

**East Coast Convention of Narcotics Anonymous  
Advisory Board Minutes  
FEBRUARY 3, 2014**

The meeting was opened at 7:03 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	P		
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	L	Auction	
Director	Duwan M.	10/2015	P		
Director					
18-Host Chair	Jeff H	2014	P	Serenity Keepers	
18 Host V-Chair	Dave H.	2014	P	Marathon	

Others present: Merle S., application to AB forwarded to members

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

Others present - none

Quorum met

**Open Forum:**

Nothing

Minutes: January minutes approved with no corrections

Motion to accept: Will S. Accepted with no changes & ready for website.

**Reports**

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

spoke to college . sent \$10,000 . they would have taken less and we were willing to give them up to 15 . Rocco sent check. everything is a go  
signed contract. deposit 10,000 and will write a check for different in rooms and meals before we leave and meeting rooms. will give them a majority before we leave and after the bill we have 30 days to pay off.  
event insurance info has been sent to insurer.  
should have back . send over to rocco for him to write a check and take the insurance.

rocco: tom did you say you were going to get the 2 accounts closed this month? tom: yes before we meet again. Going over with Kevin to close out , def by next month

Jeff; will you send me a copy of the signed contract please? Tom: as soon as i get back from her, will scan and send everybody a signed copy. Right now it is ok via email but we want signatures. sign, mail, scan, forward  
ILS Tom K.

**Vice-President Report:**

website webstore changes  
flyers saved \$50 and got 1000 extra flyers  
yes we paid \$450 for 6000 flyers

In service, Mike R

Tom: looking at website for form for advisory board. Can we make it more prevalent so that its easier to find

Tom: liaison is a board member, just acting from a region.

Jeff : we should ask for a copy of the minutes from the reigon

Karen: can I ask a question? lol. Like people are knocking down our doors to join our board.

Rocco: it makes a difference to the region, not to us.

Karen: why don't we send them a letter, welcoming the region / liaison

Tom: new business: regional rep

CFO Report

# ECCNA, INC.

---

EAST CONVENTION OF NARCOTICS ANONYMOUS 18 WILLIAMSBURG, VIRGINIA

## ***CFO REPORT February 3, 2014***

### **AB Chase Account -Savings ( To be closed )**

Beginning Balance - \$ .11

**Ending Balance \$ .11**

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

Beginning Balance \$ 13,392.83

**Statement Ending 1/31/2014 Balance \$ 7,845.43**

**Balance as of 2/03/13 \$ 10,845.43**

### **Paypal Account**

Beginning Balance - \$ 92.25

**Funds Received: 1/7/14-2/3/14 \$ 3,941.80**

**Fees paid: \$ 120.71**

**Net Proceeds: \$ 3,821.09**

Newcomer Donations \$1.27

**Ending Statement Balance \$ 892.25**

Statement Balance \$ 892.25

Funds Transferred to AB Account

2/01/2014 \$ 3,000.00

Ending Balance \$ 913.34

### **Host Account – ECCNA 18 –Bank of America**

Beginning Balance \$ 1,016.00

**Statement Ending 1/31/14 Balance \$ 734.70**

**Balance as of 2/03/14 \$ 734.70**

**Total Cash in Banks \$ 12,493.47**

**Deposit paid on contract between ECCNA, Inc. and The College of William and Mary \$10,000.00**

**CFO Alt Report: will s**

Hello to all my report this month is a little lengthy so bear with me, if you haven't viewed the attached letter that was sent out to all pre registrants who put the 50.00 deposit down please read it.

The archive registration list is almost complete and I should be able to email Tom a copy in two weeks.

I also emailed pdf versions of registration brochure to the Passiac and South Jersey ASC's per request.

REGISTRATIONS RECEIVED (List of 24)

Also the rent is due on po box for another six months after a discussion with Admin, Rocco will mail me check to pay po box as well as a reimbursement for the initial 48.00 that I paid to secure po box.(see attached receipt)

Just FYI last year at the FEB AB meeting we had 4 full pay, 19 pre registrations getting 10% discount, 11 pre registrations getting limited edition t shirt and 23 day registrants

THIS YEAR FOR FEB AB MEETING WE HAVE 21 FULL PAY (3 SINGLE, 18 DOUBLE), 65 PEOPLE WHO HAVE PUT DOWN 50.00 DEPOSIT AND 4 DAY REGISTRATIONS.

