

East Coast Convention 17

Host Committee Meeting Minutes

March 11th 2013

The meeting was opened at 7:20pm 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

It was noted that the Feb minutes do not have the Registration Committee minutes from January in them, but instead December.

Administrative Reports:

Chair: See attached report

Treasurer: See attached statement

Liaison to College: See attached report

Arts & Graphics: See attached report

Auction: Kelly from the Auction sub-committee made flyers asking for donations of NA memorabilia with contact information for whom to give the items to. There are currently five active members within the sub-committee. Donations for the auction can be brought to ECCNA events that will be held prior to the ECCNA 17. Requests one item from each member of the host meeting for the auction.

Convention Information: See attached report

Entertainment & Fundraising: See attached report

Hospitality: No Report

Marathon: Marathon sub-committee did not meet during the month of March. Their next meeting will be held April 14th 2013.

Merchandise: Merchandise sub-committee met on February 18th 2013. Committee have been discussing the idea and researching vendors to do on-site t-shirt printing to save money and leftover merchandise. They have decided to sell merchandise such as coffee mugs, travel mugs, men and women's t-shirts and tank tops at the convention. The committee also discussed trying to find a way to collect payments in credit to increase the amount of sales. Their next meeting will be held March 18th 2013.

Program: No Report

Registration: See attached report

Serenity Keepers: See attached report

Old Business:

- Convention t-shirts were received and host committee agreed to sell them for \$10 each.
- The body decided to continue trying to get a hold of High Voltage for the taping of the convention; Deanne has volunteered to get in touch with Rick to discuss the deal on the contract.

New Business:

- The vote was unanimous to have the group photo take on Sunday morning.
- All Arts & Graphics logos are approved, with scripted one designated as the gift shirt.
- Quote/printer choice for convention program- TABLED
- Quote/printer choice for tickets- TABLED
- Kim will prepare list of the jails and institutions from both the East of the Bay and Bay Area.
- Committee decided to allow BaCNA 2014 to have a table set up Sunday morning during ECCNA 17
- Mike A. will be selling registrations at the CPRCNA and will be using the paper flyers and registrations.
- Host Committee will be meeting two times a month until the convention is held in June. It was decided to meet Sunday March 24th at the Severna Park Elks Lodge after the Spiritual Breakfast and to meet Monday April 8th at the First Baptist Church of Kent Island in Stevensville at 7:00pm.

Meeting closed at 9:19pm with the serenity prayer

The next meeting will be held at the Severna Park Elks Lodge immediately following the Spiritual Breakfast on Sunday March 24th 2013

eccna 17 chair report 3-11-2013

Hello,

We really have quite a few tasks to complete before April 1 which is my next AB meeting. I will be asking for a second meeting this month. I had asked Mike A to get a new location for this meeting, but we could also possibly have a conference call to discuss the matters that require us meeting. The AB uses a conference call system where everyone calls an access number and dials the code to enter the conference call. The drawback on this is that you really have to be in a place where you are paying attention to the call and not be distracted. There are 95 days til the convention. We have decisions to make, planning to do, merchandise to order, registration packages to make, meal tickets to print, and convention program to print.

After my report at the last AB meeting, these things happened: We accepted Mr Bill jewelry Contract. I have contacted Bill. We accepted Photo in a Flash Contract. I have contacted Jose. There is a new AB secretary – Mike P from New Jersey. They didn't have any comment about Auction time as I told them the auction would be 3:00 to 5:00 on Saturday. They accepted Friday and Sunday speakers & said they need an NA mp3 for the Saturday speaker. The Saturday speaker has been tabled pending receipt of tape or mp3 and the process will be: I will post the mp3 on the secret AB recording area on the site, and let AB secretary know, he will notify the AB, and 3 days after posting will be approved. I have contacted Wayne regarding these things and he said we will have the recording tonight, but also has contacted me because he is missing the meeting.

I need for April 1 a list of the jails and prisons in EOTB / Bay and all of Free State Geography. Who will gather this? Kim? Is it done already?

One thing we need is to ensure that the merchandise room has a phone line for credit cards for Mr Bill. I already talked to Gene about this.

I am supposed to ask if we can have the photo at the main meeting. I don't think this is a good idea because it's hard to get a group photo and jockey for your seat. What are your feelings?

We need the tentative merchandise order for April 1, so I can fight for it, as I expect we will spend more than the budget.

We would like to set the prices on Merchandise at the May AB meeting, so the order by April is key. With that in mind, I contacted Arts & Graphics to let them know the deadline is really now. We need final art by April 1, so Merch can pick merch at the next meeting and get their desires to me, so I can ask for more money than is budgeted.

At the AB we extended the early registration t-shirt give away until April 14. The form and website are now updated to reflect this.

The AB talked about changing the bid process to allow for 2 committees to be accepted. This is a change that would need to go to the area services of the area(s) that are hosting the convention, as those areas can change the host committee policy.

