

**East Coast Convention of Narcotics Anonymous  
Advisory Board Minutes  
January 2, 2012**

The meeting was opened at 7:20 p.m. by Tom., AB President. The meeting was held via Skype 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 = 8

Roll Call/Resignations/Vacancies:

Position	Name	Term End Date		Liaison to:	
President	Tom	8/2012	P		
Vice-President	Vacant		P		
Secretary	Mary H.	2/2013	P	Convention Information	Marathon
CFO	Kevin D.	6/2013	P	Hospitality	
Director	Al D	6/2013	P	Serenity Keepers	
Director	Jimmy C	6/2013	P	Programming	
Director	Steve D	10/2013	P	Site Liaison	
Director	Jeff P	6/2013	P	Auction Liaison	
Director	Kermit	12/2011	A	Merchandise	
Director	Gail S.	9/2013	P	Registration	
Director	Lester O	10/2013	P		
Director	Elizabeth E	10/2013	P	Event & Fundraising	
Director	John A	10/2013	P		
Director	Gen W	10/2013	P		
ECCNA 16 Host Chair	Den H.		P	ECCNA 16	
ECCNA 16 Host Vice-Chair	Victor H.		P	ECCNA 16	

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

**Open Forum:**

Al asked if there could be registrations sent to him for the Regional Convention next weekend. Elizabeth noted that she would print and bring the registration forms for the distribution on Friday at the Regional Convention.

**Minutes: 11/7/2011 Minutes:** The AB President asked for approval of the minutes. The only correction noted was that Gail was not the AB Director who asked about the day tripper registrations being viewed on the website in a more user-friendly fashion.

M/S/C "To approve the 12/5/2011 minutes with the corrections noted".

**Reports**

**AB President Report: (submitted by Tom):** Tom noted that due to a misunderstanding the Host Committee wrote the check from their account and not the AB account as had been discussed. It was noted that the check had not cleared as of yet. Den noted that the check was mailed and based on the holiday, the check had not cleared the account as of yet.

**Vice-President Report: (Vacant):**

**CFO Report: (presented by Jeff P on behalf of Kevin D):**

Description – AB Account		Amount
Present Reconciled Balance in the AB Account		8,082.39
Transfer from Host		.32
Ending Balance		8,082.71
Present Balance in AB Account		8,082.71
Description – PayPal Account		
Beginning Balance		1,106.98
Subscriptions Received		901.65
Ending Balance		2,008.63
Statement Balance		2,008.63
Ending Balance		2,008.63
Description – Host Account		
Beginning Balance		2,693.64
Deposits (80's Dance, \$979.50; Merch \$595, Pre-registration \$125.50)	12/5/2011	1,700.00
Deposits: (?)	12/12/2011	570.50
Expenses: (RMU)	Ck: # 1003	(2,000.00)
Expenses: (JC Christopher – Driver, donuts, football incidentals)	Ck: #1004	( 110.00)
Expenses: (Kathy H. – reimbursement for outlaying cost of Tribute Merchandise)	Ck: # 1005	( 304.77)
Expenses: (Robert W – Food and Supplies – 80s Dance)	Ck: #1006	( 105.12)
Expenses: (Feb 5 Talent Show)	Ck: #1007	( 50.00)
Ending Balance		2,394.55
Total of All Accounts		12,485.89

There was discussion surrounding the online banking transfer, Den noted that he would stop by the bank to clear the account so that the online verification transfers could occur. Jeff also inquired as to the \$570.50 deposit and needed an itemized accounting of that deposit for his records.

Kevin noted that there were two orders for ECCNA key tags and 2 checks for ECCNA Cookbooks. Kevin will forward the information to the E&F Chair for her to mail the cookbooks to those individuals.

