

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
April 2, 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		
Director	Kermit	8/2014	P	Merchandise	
Director	Gail S.	9/2013	A	Registration	
Director	Lester O	10/2013	P		
Director	Elizabeth E	10/2013	P	Event & Fundraising	
Director	John A	10/2013	P	Arts & Graphics	
Director	Gen W	10/2013	A		
Director	Kathy H	8/2014	P	Auction Liaison	
Director	Mike R	8/2014	P		
ECCNA 16 Host Chair	Den H.		A	ECCNA 16	
ECCNA 16 Host Vice-Chair	Victor H.		P	ECCNA 16	

A = Absent; V= Vacant; P=Present; R=Resigned

Open Forum:

There was some discussion in the Open Forum on the role of the AB and the Host Committee. This discussion centered on Host Committee members having a venue for reconsideration at the AB.

Minutes: 3/5/2012 Minutes:

M/S/C "To approve the 3/5/2012 minutes were approved as presented.

Reports

AB President Report: (submitted by Tom): Good evening everybody. As per last meeting I have the insurance quote for this year's convention to approve. We will have to approve the speakers as well. I have been in contact with Steve as far as the college is concerned and all is going good there. We have less than three months until the convention so make sure you are in contact with your liaison assignments.

Vice-President Report: (Vacant):

CFO Report:

(Presented Kevin D): Kevin reported on the Non-Profit status and we discussed what we need to do to continue. Due to the time lapse awaiting professional direction to our volunteer organization, there might be a chance of needing to pay taxes of approximately \$1,000.00 for the first year of business.

(Presented by Jeff P):

Description – AB Account		Amount
Checking		
Present Reconciled Balance in the AB Account		\$ 10,758.00
Expenses:		
Transfer to new Savings Acct.		(100.00)
Deposit 3/5/2012	Architects of Adversity Fundraiser (S. Florida)	298.50
Deposit 3/14/2012	Registrations (5 Apts)	975.00
Ending Balance		\$ 11,931.50
Bank Balance		\$ 11,931.50
Outstanding Check		\$0.00
Deposit in Transit		\$0.00
Ending Balance		\$ 11,931.50
Description – AB Account - Savings		
Beginning Balance		\$ 0.00
Deposit 3/14/2012	Transfer from AB Checking	\$ 100.00
Ending Balance		\$ 100.00
Description – PayPal Account		
Beginning Balance		\$ 4,145.02
Subscriptions Received		\$ 989.13
Ending Balance		\$ 5,134.15
Statement Balance		\$ 5,134.15
Deposit in Transit		\$0.00
Ending Balance		\$ 5,134.15
Description – Host Account		
Beginning Balance		\$ 1,000.00
Deposits:		
3/5/2012	\$1241 (Murder Mystery \$600; Dino Dinner \$156; Merc \$80; Reg \$195 Donation \$10; 200???)	\$ 1,241.00

3/12/2012	1,006.00 (Full Reg (4) \$780; Day Reg \$25; Dino \$156; Donation \$5; Cookbooks \$40	993.00
3/26/2012	120.00 (Dino)	120.00
Expenses		
Ck #1020 – Robert Welsh	Fundraising – Balance of Supplies for Murder Mystery	(31.72)
Ck#1021 – Robert Welsh	Fundraising – Prepay supplies for Dino Dinner	(250.00)
Ck#1022 – St. Peter’s Church	Hall Rental – Murder Mystery	(115.00)
Ck#1023 – Steel City Billiards	April 22 Fundraiser	(200.00)
Ending Balance		\$ 2,770.28
Bank Balance		\$ 2,770.28
Less Outstanding Check(s)		\$0.00
Balance		\$ 2,770.28
Total Cash in Banks		\$ 19,935.93

Other Information:

Pre-Registrations: 16 (of which 5 have been fully paid) (5 apartment style)

Registrations paid in full – 34 (30 apartment style; 4 dorm style)

Registration Subscriptions via PayPal in process – 8 (6 apartment style; 2 dorm style)

Total of 58 full registrations and 1 day registration

Reserves (Sunk Costs):

Reserve for 35 full pay apt style registrations (@\$55.64) = \$1,947.40

Reserve for 4 full pay dorm style registration = \$166.92

Reserve for 39 full pay – all meals (@\$53.50) = \$2,086.50

Reserve for 39 full pay – linens (@\$10.33) - \$402.87

Reserve for 5 paid 5/6 apt style and meals and linens (@\$119.47) = \$497.79

Reserve for 1 paid 3/6 apt style ++ (@\$119.47) = \$59.74

Reserve for 2 paid 4/6 dorm style ++ (@\$105.56) = \$140.75

Total reserves for housing, foods and linens - \$5,301.97 (no reserves set for 12 pre-reg with open balance)

Cash Balance less reserves = \$14,633.96

Discussion ensued. Jeff noted that Victor’s registration payment is still not showing so could Victor check that information with Shari to ensure that his registration package is available.

