

**East Coast Convention of Narcotics Anonymous  
Advisory Board Minutes  
May 6, 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 = 7

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	A	Marathon	
CFO	Jeff P.	8/2014	P	Registration	Treasurer
CFO Alt	Rocco	10/2014	P	Convention Info	
Director	Kevin D	8/2013	A	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	A	Host Chair	
Director	William	8/2015	A	Merchandise	
Director	Dave	8/2015	A	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:** None

**Minutes: April minutes approved**

**Reports**

**AB President Report: (submitted by Tom):**

Hello everyone! Hope you all are ready for the convention. The insurance was revised and sent to the college. We are ready for our "Gulf Coast Area" ECCNA tie dye fund raiser. Hopefully we won't have any shirts left over, but if we do, we will dye them and bring some up for sale, raffle and or auction. I will save some for the following year as well. I received bids from Virginia, which has 4 areas hosting the convention, as well as one from New Jersey, which has 2 areas hosting. I have already confirmed the bid from Virginia and am currently working on New Jerseys.

We have a lot to get to so I believe anything else will get covered in new business.

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

### **CFO Report**

#### **AB Account - Checking**

Beginning Balance - \$ 29,026.20

Deposits: 4/15/13 545.00 Apartment (1) 215; Apartment Balance (2) 330  
4/29/13 279.86 Transfer from Savings Account  
5/04/13 170.00 Apartment Balance (1) 165; Newcomer Donation 5

Expenses: (420.00) Check 1064 4/7/13 Vista International – Event Insurance  
(250.00) Check 1065 4/13/13 Vista International – Additional Insurance

Ending Balance - **\$ 29,351.06**

Bank Balance - \$ 28,986.06

Deposit in Transit 365.00

**Balance \$ 29,351.06**

#### **AB Account - Savings**

Beginning Balance 100.00

Deposits: 4/15/13 254.52 Apartment (1) 215; Square Fees collected 6.73; Merch 40; less square fee paid 7.21

4/22/13 25.34 Day Registration (1) 25; Square Fee collected .34

4/30/13 0.01 Interest

Deductions: (279.86) Transfer to Checking Account

Ending Balance **100.01**

#### **Paypal Account**

Beginning Balance - \$ 463.74

Apartments (8) 1,720; Day Reg (9) 225; Fri Dinner (2) 40; Sat Dinner (2) 40;  
Sat Breakfast (2) 24; Sat Lunch (3) 45; Sun Breakfast (2) 24; Dorm (1) 185;

Funds Received \$ 2,982.44 Thursday Rms (6) 270; Apt Balance (2) 330; Donations 29.44;  
Overpayment \$50

Ending Balance **\$ 3,446.18**

Statement Balance \$ 2,131.01

Funds in Transit 1,315.17

Ending Balance **\$ 3,446.18**

#### **Host Account – ECCNA 17**

Beginning Balance \$ 1,444.00

Deposits: 4/19/13 1,217.00 Fundraising (Spiritual Breakfast)

4/23/13 712.00 Apt bal (10%) (2)=287; Apt bal (1)=165; Merchandise = 260

Expenses: ( 200.00) Check#1021 3/24/13 NAC – Rent for subcommittees  
Check#1022 Voided  
( 215.00) Check#1023 4/11/13 Louise M. Refund of Apartment Registration  
(1,481.99) Check#1024 4/11/13 House Calls – Registration Packets  
( 50.00) Check#1025 4/11/13 Mike A – Refund of Reg Deposit for Brian W.  
Ending Balance \$ **1,426.01**

Bank Balance \$ 1,476.01  
Less: O/S Checks (50.00)  
Ending Balance \$ **1,426.01**

**Total Cash in Banks \$34,323.26**

**Registrations:** 89 full pay apartments; 3 full pay dorm; 4 Preregistrations getting 10% discount; 11 Preregistration deposits getting limited edition t-shirts; 6 full pay Thursday night rooms; 45 Day Registrations.

Reserves for registrations received:

Deposits: 13 at \$50.00 = \$650.00

Deposits: 1 at \$100.00= \$100.00

Deposits: 1 at \$150.00= \$150.00

Refund requested by Greg F= \$430.00

Overpayment by Beverly D. = \$50

Room, meals and fees for 89 full pay apartment registrations (@ \$173.71) = \$15,460.19

Room, meals and fees for 3 full pay dorm registration (@ \$155.95) = 467.85

Thursday night rooms: 6 at \$40.00 = \$240.00

Extra Friday Dinners Paid: 7 @ \$13.00 = \$91.00

Extra Saturday Breakfasts Paid: 7 @ \$7.60 = \$53.20

Extra Saturday Lunches Paid: 6 @ \$9.75 = \$118.50

Extra Saturday Dinners Paid: 7 @ \$13.00 = \$91.00

Extra Sunday Breakfasts Paid: 7 @ \$7.60 = \$53.20

Reserve for t-shirts: 94 at \$6.00 = \$564.00

Total ECCNA 17 Reserves: \$18,518.94

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

**Total Cash less Reserves: \$13,349.69**

## Host Chair

Hello my host meeting met twice since last ab meeting (4/1/13). We met on 4/8/13 and 4/22/13.

I had talked to my committee about the list of jails and prisons. Kim L and I have been working on the list. Free State Region covers roughly 410 Maryland and all of Delaware and the eastern shore of Virginia. We talked about this and we want to include all the Maryland State Penitentiaries, even those outside of our geography. There are 16 correctional facilities in Md, 16 detention centers in our region, 4 youth prisons, 7 prisons/correctional centers in Delaware and 3 on the Eastern shore of Virginia. That's >15,000 inmates in Correctional Facilities, >7000 in Detention center, about 210 "students" in youth Prison, >3000 inmates in Delaware, and > 300 in ESVA. We are still working on contacts and average daily population. I have about

half of mine. Kim is probably done hers but I am loaded up, awaiting emails before I call everyone. I have my draft that should have been sent already.

