weekend was not available

Lodging: Accommodations at a college can be by dorm or apartment, depending on the college. We would like the per person cost of accommodations for Friday and Saturday night whether that be by dorm or apartment or both. Some schools also charge for linens and towels. If that's the case, we would need to know those charges as well. The college should also be asked if we will be charged any taxes on the rooms

Meals: We have 5 meals, Friday and Saturday dinner, Saturday and Sunday breakfast and Saturday lunch, please price each meal separately per person, all inclusive with tax and gratuity (if any).

Meeting rooms needed:

Registration starts at 3:00 pm Fri. (a foyer or large hallway will work)

Hospitality Room for 50-75, 24 hours thru the weekend

Merchandise Room for 75-100, 24 hours thru the weekend with locking doors

Marathon Room for 30-50, 24 hours thru the weekend

Friday night: Opening meeting for 800-1000 theater style, stage, podium and microphone. From 6pm till 2 am Saturday.

Saturday: 8am- 6pm 3-4 meeting rooms for 50-100, theater style with front table podium, and microphones.

Saturday night: Main meeting for 1000-1200 theater style, stage, podium and microphone. From 6pm till 2 am Saturday. Second room for auction 10pm-12midnight for 200-300 with microphone.

Sunday morning: Closing meeting for 500-800 9 am-1pm with stage, podium and microphone

Additional Needs: Golf carts if needed, 3 easels, permission to hang banners in main meeting rooms, storage room, safe if available, permission to bring food and drink into hospitality room .

Nominations and Elections: John A. resigned (see letter)

Hello All,

It is my regret to inform all of you that I will not be finishing my commitment with the ECCNA. Family health problem have been taking more and more of my time.

I appreciate all of the time I have spent serving with all of you. I must say that I have never had a service commitment that has had such a positive impact to this fellowship. I will continue to attend and support ECCNA as often as possible.

Thanks again.

Gratefully,
John A.

PS. We have been trying to get a meeting in the Greene County Pennsylvania Jail for some time now. The facility viewed us as a problem and no benefit to their program. After receiving a case of Basic Texts, communications was opened and last month we started a weekly H&I meeting there. ECCNA is more help to the suffering addict than we know.

Mike P was nominated and elected as secretary. Unanimously

OLD BUSINESS

- Program and speakers Friday night Phil P was approved by AB, Saturday night's speaker 1st choice speaker tape not submitted(Gladys.S) will be submitted asap for AB approval, Sunday morning speaker Rhonda approved.
- Internal Guidelines – See report
- Institution List- Mike R will bring back area and regional jails and prison lists for April
- Mailing lists – See report
- Vendor contracts – Parable Designs Contract (option A) /approved
- Photo guy- Approved---Ask to take group photo and more discussion on when to take group pic, Saturday some time during the day. approved
- Merchandise—Bring merchandise list to next AB meeting

NEW BUSINESS

- April 15th expected attendance for WC.
- Liability insurance sent to carrier
- Changing bid process to two years out. AB members send pros and cons to Jeff H. to compile a list for AB to discuss at next AB meeting.
- Creating credit card merchant account ----- Jeff P. will bring info next month.
- Pre-registration T- shirt giveaways. Motion extend t-shirt give away to April 14 by Jeff P. To sell more registrations at CP convention. 2nd by Will ---Mike R. opposed—Motion passed

The next AB meeting is April 1, 2013 at 7:00 p.m.

Meeting closed at 9:25 p.m.