

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
July 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 = 7

Roll Call/Resignations/Vacancies:

| Position | Name | Term End Date | | Liaison to: | |
|-----------------|---------|---------------|---|------------------|-----------|
| President | Tom | 8/2014 | P | Site Liaison | |
| Vice-President | Vacant | | A | | |
| 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 | P | 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 A | 8/2015 | P | Entertainment | |
| Director | Al P | 9/2015 | P | Serenity Keepers | |
| Director | Mike R | 9/2015 | P | | |
| | | | | | |
| 18-Host Chair | Jeff H | | P | | |
| 18 Host V-Chair | Dave H | | P | | |
| | | | | | |
| | | | | | |
| | | | | | |

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

Open Forum: None

Minutes: June minutes approved

Reports

AB President Report: (submitted by Tom):

No Report:

Vice-President Report: (Vacant):

CFO Report CFO REPORT

JULY 1, 2013

AB Account - Checking

| | |
|---------------------|---|
| Beginning Balance - | \$ 33,046.06 |
| Deposits: | |
| 6/03/13 | 3,000.00 Transfer from PayPal Account |
| 6/08/13 | 410.00 Dorm Balance 135; Dorm Reg 185; Day Reg (3) 75; Sat Lunch 15 |
| 6/17/13 | 14,000.00 Transfer from Host Account |
| 6/22/13 | 90.00 Thursday night rooms – Jeff P and Rocco |
| 6/29/13 | 5,185.38 ECCNA 18 Fundraising Income |
| Expenses: | |
| | (45.00) Check 1072 Elizabeth E 6/14/13 – Refund Thurs Room for Kathy F |
| | (8,000.00) Check 1073 Washington College 6/14/13 – On Account |
| | (25.00) Check 1074 John C 6/14/13 - Refund Day Registration |
| Ending Balance - | \$ 47,661.44 |
| Bank Balance - | \$ 42,556.06 |
| Deposit in Transit | 5,185.38 |
| Less: O/S Checks | (80.00) |
| Balance | \$ 47,661.44 |

AB Account – Savings

| | |
|-------------------|--|
| Beginning Balance | 191.38 |
| Deposits: | |
| 6/17/13 | 446.36 Credit Card Sales of Merchandise (459) less square fees of 12.64 |
| 6/17/13 | 2,471.37 Credit Card Sales – Auction (1,744), Merch (798); less square fees of 70.43 |
| 5/31/13 | 0.05 Interest |
| Deductions: | (0.00) |
| Ending Balance | 3,109.36 |

Paypal Account #1

| | |
|---------------------|---|
| Beginning Balance - | \$ 3,701.47 |
| | Dorm 185; Day Registrations (3) 75; Saturday Lunch (4) 60; |
| Funds Received | \$ 377.81 Saturday Dinners (2) 40; Newcomer Donations 2.81; CD Sales 15 |
| | (5.05) Postage to mail t-shirt |
| | (3,000.00) Transfer to AB Account 6/3/13 |
| Ending Balance | \$ 1,074.23 |

Paypal Account #2

| | |
|---------------------|--|
| Beginning Balance - | \$ 0.00 |
| | Apartments (4) 860; Dorm 185; Day Reg (38) 950; Fri Dinner (1) 20; |
| | Sat Breakfast Refund (-12); Sat Lunch (6) 90; Sat Dinner (7) 140 |
| | Sun Breakfast Refunds (2) (-24); One night Dorm 102; One night Dorm 90 |
| Funds Received | \$ 2,431.00 Newcomer Donation 30 |
| Deductions | (88.75) PayPal Fees |
| Ending Balance | \$ 2,342.25 |

Host Account – ECCNA 17

Beginning Balance \$ 3,820.43
Deposits at convention: 1,804.00 See Spreadsheet
 3,507.50 See Spreadsheet
 474.00 See Spreadsheet
 635.00 See Spreadsheet
 2,357.81 See Spreadsheet
 2,683.00 See Spreadsheet
 2,247.00 See Spreadsheet
 863.00 See Spreadsheet
 34.00 See Spreadsheet
 1,400.00 See Spreadsheet
 1,500.00 See Spreadsheet
 90.00 See Spreadsheet

Expenses: (487.60) Check#1032 6/04/13 Time Printers - Programs
 (85.37) Check#1033 6/10/13 Ron B – Registration Packages – Manila Envelopes
 (1,000.00) Check#1005 6/14/13 Cash – Petty cash for cash drawers
 (400.00) Check#1006 6/14/13 Cash – Additional petty cash for drawers
 (124.74) Check#1007 6/15/13 Kim L – Registration supplies
 (14,000.00) Check#1008 6/17/13 Transfer to AB Account

Ending Balance **\$ 5,318.03**

Total Cash in Banks \$59,505.31

ECCNA 17 Reserves for estimated expenses and receipts: \$17,489.68

ECCNA 18 Reserves (startup funds, fundraising and preregistrations): 11,685.38

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

Total Cash less Reserves available for Basic Texts: \$27,875.62

Other items:

Virtual Terminal – Worked well at convention and has now been cancelled.