Jeff AB Treasurer is looking into credit card reader for square.com or paypal.com. I helped him figure out how to bill people via paypal and we billed a registrant from Pittsburgh who paid off his \$50 deposit and bought 3 registrations. I will work with Jeff so we can use the card reader at CPRCNA for selling our shirts and registration Sunday April 14. If anyone wants to buy registration or pay off a \$50 deposit see me and I will work with Jeff P to get a paypal bill to you.

Phil from BACNA wants to have a registration table for the June 2014 Baltimore area Convention. Phil
443-467-2001

Tom K wants 2 shirts each of orange and purple. One in XXL and one in L each for 4 shirts total. You can give them to me and I'll put them in my space for him and he will mail a check.

How many flyers to CPRCNA? We will be selling reg and merch on Sunday at CPRCNA . I have extracted permission for us to do this. We need to be there at 8:30 Sunday April 14. Like I said I will try to have a credit card reader at our disposal, so we can sell. Who will be selling? Think on this and let us know April 8, or decide now.

Here's what I need to accomplish at a second host meeting or host teleconference on March 25. Topics possibly. Gene has given me a spread sheet that has all the events and meetings. Merchandise order. You guys decide what we will buy at the next meeting, and we will price these items at redsuncustom.com and benschool.org. can you think of anything else that we need to have done on / by March 25?

I hope understand I'm laying a bunch of stuff on you, and perhaps asking your work to be done before you had thought but some of this planning needs to be done before other things can be done, so if somehow these requirements were not communicated well so we are scrambling now, I am truly sorry. Thank you all for your dedicated service. I think that covers everything. Any questions?

In loving service,

Mike R

410-924-4513

realslow@dmv.com

Site Liaison Report 3-10-13

This past month all has gone well. Some slight location changes have been made that will make things a bit easier. Merchandise will have the 2 classrooms so they can be locked at night. Hospitality will have their own space for coffee and refreshments. And Registration will have a large location in the administration building on Friday (This should help with handling a large number full package registrants.) Insurance information has been filled out and returned to the AB. I also spoke with Lesha from Nar Anon She will be getting back with me the week of 3-11-13 - 3-15-13 to let us know if they will be participating with the ECCNA17. This month I will be meeting with the college again to finalize the smaller details of the meeting locations and time frames.

In Loving Service

Gene W.

ECCNA 17 Financial Statement as of 03/11/2013

Date	Comment	Balance	
Balance as of 07/31/12	Deposited by AB	<u>\$1,000.00</u>	
8/28/2012	Deposited by Host	\$4,766.50	\$2936.00 spiritual bkfast +\$448.50 crab feast+\$1350.00 2 oriole games+\$32.00 shirt sales
8/1/2012	Bank fees/checks	-\$107.45	
8/30/2012	Ret Ck	-\$20.00	
Balance as of 08/31/12		<u>\$5,639.05</u>	
9/21/2012	Bank alalysis fee	-\$10.00	
Balance as of 09/30/2012		<u>\$5,629.05</u>	
10/1/2012	Deposited by Host	\$756.00	\$508.00 3 oriole games + \$232.00 t shirt sales + \$16.00 variance
10/18/2012	Deposited by Host	\$895.00	\$895.00 spiritual breakfast
10/18/2012	Withdrawal by AB	-\$3,850.00	
Balance as of 10/31/12		<u>\$3,430.05</u>	
11/7/2012	Ck#1016 Elks	-\$1,979.00	
Balance as of 11/30/2012		<u>\$1,451.05</u>	
12/14/2012	Ck#1017 Flyers	-\$400.00	
12/17/2012	Deposited by Host	\$310.00	Go Carts
12/19/2012	Deposited by Host	\$2,385.00	\$1430.00 Spiritual Bkfast + \$300.00 Legends of Fog + \$650.00 registrations + \$5.00 variance
12/28/2012	Withdrawal by AB	-\$2,746.05	
Balance as of 12/31/12		<u>\$1,000.00</u>	
1/1/2013	Maintenance fee	-\$12.00	
Balance as of 01/31/13		<u>\$988.00</u>	
2/13/2013	Deposited by host	\$3,340.00	Registration money collected from Ron B
2/19/2013	Withdrawal by AB	-\$3,000.00	
Balance as of 02/28/2013		<u>\$1,328.00</u>	
3/11/2013	Deposited by host	\$686.00	Spiritual breakfast proceeds collected from Mike A
Balance as of 03/11/2013		<u>\$2,014.00</u>	Currently we have 1 outstanding check for \$50.00 written for sub-committee mtg space written for Sara R

Last Meeting: Feb 12 @ 300 State Street, Stevensville, 6:30pm

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Business:

- I. Discussing the Early Registration Tshirt Design
 - A. Came up with a design that we liked which was based on the design you guys saw last month.