### PROGRAM

I am supposed to be getting the very final program soon, but the finalization is out pending acceptance by some of the workshop speakers that they might need to juggle topics to accommodate. The Sunday speaker has come up with a conflict so the program committee has asked Betty H to do it. She was the alternate Friday speaker, and I have recently contacted Wayne as we never received a tape of Betty. Apparently this is a mistake within the committee. both Wayne and I caught that they should have asked the man, but instead they asked the alt Friday speaker. Wayne has no tape for Betty, but we had one for Charles. I asked about 3 meetings back for this to be finalized on 4/22. Now I have asked Wayne to please give me a final schedule after this Saturday's Program meeting.

### MERCH & ARTS and GRAPHICS

Order was placed today (not sure why it was not placed 2 weeks ago). I have generated a spreadsheet that shows the cost with items prorated with screen charges, so we can set the prices today. Possibly there will be an underbase which would make each garment (except sweatshirts) cost \$0.174 more

Auction is finalizing program, materials.

Marathon is working a sign up for those meetings.

Serenity Keepers is having a picnic at my house Saturday to tie dye their now white shirts.

WCNA: We decided we would like to show the WCNA video on our screen before the main meeting starts, just let it roll, but not during the meeting.

Next meetings:

Arts & Graphics and Registration 2nd Tuesday 7:00 May 14

Marathon : May 12 Wye Mills

Auction, CI, Ent & Fund, Hosp, Merch: May 20 Glen Burnie NAC

Program: This Saturday May 11 noon .

Next host meetings: Mon May 13 7:00 Stevensville , thursday May 30 7:00 Severna Park library, Mon June 10 7:00 Stevensville for Stuffing.

Love to serve,  
Mike R

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

**Basic Text Distribution Report** - No Report

**Internal Guideline Report**

We met on April 24 at 7:00 and finished the draft of the Timeline.

It was sent out for review and we can discuss it in business.

At this time we have completed all the task assigned to us. There is no meeting planned for May

ILS

Jeff H

## **OLD BUSINESS**

**Internal Guidelines: Vote on Concessions** – Motion to approve concessions guidelines as shown in the April 1, 2013 AB minutes into the Internal Guidelines. Motion passed 5-0-1

**2 Year Bid Cycle – Pros and Cons** – Motion approved unanimously to table all discussions on 2 year bid cycle until July AB meeting.

**Institution List** – Mike submitted letter that was written. All AB members are asked to review letter and send any corrections to Mike. Once letter has been finalized (by May 10), we will take a look at it to see if we can keep it in our internal guidelines so we won't have to reinvent the wheel every year.

**Liability Insurance** – Insurance was purchased. Washington College required additional insurance coverage, so our cost went from \$420 to \$670. E-mail vote was done during month approving going over budget on this.

**Meals: Tickets and/or Bracelets** – Bracelets will be used for everyone getting all meals and tickets will be used for anyone not getting all meals.

**Status of SSP Workshop** – Workshop is on the program.

## **NEW BUSINESS**

**June 1 number for Washington College** – We will hold a special board meeting on May 27 for the sole purpose of deciding on the number of apartments/dorm rooms we will guarantee to college.

**Internal Guidelines – Timeline** – All AB members need to review the material that was e-mailed by Jeff H on April 24. We will be voting on this at the next regularly scheduled AB meeting

**Set selling prices for merchandise** –

Mens and Womens Tanks – all sizes - \$15

Men's and Women's shirts – Small through XL -\$12; 2XL through 5XL - \$15

Hoodies – Small through XL - \$30; 2XL through 3XL - \$35

Mugs - \$8

**Approve Registration and Merchandise Hours at Convention** –

Friday Registration: 3:00 – 7:30; 10:00 – 11:30

Friday Merchandise: 3:00 – 7:30; 10:00 – 11:00

Saturday Registration: 8:00am – 7:30pm

Saturday Merchandise: 8:00am – 7:30pm; 10:00 – 11:00

Sunday Registration: 8:00 – 9:00 (for breakfast sales)

Sunday Merchandise: 9:00 – 12:00

**Decide on Bid meeting format and type of voting** – Roll call vote was taken and five were in favor of paper ballot and one in favor of show of hands. Tom, Rocco and Mike R will count ballots. Tom will make announcement at main speaker meeting. Jeff will send out previous bid meeting format and we will make decision at next AB meeting.

**Tally AB members to see who will be attending ECCNA 17 and when arriving** –

Tom – Thursday

Jeff P - Thursday

Rocco – Thursday

Jimmy – Probable on Friday

Jeff H – Definite Friday, probable on Thursday

Gen – No

Kevin – No

Al – No

Karen – Yes; not sure when (not at AB meeting)

Dave – Yes; not sure when (not at AB meeting)

William - Yes; not sure when (not at AB meeting)

Mike P - Yes; not sure when (not at AB meeting)

**Decide on Pre-Registration process and pricing for ECCNA 18** – Will start Saturday night 10:00 – 11:30 with ECCNA 18 host members and either Jeff P or Rocco. Sunday will be open from 10:00 – 12:00. The deposit will be \$50 and anyone registering will get 10% discount once price has been set.

**Schedule of AB meetings between now and convention** – May 27 meeting to discuss June 1 numbers and June 3 meeting for any other business, if necessary.

**Sunday speaker** - Motion approved 5-0-1 to have Charles as the Sunday speaker (based on Betty not having a tape)

**Excess limited edition t-shirts** – Motion was passed to give any excess shirts to ECCNA 18 for their use in their auction and fundraising.

Meeting adjourned at 9:45