Outstanding bills/receipts (estimate): Washington College (\$25,556.93 - \$10,000.00 already paid);
Merchandise (\$2,427.75); funds from Pittsburgh fundraiser (\$1,200)

Refunds: Matt O (\$185); Judith and Rick C (520) – Needs to be AB decision

PO Box: Hollywood ends July 31 – We need decision if we want PO Box moved to Boston

New Chase Account for ECCNA 18 – I have to work with Kevin to open up this new account. We'll need legal names of ECCNA 18 signers (Chair, V-Chair and Treasurer) from Host Chair.

ECCNA 18 Preliminary Budget – Working on it; I'd like to wait until I'm sure all ECCNA 17 expenses have been accounted for so we have accurate comparisons. I've sent a very rough first draft budget with CFO Report.

Add to reserve for Taxes – We'll also need to wait to make this decision

Host Chair

ECCNA 17 Chairperson's Report – July Report – Mike R

Hello ECCNA AB folks,

Well when I talked to Tom back in March 2012 about who was hosting ECCNA 17 and what happens if no one steps forward, he said, well at some point we hope to have it back in Florida, or maybe we take a year off. Possibly the WCNA is a big expense and maybe folks won't come to ECCNA since WCNA is a few months off. You know the rest of the story, so

I want to thank you for all you did in making my vision of having ECCNA 17 in my little rural area out in the country.

We knew we didn't have the nearby population on our side, but we had our reputation, our momentum from ECCNA 16, and solid fundraising and fellowship support. Our fundraisers had members from New Jersey and Virginia at them. That bid meeting was really exciting and in reality, I don't think we could have won against either of them if we had been in Pittsburgh together. Thank you again for your bid of confidence and your all your support.

So I think we threw the best convention we possibly could. I think a few of my officers didn't show up for their jobs at the convention and others stepped it up and helped the other committees. The only thing I would really do differently is hang the 6 legacy banners off the back of the Casey Academic Center Balcony and announce Saturday night after the main meeting that the leftover merchandise would be going to Virginia so buy it for your self and your friends, because it will be gone.

I'm trying to set up one more host meeting on July 22. I know we are going to set the prices on leftover merchandise tonight. I know we are going to set up a close out date for ECCNA 17. I still don't have a bill for the merchandise that I received because the mug invoice has not made its way to the company we dealt with. We have an institution list of 44 or 45 jails we want our books to be sent to, and we do not prefer to weight the books towards the jails within Bay & East of the Bay. If we can figure out what books we get, and send a case to the larger, and half a case to the smaller jails, that works for me. I have looked over the list that CI Kim L has sent me and I see a few problems and I will call the contacts that don't look right and get this straight. I assume we have a few days before the exact dollar value of books to be purchased will be set and I can work on this list a little bit more. I want to be sure that we get the books in the hands of people who will know what to do with them and I am not completely 100% sure. I don't want to lose a single book that we worked so hard for. After looking at the regional list, why don't we send any to North Carolina Region?

Is it possible that I can get some of the leftover shirts from ECCNA 17 to sell here? If we can work it out, I will be at BRANA and I can pick up some of these from Jeff. He has over 100 pieces of clothing from a

convention that was 5 hours away. I think there would be much more demand around Bay and East of the Bay Area and there have been folks who have asked for the merchandise, so let me know if I can get some of these.

Last issue is the taper. The taper recorded meetings with his phone and some mp3 recorders. I was sitting there 2 1/2 hours after the convention was over trying to get a few cds. There were 2 mislabeled cds in what I received. We had 34 meetings that he should have taped but instead we got 29. After reviewing what he gave me, I see that in some cases he left the recorder at the podium capturing private conversations for up to 20 minutes. The set of recordings I received, I remastered, ended the meeting at the serenity prayer, and raised the levels. I have a remastered mp3 disk with our 4 fundraiser speakers - crab feast & 3 breakfasts - and the 29 speaker meetings - that I want to sell locally for some price that you should set. I know the taper guy is selling the recordings at \$100 for CD and \$75 for mp3, and he keeps 100% of the proceeds. My mp3 disk has the bridge convention logo on the label, and embedded in each mp3, with the speaker and workshop title embedded. Its a home professional production. I am really not ok with losing 5 of the recordings. This is unacceptable and I think we could do much better.

Again thank you for all your help in throwing a quality convention. I'm glad I could serve with you in this capacity and I hope that whenever the time is appropriate you will move me from Host Chair back to Director.

