

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
February 6, 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		V		
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	2/2014	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:

There was no discussion in Open Forum

Minutes: 11/7/2011 Minutes:

M/S/C "To approve the 1/2/2012 minutes were approved as presented.

Reports

AB President Report: (submitted by Tom): Once again it has been a busy month. We received the contract and I plan on signing it and sending with another payment if there is no objection. I've been in contact with Steve and Den with nothing but positive reports of where the Host committee is and how

well they are doing. I also received my commemorative merchandise as well as my cookbooks. They look great. Unfortunately due to issues at work I am unable to make it to Pitt as planned I have already discussed this with Steve. It seems that I omitted the Liaison reports from the agenda. I will still be asking for them. Also added is a line concerning next year's convention. I would like to discuss maybe not having one in 2013 due to the conflict with world being so close to us that year. There has been talk of Baltimore bidding on the next convention. I have been trying to be in contact with the people of interest and hope to get some progress in this department. We are getting closer and need to be a little more vigilant on our communications with the committees we are liaisons to. That is it.

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		\$ 8,082.71
Expenses:		
Ck #1048 RMU		(2,000.00)
Ck #1049 April Davis	Domain (69.68)/AB PO Box (76)	(145.68)
Deposit 2/3/2012	Bal of Pre-Reg (Den H \$125.50); Fundraising (Fla \$421.76 – Cookbooks \$74)	621.26
Ending Balance		\$ 6,558.29
Bank Balance		\$ 6,082.71
Outstanding Check		(145.68)
Deposit in Transit		621.26
Ending Balance		\$ 6,558.29
Description – PayPal Account		
Beginning Balance		\$ 2,008.63
Subscriptions Received		\$ 1,560.34
Ending Balance		\$ 3,568.97
Statement Balance		\$ 3,438.88
2/4 Deposit in Transit		129.99
Ending Balance		\$ 3,568.97
Description – Host Account		
Beginning Balance		\$ 2,394.55
Deposits:		
1/5/2012 Ck #1003 RMU	Voided	\$ 2,000.00
1/17/2012	2 Registrations @ 195; Tribute Tour Items \$470.60, Cookbooks \$840.00	1,700.60
1/23/2012	Completed payments of two	251.00

	registrations (125.50 each)	
2/05/2012	Talent Show (948); Merchandise (480); Cookbooks (270); Murder Mystery Dinner Tickets (620)	2,318.00
Expenses		
Stop Payment on Check #1003	Bank Fee	(35.00)
Ck #1008: Julie B	Fundraiser 3/3/2012 (14.73) Postage (9.03)	(23.76)
Ck #1009: Lydic Printing	Cookbooks	(1,150.00)
Ck #1010:	Murder Mystery 3/3/2012 fundraiser	(200.00)
Ck# 1011: Jones & Associate	50% Deposit on Pre-Convention Merchandise	(1,006.23)
Ending Balance		\$ 6,249.16
Bank Balance		\$ 4,937.39
Less Outstanding Check		(1006.23)
Balance		\$ 6,249.16
Total Cash in Banks		\$ 16,376.42

Other Information:

Pre-Registrations: 16 (of which 4 have been fully paid) (4 apartment style)

Registrations paid in full – 11 (10 apartment style; 1 dorm style)

Registration Subscriptions via PayPal in process – 16 (14 apartment style; 2 dorm style)

Total 43 registrations.

Discussion ensued. Tom asked the status of the non-profit issue. Kevin indicated he was waiting on the financials and Jeff agreed to complete them. Kevin indicated that in next month's report, the AB can expect to see an influx of income, a decrease and then another influx with the proceeds being deposited. He noted this was because the fun(d)raisers in Florida do not have a Host account and will be using the AB account to do the golf tournament. He noted that some of those registrations have been deposited to the AB account.

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

- Tom, CI Chair, has resigned due to health issues and there is another willing member who has indicated willingness.
- Commemorative merchandise is sold out. The Talent Show did well and he referenced the numbers in the CFO's report. Future fundraisers: talent show, murder/mystery, fossil meeting. Previous fundraisers went well both fun wise and financially wise.

- Pre-convention merchandise was purchased and the Host Committee needs to know the policy to clarify procedures in the future
- Programming is working diligently. There needs to be clarification on the relationship of sponsee/sponsor and being a speaker at the ECCNA 16
- The recommended jewelry vendor is Paragram Design.
- Next meeting is February 11th.

Discussion ensued: It was noted that the speakers were regarding the Host Committee Executive Members, AB Members, and Subcommittee Chairs. It was additionally noted that someone serving on the programming committee might wish to avoid having their sponsor or sponsees as Speakers to avoid the appearance of a lack of integrity in the subcommittee's decision making process.

It was further noted that all merchandise and vendors were to be submitted to the AB prior to a formal decision being achieved. All contracts were to be signed by the AB to protect the Host Committee from any liability issues.

There were additional motions that were to be made under New Business regarding the Merchandise and golf carts. Tom asked if there was a treatment center that donated postage and if that was so they needed to reimburse per our 7th Tradition. It was noted that an individual indicated that he was doing the postage at his job for convenience and there would be a reimbursement made per a discussion at the Host Executive Committee.

