

East Coast Convention of Narcotics Anonymous

Advisory Board Minutes

November 7, 2011

The meeting was opened at 7:15 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	10/2011	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	10/2011	A		
Director	Elizabeth E	10/2013	P	Event & Fundraising	
Director	John A	10/2013	A		
Director	Gen W	10/2013	A		
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:

Elizabeth brought up that the Mountain Valley Region had disbanded and a case of books were returned.

Minutes:

10/3/2011 Minutes: The AB President asked for approval of the minutes and in hearing no opposition, the minutes of 10/3/2011 were approved.

M/S/C “To approve the 10/3/2011 minutes”.

Reports

AB President Report: (submitted by Tom :

As you know there has been a lot of activity this month between the Host committee chair and the AB admin as well as the treasurer and the CFO. We have had progress in those areas pertaining to procedure and guidelines. There does seem to be a problem with the outside accountant that we were going to use to establish our not for profit status. I feel we need to go somewhere else for this assistance as time is becoming an issue. We need this to be taken care of pre ECCNA16. I am also going to ask that the liaisons fulfill their duties with steady correspondence between their assigned committees. There isn't a lot that we need to do in between meetings and this would be very beneficial to the convention. I am hoping to get the contract signed prior to our next meeting and even plan on going up for the final walk thru with the Host committee.

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
Present Balance in Account Reflected		8,143.09
-Less Outstanding Check		(60.70)
Present Balance in AB Account		8,082.39
Description – PayPal Account		
Beginning Balance		0.00
Ending Balance		8,082.39
Subscriptions Received		619.49
Ending Balance		619.49
Statement Balance		489.50
Subscription 11/14		129.99
Ending Balance		619.49
Description – Host Account		
Beginning Balance		0.00
Deposits: (E&F Hope Floats)	9/27/2011	550.00
Deposits (E&F Hope Floats (\$195.16 and Football \$1,100.00)	10/17/2011	1,295.16
Expense: (E&F Hope Float)	Ck #101	(100.00)
Expense: (E&F Deposit on	Ck #102	(50.00)

Dinosaur Day)		
Expense: (E&F: Hope Float)	Ck #103	(50.00)
Expense: (Admin Charge)	Check Charge	(28.72)
Expense: (Admin Charge)	Bank Charge/Fee	(2.00)
Ending Balance		1,614.44
Outstanding Check	Ck 102	50.00
Balance		1,614.44

There was discussion surrounding the online banking transfer, the increased cost of the AB Post Office and the line item being inadequate to support the yearly cost of the AB and the six month costs of the Host PO Box. Jeff will present a motion in New Business for the additional monies. There was discussion of the account needing to be transferred to the AB Account at this time and it is anticipated that a transfer from the AB to the Host might be warranted in May or June.

Jeff noted that he has sent the pre-registration list to Den H., Steve D., Victor H. and Shari B. The Registration Committee will be responsible for contacting these members offering the 10% discount and verifying the type of rooming arrangements desired. The remaining funds are due and this should be discussed at the time of rooming verification.

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

- Meeting held on October 15th
- 15 of 17 trusted servants present, a quorum was set at 11 voting members
- Logo approved and sent to Arts and Graphics for final tweaking
- Articles are trickling in for the Auction
- 1st fundraiser big success, fun for all and raised approx. \$500 after expenses. Next fundraiser is hayride on Saturday, November 5th (I am writing this on the 3rd). Steelers' game tickets sold out. 8 tickets still to collect for, if not paid will be resold.
- Committee has decided to go to no refund policy for fundraisers
- Program, arts & graphics, entertainment, registration committees all are meeting
- Vote on final logo and registration form at November 12th meeting
- Bank account now has the requisite 3 signatures: treasurer, vice-treasurer, chairperson
- Electronic banking is set up and online
- We will be discussing protocol for who will be contacting Robert Morris University
- Our regional liaison met with the region and our lines of communication are open
- Logo and t-shirt stencil are attached

Den mentioned that it needs to be clarified that all communication must go through the Site Liaison position which is Steve D. This is in line with one single point of accountability and all standard business procedures.

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

Liaison Reports:

Arts & Graphics (Kermit) – Not present

Auction (Jeff) – Jeff reported that he had spoken with Janet and the E&F Committee has agreed to forego admission to events if an auction items (pre-2000) is donated. Jeff noted that the region has a policy against no gambling so a raffle will not be held at this event. These items will be added to the Auction. Jeff indicated that a Basic Text from the ECCNA 14 Dinosaur Days would be available for auction.

Convention Information: (Mary): I spoke with Tom C. and things are underway. Chris P, Regional H&I Vice-Chair, is working to develop a database of all the institutions in our region for the mass mailing. Tom and I are coordinating to collect addresses of ¾ houses that are privately operated to send convention information to. Cheryl C, RSC PI Chair, has been contacted for us to get the RSC PI Form for Event Requests so we can get that completed for Regional PI to be present at the Convention. We are awaiting the fliers and plan to use the other East Coast mailing address that Lisa, former ECCNA President, provided for our mailing to other regions. Tom is also coordinating transportation to and from the airport for any out-of-town guests.

