

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
JANUARY 6, 2014**

The meeting was opened at 7:05 p.m. by Tom K. The meeting was held Conference Pro and was properly noticed. Minutes were recorded by Mike R.

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, Arts & Graphics	
CFO Alt	William S.	8/2015	P	Registration	
Director	Karen W	8/2015	A		
Director	Dave A.	8/2015	A	Entertainment	
Director	Victor H.	10/2015	P	Program (& Merchandise)	
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	P	Marathon	

A = Absent; V= Vacant; P=Present; R=Resigned; L= Late
Others present – none
Quorum set @ 8

Open Forum:

Jeff: At the last host meeting, it was brought up to have basic texts available at the merchandise table, so attendants could buy the book and then donate it back to give to the convention for addicts in jail - an idea or gimmick to buy texts.

Answer: We are in favor of ideas to raise money for basic texts.

Minutes: December minutes approved with no corrections

Reports

AB President Report: (submitted by Tom):

letters
rating prior to convention.
only issue was they lost the check

ISS Tom K.

Vice-President Report:

website: shopping cart
changes to website

In service, Mike R

CFO Report

ECCNA, INC.

EAST CONVENTION OF NARCOTICS ANONYMOUS 18 WILLIAMSBURG, VIRGINIA

CFO REPORT January 6, 2014

AB Chase Account – Checking (closed)

AB Chase Account -Savings (To be closed)

Beginning Balance - \$.11

Ending Balance \$.11

ECCNA 17 Host Account- Sun Trust Bank (closed)

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

Beginning Balance \$ 13,957.83

Beginning Balance \$ 50.00 Transferred to AB Account on 1/6/2014

Service Fee refunded -

Ending Balance \$.00

Paypal Account

Beginning Balance - \$ 892.25

Funds Received:

12/13/13 \$ 51.80

12/18/13 \$ 52.80

12/18/13 \$ 103.60

Fees (-\$ 6.93)

Newcomer Donations \$1.27

Ending Statement Balance \$ 892.25

Statement Balance \$ 892.25

Funds in Transit to AB Account \$ 800.00

Ending Balance \$ **92.25**

Host Account – ECCNA 18 –Bank of America

Beginning Balance \$ 1,026.87

Statement Ending 11/29/13 Balance \$ 4,394.60

Balance as of 1/06/13 \$ 1,016.00

Total Cash in Banks \$ 17,929.68

Pre-Registrations: 50 deposits of \$50.00 = \$ 2,500.00

Reserves for registrations received:

Total ECCNA 18 Pre-registrations: \$ 2,500.00

Total Cash less Reserves: \$ 15,429.68

CFO Alt Report: will s

Just a quick report. We received 4 deposits for registration in December via PayPal.
Nothing in mailbox. 62 total registrants.
We need t-shirt sizes from those taking the shirt.

In Loving Service, Will S

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

Number one is the contract. Currently we need to pay \$18,375 deposit on Jan 25. We can request terms to pay before Jan 25. We'd like to have the registration flyer ready for regional convention ((AVCNA 32 Jan 17, 2014) . I will be presenting a set of motions regarding this. All committees are active ready to sell stuff around. I tried to do my homework. Prices: Registration and meals set. Next host meeting is Jan 26, 2014.

ILS Jeff H

ECCNA 18 Vice-Chair report: Dave H.

Nothing different from Jeff's report.

Nominations / Elections

open liaisons:

merch & arts & graphics

Merch - Victor

Arts & Graphics – (Mike R note: this was filled by Rocco at December meeting, right?)

OLD BUSINESS

501(c) 3 - correspondence with irs and accountant

Refunds policy: deferred to Jeff H

Jeff makes sure that there will be no refund for registration after May 15.,

Tom: Bryan, how's your fundraiser coming up. Coming along good. Chili cookoff contest, commemorative basic text raffle. No flyer yet.

Tom: Revised contract. Went over with Jeff and Rocco.

NEW BUSINESS

Motion 01-01-14: To increase the host budget and add a line item for program subcommittee 800# conference call for the main meeting Saturday night Amount to be 300.00

Intent: To paid to have our main meeting available for those incarcerated by phone.

