

East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
December 5, 2011

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	P	Merchandise	
Director	Gail S.	9/2013	P	Registration	
Director	Lester O	10/2013	A		
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:
No business discussed.

Minutes: 11/7/2011 Minutes: The AB President asked for approval of the minutes. The only correction noted was that term limits for Lester O and Steve D. had not been updated for the new term. With no further corrections, noted a motion was entertained. M/S/C "To approve the 11/7/2011 minutes with the corrections noted".

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 Dinosaur Day)	Ck #102	(50.00)

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.)

- When do we need the speakers for consideration sent to you? January is coming too soon. We want to move the date to the end of April.
- Will the marathon meeting be continuous for 24 hours? Or will the marathon meeting only meet after the evening speaker meeting until the morning workshop meetings?
- What are the taping and jewelry deadlines for the AB? The college needs to know all vendors 30 days out from the convention.
- Was linen put into the budget for the convention?
- We are encouraging all executive committee and Host committee chairs and their members to register as soon as possible.
- We have approved the logo and registration flyer and have passed out 1000 copies at the recent regional convention. We will be hand delivering more copies to the regional meeting to be held December 10th.
- We are going to suggest that sub-committees adopt the attendance policy of the host committee.
- We are also going to suggest that members may serve on multiple committees, as long as they only vote on one committee.
- We had a planning a mini-walkthrough (Dec 1st) to look at meeting rooms for the committees that need space made available for their work
- Unity and participation

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, Kathy and the E&F Committee on a number of issues. He mentioned that E&F has spoken with Steve R on the use of the NA logo for the cookbook and although Steve’s information may not be

gossip, it might not be an important issue to argue about. Jeff reinforced that it is imperative as a Liaison in speaking with Host members to inform them of our Experience, Strength, and Hope and not give directives or my opinions but allow for group conscience to prevail. Otherwise, auction is moving right along.

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 $\frac{3}{4}$ 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 a great job and that the cookbooks were going through E&F. The Recover like it is 1981 raised over \$1,000.00. It appears that E&F is working through some of the kinks.

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): Den noted that the Host Committee had some discussion it was the Executive Committee's understanding that Merchandise reflected T-shirts and mugs. Den noted that there were bids being done on these items. Tom asked if merchandise for the registration packages were being discussed and Den noted that it has not as of yet.

Program (Jimmy): Jimmy noted that he has spoken with Anna Marie and there were a few concerns. The Programming Committee wants to present the Main Speakers at the February Host Meeting to then present at the AB March meeting. There was some discussion and it appears that submission to the April AB meeting would be within the 120 day timeframe. It was noted that the deadline for speakers is January 31, 2012 could still accommodate that time frame. Kevin noted that Anna Marie wanted a link to a webpage to sign up and share or chair and he is awaiting the particulars to develop that for the webpage. He indicated that if he is told what the committee desires, he will accommodate. Kevin did note that he took Anna Marie's phone number off of the website. Anna Marie is going to write something up and present it. Jimmy and Kevin will work on this. It was the consensus of the committee that phone numbers or email addresses could be used but the individual must be asked previous to public posting.

Registration (Gail S) Received a phone call from Shari regarding the mail in registrations going to the AB post office box in Florida. It was my understanding that the mail in registrations go to the host committee post office box. I tried to clarify this immediately by calling Kevin and then emailing Tom, but did not get an answer. At the time I did not realize that when we voted on the internal guidelines we had stated the Florida post office box would be used. After realizing my mistake, I spoke with Shari and confirmed that her information was correct. The registration flyer is done. I also received a copy of an email from Shari to Kevin regarding the format of the PayPal and mail in registration information. Since I have not heard otherwise, I am assuming she received the answers she needed. After more than a week of asking that the 501(c)3 application be reviewed by my boss and hearing no response, I emailed Tom that it is my opinion we submit the application and see where it goes. Gail noted that the Day Trippers were not

under the webpage. Kevin mentioned that it was in the Store section. There was discussion to add clarity to the webpage so individuals would know to go to a different section for day passes when attempting to register.

Serenity Keepers (AI) AI noted that he has spoken with Joel H. and the first meeting is scheduled for this week. AI mentioned that the golf cart could be used as part of the Serenity Keeper's budget due to needing a golf cart to provide security and would assist in patrolling the area.

Site Report (presented by Steve D): The first draft of the License Agreement (contract) was sent to me by Becky Diana from Robert Morris University on November 14th. After a review by the Advisory Board President and me, a list of questions was developed to be answered by Ms. Diana. The questions and concerns included the following:

1. The question about children attending the convention was resolved. Children are welcome on campus as long as they are supervised by their parents.
2. The contract stated that we must be out at 3:00 p.m. The university has agreed to permit committee members to stay until 5:00 p.m. if necessary at no extra charge.
3. The price of rooms in the contract is based on the apartments and not the old dorm style rooms. The price in the contract is just an estimate at this point and we would be charged for the actual cost of both types of rooms.
4. We will only be charged for rentals if it is something the university does not have on-site. There will not be a charge for tables and chairs within reason. They will supply the sound system for the big meetings. The smaller meetings will not have sound systems.
5. Linens and golf carts are an additional cost for us. Golf carts are \$400.00 a piece for the weekend. The host committee is trying to find other companies who will rent and deliver golf carts at a cheaper price. Linens are \$10.33 a set for the weekend. I believe we have already incorporated the cost of linens into the registration.
6. In order to hang the banners, the university will need them in advance. There could be an additional cost for hanging the banners.
7. We will have access to additional classrooms at no cost.
8. The contract states we will be provided with six meals. This will be reduced to five meals, Sunday's lunch we'll be removed.

