

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
April 1, 2013**

The meeting was opened at 7:00 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	Mike P	10/2014	P	Marathon	
CFO	Jeff P.	8/2013	P	Registration	Treasurer
CFO Alt	Rocco	10/2014	P	Convention Info	
Director	Kevin D	8/2013	P	Hospitality	
Director	Jimmy C	8/2013	P	Program	
Director	Al	8/2013	A	Auction	
Director	Gen W.	10/2013	P	Arts & Graphics	
Director	Karen W	8/2015	P	Host Chair	
Director	William	8/2015	P	Merchandise	
Director	Dave	8/2015	P	Entertainment	
Director	Jeff H.	08/2014	P	Serenity Keepers	
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

Open Forum: No participation

Minutes: March minutes approved

Reports

AB President Report: (submitted by Tom):

We are getting close and have to be diligent on making sure we close all loose ends. Have the proposal from Insurance for event will present later. Everything else is in new or old business.

Vice-President Report: (Vacant):

CFO Report

AB Account - Checking

Beginning Balance -	\$ 16,248.20
3/5/13	61.25 Void check #1060
Deposits: 3/7/13	2,600.00 Transfer from Paypal Account
3/11/13	480.00 Apartment (1) -215; PreReg Balance-165; Deposit- 50
3/18/13	2,080.00 Apartments (8) -1720; Dorm (1) -185; Balance prepay (165); Donation-10;
3/29/13	2,000.00 Transfer from Paypal Account
3/30/13	5,630.00 Host Transfer-5200; Balance of prepay (2) – 330; Deposit (1) – 100
4/1/13	195.00 Redeposit of NSF Check
Expenses:	(195.00) NSF Check
	(12.00) Bank Charge
	<u>(61.25)</u> Check 1063 3/9/13 Jeff P – Replace check 1060; paid by cc for Corp Report
Ending Balance -	\$ 29,026.20
Bank Balance -	\$ 23,201.20
Deposit in Transit	<u>5,825.00</u>
Balance	\$ 29,026.20

AB Account – Savings

Beginning Balance	100.00
Ending Balance	100.00

Paypal Account

Beginning Balance -	\$ 2,935.05
Funds Received	\$ 2,128.69 Apartments (9)=1935;Deposit(1)=50;Prereg bal due(10%disc) 143.50;
Newc=.19	
Transfer 3/5/13	(2,600.00)
Transfer 3/27/13	<u>(2,000.00)</u>
Ending Balance	\$ 463.74
Statement Balance	\$ 463.74
Funds in Transit	<u>0.00</u>
Ending Balance	\$ 463.74

Host Account – ECCNA 17

Beginning Balance	\$ 1,278.00
Deposits: 3/11/13	686.00 Fundraising (Hypnotist)
3/22/13	1,642.00 Apartments (4) – 860; Fundraising – 782 (Spiritual breakfast)
3/26/13	3,738.00 Apartments (14) – 3010; Day Reg (6) -150; All meals (2) – 158; CD's - \$40; Merchandise - 380
Expenses:	(610.00) Check#1019 3/12/13 Benedictine Graphics - Merchandise
	(90.00) Check#1020 3/23/13 NAC – Rent for subcommittees
	<u>(5,200.00)</u> Check#1004 3/30/13 Transfer to AB Account

Ending Balance	\$ 1,444.00
Bank Balance	\$ 6,784.00
Less: O/S Checks	(5,340.00)
Ending Balance	\$ 1,444.00

Total Cash in Banks \$31,033.94

Registrations: 74 full pay apartments; 2 full pay dorm; 7 Preregistrations getting 10% discount; 17 Preregistration deposits getting limited edition t-shirts; 35 Day Registrations.

Reserves for registrations received:

Deposits: 22 at \$50.00 = \$1,100.00

Deposits: 1 at \$100.00= \$100.00

Deposits: 1 at \$150.00= \$150.00

Room, meals and fees for 74 full pay apartment registrations (@ \$173.71) = \$12,854.54

Room, meals and fees for 2 full pay dorm registration (@ \$155.95) = 311.90

Extra Friday Dinners Paid: 5 @ \$13.00 = \$65.00

Extra Saturday Breakfasts Paid: 5 @ \$7.60 = \$38.00

Extra Saturday Lunches Paid: 3 @ \$9.75 = \$29.25

Extra Saturday Dinners Paid: 5 @ \$13.00 = \$65.00

Extra Sunday Breakfasts Paid: 5 @ \$7.60 = \$38.00

Reserve for t-shirts: 93 at \$6.00 = \$558.00

Total ECCNA 17 Reserves: \$15,309.69

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

Total Cash less Reserves: \$13,269.62

Other items:

Credit Cards - I've went ahead and had Mike R order a card reader from paypal to be delivered to him for host committee use at CPRCNA and any other needs prior to the convention. I've also ordered the square to be delivered to me. That will be able to be used at the convention but will require a smart phone or Ipad (neither of which I own). We will sign up for a virtual terminal to be used at the registration at the convention in June, since there is a monthly fee for that service.

