

**East Coast Convention of Narcotics Anonymous  
Advisory Board Minutes  
June 3, 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 Present = 11

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. | 8/2014        | 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        | 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:** Tom's statement to the AB as a whole, for all AB members to refrain from there personal opinions on social networking sites such as facebook.

**Minutes:** May minutes approved

**Reports**

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

Meeting opened by Tom with a moment of silence followed by the serenity prayer.  
No Report

**Vice-Chair report:** (Vacant)

**CFO REPORT  
JUNE 2, 2013**

**AB Account - Checking**

|                     |                     |   |
|---------------------|---------------------|---|
| Beginning Balance - | \$ 29,351.06        |   |
| Deposits:           |                     |   |
| 5/07/13             | 3,000.00            | Transfer from Paypal Account  |
| 5/15/13             | 210.00              | Dorm Registration 185; Day Registration 25                          |
| 5/25/13             | 775.00              | South Florida Fundraiser 505; Dorm Registration Balance Due (2) 270 |
| 5/28/13             | 1,800.00            | Transfer from Paypal Account  |
| Expenses:           |                     |   |
|                     | (190.00)            | Redeposit of NSF Check never made (account closed)                  |
|                     | ( 50.00)            | Check 1066 Beverly D 5/12/13 Refund of Registration Overpayment     |
|                     | (215.00)            | Check 1067 Kathy F 5/17/13 Refund Apartment Registration            |
|                     |                     | Check 1068 Voided   |
|                     | ( 50.00)            | Check 1069 Andrea L 5/17/13 Refund t-shirt deposit                  |
|                     | (1,500.00)          | Transfer to Host Account 5/31/13                                    |
|                     | ( 50.00)            | Check 1070 Chuck S 6/1/13 Refund Pre-Reg Deposit                    |
|                     | ( 30.00)            | Check 1071 Jeff P 6/1/13 Reimburse for Paypal Virtual Terminal Fee  |
| Ending Balance -    | <b>\$ 33,046.06</b> |   |
| Bank Balance -      | \$ 33,341.06        |   |
| Deposit in Transit  | 0.00                |   |
| Less: O/S Checks    | <u>(295.00)</u>     |   |
| <b>Balance</b>      | <b>\$ 33,046.06</b> |   |

**AB Account - Savings**

|                   |                |   |
|-------------------|----------------|---|
| Beginning Balance | 100.01         |   |
| Deposits:         |                |   |
| 5/06/13           | 91.36          | Day Reg (2) 50; Sat Dinner (2) 40; Square fees collected 1.36 |
| 5/31/13           | 0.01           | Interest  |
| Deductions:       | <u>( 0.00)</u> |   |
| Ending Balance    | <b>191.37</b>  |   |

**Paypal Account**

|                     |                    |   |
|---------------------|--------------------|---|
| Beginning Balance - | \$ 3,446.18        |   |
| Funds Received      | \$ 5,055.29        | Apartments (14) 3,010; Day Registrations (53) 1,325; Saturday Lunch (5) 75; |
|                     | (3,000.00)         | Saturday Dinners (7) 140; Newcomer Donations 40.22                          |
|                     | <u>(1,800.00)</u>  | Transfer to AB Account 5/7/13   |
|                     |                    | <u>(1,800.00)</u> Transfer to AB Account 5/28/13                            |
| Ending Balance      | <b>\$ 3,701.47</b> |   |
| Statement Balance   | \$ 2,895.78        |   |
| Funds in Transit    | <u>805.69</u>      |   |
| Ending Balance      | <b>\$ 3,701.47</b> |   |

## Host Chair

Hello

Convention coming along nicely:

Committees have time slots for service opportunities blocked and preparing to have folks to serve the convention for Merchandise, Serenity keepers, Registration, Arts & Graphics. Room assignments were started by Gene and Mike. Presently waiting to get back together to finalize. One barrier has been folks changing who they want to stay with and communicating room mate preferences AFTER the assignments were done. Schedule ordered. Do we need extra badges beyond 800 scheduled / badges? Merchandise ordered: shirts being picked up Friday 6/7. Mugs Thursday 6/13. Schedules & badges can be picked up Friday 6/7. Next meeting is for package stuffing on 6/10. We will be using a labeling system to associate the packages with the correct things to go in the packages. After 6/10 the packages will have everything that goes in them except the bracelets and room keys. The early registration gift shirts will have a check list and size ordered for the registrant. In the case that the person receiving the gift shirt is unhappy with the size, we will exchange the size after Saturday 4:00PM, but there were only a small group of folks who did not communicate their size, in which case they receive LARGE as default. We have the banner, registration package materials, & serenity keeper shirts.