**Host Chair ECCNA 16 Report (presented by Den H.)**

- Chuck S is really ill with his chemo-therapy.
- Tom C. is preparing to withdraw as Convention Information chair as he will soon need spinal cord surgery.
- Fundraising total is \$3923. Commemorative merchandise is sold out. Future fundraisers: talent show, murder/mystery, fossil meeting. Previous fundraisers went well both fun wise and financially wise.
- Check to RMU has not cleared as of 5 PM today.
- Next meeting is January 14<sup>th</sup>.

Den noted that with Chuck's health, Stephanie, the Vice-Treasurer, was assuming the responsibilities of Treasurer until Chuck is able. Den mentioned that he will re-check the transfer status.

Den mentioned that there are three fundraisers in the works. He noted that the Steelers/Brown game went well; although the Browns' fans were not cordial about Steelers fans in the dog pound.

Jeff asked if the Host Minutes could be sent to the AB members. Mary mentioned that Debbie F, Host Secretary, submits a copy and she will forward them to the AB members accordingly.

**ECCNA 16 Vice-Chair report: (Vic H.) No report.**

**Liaison Reports:**

**Arts & Graphics (Kermit) – Not present**

**Auction (Jeff)** – Jeff reported that all was well and that he would like to thank the subcommittee for his Tribute Tour mug.

**Convention Information: (Mary):** Mary mentioned that she had spoken with Tom regarding the CI letter and that Tom and she had discussed the waiving of registration for meeting attendance to newcomers with a potential "cap" to balance the new members experience at ECCNA and the needs of the incarcerated members. There were two letters to be presented but Tom had the flu and Mary had another commitment that precluded her from being there. Mary mentioned she would forward all the information to Den since there is no Vice-Chair to CI for the Host to discuss and make decisions on.

**Entertainment and Fundraising (Elizabeth):** No report

**Hospitality (Kevin):** No report

**Marathon (Mary):** No report

**Merchandise (Kermit):** Not present. Tom asked Kevin D. to be the liaison for this committee until further notice.

**Program (Jimmy):** Jimmy noted that the Programming Committee is moving along nicely and presently, the committee is working on a chair/share list.

**Serenity Keepers (Al)** Al noted that he spoke with Joel and that things are moving along nicely.

**Registration (Gail):** No report

**Site Report (presented by Steve D):** Steve noted that all things that he needed to report had been addressed previously in the meeting.

**Nominations:** No nominations

**Registrations:** The meeting went out of order to ask for clarification of the number of registrations received. It was agreed that Den and Vic would speak with Shari, Host Registration Chair, to remind

her that the registration status and numbers should be reported monthly at the Host meeting and be part of her report. Jeff and Gail also agreed that Gail would contact Shari and Shari and Jeff would develop their "registration count" and see if those numbers complemented one another and finalize the number of registrations to date. It was noted that Shari is aware of her responsibilities and has experience as a Registration Chairperson so that there should be no difficulties in the future.

#### **Old Business**

**Non-Profit Status:** Jeff is reviewing the financial information.

**Internal Guidelines:** No report.

**Contract with RMU:** Pending.

**Banking:** This item was addressed previously in the meeting.

#### **New Business:**

**Speakers:** It was noted that the deadline for submission is 1/31/2012. The next Programming Meeting is 2/6/2012 and followed by the Host meeting in February. The review of the Main Speakers will be at the March AB meeting within the 120 day deadline.

**Merchandise:** JC, Host Merchandise Chair, is bringing the bids to the Host. It was noted that the Host is attempting to use a local vendor for a quick turn-around. Tom noted that bids were not essential for private sellers and not contracted vendors. Vic noted that the Merchandise Committee was attempting to get three bids across the board. Den noted that this included the registration package trinkets.

**AB Removal:** There was a review of AB Director's attendance and potential removal. Based on the policy review, Kermit will be contacted by Tom to determine his willingness or ability to continue in a Director's capacity.

The next meeting is scheduled for February 6, 2012 at 7:15 p.m. With no further business, this meeting was closed with Prayer at 8:08 p.m.