Paypal Account - Our current account is a personal account that was originally set up by Kevin. I've now created a business account. I'll be asking Mike R to set up the buttons on that account and also change the buttons on the website to refer to that account. We might just wait until after this convention to get that done. Whenever it is done, we'll close out the current account and switch to the new one.

Thursday/Sunday rooms at Washington College - I've had inquiries from some people as to availability of rooms on those nights. I asked the site liaison to check into this. He reported back to me that we'll be charged the regular rate for those rooms as well as the administrative fee. This should bring the cost to us to about \$40 for each of those nights. We will need to decide what we'll be charging for those nights. There's still the issue of how we'll get room keys from the college. Gene is still checking into this.

Host Chair

Hello, my host meeting met twice since last ab meeting (3/4/13). We met on 3/11/13 and 3/24/13. The order of business was suspended for the second meeting to simply handle business regarding taper contract, merchandise and program.

I had talked to my committee about the list of jails and prisons and Kim L is supposed to gather this for me, but I do not have the list yet. After emailing with her today, she promises this for 4/8 host meeting. I'm sorry I see it on the agenda and I don't have it today.

We discussed the group photo and have it slated for Sunday morning. There's really not a good time to do it Saturday night and since the other 16 did it Sunday morning, we don't want to change the tradition. I have sent a

sample program sans Program Committee topics around. It's in Excel format, so you have to click on the tabs FRI, SAT, SUN to see what is on what days. I'm sorry for not making this easier. Gene has kept on top of how the schedule will work, as the university has somewhat dictated this, according to the space we are allowed.

PROGRAM

We had been approached by USSC to have a workshop which I deferred to program. Program decided they would not like a USSC workshop but would like an SSP workshop with one pro / one con speaker. I will relay this info to USSC folks and invite them to submit the con speaker. Program committee was asked for topics to be presented at 3/24/13 meeting, but it hasn't happened and we hope they will have them for the 4/22/13 host meeting. All 3 main speakers have accepted. Phil, Gladys, and Rhonda

TAPER

We have selected Clarity Audio and contract has been submitted for you to review and approve for tonight.

MERCH & ARTS and GRAPHICS

Perhaps you noticed it or maybe you didn't. Jeff P pointed out that the main logo and the early registration gift logo contain ECCNA 17 in the design, but the Survive the Storm and Bridge the Gap logos do not identify the convention. If we choose the bid that only includes one logo on a shirt, perhaps we need to modify these logos to contain the convention info. If the logos are used as a large back with a front breast logo we can easily put the convention info in the smaller front breast logo.

<http://www.eccna.org/eccna17art/eMD2013art.wip.php>

We accepted 5 arts and graphics designs and merchandise whipped up a summary sheet for the 4 different vendors. We think these graphics are awesome and believe they will make this merchandise desirable. The bids on the summary sheet included bids from Cool NA Stuff for you, Sew Sew World & Red Sun Custom. There was no info for Benedictine School who has made all of our merch so far. The sample order bids were analyzed were for: 24 men's tanks, 24 women's tank, 160 men's t-shirt, 80 women's shirt, 60 hoodie, 50 magnets, 48 ceramic mugs, 48 travel mugs, 48 tumblers.

Merchandise asked for Sew Sew World to vend, and provide onsite custom embroidery, to produce additional merchandise. My host committee accepted the recommendation of the merch committee without seeing the numbers. I am supposed to ask for \$5000 for Sew Sew World, I realize the merch budget is \$1800.

