

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

The meeting was opened at 7:07 p.m. by Mike R., AB Vice President. The meeting was held Conference Pro and was properly noticed. Minutes were recorded by Tom K.

Approval and Changes to the Agenda has now been stricken from the agenda. Chair sets the agenda.

Roll Call/Resignations/Vacancies:

Position	Name	Term End Date		Liaison to:	
President	Tom K.	8/2014	P	Site Liaison	
Vice-President	Mike R.	10/2015	P	Host Chair	
Secretary	Open	10/2014	V		
CFO	Rocco A.	10/2014	P	Treasurer	
CFO Alt	William S.	8/2015	P	Registration	
Director	Karen W	8/2015	P		
Director	Dave A.	8/2015	P	Entertainment	
Director	Victor H.	10/2015	P	Program	
Director	Bryan F.	10/2015	P	Convention Info	
Director	Deanne F.	10/2015	P	Auction	
Director	Duwan M.	10/2015	A		
Director					
18-Host Chair	Jeff H	2014	P	Serenity Keepers	
18 Host V-Chair	Dave H.	2014	A	Marathon	

A = Absent; V= Vacant; P=Present; R=Resigned; L= Late

Others present - none

Quorum set @ 9

Open Forum:

Tom has voting privileges due to Mike running the meeting.

Jeff got contract, wants a little clarification on what to do next. Bring it up in new business

Minutes: November minutes approved with no corrections

Reports

AB President Report: (submitted by Tom):

Sent laptop to Rocco. Received rough copy of College contract. Working with Jeff H. to get it close enough to send out to AB for review. Hope to have it signed by next AB meeting. Hopefully we can have a mid-month meeting to review. It seems that there might be a delay in our 501C3 due to the Federal Government being about 6 to 8 months in backlog on processing the applications. Going to see if we can get it fast tracked. Will see how much that might cost.

ISS Tom K.

Vice-President Report:

website: Still waiting on final registration to put on website as rep to host chair: talked to Jeff a few times this month

per treasurer: tried to confirm closing of bank account host, but only was able to determine the signer card was lost / not scanned on the bank's account file went to ECCNA 18 fundraiser this past weekend need to work with Deanne re: website

and putting calendar or events on the website. Possibly the host secretary keeps something we can just slip in a frame
In service, Mike R

CFO Report

ECCNA, INC.

EAST CONVENTION OF NARCOTICS ANONYMOUS 18 WILLIAMSBURG, VIRGINIA

CFO REPORT December 2, 2013

AB Chase Account – Checking (To be closed.)

Beginning Balance - \$(-15.00)

Debits:

Ending Balance \$ (-15.00)

AB Chase Account -Savings (To be closed)

Beginning Balance - \$.11

Ending Balance \$.11

ECCNA 17 Host Account- Sun Trust Bank (To be closed)

Beginning Balance \$ 0.00

Debits:

Ending Balance \$ 0.00

AB Operating - Bank of America – Checking opened September 9, 2013

Beginning Balance 14,495.78

Deposits:

11/25/13 \$ 350.00 Pre registrations

Debits :

11/02/13 \$ 850.00 check #1005 U. S. Treasury 501c3 application fee

11/12/13 \$ 37.95 check #1006 Patricia K. - Postage reimbursement

Statement Ending 11/29/13 Balance \$ 13,957.83

Balance as of 12/02/13 \$ 13,392.83

12/02/13 \$ 565.00 check #1007 CPA Tax Advisors, Inc. Accounting fees 501c3 application

AB – Savings - Bank of America - Savings opened September 9, 2013

Beginning Balance \$ 45.00

Service Fee -\$ 0.00

Ending Balance \$ 45.00

Paypal Account

Beginning Balance - \$ **592.25**

Funds Received:

11/05/13 \$ 51.80

11/05/13 \$ 51.80

Fees (-\$ 3.60)

Ending Balance \$ 692.25

Statement Balance \$ 692.25

Funds in Transit 0.00

Ending Balance \$ **692.25**

Host Account – ECCNA 18 –Bank of America

Beginning Balance \$ 1,010.72

Deposits:

11/15/13 \$ 1,874.53 Fundraising

11/27/13 \$ 0.49 Square credit card device Deposit verification

Debits:

11/05/13 \$168.28 check #1122 Islander Team Sports; T-Shirts Invoice 3794 50% Deposit

11/05/13 \$760.92 check #1123 Islander Team Sports; T-Shirts Invoice 3797 50% Deposit

11/18/13 \$168.27 check #1124 Islander Team Sports; T-Shirts Invoice 3794 Balance

11/18/13 \$760.91 check #1125 Islander Team Sports; T-Shirts Invoice 3797 Balance

11/27/13 Square credit card device debit verification

Statement Ending 11/29/13 Balance \$1,026.87

Balance as of 12/02/13 \$ 1,026.87

Total Cash in Banks \$ 15,707.06

Pre-Registrations: 48 deposits of \$50.00 = \$ 2,400.00

Reserves for registrations received:

Total ECCNA 18 Pre-registrations: \$ 2,400.00

AB Reserve for Taxes, etc.: \$ 45.00

Total Cash less Reserves: \$ 13,262.06

CFO Alt Report

Good Evening to ALL hope everyone had a great holiday,

From our last AB meeting we have had a total of 9 full registrations come in to date. I deposited 350.00 in checks on 11/25/13 in the AB checking account.