Tickets for meals that are not on bracelets will be printed and ballots will be ready for the bid meeting. Presently Mike R is in control of all of this. Ballots will not be handed out until the bid meeting.

Come Thursday night to my home group at 7:45PM in Easton MD if everyone coming Thursday can get their keys. Step 2 @ Clean and Serene Dreamers Group - beginners Step.

Issues:

We still don't really know anything about how many people are coming. We believe hundreds of people are coming from New Jersey and Virginia for interest in the bid, plus many within our region and CPR that are coming for the day. We printed 6000 registration flyers, 1000 handsouts at CPRCNA, are on NA.org, facebook, and ECCNA gave out 3444 basic texts and the Fellowship noticed. We are on the tip of everyone's tongue but only have 130 staying onsite and 100 coming without lodging.

Two questions for us to handle based on this unknown:

(1) how to handle the overflow rooms for the Saturday main meeting - main hall = Decker Theatre (430). Motion for 2 over flow setups @ \$150 each. Hotchkiss Hall (200) Tawes Theatre (180) both in Gibson Center.  
(2) do you want extra badges? We have 800 badges printed as the last page of the convention schedule. I asked my printer for a quote for 100, 200 or 400 additional badges, in case you want more. Pricing as follows: 100 = \$30, 200 = \$45, 400 = \$65. We are receiving leftover OGACNA lanyards courtesy of Gene / OGACNA.

Tom asked this question:

Q: How are you going to give priority seating to those who are staying onsite? A: We are not. They must get to the meeting early. We are not able to manage that issue. and we don't promise priority seating.

See you at the convention:

Hugs  
Mike Realslow

Report on the institution list: separate attachment

Jail List 6-3-2013.doc  
Institution List Almost done.odt

Noticed that Kim (Convention Info) and her sponsee who are working on the list have removed all the email addresses, so I will get with them so we can email the contacts the info that we have sent the books and what they are for. If you read the jail list document, we have 44 jails that we care about and they have a total approximate population of 31, 565. We hope to give whole cases to the larger and 1/2 cases to the smaller jails, or more if possible, depending on our total to give. My host meeting wants to meet until the books are delivered.

Mike

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

## **BID PROPOSAL MEETING FORMAT**

- 1. HAVE OPENING DVD PLAYING**
- 2. WELCOME EVERYONE TO ECCNA 17 “TOGETHER WE STILL CAN” AND INTRODUCE YOURSELF**
- 3. OPEN MEETING WITH A MOMENT OF SILENCE FOLLOWED BY THE SERENITY PRAYER.**
- 4. HAVE SOMEONE READ THE TWELVE TRADITIONS**
- 5. BRIEFLY EXPLAIN THE PURPOSE OF THE MEETING AND EXPLAIN THAT VOTING WILL BE DONE BY PAPER BALLOT AT THE END OF THE BID MEETING AND THE WINNER WILL BE ANNOUNCED AT THE MAIN MEETING**
- 6. ASK IF THERE IS ANYONE PRESENT WHO LIKE TO SUBMIT A BID FOR ECCNA 18. IF SO, HAVE THEM COME UP TO THE FRONT.**
- 7. ALLOW EACH AREA TO PRESENT THEIR BID (SEE BID PRESENTATION SHEET)**
- 8. AFTER EACH PRESENTATION IS MADE, ASK IF THERE ANY QUESTIONS**
- 9. THANK EVERYONE FOR ATTENDING AND ANNOUNCE THAT ECCNA 18 PRE-REGISTRATION WILL BE OPENING AFTER THE MAIN MEETING AND ALSO ON SUNDAY MORNING AT THE REGISTRATION DESK.**
- 10. CLOSE MEETING WITH MOMENT OF SILENCE FOLLOWED BY SERENITY PRAYER.**
- 11. ASK ATTENDEES TO VOTE ON PAPER BALLOT FOR EITHER NEW JERSEY OR VIRGINA AND GIVE COMPLETED BALLOT TO EITHER TOM, ROCCO OR MIKE R ON THEIR WAY OUT THE DOOR**
- 12. HAVE CLOSING DVD PLAYING**