I asked my merch committee for a sample order and breakdown of designs per merchandise item, but I received nothing. I realize everyone is busy. I believe the sample order on the spreadsheet was the merchandise quantities desired. I crunched these numbers after asking more questions of the vendors and determined we could have 24 men's tanks, 24 women's tank, 160 men's t-shirt, 80 women's shirt, 60 hoodie, and 72 ceramic mugs for these prices: Red Sun \$2904, Basic Stuff 4 U \$3860, Sew Sew \$4540, and Benedictine \$4480, not counting size up charges. Basic stuff, Sew Sew and Benedictine prices for garments are based on 1 large logo with 4 color process. Red Sun is based on 2 color breast logo and 8 color large design. Its not apples to apples but it is clear that the best printing offer is from the least expensive vendor.

The committee wants good looking merchandise from the best bid. In the same breath, I am going to ask for us to spend over budget with \$3000 and go with Red Sun and spend nothing with these other vendors. I don't have the contract from Ann Marie for Sew Sew. Its 1500 more. Her confusion over the Red Sun offering was that she thought we needed to order 72 men's tanks, 72 women's tanks, 72 sweat shirts, 72 mugs, and pay a set up fee for each. In reality we need to pay one set up fee for all garments per design, and one for ceramic mug. The only product Sew Sew World is best at is the magnets, and the truth is, we want a magnet in the registration package, and very few people buy magnets in the merchandise room.

There's only so much time. I haven't had time to go over these with the Merchandise Committee, but I did copy this portion of my report to Ann Marie and Richard T, merch chair. Ann Marie pointed out that Sew Sew World will come to the convention and have the Heat Press Machine on site and make the shirts, greatly reducing the risk of getting stuck with extra shirts or running out.

Motion 1: This motion is based on request and comparisons submitted by Merchandise committee:

To accept Sew Sew World as vendor, commit to purchase roughly \$5000 (approx 3200 over budget) worth of materials as follows with designs selected tbd. 24 men's tanks, 24 women's tank, 160 men's t-shirt, 80 women's shirt, 60 hoodie, 50 magnets, 48 ceramic mugs, 48 travel mugs, 48 tumblers. To also have them as onsite vendor, possibly selling our merchandise and then giving us 25% of the funds.

Motion 2: This motion is based on request from Merchandise Committee, but with clarification from the vendors suggested, choosing the best printing and vendor pricing. Originally it was virtually eliminated due to a misunderstanding in the price schedule: We thought we had to order 72 men's tanks, 72 women's tanks, 72 hooded sweat shirts, 72 women's t-shirts, 72 men's t shirts. Garments to be printed with 2 color front breast logo & 8 color full size logo on back. To accept Red Sun as merchandise manufacturer: and purchase merchandise as follows:

Together We Still Can Survive the Storm:

12 men's tanks, 12 women's tank, 80 men's t-shirt, 40 women's shirt, 30 hoodie

Together We Still Can Bridge the Gap

12 men's tanks, 12 women's tank, 80 men's t-shirt, 40 women's shirt, 30 hoodie

0 magnets, 72 mugs, 0 hat for roughly \$3000, which is \$1200 over budget.

Sizes for garments to be determined based on EOTB Day of the Dinosaurs size breakdown: (72) : 2 small, 10 med, 24 large, 24 xl, 5 2xl, 5 3xl, 1 4xl, 1 5xl.

Motion 3: to purchase black Gildan 5000 early registration gift shirts based on orders as of 4/16. plus one for each size (to resolve problems or place in future ECCNA auction): M, L, XL, XXL, XXXL. from Red Sun Custom. One logo, large on the front. Pending quantity, we have the best price at approx \$7 shirt, no sales tax, and no shipping fee, which includes art fee, set up costs for 4 color, one logo front only shirt.

I realize there are a few shirt sizes to gather up or confirm, as who really wears a small? I'll work with Ronnie to get this info before April 14 so we can place our early reg gift shirt order asap.

I would like to express that while we have a bid within budget for the registration packet, it is very bare bones. pen, magnet, business card holder on plastic badge holder. We've never had a convention locally with such a cheap package. Approx 50 NA conventions held in Maryland since 1987. Just saying.

I'm honestly not really sure how Auction is going. I gave the auction folks a bag from last year's auction, the auction schedule, a paid post card, They said this helped so hopefully this comes together nicely.

We have permission to sell merch and reg at CPRCNA in 2 weeks. We have sold 37 of the two early reg tshirts so we must have 63 left. They were purchased 100 total:

10 small, 10 medium, 40 large, 40 xl, 0 xxl, 0 3xl. Our price is \$10. Any leftover from our selling will also be at the convention. I expect we will sell at least the \$610 by the end of CPRCNA so they won't owe us anything, even if we are stuck with 8 small shirts.