SO WE HAVE 33 MORE PEOPLE COMMITTED THIS YEAR FROM LAST. KUDOS

In Loving Service, Will S

Tom: have you found a historical registration list from past convention?

Will: working on it

Tom: We would like to have a mailing list

It isn't a rush but I will ask you every month

Rocco: There isn't a way to know who is rooming with whom?

Will: If you look at the sheet you can see the roommates

Rocco: how do we know about the Thursday people?

Tom: Will go over in old business

Will: can add a column for Thursday & Sunday

Tom: only for Board members, because of limited availability

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

Report as submitted

explains time table they plan on submitting speakers.

Will can bring 2 cash registers - he can bring

Tom recommends contact list instead of walkie talkies due to cell phones

Tom: Also no one cares if its a shuttle van instead of a golf cart.

Bryan: wondering if anyones coming from Virginia to Delaware fundraising event

Also Bryan recommends walkie talkie app for smart phone

Tom: Already have flyers and registration stuff on new business

**ECCNA 18 Vice-Chair report: Dave H.**

only thing is problem on time lne with getting into NA Way and NA world events calendar

He attempted twice. Convention info chair has attempted once.

Chair asks if Dave A is here. Confirms Deanne f is , but was late.

**Internal Guidelines**

how do you want to handle

Tom: put in minutes.

have a conference call meeting to go over Bid guidelines  
this month. Date TBA

**Nominations / Elections**

Merle S - application

always been in service since 3 mo clean

sponsor in service

traditions concepts steps work and live

4 dogs

eastern pa region, not a seated region. attended last 4 wsc. may only be at this years' part time. daughter getting  
married in australia.

split from phila about 10 year ago

welcome Merle.

You are now a director.

My problem is 2 fold. I won't be at this convention because I'll be in Australia.

Tom: not required to attend ECCNA, to be on AB.

Tom: AS of now you are a voting member.

Mike R: I sent you all attachments, reports, minutes during this meeting

**OLD BUSINESS**

Agenda. Will get minutes earlier and will have agenda

Deposit for college

That got done again. Its in CFO report

Will sign and distribute contract

Internal guidelines

Will send out to everybody & move forward on it next mo

501(c) 3

Got refiled again. is that correct rocco?

Rocco: state of Fla lost check. Rocco sent copy of cancelled check, so we are set

Tom: hopefully we will have it before June

**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

line item \$300

)refer to past minutes(

seconded by v chair host

tabled

Turn over to Jeff H

Jeff: Questions. W&M stated that there was a \$50 charge for using the phone, plus incidentals. College said there  
wouldn't be any incidentals if we were using an 800#. Jeff says will cost \$200 and there is not a long distance phone  
charge. \$300 includes \$200 for 800 call for 30 connections, \$50 for phone from college, and mailings - postage approx  
of \$50 to invite facilities into the call.

Tom: any opposition to change it to \$350? no

rereads motion

Is there any opposition? Hearing none, it is unanimous , motion 01-01-14

**NEW BUSINESS**

Discussion on Thursday / Sunday room cost

Tom asks Jeff to find out about room from W&M folks  
talk about who's going to be there Thursday or Friday.  
count 16 for Thursday

discussion about W&M and check in

Jeff: we need to give a phone number to those who are coming in late (after 10:00pm) so they can get in their room.  
For info , plan on having a pre convention event like a cookout, for those who come in

Tom: how do we pay for this facility?

Jeff: this will be added to my list of questions

Tom: event insurance. sent same form as last year to my insurance co for the insurance

Rocco: are the limits equivalent to what Washington College was?

Rocco: limits on policy

Tom: same difference

Tom:

Registation

-----

Will are you going to get this stragih?

Will: will have it done in a few weekws

Tom: I don't care.

Speaker tapes

pulled stuff from regional convention and circle of sisters convention

if you follow our policy march to april to may to june, it should be done next month

What are you planning on doing, Jeff?

Jeff: i asked the program committee to submit it to us in March

We meet Feb 16 and then 23rd or 30th of March.