ECCNA 17 Jail / Prison List - project update 6/3/2013

total 45 jails, approx 31,565 inmates, patients and students

State Penitentiaries - Md, De

County Jail within Free State - Md, De, ES Va

Youth Jails within Free State - Md, De

Contact list - mix of panel leaders & institution contacts

We still need 8 of the county detention center contacts

We still need 3 of the delaware contacts,

(11 of 45 jails missing, 34 of 45 complete with mailing contact & email) 6/3/2013

Maryland Correctional Facilities - 16 / 15,978

Baltimore City Correctional Center (BCCC) Average Daily Population-501

Brockbridge Correctional Facility (BCF) Average Daily Population-642

Baltimore Pre-Release Unit (BPRU) Average Daily Population-189

Chesapeake Detention Baltimore (CDF) Average Daily Population-415

Eastern Correctional Institution (ECI) Average Daily Population-2,675

Jessup Correctional Institution (JCI) Average Daily Population-1,708

Maryland Correctional Institution (MCI-J) Average Daily Population-1,042

Maryland Correctional Institution (MCI-H) Average Daily Population-2,079

Maryland Correctional Institution for Women (MCI-W) Average Daily Population-857

North Branch Correctional Institution (NBCI) Average Daily Population-1,471

Roxbury Correctional Institution (RCI) Average Daily Population-1,728

Western Correctional Institution (WCI) Average Daily Population-1,678

Central Maryland Correctional Facility (CMCF) Average Daily Population-510

Eastern Pre-Release Unit - 178

Correctional Mental Health Center – Jessup - 120

Poplar Hill Pre-Release Unit - 189

Maryland Detention Center - 16 / 9,499

Anne Arundel County Detention Center Average Daily Population 1005

Ordnance Road Correctional Center - 631

Jennifer Road Detention Center

Baltimore City Detention Center Average Daily Population = 4156

Baltimore County Detention Center Average Daily Population-1,150

Caroline County Jail Average Daily Pop - 112

Carroll County Detention Center - 229

Cecil County Detention Center Average Daily Population 242

Dorchester County Detention Center - 280

Harford County Detention Center Average Daily Pop = 762

Howard County Detention Center Average daily population = 325 ppl

Kent County Detention Center Average Daily Population is 87 ppl

Queen Anne's County Detention Center - 102

Somerset County Detention Center - Average Daily Population - 90

Talbot County Detention Center - 104

Wicomico County Correctional Facility - 475

Worcester County Jail - Average Daily Population 380

## **Internal Guideline Report**

Tabled until July

### **OLD BUSINESS**

- Internal Guidelines (Tabled until July AB meeting)
- 2-year bid cycle - Pros & Cons (Tabled until July AB meeting)
- Institution List - see attachments
- Bid Meeting format (tabled from last AB meeting) See attachment.

### **NEW BUSINESS**

- June 3 numbers for Washington College  
Motion by Jeff P and seconded by Rocco to guarantee 145 rooms - passed  
Motion by Jeff P and seconded by Rocco Friday night dinners to 145 - passed  
Motion by Jeff P and seconded by Rocco Sat. breakfast to 152 - passed  
Motion by Jeff P and seconded by Rocco Sat. lunch to 172 - passed  
Motion by Jeff P and seconded by Jeff H. Sat. dinner to 200 - passed  
Motion by Jeff P and seconded by Rocco Sun, breakfast to 152 - passed.
- Final numbers give to Gene, by decision made by the AB Administration after the AB meeting are as follows:  
June 7 number for Washington College – 125 apartments and 10 dorms  
14 extra linens  
Friday night dinners - 145  
Saturday breakfasts - 145  
Saturday lunch - 175  
Saturday dinner - 195  
Sunday breakfast - 145  
Motion for Ty die shirts to be sold for \$12.00 each by Mike R and seconded by Rocco – passed
- Motion for overflow rooms to be purchased for \$300 for Sat. night by Jeff H and Dave. - approved
- Motion for 200 more registrations at a cost of \$45.00 by Mike R and seconded by Jeff P. – Amended by Jeff H approved for 400 at a cost of \$65.00 - approved.
- Motion to give Will user name and password for our paypal account to sell registrations at the event at the New Jersey shore this weekend for there fundraiser. Opposed Jeff P and Rocco – Pro Mike P and Mike R. - passed.

- Tally AB members to see who will be attending ECCNA 17 and when arriving  
Tom – Thursday  
Jeff P - Thursday  
Rocco – Thursday  
Jimmy – Friday  
Jeff H – 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; Friday 3pm  
Mike P - Yes; Friday 3pm
- 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 meeting – meet and greet at the convention for 10 am Sat. location TBD
- 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