Fundraising and Entertainment recently held another breakfast (referred to by me as breakfast #3). It was well attended and George J from Pittsburgh was the speaker. I do not have figures of attendance or profit and there was a host meeting directly after to deal with Merch, program and tape contract. Perhaps I can get the numbers at the next host meeting and I think the deposits were actually already made. Probably Jeff has this already. Next event is the 2nd Comedy Hypnosis. I have attended all of our true events, but there will be 2 or 3 more baseball game fundraisers. Mike A is trying to set the record for ECCNA fundraising.

Phil from BACNA wants a registration table to sell BACNA June 2014 and we decided he could do that on Sunday.

Karen W is involved somehow with WCNA and she has asked if we can show the WCNA video at the convention. I assume this means Saturday night at the Main Meeting. I have only recently received this message, so it wasn't discussed at any of the Host meetings yet. Do you guys like this? I think the right crowd is definitely the convention crowd. Our people already know about the WCNA tho.... If you have a recommendation for the host, let me know. O/w I will bring it up to the host folks and come back here on May 6.

Do you have any deadlines for May 6 that I don't know about, or need reminding of?

Should I get a quote from our printer for the convention schedule? I see a line item for it in the budget?

I read Gene's question and answer from the college and it appears they want us to use a bar coded bracelet for meals (which they provide), but Jeff P said we should do tickets so we can get a better count. Do you want to tell me what you want?

Next subcommittees:

Arts & Graphics and Registration 2nd Tuesday 7:00 April 9

Marathon & Serenity Keepers: April 14

Auction, CI, Ent & Fund, Hosp, Merch: April 15

Program: April 20 noon

Serenity Keepers is having a picnic at the chairs house for committee members to tie dye the shirts they are having printed (within budget of \$250) on May 11.

Next host meetings: April 8 7:00 Stevensville , April 22 7:00 Severna Park

Further:

In anticipation of Jeff bringing up these budgets that we agreed to in October, I'm pre-writing a motion to cut 20% off what we are asking :

Motion 4:

Order from Red Sun : Reduced quantities to 288 items, to get 1 gross mix/match of each of the 2 color logos:
150 Mens, 60 Womens, 30 Hoodies, 24 mens tank, 24 womens tank: total garments 288 split evenly between 2 color designs, 72 mugs one color design. Total estimated cost not including larger sizes = \$2342.

This set:, each color design:

(75) : 2 small, 11 med, 25 large, 25 xl, 5 2xl, 5 3xl, 1 4xl, 1 5xl. Mens; tshirts

(30) : 1 small, 10 med, 24 large, 24 xl, 5 2xl, 5 3xl, 1 4xl, 1 5xl. Woman's tshirts

(15): 1 small, 2 med, 5 large, 5 xl, 1 2x, 1 3x, 0 4xl, 0 5x Hooded Sweat Shirts

(12) : 1 small, 2 med, 4 large, 4 xl, 1 2x, 0 3x, 0 4x, 0 5x. Mens Tank top

(12) : 1 small, 2 med, 4 large, 4 xl, 1 2x, 0 3x, 0 4x, 0 5x. Women's Tank top

Note: that going below 144+ pricing causes prices to go up much greater to the point where we basically would have to choose from 2 awesome custom graphic designer logos. Is there any chance you will increase our merchandise budget from 1800 to 2400. The merchandise request in Motion 2 is based on numbers that Ann Marie says are from Will, and based on typical rates of merchandise purchase at Pearl of recovery in NJ.

Id like to point out that ECCNA 16 spent total of \$2200 on merchandise for the year and sold out of everything at the convention, including previous year merch. ECCNA 15 spend \$3250 and there was some leftover. Presently we have spent \$610 and my motion #2 would bring this up to approx 3600. My motion #4 would bring it up to \$3010. NOT counting the early registration shirts, which may affect sales, btw. We are adding these 70-100 shirts to the mix, so think about that.

Love to serve,

Mike R realslow@dmv.com

ECCNA 17 host chair

410-924-4513

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

Basic Text Distribution Report

As a result of our April board meeting my report is an update of each individual region response to my request for contact information. If anyone has a contact name and telephone number within a region I still need a response from, please forward me that information and I will contact them directly, thank you. I bold faced the regions where I need a contact person. I realize that some of the board members will be taking care of the Basic Text distribution to their regions; if that is the case I am not sure which of the board members will be the point of contact.