Entertainment and Fundraising (Elizabeth): Elizabeth noted that the E&F was doing some exciting events and she wished that she lived closer so that she could participate. Both Jeff and Elizabeth mentioned the accountability in the E&F Report and how that type of accountability put trust into trusted servants.

Hospitality (Kevin) No report

Marathon (Mary): I left a message for Darryl yesterday. I hope to speak to him in the near future if for no other reason that it has been years since Darryl and I have talked. Thank you for allowing me to service.

Merchandise (Kermit): Not Present

Program (Jimmy): Jimmy noted that he has spoken with Anna Marie and the committee was looking for some direction. Jimmy noted that it was asked if a contact for tape submissions could be placed on the website. Kevin added a statement with Anna Marie's information on the website. There was discussion about two individuals listed as contacts and Jimmy will ask Anna Marie what the committee desire to do. The criteria for speakers and workshop facilitators were listed on the website. There were 15 members in attendance. It was noted that the deadline for speakers is January 31, 2012.

Registration (Gail S) Spoke with Shari a couple of times and a draft registration form is done. It still needs Host Committee approval and their PO Box needs to be established to put on the flyer for mail in registrations. Shari is questioning how she will get the information for the on-line registrations. I am hoping either myself or another AB member can answer that for her after the 11/7 AB meeting. Discussion ensued. Jeff noted that if Shari would indicate the format that she desired reports in that would be helpful.

Serenity Keepers (Al) Al noted that he has spoken with Joel H. and the committee is starting to form. Joel desires to do an on-site tour to have a better idea of the type of security needed for the facility.

Site Report (presented by Steve D):

Steve noted that the contract should be available in the next week or so and is being mailed to the Florida PO Box. There was a requirement to guarantee a certain number and through discussions between the AB and Host Admin Committees, this number was 75. This will not delimit additional rooms beyond the 75 guaranteed. There is a concern of needing to print our own meal tickets and to police those ourselves. There will be a basketball camp at the same time and we just need to be prudent in ensuring the meals charged are specifically for this event. There was some discussion on whether that

should be Registration or Hospitality and it will be determined at a later date. The gym is not available but a food court that holds 500 is available and there is also an International Room that holds 350. The golf carts are \$400 for three days. They are not the property of the University so we will look to outside vendors for reduced costs on that line item. We need the size of the banners to finalize the cost of hanging them. There was discussion on the Smoking Policy and all smoking must be in designated areas which is 15 feet from the door. Steve noted that there was a question raised on charges for children both lodging and day rates. This matter was held over for new business. There was also discussion of additional equipment needs. Tom mentioned that without the contract it was difficult to make those types of judgments. Steve is going to see if a scanned copy can be sent to all AB members for review.

Nominations and Elections: The following individuals were nominated:

Directors:

Al D. was nominated as Vice-President and declined.

Elizabeth E. was nominated as Vice-President and declined.

Old Business

Non-Profit Status: There was discussion and Kevin noted that the form was completed it was just a prudent measure to have it reviewed with someone with expertise. Gail A. indicated that she could ask her boss to review it. Kevin emailed it to Gail. Both Kevin and Gail will provide updated reports to the AB Admin regarding the 501(c)(3) status.

Internal Guidelines:

Money Handling:

Part 1 – Between conventions:

When East Coast Conventions are hosted by a region, it becomes impractical to limit those who can handle funds to host admin members, subcommittee chairs and AB members. Merchandising and Fundraising Chairpersons should be mindful of who can or cannot handle funds, tickets, merchandise, etc. The preferred individual to give these items would be elected representatives of a group, area or region, but this will be something left up to the respective subcommittee chair people. All items given to an individual by a host committee chairperson should be accompanied by a written receipt or voucher and samples of such items are included with these guidelines. All records of receipts and vouchers should be handed in to the host committee chairperson to the host committee treasurer at the monthly meeting and the host committee treasurer should forward a copy of those items to the CFO of the Advisory Board as soon as possible after the monthly host committee meeting.

All funds collected at fundraisers need to be collected by two people and that should not include anyone responsible for the deposit of such funds. All monies received by any host subcommittee chair will be turned over to the host treasurer as soon as practical, but in no case later than the upcoming host committee meeting. The treasurer will issue a receipt and both the treasurer and the host subcommittee chairperson will record the transaction on their monthly report. The host treasurer will deposit the monies into the bank account within 72 hours (3 business days.) following the host committee meeting. When the deposit is made by the host committee treasurer a copy of the deposit slip will be scanned and e-mailed to the CFO of the Advisory Board within 72 hours of the deposit.

