

East Coast Convention 17

Host Committee Meeting Minutes

December 17, 2012

The meeting was opened at 7:00pm with a moment of silence followed by the Serenity Prayer. The Twelve Traditions of Narcotics Anonymous were read.

* indicates absence

Roll Call:

Chair	Mike R.	(410) 924-4513
Vice Chair	OPEN	
Secretary	Ashley W.	(410) 490-7527
Treasurer	Kristina B.	(443) 794-1105
Liaison to College	Gene W.	(443) 366-8020
Arts & Graphics	Ryan M.	(410) 490-7822
Auction	Deanne F.	(443) 822-4077
Convention Information	Kim L.	(443) 418-3159
Entertainment & Fundraising	Mike A.	(443) 790-8366
Hospitality	Justine F.	(443) 261-7311
Marathon	Regen L.	(443) 454-5339
Merchandise	Richard T./Chad D.*	(443) 336-8652/(410) 739-7234
Program	Wayne B.	(443) 690-2959
Registration	Ron B.	(410) 984-9798
Serenity Keepers	Sara R.*	(443) 618-0296

Administrative Reports:

Chair: See attached report

Treasurer: See attached report

Liaison to College: See attached report

Arts & Graphics: See attached report

Auction: There are now five members in the Auction Committee. Deanne received the paddles and the committee is now taking donations of Narcotics Anonymous merchandise to be auctioned off at the ECCNA 17.

Convention Information: See attached report

Entertainment & Fundraising: See attached report

Hospitality: See attached report

Marathon: Committee has not met yet but has plans to begin meeting in February. Regen has been communicating with Sara so that the sub-committees can meet and work together.

Merchandise: No report

Program: Program Committee has gone over the guidelines. The committee plans to have the schedule/program complete and brought to the Host Committee meeting that will be held in March. Program Committee did not meet during the month of December but they do plan on meeting in January which they will come up with the topics for speakers. They are taking suggestions for speakers for the convention.

Registration: See attached report

Serenity Keepers: Subcommittee will not be meeting until February 2013; has 6 members on committee.

Old Business:

- Cost for the people who would be coming from treatment centers; briefly discussed having cost be ½ off or free -tabled until the next meeting held on Monday January 14th, 2013.

New Business:

- Having the deadline to pay for housing scheduled for April 14th, 2013

Meeting closed at 8:45pm with the serenity prayer

The next meeting will be held at the First Baptist Church of Kent Island in Stevensville on Monday January 14th, 2013 at 7:00pm

Chair Report Meeting 9

Hello, It's been a busy month since the last meeting. I went to AB meeting, regional meeting in Chestertown, Spiritual Breakfast, Sit Visit and been in contact with both bidding committees for ECCNA 18 - New Jersey and Virginia folks. We also have had the contract signed and I'll let Gene tell you about that.

Advisory Board meeting:

We discussed the contract as it was on Dec 3rd and like I said Gene will talk about the college and the contract. AB questions were: can anyone stay over Thursday night or Sunday night? If so, what will the rates be? Also some of the early registrants who signed up and paid \$50 at Pittsburgh have asked to receive the early registration t-shirt instead of the 10% discount that comes from registering at the previous year. I think this should be deferred to the registration committee to handle. So Ron, can you please contact early registrants (first 21 people) to find out their preference of 10% off or limited edition t-shirt. If they choose the t-shirt be sure to get the size of their preferences.

I requested that we extent the limited edition t-shirt to all who register or pay deposit by Feb 17, to avoid the confusion of, am I in the first 70-72? The AB agreed unanimously that all who pay deposit on full registration or pay the full registration by Feb 17 receive the limited edition t-shirt; emphasis that those who buy the standard \$25 registration do not receive the special t-shirt.

The website now has links to an online store. FYI, the prices include a service fee, which is the exact cost of the PayPal transaction, around \$5 or \$7. If you don't want to pay that, pay here at the host committee, or mail the check in. I asked the AB to put a link to our registration flyer on the website and they have now done that, but its in a weird place.