ABCD Region - James P., an area H&I chair is getting me the appropriate contact person. He has told me that if the region needs a volunteer he would volunteer to be our point of contact.

ALNWFLRSCNA – I have contacted their RD and we have been leaving messages back and forth. I am confident that I will get a point of contact from the RD.

Carolina RSC – Don L, the RD will be their point of contact

Central Atlantic RSC – I emailed the RD at RD@car-na.org but have not received a response.

C&P Region – I received an email back from the chair asking up who we were responsible to. I spoke to Tom about the response and sent her one. I have not heard back from her.

Connecticut Region – Emailed chair@ctna.org I have not gotten a response

EPARNA – Merle S, the RD, will be our point of contact

ENYR – Sent an email to last year’s contact since I could not find an address for the region. I have not gotten a response.

Florida RSO – Sent an email for contact information, I have not gotten a response.

Free State - Sent an email for contact information, I have not gotten a response.

Georgia RSC – Marvin R. is our contact

Greater NY RSC – Jay is our contact

Greater Philadelphia RSC – I have been in contact with the RDA, waiting for a contact.

Mid Atlantic – Tom D is our contact

Mountaineer RSC - Sent an email for contact information, I have not gotten a response.

New England RSC – Jaime V is our contact

NJ RSC – Matt K is our contact

NNJRSC – Jeff G is our contact

Northern New England RSC – Chris R is our contact

South Florida RSC - Sent an email for contact information, I have not gotten a response

Tri-State RSC - Sent an email for contact information, I have not gotten a response

WNYRSCNA - Sent an email for contact information, I have not gotten a response

I have been in communication with the RDA of Philly about last year’s Basic Text being sold versus going to institutions. We are still working on sorting this out. I have copied Jeff P on the emails to Zoe, the RDA.

In service, Karen

Internal Guideline Report

We met twice this past month, March 13th and the 27th. The first meeting we opened at 7:15 Jeff P, Mike P and I were present. We discussed the Time-line. We worked on it for about an hour. Jeff P had already pulled a lot of the time-line out of our current policy. We ran out of time and decided to finish it on the 27th. We closed the meeting about 8:15. While working on the Time-Line we decided we needed web-sites of the regions on the east coast. We would like to ask Karen to try and get that information when requesting the mailing addresses.

On March the 27th we opened the meeting at 7:00 and Jeff P. wasn’t able to attend. Mike P and I agreed to table the time-line discussion until Jeff P was available. We discussed the pros and cons of a two bid process. We came up with three different ways it could work.

- A. A token bid to be presented two years in advance. The token bid would only consist of a letter of intent from an Area, or Region to present a bid the next year. An Area or Regional conscience should be done to support the intent signed by the chair and the vice-chair. All other bid requirements would stay in effect.

Pros 1. Would encourage more participation and better planning

2. Simpler policy change.

Cons 1. Longer process , may lose enthusiasm.

- B. Putting a complete bid two years in advance. Using our existing policy but the bid would need to be presented two years in advance instead on one.

Pros 1 More time to plan

Cons 1 Longer process , may lose enthusiasm.

2 Collage availability, too far away.

3 More policy to change.

C. Having the ECCNA every two years

No Pros at this time

Next meeting will be April 10th 2014 at 7:00

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 .

OLD BUSINESS

- Program and speaker for Sat. night – Gladys Approved via email
- Internal Guidelines/ Concessions - See Report
- 2-year cycle-Pros & Cons - See Internal Guidelines Report
- Institution List from ECCNA 17 Host - Mike R. to bring to May meeting
- Merchandise - Host Committee recommended Sew Sew. World Motion made by Jeff P and seconded by Mike P. Approved unanimously. Motion Made by Mike R. to increase budget by \$3000.00 seconded by Jeff H. and passed unanimously
- April 15th expected attendance for WC approximately 180
- Liability insurance – Approved contingent to not to go over \$500
- Credit card merchant options: **Approved CFO recommendations to use PayPal and Square** and seconded by Mike R for credit card merchant systems
- Taper - Motion by Mike R – seconded by Karen to approve Clarity Audio unanimous Approved contingent on committee right to sell other room in the dorm if needed.

NEW BUSINESS

- Comp Rooms in contract from WC 3 rooms given to taper/2 left
- Thursday and Sunday Room pricing set at \$45.00
- There was discussion by the AB pertaining to workshop about the SSP and or the USSC, a straw poll was taken to advise host chair to recommend not to introduce any controversial/outside issues topics.
- Next Meeting: May 6, 2013