All deposits should clearly identify the nature of the funds being deposited. All funds received for registrations should be deposited by themselves and not mixed with any deposits for fundraising, merchandise, etc. Deposits of registration funds should include a list of names and contact information and the nature of the registration, be it full package, partial package, individual meal tickets, etc. Copies of these registration deposits along with their details should be sent by the host committee treasurer to the registration chairperson, the host committee chairperson and the CFO and Alternate of the Advisory Board. All mail-in registrations should be sent to the Advisory Board PO Box. A report of all registrations collected in this manner will be sent by the CFO to the host committee treasurer and the registration chair.

Part 2 – At the annual convention:

The following people can handle money: Host Subcommittee Chairs, Host Committee Admin (Chair, Vice Chair, Secretary, Treasurer, and Alt-Treasurer) and Advisory Board Members.

REGISTRATION AND MERCHANDISE:

Opening: Banks will be \$200 – to be counted upon receipt. Prior to the opening of the convention, the CFO should have available enough funds for opening (2) and replacement (2) banks. These banks should include cash in smaller denominations so that the registration and merchandising drawers will be able to make change for payments made with larger bills.

Pickups:

Cash box including bank will be counted by host member
Same will be counted by pickup member (CFO/Alt-CFO/Treas/Alt-Treas)
Upon agreement of pickup amount (CFO/Alt-CFO/Treas/Alt Treas) will sign receipt from book; Host member will sign receipt book stub.
CFO/Alt-CFO/Treas/Alt-Treas will take cash, checks and registration forms for reconciliation, preferably with tally sheet.
CFO/Alt-CFO/Treas/Alt-Treas will leave new bank.

Closing: Same as Pickup without leaving a new bank.

RAFFLE/AUCTION/MEETINGS:

Banks for Raffle \$50.00 (in singles and fives) / Auction \$50.00

Host member (Treasurer or Alt-Treasurer) and AB member will collect funds and confirm total.

VENDORS:

CFO and Alt-CFO and President to meet with vendors at closing for check.

CHECKS:

Checks will be accepted for registration, merchandise and auction for amount of purchase. Payable to ECCNA. PLEASE ASK FOR PHONE NUMBER and note on

check. Some form of picture identification (drivers license) needs to be presented for anyone paying by check.

No checks will be cashed for anyone at the convention and post dated checks will not be allowed.

M/S/C “To accept the Money Handling Procedures to Internal Guidelines” (Kevin D., Mary H.) The vote was unanimous.

Outside Vendor Bids

Outside vendors can include those for alternative merchandise, jewelry, taping, etc. (Convention and pre-convention merchandise are not included in this process as that is already outlined on Page 9 of the host committee policy).

Bids for these outside vendors should be gathered and compiled by the merchandise committee in coordination with the AB liaison to that committee. The merchandise committee should forward all bids, along with their recommendation to the host committee to be voted on at the February host committee meeting and the host committee should forward their own recommendation at that time. They will send their recommendation via the AB liaison, who will bring all the bids and recommendations for a vote at the March AB meeting. After selecting the winning bid, any necessary contract(s) will be signed by the AB President and forwarded to the outside vendor. A copy of the signed contract should be kept on file by the AB President. The merchandise committee should keep in contact with the selected outside vendors on a monthly basis thereafter, to ensure that they will be attending the convention as well as working with the Site Liaison to make sure that all tables, etc. needed by such vendors will be made available once the convention begins.

M/S/C “To accept the Internal Guidelines section outlining Outside Vendor Bids” (Kevin D., Mary H.) The vote was unanimous.

Jeff noted that the AB minutes, agenda and announcements of next meeting would be reviewed next month and he is still awaiting input on the AB Liaisons descriptions in more clarity.

Income Taxes (Pending Non-Profit): No report.

Regional Representative: It was noted and discussed about the qualifications for Regional Representatives. There was some discussion regarding the qualifications should be the same and a nomination form is still required.

Jeff noted that this is something that is being and has been in review within Internal Guidelines so please forward all input to him for inclusion.

New Business:

Theme and Logo: It was mentioned that the Logo will be “tweaked” by the Host Committee. There was no discussion since the Logo is not an AB decision.

Campus Contract: It is getting finalized.

Banking: This item was addressed in previous discussions

Disbandment of Mountain Valley Region and the Returned Case of Books:

Elizabeth E. asked if the books could be donated to the United Shoreline Area.

M/S/C “To give the United Shoreline Area the case of returned books for use in their institutions” (Elizabeth E., Al D.) This vote was unanimous.

PO Box Line Item: There was great discussion on how to handle this line item. In the end it was the consensus of the AB committee to vote on all items that are over budget.

M/S/C “To add an additional \$26 to the AB Postal Box line item to cover costs” (Jeff P, Kevin D.) This vote was unanimous.

M/S/C “To add \$31 for a six month fee for a Host Postal Box to cover that cost” (Den H., Kevin D) This vote was unanimous.

Charge for Children: Discussion ensued. Steve will contact Robert Morris University regarding their policies. Based on that discussion, a decision will be made at the following AB meeting.

The next meeting is scheduled for Dec 5, 2011. With no further business, this meeting was closed with Prayer at 8:45 p.m.