We wanted to talk about submissions before we send them in. Leaning on March 23 meeting and having 2 weeks before you guys vote on them first Monday in April

Might could get them quicker

Tom: does anybody have a problem with what they are intending on doing?

Will: that was my thing. i figured since we don't pay that giving them ample time , 90 days is very reasonable. Less than 2 months is you know.

Jeff: like on the timeline. That they submit them in March.

Tom: if you look in the program, it needs to be submitted in March

Banner

Jeff: the timeline on that is 24 hours before the convention

Tom: you need to send in your 3 bids

Jeff: trying to follow the time line

Do you guys plan on meeting more than once a month in May?

Jeff: maybe april. We are going to talk about it this month

Vendor

Jeff: Parable design & couple of tapers. She's working on a couple different things.

Also another vendor at AVCNA.

Tom

Had issues in the past with tapers, need to make sure they offer 12 pack or 6 pack. That's how they make money and how we save them for our archives.

Set for archives, set for auction, set for next year

Registration packets

How are you coming on that?

Jeff: working on reg packets.

Need program for april, so it can be at AB in May

Rocco: can we send packages of flyers to the people who received the books?

Jeff we sent 10 flyers. We need more. We already given out alot of them

We have \$150 left in the flyer budget. We could find the money in a fundraising effort to get more flyers. We want to promote this thing the best we can. We should consider increasing this line item.

Rocco; in favor to increasing budget to at least double flyers already

Rocco: what do other epeople thing about that.

Jeff: asks for \$450 for 6000 more flyer

Motion 02-01-14 Rocco: motion to change line item for flyers to \$900

: (Budget goes from \$600 to \$900)

2nd by Duwan

anybody opposed?

no opposition. passes

Tom: I think we are done with business for tonight.

Regional Liaison.

Tom : Do we just do like we do with bid package. When I got the package from Virginia , I had to call 20 people. Should we just get a regional chairs number and give them a call

Motion 02-02-14

Jeff: if someone is coming as a rep from a region, they should be automatically made a member. but needs a letter or set of minutes from region appointing the liaison and a list of their qualifications.

any region that wishes to enter a liaison onto the board should accompany

Tom recommends table for discussion in old business next mo

and review the letter we send to regions with books.

modify letter to include

next mo: speaker tapes, letter to region

Rocco: one thing I want to ask about in ref to eccna 19 in 2015.

Almost exactly when world is

Next meeting is march 3

Meeting is now closed

Meeting ended at 9:24 pm

**This meeting is adjourned 9:24 PM**

Next meeting is on March 3, 2014

ATTACHMENTS: Host Chair Report

## **Host Chairperson Report AB Feb.3, 2014**

*Eccna 18 is on course with the time line. We have a good host committee and are working together well. We took the host committee on a tour of William and Mary before our January meeting and they were all pleased with the site.*

*We printed 6000 fliers and have already distributed 3000 or more. We are getting registration now that all our pricing is set for the packages and meals. We are concerned we may need more fliers for all the conventions we are planning to attend. Can we discuss the flier budget in new business?*

*We decided not to extend the limited t shirt offer for registration. We should be able to get a number of limited edition shirts soon. I asked Will to honor all those that were post marked by Jan 31<sup>st</sup>.*

*Fundraising is doing well. We are going to functions all up and down the east coast. Our preconvention merchandise is selling well and we feel it will mostly be gone by June if not before. It has been mentioned wither we would need more or not. Selling shirts is a good way to raise funds and a great way to advertise the ECCNA. We have fundraisers happening over the next few months. Actually there are so many it is hard to keep up with them.*

*We plan on having the main speaker and entertainment presented to the AB in March so we can approve them at the April AB meeting.*

*We would like to approve the budget to streamline the Saturday night meeting. I believe I have covered all the questions that were asked. \$300 is still a good number to be approved. We can discuss it in old business.*

*We want to know if we need cash registers and walkie talkies. Neither is in the budget. We were also wondering if a shuttle van would work instead of the golf carts.*

*We have 4 day registrations, 23 full pay ( 3 single and 20 double), and 65 pre registrations. As Feb 3rd 2014. Our next meeting is February 16, 2014*

*ILS  
Jeff H*