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

- We have two locked rooms available for merchandise, jewelry, taping, and AB.
- Speakers presented at next Host Committee meeting.
- Registration packets resolved to lowest bidder
- Fundraising for Dinosaur Dinner sold out for 150 tix @ \$12 per tix
- Regional Service Committee still okay. Informational only.

- Need letter to direct Regions to send books to H&I committees
- Do we need procedures for books distribution to prisons in various regions? That is, do certain institutions have special procedures? Do we want to begin to compile a list of prisons on the east coast and their specific literature acquisition procedures?
- Everything else is going okay.
- After May 6th we will get a walk through.

Discussion ensued: There was discussion of the locked room for equipment and items that needed to be secured. There was some discussion if there was a need for these rooms and if those rooms could be used in another capacity and it appears that more information will be pending prior to that issue being resolved. Tom noted that Angelo, Host A&G Chair, needed to submit the graphics to the taper for the covers. Vic noted that there would be availability for Thursday night sleeping accommodations which would be equivalent to one night's stay.

At this point, Steve D. was placed on the call.

Nominations and Elections: Kathy H was nominated and accepted to the Board. Mike R. was nominated and accepted to the Board. Jeff P mentioned that the terms should be staggered for continuity of TS on the AB so Kathy's term and Mike's term will end on. Their terms will end August 2014.

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

Liaison Reports:

Arts & Graphics (John A) – John has been in contact with Angelo and all seems to be well.

Auction (Jeff) – Jeff reported that all was well and they are doing great. At this point, Tom assigned Kathy H. as the Auction Liaison. Kathy asked if the taper and other vendors could be asked to give a donation for the auction and Tom indicated that historically this has happened. Vic is to email Kathy the addresses and phone numbers of the vendors.

Convention Information: (Mary): The Convention and Information Subcommittee Chair had resigned due to health issues and I attended the Host and offered to coordinate the mailing addresses for the facilities in our region for the letter to be submitted. I have been contacting the local H&I chairs of each ASC to gather that information and hope to have a fairly comprehensive list for the next Host meeting. One of the things I learned was that Pennsylvania has the most correctional facilities of any other state in the country which has the highest incarceration rate of all nations. I am also coordinating with my contacts in West Virginia and Ohio since our region encompasses parts of those states includes those institutions. As I comprise this list, I have two other tasks in mind: (1) a regional H&I database for our regional H&I committee's use; and (2) the number of correctional facilities in our region for the distribution information that will be needed later for our Basic Texts. With that in mind, our region has a number of federal, state, and county penal institutions with a variety of levels of security. We also have Community Correctional Centers (CCC) which are state-owned and operated as part of the prison system but are halfway houses as a step-down process in the re-entry. Concurrently, there are contracted facilities which are not state-owned or state-operated but function much in the same way as the CCC and handle some of the overcrowding issues (because we do have the most incarcerated people of any other state). There is also the other issue which is unique to PA (I think) we have cities on three points which are major cities (Harrisburg, Philadelphia, and Pittsburgh) in the central part of Pennsylvania is farmland. For security purposes and cost, there are prisons in central PA which are not "covered" or "incorporated" in any of the three seated regions (I really don't know what Eastern PA covers). So should I include those correctional facilities in the list of C&I and later for distribution or how do we handle correctional facilities that are not "tied" to the service structure by the very nature of the 'self-reflective' process instilled in Pennsylvania's rehabilitation process. I really don't know if that needs to be determined today, but I am raising the question for thoughts, prayers and guidance.

As I am able to give the Host the list of facilities, I will incorporate those "lost tribes of NA" and list them accordingly and possibly with more information we can find a solution that is the most beneficial to all addicts concerned. ILS. Discussion ensued. Tom mentioned that with this list the Host committee could then broaden or narrow their scope of service but correctional institutions without access to general NA meetings were the target population and those institutions could house general NA meetings not associated with H&I or H&I meetings or have no availability to either.