Jeff: anybody could get on the 800#

Possibly main meeting needs to be 6:30 to 8:30 so it works for dept of correction

Rocco: concern about having the call hookup

Tom: It could be forwarded Rocco

Dave H: second

Questions or opposition: Rocco wants to abstain because not enough info.

Is there any opposition ? No.

Tom: why don't we table it since there are no financials on it other than \$50 from college. Get something from the phone company.

When you think about it, you need a cut off time for inner region commitments so we can branch out and get other commitments outside of Central Atlantic

Rocco: give to dept of corrections of commonwealth of Massachusetts

Motion 01-02-14: To set registration for ECCNA 18 at \$30.00

Intent: Host is to recommend registration for approval by the AB

2nd: Rocco

Any opposition to \$30 reg fee?

Victor: what was it last year? Ans: \$25

Will: \$30 included in reg? Yes

No opposition. Passes

Motion 01-03-14: To print 5000 ECCNA18 registration fliers

Intent: To have our registration information available to the fellowship

Info: 3 bids are attached in a spreadsheet

No vote needed (budgeted expense)

Mike R: last year time printers 6,000 flyers for \$400. Talk to you after

Motion: 01-04-14: For the AB to set the prices for the weekend package for single and double occupancy.

Intent: To have our registration information available to the fellowship

Rocco: 190 pp double occupancy and 225 pp single occupancy

Mike R: 190 pp double occupancy and 215 pp single occupancy

Jeff H: 180 pp double occupancy and 210 pp single

Rocco: college is 20% more expensive but you want to keep the costs the same

Tom K : 190 and 220 ?

Deanne 2nd: 190 double pp / 220 single pp

Opposition: Rocco

All others in favor.

Discussion on deposit

Tom: to propose / negotiate to \$10,000 deposit to college. At the most \$12,500

Rocco discussion re: deposit

Tom will talk with her before week end.

Motion 01-05-14: For the AB to set the prices for individual meals

Intent: To have our registration information available to the fellowship based

Any opposition to \$9 breakfast? none

\$12.50 for lunch. Unanimous

\$15.00 for dinner. Unanimous

Jeff: How the check in is going to work so everyone understand it

Tom: table for next month

Rocco: can we stay over Thursday night?

Tom: yes and Sunday

Jeff: space may be limited for Sunday night

Tom : recommend go over the check in next month and adjourn the meeting for tonight.

Will: question for Jeff for reg brochures

Jeff: need to look at it quickly

Tom: any other concerns motions anything?

Tom will send info to insurer to see about getting certificate of insurance
Tom: will talk to Jeff P and see that he does something with suntrust and chase accounts. William will have all those reg logged in by next month

Tom: we are not there to micromanage the flyer
Tom: Bryan will send flyer for fundraiser in delaware

Tom looking for 2nd to close: several seconds.

This meeting is adjourned 9:02 PM
Next meeting is on February 3, 2014

ATTACHMENTS:

*ECCNA 18
Jan.6,2014*

Host Chairperson Report

All is well with ECCNA 18. The holidays are over and we have 6 months to pull this convention off. The contract is the focus at the moment. Tom and I reviewed it, sent in some changes, the contract got amended on Dec 20th. W&M went on their winter break and didn't return until Jan 2nd. I received their amended agreement today and it has been forwarded to the directors to review. The deposit is an issue; they want 18,375.00 on Jan 25th. They told me we could request terms to pay before Jan 25th. What I am pushing to get done is our flier. I want it to be ready for our regional convention on Jan 17th. I have a set of motions for new business for tonight.(see attachments)

All our subcommittee are active and all positions are filled. Fundraising is planning to sell merchandise at the AVCNA, Breakfast in NJ, TACNA, CARNA Speaker Jam and the CARNA GSR Assembly. Hosting Areas are doing fundraising as well. We are pleased with the effort here in Va. I am also going to try to get a car load to go to the Georgia Regional Convention in March.

I am bringing a lot of business to the table tonight. I tried to do my homework. I want to get all the information approved for the flier tonight: Registration price and weekend packages are important. Meals and other options won't go on the flier so they are less important. It was suggested to have Basic Text for members to buy and donate to the cause at the convention. I would like to hear your thoughts on this please.

Our next meeting will be on Jan 26th 2014. 526 Jamestown Road, Williamsburg ,Va. The host committee will be doing a walk-through of the meeting space prior to the host meeting.

*ILS
Jeff H*