Additionally, several host committee chairs and the Vice Treasurer, along with me, toured the university on December 1st. All host committee members in attendance seemed to be impressed with the facility. Besides the Sewall Center, where most of the meetings will take place, there is the food court which seats approximately 500 people. We will also have access to a fire pit. For those day trippers that do not buy their meals from us, there is a snack shop. We will visit the university again during the third week of February.

It was noted that the college did not have a problem with children being in the parent's rooms. There was discussion about a check-out by 3:00 p.m. or an additional charge of \$100 per hour and that some committee members could come in on Thursday night for no additional charge. It was discussed that there might be committee members who would not be flying out until Sunday and could the possibility of an extension to stay on Sunday night be available. Steve indicated that he would ask the college officials.

Steve mentioned that there is a \$2,000 deposit due to hold the facility and he is asking that the AB pay that deposit in good faith of the pending contract. The \$10,000 balance is due in early June. Steve also noted that in the contract there is no designation between the older rooms (at a lower rate) and the newer rooms but that type of final accounting will be reflected in the final bill at the end of the convention. Steve also noted that rentals would be additional charges. If RMU does not have it, the cost will be incurred by ECCNA. Steve mentioned that the linens were in the cost of registration and the golf carts are not. Presently, golf carts are approximately \$400 per cart and the Host Committee is attempting to find a more cost effective facility to rent from. Steve noted that the Banners are needed in advance to hang and that there is an additional cost. Steve mentioned that it is currently at six meals and we might wish to reduce that to five meals (removing Sunday lunch).

Old Business

Non-Profit Status: No new information. Tom is going to contact one more person for review and if that is not possible, then the paperwork will be submitted.

Internal Guidelines: Jeff noted that currently we are working on a graphic time table to make some of the guidelines more user-friendly.

Contract with RMU: Pending. It will be sent out to the AB for a review prior to signing.

Banking: It was noted that there will be a transfer pending. The online banking is set-up and there will be policy coming shortly to outline those procedures for everyone. At present, the CFO, CFO Alt, Treasurer and Vice-Treasurer will work closely together to determine when those transfers occur.

New Business:

Walk-Through: There is a walk-through scheduled for 2/17/2012 for the AB President.

Theme and Logo: It was discussed about the new logo. Den will send it to Mary or Elizabeth for them to send out to the AB committee.

Convention and Information Letter: Tom sent the C&I letter to Steve and Den. Den will send it to Mary and Mary will work with Tom, C&I Host Subcommittee Chair on the letter.

Merchandise and Bids: There was a question about the Serenity Keepers T-shirts and Vic H, ECCNA Host Vice-Chair, mentioned that the T-shirts were going to be in the black and gold and will be ordered with the Merchandising T-shirts to save time and costs.

There was discussion on the online store and the cookbooks being available online as well as the Tribute Merchandise. There were concerns around shipping costs and it was noted by Jeff that E&F have developed a shipping costs for the cookbooks. It was also noted that Merchandise could be purchased now and picked up at the convention with an Invoice number and each items specifically invoiced. Kevin noted that it was possible to do the inventory online.

Tom noted that the AB has purchased a Tribute Blanket for Chuck S. and wants him to have as a token of our appreciation for his service to our beloved Fellowship.

There was some discussion surrounding the sales tax issues of the Corporation being located in one state and having an entity in another state. It was discussed that the

cookbooks which are for "sale" are a fundraising activity and the suggested donation is \$10.00 per cookbook although additional donations are accepted. As a non-sale item and a fundraising tool with a suggested donation of \$10, there would be no sales tax associated. As we move with our non-profit status, we will gain clarification but we are currently operating "as if" we are a non-profit since that is our good faith effort to become one.

Registration Packages: It was noted that the children issue has been clarified. There was discussion on ID badges for the children. Kevin noted that any committee needing buttons (who give ample notice) can have buttons made since Kevin owns a button machine. Den will present to the Host Registration Committee to see if they want "special ECCNA KID buttons" produced for the children. There has also been clarification on the website for Day Passes to make the website more user-friendly.

RMU Deposit: After being discussed that the AB should pay the deposit from their account and the potential ramifications of not paying the deposit even though a contract has not been actualized, the following motion was presented to the body:

M/S/C "To have the Host Committee pay the \$2000 deposit to RMU" (CFO Alt, Secretary)

It was further discussed about the money coming from the AB account to assist in making the contract binding since the relationship between the AB and the Host Committee is more of Fellowship accepted in nature than legal contractual.

Future ECCNA: It was discussed that Georgia might not be interested and no one has expressed an interest so we might wish to hold the ECCNA on a two year cycle. Elizabeth gave clarification that Georgia has not declined or indicated that they are not willing to host a future ECCNA, at this point they have not been asked by the member who is willing to spearhead ECCNA 17.

The next meeting is scheduled for January 2, 2011 at 7:15 p.m. With no further business, this meeting was closed with Prayer at 8:45 p.m.