Entertainment and Fundraising (Elizabeth): Elizabeth noted that E&F was really a dynamic committee and she is looking forward to attending in June.

Hospitality (Kevin): No report. Jeff asked the hours of the Hospitality Room and Steve indicated that this room would close at our discretion but around midnight. We do have the option to keep it opened longer but not to keep it open 24 hours. Kevin asked if there was "hanging-out" space and Steve mentioned that each dorm had two rooms that were common areas and appropriate for that as indoor hanging out space. Steve also mentioned that most of the fellowshipping space would be outside and that one evening there would be a Bonfire.

Marathon (Mary): Darryl indicated that he was looking for a meeting site for the subcommittee meeting and there were four interested members. Kevin mentioned that A&G might want to be requested for sign in sheets at the Registration Table for Hospitality and Marathon.

Merchandise (Kermit): Not present.

Program (Jimmy): He had spoken to Anna Marie this evening and things seem to be going well. Programming to meet with A&G for layout.

Site Report (presented by Steve D): 1.) Sewall Center will be closed after the last meeting of the evening and open with the first meeting in the am

2.) Members who stay Thursday will be responsible for the cost

a. Doods \$19.50

b. Apt - \$26.00

3.) Proposed meal times

Friday Dinner- 5pm - 7pm

Saturday Breakfast - 7am - 9am

Lunch - 11:30am - 1:30pm

Dinner - 3:30pm - 6:30pm

Sunday Breakfast - 7am - 9pm

Steve noted that the walk-through should be May 7th in the late afternoon. He is going to contact everyone once it is confirmed.

Serenity Keepers (Al) It was noted that Al was celebrating 28 years yesterday. YAY Al! Al noted that he spoke with Joel and that things are moving along nicely.

ECCNA 17(Mike R): There was a motion the Bay Area to accept and the East Bay Area will be voting on Wednesday night. Mike indicated that he will be forwarding that documentation of the minutes for the bidding process to begin. Jeff asked if the college was within the set standardized rate and Mike R indicated that it was in the rate that Kevin had allocated for room rates.

Election/Nomination - No nominees or elections

Old Business

Non-Profit Status: Kevin is completing the last issues and will be sending the document forth.

Internal Guidelines: Jeff mentioned that the group had a secret Facebook discussion site. Kathy H, Elizabeth E. and Mike R have joined the group. There was some discussion about the charge. It was noted that any revisions to the policy should probably be reviewed and submitted by AB members not living in the Host area which have experienced the policy to its flourishen.

New Business:

Banners: There was a need for the length and weight of the previous banners. It was noted that we might not have availability of the previous year's banners if there is no room to accommodate the historian. It was noted that we would either have the banners or not and ECCNA 16 will continue with or without them.

ECCNA17: There was discussion regarding Jeff P serving as a Q&A man for the ECCNA 17 for common questions. It was further noted that possible the ECCNA AB and the ECCNA 17 potential bidders could have a Skype meeting to address concerns and ease in the transition.

Speakers: The following speakers were recommended by the Host and approved by a slate motion:

Friday – Debbie M (Alt. – Danny L)

Saturday Afternoon – Ana (Alt Dan C)

Saturday Evening – Lerry (Alt Harold P)

Sunday Morning - Angela E (Alt Dan P)

M/S/C “Approve the Host recommendations for Speakers” The vote was unanimous.

Merchandise: It was noted that there would be a full inventory and all the merchandise is what is needed. If there is a need to re-order due to depletion of stock, then this issue will be re-visited.

Registration Trinkets: It was agreed to go with Package D @ \$1.61 per package. It was noted that this did not include the name card and that A&G might wish to consider using the program as a name badge on the backside of the program.

M/S/C “To make up the difference between Package D and the budget for 500 Registration Packages”. Chair called for opposition; hearing none moved to the next order of business.

Insurance: Tom noted that the insurance was \$375 with an additional \$25 dollar cost.

M/S/C “To make up the difference of the insurance quote and the insurance budget line item” Chair called for opposition; hearing none moved to the next order of business.

The next meeting is scheduled for May 7, 2012 at 7:15 p.m. Please note that the June meeting will be held at 7:00 p.m. as opposed to 7:15 p.m. With no further business, this meeting was closed with Prayer at 9:08 p.m.