

ECCNA HOST COMMITTEE MINUTES
January 28, 2010

Meeting opened at 10:00am

Tom K , Jeff, Patty , Kevin, Lisa, Darla, Tom S, Stewart and Melody (via skype)

Chair - o	Registration - p
Vice Chair - p	Marathon - p
Secretary - p	Merchandising - p
Treasurer - o	Program - o
Arts & Graphics - p	Entertainment - o
Auction - p	Serenity - p
Site Liaison - o	Convention Info - p
Hospitality - p	

There were 7 voting members present

Vice-Chair Report - Two more registrations were given in cash to Tom. Jeff will scan the registration for those and send it to Melody. The college is no longer holding the Arena for us and we can take that off the budget. They want a deposit, They want to know if we want to pay for an extra dinner for Friday night (steak, etc.) They need to know 3 weeks in advance the number of linens needed and will need a deposit for those at that time. We will have access to 2 full dorms (32 beds) for onsite registrations. We need deposit on meeting rooms asap.

AB Report - Kevin - Paypal balance \$1555.31 after \$500 transfer to AB bank account.

Patty asked that Kevin bring to AB that we need to get the non-profit status as soon as possible. Dan needs to change EIN# on sunbiz.org.

Tom will make copy of document on sunbiz that shows us as Florida Non Profit Corporation, bring it to college and see if that meets their requirements.

Secretary's Report - Jeff - It was requested by members to have hard copies of minutes brought to meeting. Jeff will send the link to the minutes on our website

Treasurer's Report - Position is open. Patty has prepared a report. Our bank balance on Dec 31 was \$282.87. We had a deposit of \$96 on January 5 for t-shirts leaving us with a balance of \$378.87. Tom collected \$350 in cash for two registrations and \$40 from Dan (reason unknown). Added to our balance that will give us \$768.87 less any checks approved to pay today. Submitted as an attachment to these minutes is the December bank statement.

Arts & Graphics - Patty - We need to make a choice about what is going to be our convention design. Patty showed us various designs and we decided that Patty will develop the artsy design and send it out via e-mail to everyone. Patty made award for tug of war winner at Feb 14 fundraiser.

Auction - Gen - Not present. Excused absence.

Convention Info - Stewart - Lisa will get list of treatment centers in Sunset Coast and Tom will get list from Gulf and Shark Coasts and send them to Stewart.

Fundraising Report - Open Position; Report given by Tom K - Medallion for Vito was donated. 100 flyers were passed out; excitement is building. The only drawback being that this is on ASC Sunday. If Vito decides at some time to change his clean date, please make it on a date that doesn't coincide with service meetings. Stewart will ask Vito if he will sign shirts to raffle one at

fundraiser, and one to be determined. (Vito said yes) Patty is requesting reimbursement of \$9.54 for the fundraiser flyers. Darla will be reimbursed for cost of cake.

Hospitality - Stormy - Not present,. Excused absence. Report submitted by e-mail stating that she has nothing to report.

Marathon - Lisa - Nothing to report.

Merchandising - Darla - T-Shirt sales are slow. I still have 15 shirts and will be at the Feb 14 fundraiser to sell them. I brought catalogues so we look over and select items for sale at convention. Budget report: Started with \$5475 and purchased \$796.37 for pre-convention t-shirts. We've collected \$400 so far from these shirts. We need to find out from Al the status of t-shirts sent to him (30). Tom called Al and asked, he sold 15 shirts and will send check to PO Box and remaining shirts to Darla.

We still need to determine if we want to reprint dino day t-shirts for sale at convention. We will discuss this at our next host meeting. We need to know the count of how many t-shirts people are holding as of now. Bring this to next meeting. Cost of mugs is dependant on artwork. We'll get cost estimate on one gross of mugs once we've determined artwork.

Kevin brought up about getting a floating keytag with instruction to return key, etc. for dorm keys. We will find out cost of this and report back. Melody will report back on us getting laminated cards.

Program - open - Jeff sent out proposed program to everyone. It has been requested to hold workshops during bid meeting. **AB**

Meal times in the program are tentative and will be changed once actual cafeteria schedule is known. Program will be discussed in full at our next host meeting. Any suggested changes will be dealt with then. Jeff will print out the program to bring to next meeting.

Registration - Melody - We have 24 registrations. I've sent out flyers in our area. I've been looking through catalogues for items we will include in registration packet. (Pad, pencil, lanyard with program and magnet)

Serenity - Tom S - Having a big problem recruiting people if they are required to pay full registration. Tom was informed that this is not necessary now, but they will have to pay the single day registrations. We will not be needing the walkie talkies for this years convention. We're going to use cell phones instead. **AB**

Nominations/Elections - None

Old Business: None

New Business:

Upon receiving the artwork, Melody will bring back 3 bids on the banner which is budgeted at \$300.

Motion: To sell mugs and t-shirts at the convention. Passed unanimously.

Motion: To include in the registration packet a pencil or pen (to be determined), pad, lanyard with program and magnet. Passed unanimously

Single day registrations.

Motion: To ask AB to transfer \$1000 to host committee account. Passed unanimously. Intent: To bring our balance up as per policy (it should be \$3500) **AB**

We need to find out the themes from ECCNA 3,8, 11 and 13 **AB**

Kevin asked if we could use this location for all our future meetings. Kevin likes this idea because there's an IHOP close by.

Motion: To hold all future host committee meetings at the Last Connection clubhouse at a cost of \$30 per meeting. Passed unanimously

All vendor bids (jewelry, etc.) should be sent to Jeff and he will contact them.

Next meeting be 10:00 am on February 27 at Last Connection Clubhouse.

Meeting closed at 1:15

Recap of items needed for next meeting:

Status of non-profit filing - From AB

Info from FGCU in regards to acceptance or non-acceptance of sunbiz document as proof of non-profit status - Tom K

Bring hard copies of host minutes - Jeff

Choice of convention design - entire committee

Artsy design for convention - E mail by Patty to host committee prior to meeting

List of treatment centers in Sunset Coast - For Lisa to send to Stewart

List of treatment centers in Gulf Coast and Shark Coast - For Tom K to send to Stewart

Decision to reprint dino day t-shirts for sale at convention - entire committee

Count of t-shirts held by host and AB members

Cost of floating key tags - Kevin

Cost of laminated cards - Melody

Print out proposed program - Jeff

Suggested changes in proposed program - entire committee

Costs of items for registration packets (those items not awaiting artwork decision - Melody

Any vendor bids - send to Jeff