The AB talked about us raffling off an ECCNA package at one of our events and I asked if we could wait on that. If you guys think we should do this, please bring up in new business.

Again, Tom apologized for the premature discussion of fees at the Nov meeting and assured me they do not want to upset our operation. I know Mike is most concerned about this and I don't think there is anything else I can say about this. Jeff P is the AB treasurer and on our ECCNA 17 page. He has been watching the discussion about 350 tickets @ \$10 for the sold out breakfast, and since we don't have \$3500 in the bank account he has contacted me about us not following the policy. Our policy says moneys collected should come to the host meeting and be given to the treasurer to be deposited. Any money that needs to be paid out of the account should be noted to him, so that it can stay there for checks to clear. Mike, I am asking you to please give the money on hand to Kristina. This is ECCNA policy, not a new rule, not a concern about your trust, but for our protection.

At the regional meeting, I gave a report about who we are and what we are doing. Regional PR asked if they could have a booth at the convention and also said she is Bay Area PR Chair and that either Regional or Bay Area could have the booth. Does anyone here care either way? I don't see a difference, so we can talk about this or someone can move that we do this.

After my report, Regional Special Events complained about our fund raising and scheduling. I believe that we have worked to not have scheduling conflicts, and I knew that at this time. I promised that we would coordinate our events but that I thought that we already were. I was told by someone at the meeting that our events are better than Bay Area events and that's why some people are salty and more people are coming to ECCNA events. I also think we have a draw from those outside our areas and states of people looking to support. Haters gonna hate. I really don't want a bad reputation for the convention and am ready to go to Bay Area Service on Jan 2 if I can work it out. We still need a v chair so that would help me a bit, it would be positive if its a Bay Area person who could attend Bay Area service and make a few key announcements.

I'd like to offer a deadline for on campus housing and also a date to receive full registration. at this point we can take \$25, 50, 185, or 215. If a person pays \$50 deposit, we need the balance by a certain date according to the contract so it would be best to have this ahead of that. I propose 4/14/2013. Let's talk about this in new business.

I have been contacted by folks from New Jersey and Washington DC asking to submit speakers. I told everybody to give me their info, or send mp3 to me or Wayne B. Stanice A from Washington DC has specifically asked to be considered as one of the main speakers, and I asked her if she wanted to send in a certain mp3 or would one that I have be ok, and she has not replied.

We still have a Facebook page. I don't want to fight with anyone about it or on it. If you want to post negative stuff on there, I will delete it. We should be saying good things about it, and if we need to work something out, lets talk about it here and fix it. Over the weekend, I designed a facebook event with maximum privacy. If you get it, please invite your program friends. The invite has the dates, and links to registration flyer and online store to buy registration. There are about 1200 people that have been invited.

The registration flyer has been printed. Mike picked up 4200 on Friday and there are 1800 more that will be coming. I gave about 500 flyers to Jeff H from Virginia. We need 1500 to go to region minus what we can take to our areas in January per regional policy. We should talk about what you want to do with these. Is it possible to get these to some area services and note that those areas do not need any?

I think that covers everything

In loving service,

Mike R

410-924-4513

realslow@dmv.com

Treasurers report as of 12/17/2012 ECCNA17

Balance as of 12/14/12	\$1,051.05
Go Cart #2 Fundraiser	\$310.00
Balance as of 12/17/12	\$1,361.05

Expected monies to collect:

Legends of the Fog proceeds
Spiritual Breakfast 12/16/12

Site Liaison Report 12-17-12

I hope that everyone has a good idea what spaces we are dealing with. At this point some things have changed in the contract. This is to our benefit. After January 7th we will be dealing with a new Conference Services Director. On 12-12-12 I had a conference call with Peggy Fulton the following were out lined.