In loving service,
Mike Realslow
Together We Still Can

ECCNA 18 Chairperson's Report July 1, 2013

First of all, we are all very excited we received the bid to host the ECCNA in 2014. The whole bid experience was amazing and overwhelming. We want to thank everyone for their support and encouragement.

The past few weeks we have already started working. I have reviewed the college proposal with Tom, and will address the questions and concerns over the next few weeks. We will be electing subcommittee chairs on July 13, 2013, 2:00pm at Wesley Foundation 526 Jamestown Rd. Williamsburg, Va. The Admin committee had a conference call meeting on June 30, we discussed two motions we would like the AB to approve tonight. We have already started to make plans to go to the WCNA, we want to sell shirts and have a flier ready. Both the flier and shirt are being worked on. We hope to have them ready for approval from the AB in Aug. We also discussed the election of subcommittee chair positions. We want to encourage participation inside and outside of Virginia. We want to ask that the subcommittees meet via conference call. We would be able to have interest members participate without the travel. We could also have past ECCNA members share their experience with us. We will have all host committee meetings in person as needed. The time line has already been distributed for review and has been said to be very helpful. We will need to meet again in the later part of July, that time and date has not been set.

We sent a check from our fundraising in the amount of \$5,185.38 to the CFO. We did not close our account because we had an outstanding check. We left the amount of the check and about 5.00, the account will be closed in July.

As chairperson, the past year of working on the AB has been a great experience. I believe it will be very helpful with my upcoming year as chair of the 18th host committee. I will welcome any questions or concerns anyone may have. Mike R. did a great job last year, I hope to try to do as well as he did.

ILS

Jeff H

Basic Text Distribution list

Basic Text Distribution – July 2013

Thanks for everyone helping to get some of the shipping addresses for the Basic Text.

12 regions I have complete shipping addresses and contact info

Mike R. is doing the list for his region

5 regions I have made direct contact with and I am waiting for complete information

4 regions – ALNWFLRSCNA, C&P, Mountaineer, WNYRSCNA I have had no response at all.

I spoke to Tom last week in regard to the labels. I reached out to the regions and offered to put their hotline numbers on the labels we send them. The reason we offered this is with a hope that the regions would take the time to put the labels in the Basic Text since their hotline number is on the label. Since we, that would be me, print our own labels there is no added expense just a little more time involved.

I spoke to the new President of the Philadelphia RSO, fortunately I served with her for 6 years so we have a working relationship. The President, Paula, was upset hearing that there was a misunderstanding last year. She is going to ask the region for replacement of the Basic Text for the region's H&I committee. Paula will be my direct contact this year for the books.

Also included with this report is the shipping information that I have for each region.

In service,

Karen

See attachment for shipping information.

Internal Guideline Report

Dave A was nominated by Karen to head the Guideline and 2 year bid cycle ad hoc committee. Approved unanimously.

Policy is for nominations and elections to be held at the convention every year. September Nominations and Elections will be held. Please feel free to let your regions know that they too can and should have a member on the AB-

OLD BUSINESS

T/Shirts: Suggestion we look into a design for a generic T/Shirt. Karen will help design this.

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.

The matter of Keeping Sun Trust is tabled and is to be discussed at the next AB meeting

The matter of adding to our reserve for taxes has also been tabled until next month.

NEW BUSINESS

We welcome Al P to the Advisory Board, his qualifications were impeccable and unanimously approved.

NEW BUSINESS

• **Motion 1: Host Committee Admin**

We motion to offer a limited edition t shirt for those who preregister for the ECCNA 18. A \$50.00 deposit on a 1 full registration package is required to receive t shirt. The deadline to be set by the AB.

Intent:

To have a flier and preregistration ready for the WCNA. **Passed**

• **Motion 2: Host Committee Admin**

We motion to reduce the 17th ECCNA merchandise as follows:

All t shirts and tank tops 5.00, Hoodies 15.00 approved

Intent:

To sell this merchandise as soon as possible, The cookbooks will remain the same cost until after the WCNA, The 3 purple preconvention shirts will go to the 18th auction **Passed**

Motion 3: to refund Matt O \$185 for dorm room not used by him

Motion 4: to refund Judith and Rick C \$520 for 2 apartment rooms and Thursday night room they didn't use. **Passed**

Motion 5: To renew Hollywood PO Box for one year from July 21, 2013 - July 31, 2014 at a cost of \$88 **Passed**

Motion 6: To Keep the AB Chase Bank Accounts **Passed**

Motion 7: To open the ECCNA 18 host account at Chase Bank **Passed**

Motion 8: Mike R motion to sell the remastered mp3 of the ECCNA 17 for \$40.00 **Passed**

Next Meeting: August 5, 2013

Meeting adjourned at 9:50