- II. Art Work Update
 - A. Subtheme 1: Survive the Storm (99% Complete)
 - B. Subtheme 2: Bridge the Gap (99% Complete)
 - C. Banner Logo (80% Complete)
 - D. Preregistration Tshirt Design (100% Complete)
 - E. Generic Logo: (100% Complete)
 - F. Currently working on reducing the number of colors in order to make manufacturing cheaper and possible
 - G. We have contacted the vendor supplied by Mike R to get the actual color palette so we can replace the colors in the current design with colors that the vendor can actually supply

Old Business:

- III. 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.

Convention Information Report 3/11/2013

We went to C&P Regional Service on Feb. 16th and Small Wonder Area on Feb. 17th. We delivered registrations, discussed the East Coast Convention, and answered questions.

Letters were mailed to Phoenix House & Father Martin Ashley. I need an address for The Crest House. I talked with Honesty about sending clients from Virginia to the convention, more information to follow.

We met on Feb 18th at NAC.

We went to NEFACNA and distributed registrations.

We are still working to getting the other 20 East Coast Region's e-mail address or web site addresses to inform them about the convention.

In Service, Kim L.

FUNDRAISING & EVENTS

MARCH 2013

Well since our last meeting we have been announcing the next two upcoming events, the Spiritual Breakfast on March 24th and the Hypnosis Show on April 19th. Both of these events are being held at the Severna Park Elks Lodge on 160 Truck house road. Tickets for both events are \$12 and it is suggested to purchase tickets in advance for both events.

We have George J. from Pittsburgh comin out to join us for the March 24th breakfast from 10-1pm with breakfast from 10-12 and speaker from 12-1. We will be selling 50/50 raffles at this event and by my understanding there will not be T shirt sales as discussed being offered by Merchandising Committee. We will have a table set up for Registration Committee at the breakfast and WE are announcing the upcoming convention during our ticket sales and offering info on registration to those that make purchases. Doors open 1hr before breakfast.

Since the last meeting, DVD videos from the January 26th Hypnosis Show have been sold for a profit of \$170 which now has total profits of that event at **\$1468.00**. With that being said, we intend to tape next show which is an "adult" show with parents bringing kids at their discretion. That event is April 19th from 7:30 to 10:00. We will be selling water, sodas and offering free coffee at this event. A table will also be set up for Registration Committee. This will be the last event to be held in a facility where we expect 250 ppl in attendance.

Our next events will be 3 Orioles games starting in the second week of April before the Hypnosis Comedy Show, the next two will be in May. I have been talking to the O's rep about getting blocks of 40 tickets and the games will probably be on a Friday or Saturday nite. I will be doing a 50/50 raffle at games and giving away "Buckle up" O's T shirts at each event.

I would like to discuss event rooms and times of events and information about locked rooms for equipment being brought in by karaoke and dance vendors. Also if the host committee thinks it is a good idea to sell drinks and 50/50 at comedy show and dances at convention.

Fundraising & Events has raised \$ 7493.00 with over 1568 paid admissions. We like to raise a total of \$10,000 for the convention through this committee and your support is greatly appreciated throughout the past 8 months that we have been hosting our events!!

I also attended Bay Area Service on 3-6-13 to broadcast the Covention just a few months away and up coming events that we are hosting. There seems to be the issue with understanding the registration flyer from ppl that I have talked to and I think it would be a great idea that everyone on the committee, (yes that means you if you're here) should not only know what were offering but be boosting sales buy registering now and talking to friends and getting them to register as well in advance.

In loving service,
Mike A 443 790 8366

The Serenity Keepers Subcommittee met Sunday, March 10th at 7p at Wye Mills Church. There were 8 members in attendance.

A design for our T shirts was voted on unanimously. Shirts will be 100% cotton, white with black lettering. A vendor was decided on for printing the shirts with the price being \$6 per shirt. 25-30 shirts to be printed with the extras in various sizes for members to be recruited at the convention. The final order for the shirts will be made after the April meeting.

The shirts will be tie-dyed at the May subcommittee meeting, to be held Saturday, May 11th at 1p at Sara's house (/////ADDRESS/////////, Easton) for a backyard BBQ and Tie Dye party. All interested are welcome to attend, please bring a dish to share. The colors to be used for the shirts will be decided on at the April meeting.

- Items discussed in regards to the convention include :
- Meeting times and what meetings to have Serenity Keepers standing by (main meetings only?)
 - Meal times and taking tickets at the cafeteria
 - A time for the subcommittee to tour the college to get familiarized with the layout for direction giving.
 - Plan on having Serenity Keepers available at start of convention for directing members as they arrive to registration, dorms, etc.
 - Sign up sheet for shifts/jobs to be made for next meeting

The next meeting will be April 14th at 7p at the Wye Mills Church. All are welcome and encouraged to attend.

Thanks,
Sara R.
443-618-0296