1. We can use the ticket booth for Registration and Information.
2. Hynson Lounge will be available Friday from 6pm-12am and Saturday from 8am-12pm
3. All facilities close at 12pm.
4. Pricing changes.
5. Guest Guarantee dates.
6. Alternative arrangements and options for complicated logistics.
7. How to handle cash and security. (Vault)
8. As well as changes in language and description of basic needs.

Now that a better understanding of the facilities times and availability has been determined. I will be personally contacting each subcommittee chair; before January 15th, as to what their needs and concerns for their subcommittee will be. We have to keep in mind that this is not a hotel convention where everything is yes, yes, & yes. Any information needed about the college should go through the Site Liaison as described in our policy. It is not ok to contact the college yourself or visit the grounds on behalf of the ECCNA without prior notification of the Site Liaison so arrangements may be made. Each of us has a very specific job to do and have guidelines for those jobs in our policy. It will make things go easier if we all stay within our boundaries. I have faith that each of us can perform our tasks at hand and have a great convention.

In Loving Service,

Gene

Last Meeting: Dec 12 @ KI Public Library

Next Meeting: Jan 8 @ 300 State Street, Stevensville, 6:30pm

Business:

1. Registration Flyer
 - a. We have completed the final draft and it is now out for distribution

2. Art Work Update
 - a. Summary
 - i. 3 Major pieces of art work we are working on
 1. Subtheme 1: Survive the Storm (90% Complete)
 2. Subtheme 2: Bridge the Gap (75% Complete)
 3. Banner Logo (80% Complete)
 - a. Status of Banner Logo progress is unchanged since last Host Meeting

3. Auction / Merchandise Idea
 - a. We thought it would be a great idea to create large "one of a kind" framed poster prints with art work on it, perhaps signed by the artist. One for each of the subtheme designs and one for the banner design. It's likely that Shore Signs can produce these nice framed art works at a reasonable price that would raise considerable money at the auction.
 - b. Also we could sell smaller poster card prints (8 x 10) of the sub theme art works to sell as merchandise. We will look in to pricing and report next time.

4. Future Work
 - a. Creating a two fold map of the campus for people to use. On the back side of the map were considering to put "Contact Info for Committees/Convention Info", "places to visit in Chestertown", "Facts about Washington College", "Rules / Regulations", etc. As an alternative, considered creating a FEW "you are here" maps to hang at every major entrance of each building.
 - b. (In months to come) Creating directional signs for the college to hang around campus and guide people.
 - c. (In months to come) Dance / special event decorations in collaboration with Entertainment.

Hospitality Subcommittee

December 3, 2012

Meeting Open @ 7pm at NAC Church.

Had 5 people attendance.

Since the four other people who had attended the meeting were new I started off the meeting with list of duties for the subcommittee.

I tried calling Kevin the Liaison for the subcommittee into the meeting who did not answer but later responded with a txt stating he was in the AP Board Meeting. I'm hoping to get in contact with him soon

After, we kicked around ideas for snacks we should provide.

Donuts

Pastries

Chips

PB&J

We are on the hunt for prices for coffee, creamer, & sugar in bulk.

We talked about attending the tour of the college; I and another member had attended the tour.

We also talked about the Dos & Donts of the hospitality room and what games we should provide. (Mainly playing cards)

I've talked with Gene who is going to hook us up with about 2-3 big industrial coffee pots.

Closed Meeting at 7:45pm

Next Meeting:

We will be discussing the places to step up the hospitality room at.

Hope fully we will have price ranges for the coffee, creamer, & sugar.

Convention Information Report

We met on Mon. 12/19 at NAC. In attendance were: Mike R., Kim L., and Becky A.

We have a final draft of the letter to be sent to four facilities in Bay Area and three facilities in East of the Bay inviting their residents to attend ECC. We need to decide if their clients will be able to attend for free or if they need to pay \$25.

We submitted info about the convention to Together We Can and The NA Way Newsletter. We have submitted the convention info to the Free State & C&P Regions to be listed on their web-site. We also submitted the convention info. to In The Rooms to be added to their NA events.