I will attach the updated spreadsheet of registrants. (2 Paypal) (7checks to PO BOX). I have also started to input previous years registrations into a spreadsheet it's tedious but I should have it done by January AB meeting.

In Loving Service, Will S

ECCNA 18--Host Chair (Jeff H): Report as attachment

All is well with the ECCNA 18. We meet on Nov 24.subcommittees met at 11:00, host met at 1:00. We elected Dan G. to the convention information positions. We are pleased to have Dan G. join us again. Our Serenity Keeper Chairperson has not been present and without a report for 2 months. We opened the position to fill at our Dec meeting.

We have received the contract from Collage of William and Mary. Tom and I reviewed it. I would like to get more input. We have received all our fundraising merchandise and our fundraising chairperson has been present at local event selling it. We had a fundraiser on Nov.30 the Gratitude Brunch was well attended; we raised a lot of funds, and

had 2 great speakers Mike R and Bernadette from tidewater. Our treasurer will report the final numbers of the fundraiser. We have applied for a Square so we can take credit cards to improve sales. I would like to discuss extending the limited edition t shirt for preregistration. Our next host meeting will be either Dec 22nd or the 29th.

ILS Jeff H

ECCNA 18 Vice-Chair report: Absent

Basic Text Distribution Report

Sent books to Canada for the South Fl. Region. All books are sent out. Job well done.....

Internal Guideline Report

Attached please find attached a doc re "Bid Package". Included in it is a form that AVCNA uses (Thanks Jeff) and that we can possibly adapt to our use.

Please review for brief discussion during my report on Monday. Also, below is a "pecking order" of the items from page 6 of the current IG, as requested. If needed, we can set a time for a future IG meeting during our AB meeting this Monday.

"Pecking order" for IG project...

- 1) The procedure for setting registration prices, day registration pricing, and when to make day pricing available for purchase
- 2) Bid Process and how it works at convention.
- 3) Creating a "Book Project"
- 5) Further explanations of AB admin duties
- 6) The idea of BOD slots devoted specifically to East Coast RSC's

Read and conform to item 3 in "Host Policy".

- 1) The bid must be submitted at least thirty (30) days prior to current year convention and is for the next year's convention.
- 2) This must be in writing, reflect the group conscience of the Area Service Committee (ASC) and be signed by the Chairperson and Vice-Chairperson of the ASC along with the name and telephone number of a contact person of the Area.
- 3) The Admin part of the Host Committee (see Section 7. Host Committee) should be selected. This will allow the Host Committee to immediately begin doing business if its bid is won.
- 4) A "letter of intent" to host the event from selected site(s).
- 5) A properly filled out "fact sheet" (see attached).

Next month I will set a date for the IG meeting.

Thanks Dave A.

Nominations/Elections

None..... Mike R. is assigning liaison positions.

Rocco is now liaison to Arts & Graphics in addition to Treasurer
Hospitality & Merchandise are open

OLD BUSINESS

No old business

NEW BUSINESS

Host committee will produce a preliminary program and Tom will come up with a list of shortcomings in the contract to send out with the contract for review and or input for no than 5 days to then set up a conference call with college.

Extend Pre registration t shirts to the end of January.
Should we limit the number of T's?
Call the question. Roll call vote. Unanimous.

For next month:

"No refunds after june 1" - table to next month how to handle refunds, or wording on the flyer, tied into contract details

discussion;

rocco: how the convention is handled verbally on flyers: indicates East Coast Convention of NA

Jeff: already been related , brought up in host committee

Bryan's homegroup is going to have an ECCNA awareness day on Feb 22,

Dinosaurs in the first speaker jam/awareness day

February 22, 2014-- 12noon to 7pm

Elsmere Presbyterian Church

606 New Road

Wilmington DE 19805

Purpose of event

To raise awareness of ECCNA 18 to be held at the college of William and Mary

Food will be served: chili, coffee, assorted cold beverages and desert items will be available also

Wish to have ECCNA registrations or pre registrations if the date keeps being pushed back

In loving service Bryan F

This meeting is adjourned 8:45 pm

Next meeting is on January 6, 2014