

**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 | Auction Liaison | |
| Director | Kermit | 2/2014 | 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 | | |
| 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: 11/7/2011 Minutes:

M/S/C "To approve the 2/6/2012 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 | 993.00 |

| | | |
|-------------------------------|------------------------------------------------------|---------------------|
| | \$40 | |
| 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 Billards | 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 45 registrations.

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. I.L.S. 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. Dorms - \$19.50
 - b. Apt - \$26.00
- 3.) Proposed meal times
 - a. Friday Dinner- 5pm - 7pm
 - b. Saturday Breakfast - 7am - 9am
 - c. Lunch - 11:30am - 1:30pm
 - d. Dinner - 3:30pm - 6:30pm
 - e. 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: Jeff noted that there was a motion to revise the term ends for Kermit, Kathy and Mike R to end on August 2014. It was unanimously accepted.

Old Business

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

Internal Guidelines: There has been a facebook page established. Elizabeth, Kathy and Mike R are included. There was some discussion about looking at the practicality of some of the policies and it was discussed that it would be best to be revised after the conclusion of a year of working with the policy so possibly the previous year's committee could have input.

New Business:

Speakers: It was discussed and the following speakers were proposed by the Host: Friday: Debbie M (Alt. Speaker Danny L); Saturday afternoon: Ana (Alt Speaker Dan C); Saturday evening: Lerry (Alt Speaker Harold P); Sunday morning; Angela E (Alt Speaker Dan P). The vote was on the slate of nominees and it was unanimous.

Merchandise: The merchandise committee plans on continuing to work with what it has and does not intend to offer any additional selections.

Registration Packages: Package D was the choice of the Host Committee at \$1.61 per registration packet. There was a question if the Package included the Registration Card which it does not and that would be an additional \$25 per 500. It was discussed that the cards did not necessarily have to be purchased but the programming back could be utilized and the card.

M/S/C "Move to make up the difference between the budget line item and the cost of Package D" (Kevin D., Vic H.) unanimous.

Insurance: Tom indicated that he had sent out the Insurance Information and it was at a cost of \$375 + and additional \$25 for a total of \$400.00

M/S/C "Move to make up the difference and to pay the insurance" (Kevin D., Jeff P.) unanimous

ECCNA17 Bidding Process: There was some discussion to have Jeff P serve as a Q&A man for the AB to the potential bidding ASC/RSC on questions that typically come up like the liability issues or the relationship between the AB and the Host Committee. Discussion ensued. It appeared that this might be helpful and there might also be a need to have a second committee meeting where the potential Host Admin Members and the AB members could meet via Skype and discuss any concerns or issues.

Banners: There was discussion of banners and the cost and Danny's availability if a room was not able to be provided. It was discussed that the room availability is the Host's decision. Danny can be informed of what size room is available and if it does not meet his needs then he can choose to come or not. Steve will contact Danny for the length and weight of the banners and if the banners aren't available then they aren't available.

Money Handling On Site: There was discussion of some of the security issues regarding money handling on site. It was discussed that this procedure would be entrusted to the CFO, CFO Alt, Host Treasurer, and Host Alt Treasurer with the AB President having oversight.

Terms: It was further discussed to change Jeff P, Jimmy C., Al A, and Kevin D term to end August 2013 to permit for the finalization of the ECCNA 17 and provide a consistency of trusted servants.

The next meeting is scheduled for May 7, 2012 at 7:15 p.m. It was noted that the June 2012 meeting will be scheduled for 7:00 p.m. promptly. With no further business, this meeting was closed with Prayer at 8:08 p.m.