It was noted that the Banner needed three bids and was there going to be some information regarding the banner at the next AB meeting. Den indicated that there would be. Tom asked that all the bids be sent to the AB Secretary for inclusion in the minutes.

Nominations and Elections: The AB Secretary asked to go out of order for nominations and elections.

Kermit was nominated for the AB Board and accepted. His directorship was agreed upon unanimously.

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

Liaison Reports:

Arts & Graphics (Kermit) – No report. Kermit did note that he had another subcommittee and possibly John A would like this committee. John A was assigned to act as this committee's liaison.

Auction (Jeff) – Jeff reported that all was well and that they have 32 lots of items.

Convention Information: (Mary): No report

Entertainment and Fundraising (Elizabeth): Elizabeth noted that the E&F committee was dynamic and the ECCNA 16 rocks.

Hospitality (Kevin): No report

Marathon (Mary): No report

Merchandise (Kermit): Not present.

Program (Jimmy): Jimmy noted that the Programming Committee is moving along nicely and presently, the committee is working on a chair/share list. Jimmy noted that there was an online site that one could listen to the speakers prior to the March meeting.

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

Registration (Gail): Gail noted that she spoke to Shari and at that time there were 37 registrations so registrations appear to be moving along nicely if there has been an addition of 6 new registrations. Gail noted that she connected Shari to Sheila B., ECCNA 15 Registration Chair, as an additional resource.

Site Report (presented by Steve D): Steve noted that the check was sent in and he does not know if it was cashed or not. The walk-through has been canceled. He noted that digital contract and it was noted that the AB members did not have it so he forwarded it to Jeff.

Old Business

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

Internal Guidelines: No report. Mary is working on a visual quarterly calendar to include timeframes for the Internal Guidelines.

Banking: This item was addressed previously in the meeting.

New Business:

Speakers: It was noted that the speakers will be presented next month and that there needs to be a Primary and Secondary Speaker chosen. Tom asked that upon the Host Committee's review, the AB would like to have those speaker CDs to review prior to the next meeting if any AB member so desires.

Merchandise: Den noted that the committee did get three bids and went with the lowest bid which was a local vendor. He noted that Shari has indicated that she will be bringing three bids for the registration package trinkets.

Next Year's Convention: There was discussion about having another ECCNA with the World Convention being in Philadelphia. It was the general consensus of the AB to continue with our efforts and to hold a convention next year if there is an area or region that is willing to host.

M/S/C "To allocate \$410 for two golf carts for ECCNA 16" (Den H., Mary H.)

There was discussion at this point regarding the RMU Contract. It was noted that there is a Conference Room with a capacity for 300 people and a food court with a capacity of 500 and it has been noted through emails that the use of the food court if necessary would be available but it is not located in the contract. There was a concern about this being placed in writing as an addendum to the contract.

It was also noted that a list of merchandise must be provided to RMU prior to the event per the contract which is both the Host merchandise and an outside vendors associated with the event.

Kevin asked if a registration flier could be sent to Gen for inclusion on the website. It was noted that the AB Secretary would send out the registration flier to all AB members.

M/S/C "To accept the \$2000.00 expenditure for Pre-Convention Merchandise of T-shirts, hoodies and mugs" (Den H., Mary H.)

Tom noted that Den needs to send the receipt and all the proposals to the AB secretary for the AB Secretary to include the names and amounts in the minutes.

M/S/C "To approve \$146.46 for domain use (\$69.68) and AB PO Box (76) (Jeff P., Mary H.)

It was noted that the three bids for the remaining merchandise and registration package trinkets will be presented for approval to the March AB meeting prior to any final decision being authorized.

Tom mentioned the lack of day registrations. It was noted that last year's convention did not have day registrations until the event and that seems to be historic.

Mary H. asked about the fire code for room capacity and what is our contingency plan if we have more registrations than seating space. There was discussion on video streaming. Mary asked if there was going to be some "announcement" indicating the limited space for those members who have paid in advance of the convention for the limited seating space or how was that to be handled. There was no resolution on this.

M/S/C "To approve the recommendation of Parable Design as the vendor with approval being contingent on the contractual agreement being approved by the AB"

M/S/W "To allocate a second payment of \$2,000 to RMU from the AB account"

Discussion ensued. Jeff indicated that the contract did not require an additional \$2,000 deposit and asked for the intent of the motion. He further noted that there was a sunk cost of \$1,000 associated with current registrations which would be appropriate but he did not understand the \$2,000 figure. After further discussion it was agreed that Tom and the Host Committee would research if there was a need for a \$2,000 allocation if so the following motion was presented:

M/S/C "For the AB President and Host Committee to research the need for an additional \$2,000 deposit and if so warranted to provide a deposit not to exceed \$2,000 to be made prior to the next AB standing meeting"

Jeff asked if the Field House was still in the contract and originally it was allocated at \$800. Steve noted that it was not which was why we had use of the Food Court. There was further discussion since the use of the Food Court was not specified in the contract and the AB President agreed that a provision of an addendum should be discussed with RMU prior to signage.

The next meeting is scheduled for March 5, 2012 at 7:15 p.m. With no further business, this meeting was closed with Prayer at 8:08 p.m.