We are working on contacting the other 20 Regions by e-mail to inform them about the convention.

I would like 100 registration flyers to take to the service center to be placed in outgoing literature orders.

I would like to make sure all 10 Area Services in the Free State Region receive Registration Flyers. I suggest 3 registration flyers per meeting, except in Baltimore Area, I suggest 1 per meeting. That equals 1631. I would also like to take 420 registrations to C&P Region.

I have a sign up sheet to make sure all area services get a personal visit and their registrations delivered. I also wrote a little informative message about the convention that can be read at the area services.

Can someone take the Convention Subcommittee Flyer to the Bay Area Service?

We will meet again Mon. Jan 21st at NAC 7:30pm.

ECCNA 17

Re: Registration Report

Sat Dec 29, 2012

Sub Committee Report-Ron B. (410-984-9798)

12/11 6:30 Pm Sub-committee met and there was nobody in attendance.

- Attended Spiritual Breakfast and asked about registrations at the door (consensus it's too early)
- Received the registration flyers and brought 1 box to the meeting-going to visit EOTB Area Service on 1/22013
- Attended the visit to the college on 12/10
- Mike contacted Jeff about first 21-he doesn't have them
- Jeff has sent me updates on 2 new registrants
- I contacted Kevin he said he gave all he had to Mike at election meeting

Next Meeting: 1/08 State St. Stevensville, MD 6:30 PM-2nd Tuesday of the month

Please announce the meeting dates and times as we need a co-chair and more support from the areas.

ECCNA, Inc. P.O. Box 221177, Hollywood, FL 33022

Tapes for Speakers to Deanne PO Box-P.O. Box 6333, Annapolis, MD 21401

In Loving Service

Ron B. 410-984-9798

FUNDRAISING & EVENTS COMMITTEE

Meeting was held on December 3rd in lieu of the 3rd Monday in November because of our Host meeting changes dates this month to Dec 17th.

We discussed the up coming December 16th Spiritual Breakfast at the Elks Lodge. There will be 4 of us in attendance to “man” the functions required for the event. Doors open at 9:30am with breakfast starting at 10am sharp. The committee will be selling 50/50 raffle tickets \$1 a piece of 6 for \$5 with the winners being divided 50% of the money going 30%, 10% and 10% since there was a lot of talk of the winner of the last 50/50 being the guest speaker.

I spoke to Mike R about the sales of previous tapes of last speaker, T shirts and cook books. Those items may be for sale and Mike R will be responsible for the sale of those items.

I spoke to Ron B about having a table set up to sell registrations as well which I hope will include day registration costs since they were not printed on last flyer.

We have tickets on sale for “Hypnosis Comedy Show and Dance” for Jan 26th at the Elks Lodge on 160 Truck House Rd Severna Park Md from 7-12 for \$15. Anyone interested in buying a tickets should see myself, Bobby L, Scott R and Jimmy M. We expect this event to sell out by the time of the Spiritual Breakfast event so get your tickets NOW and support “ECCNA 17 Fundraising & Events”

I also spoke to Mike R about entertainment for ECCNA 17 in June. As of right now, I have secured the Hypnosis/ Comedy Show for Saturday June 15th at 10pm to 12midnite for FREE and a DJ for a dance on Friday June 14th and Saturday June 15th from 9:30 to 1am for FREE as well based on that their services are FREE to EVERYONE that registers for ECCNA 17. I am presently working on a vendor to provide karaoke for Friday nite June 14th from 9:30 to 1am for FREE based on same terms to registrants.

I would like to discuss Naranon participation again at our host meeting.

I would also like to talk more about event planning with the host committee over the next few months prior to convention in June to boost pre registrations.

I would also like to talk more about possibilities of Crabfeast as a pay item and discuss location of event more since we will have toured the college and hopefully have a better idea of what we can do where and when.

We intend to meet the Jan 21st at 7pm at NAC church. We are looking to add 2 to 4 more members to our committee for the convention so please pass the word.

In loving service,
Mike A