

ECCNA HOST COMMITTEE MINUTES
February 27, 2010

Meeting opened at 10:00am

Tom K , Jeff, Patty , Kevin, Lisa, Darla, Tom S, Gen; 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 - a	

There were 8 voting members present; Quorum set at 5.

Vice-Chair Report - We received \$1000 check made out to FGCU from AB for deposit, That will be given to the college on March 1. We still haven't gotten the \$1000 transferred to host committee as per our request last month. The fundraiser was a financial success, See report in fundraising. We also received 3 registrations at the event. FGCU did not accept the sunbiz form showing status as Florida non-profit. They require the federal 501(c)(3) acceptance. We need to pick out theme and logo today. Jeff is currently reviewing the vendor bids to come back at our next meeting with recommendations for merchandise and jewelry vendor. Convention info should have their list of treatment centers on the west coast next month as well. We need to go over the registration packet due to our financial condition.

AB Report - Kevin - It was discussed about the one day registration but no decision was made. AB account had \$2579.27 in AB account and needed to retrieve the checkbook which was subsequently done. Kevin straightened out the paypal account and there is no longer any limit to the transfers. \$2000 was transferred to the AB account. It was decided that a letter would be written to all regions on the east coast as well as the WB and WSO. It was approved to only do 2 taping bids and Tape to Tape was selected and a contract given to AB present. It was approved to allow for a \$60 deposit on registrations with payment in full 30 days prior to ECCNA.

Secretary's Report - Jeff - Correction to previous minutes. The \$40 from Dan should be removed. Motion was made and carried to accept the minutes as corrected.

Treasurer's Report - Position is open. Report prepared by Patty. The following are transactions in the host committee account:

1/30/10 - Patty reimbursed \$9.54 for fundraiser flyers
2/1/10 - Deposit made for 2 registrations
2/1/10 - Rent paid for January host meeting space \$30.00
January bank service charge was \$17.00
2/16/10 - Deposit made for amounts from fundraiser \$804.86
Ending Host Committee Balance \$1477.18

The following items are to be deposited:

Check for one registration \$175.00
Check from Al for T-shirt sales \$154.00

Arts & Graphics - Patty - Brought sample of cards and convention logo. Pricing on copies for registration badges and cards we discussed at last meeting.

Auction - Gen - We got a nice bracelet donated to use for auction. We got a shirt signed by Vito at the fundraiser. Nothing else to report.

Convention Info - Stewart - Composing a letter to send out to treatment centers. I received info from Tom. I'm still waiting for info from Lisa. I'll be writing the letter after I get all the info.

Fundraising Report - Open Position; Report from fundraiser picnic prepared by Patty:

Receipts:

Suggested Donation: \$310.35

Donation Can: \$105.45

Drinks: \$83.06

T-Shirt Sales: \$112.00

Raffle: \$226.00

Total: \$836.86

Disbursements:

Reimburse Patty K for plates and plastic: \$14.00

Reimburse Darla L for cake: \$18.00

Total: \$32.00

Profit: $\$836.86 - \$32.00 = \$804.86$ Deposited in host account 2/16/10

Also, three registrations were received @ $\$175.00 = \525.00 . Checks were given to Dan to deposit in AB account

It was requested to reimburse Vito \$50 for gas and tolls. Intent: to avoid creating a financial hardship for him to do service

Hospitality - Stormy - Not present,. Excused absence.

Marathon - Lisa - Nothing to report

Merchandising - Darla - I have one bid for shirts and am waiting for two others. I will need artwork to confirm quote. I still have a lot of shirts on hand and will e-mail the count. If we use the pocket crest from pre-convention shirts with serenity keepers on back it will keep costs down. We have sold \$666 in t-shirts so far.

Program - open - Jeff is acting as program chair. I have been liaising with Al from the AB. Let it not be said that the AB is entirely useless. I have revised the program and we will discuss this in old business. There is only one meeting on this schedule shown as a speaker meeting and that is on Saturday night

Registration - Melody - I have the following prices on registration packet items:

Magnets: 500 @ .22 = \$110.00 don't know about set up

500 @ .29 = \$145.00 \$10.00 set up

5" Pen on 31" rope \$4.99 doz. = .41 each www.orientaltrading.com QE-8/221

Fans \$1.60 per doz. = .13 each several styles www.RINOVELTY.com CA-FAN10 because it's June after all

Notepads 24 @ \$4.99 = .20 each - 5" 30 sheets www.orientaltrading.com NS-12/2143 no logo

48 @ \$4.99 = .10 each - 2" 25 sheets www.orientaltrading.com QE-39/1635 no logo

OR QUOTES FROM SPEEDY AND OR MINUTEMAN with logo

Stamps 26 @ \$5.99 = .26 each www.orientaltrading.com 12/2021 we could develop a game to meet others

Lanyards \$6.00 per doz.

Tattoos 144 pieces \$3.20 = .02 each just for fun

So in conclusion the registration packs with a notepad with 1 color logo, pen on rope, magnet: \$1.29; notepad with 2 color logo, pen on rope, magnet: \$1.69; magnet, pen/rope, fan, 1 color notepad, stamp and tattoo \$1.72 OR magnet, pen/rope, fan, 2 color notepad, stamp and tattoo \$2.11 OR WHATEVER !!!! BUT YOU BETTER CHECK THE TOTALS (I have been very confused lately)

Laminate for keys \$12.99 per 25 pack - fits business card (Dan has the machine)

I have found basic white mugs 72 - 1 color \$2.08 2 color \$2.48

144 - 1 color \$1.63 2 color \$2.03 if I computed it right

288 - 1 color \$1.42 2 color \$1.82

I hope that spells it out if not we will work it out...great to be in service, Melody

Serenity - Tom S - I have 10-12 people committed to the Serenity Patrol at the convention. I'm still looking for some women to get involved.

Nominations/Elections -

Old Business:

1) Motion was made previously to have the AB transfer \$1000 to host account. This has not been done yet. Kevin will check on this at AB meeting.

2) Jeff has been given vendor bids and will report on this at next meeting.

3) Status on non profit status - we have nothing to report on this now.

New Business:

Motion: To accept 2 color design (teal and dark green) for convention logo. Passed Unanimously

Motion: To use the convention logo on back of t-shirt and the one color design (dark green) for front of t-shirt. Passed Unanimously.

Motion: To make and sell 200 ECCNA cards as discussed. Cost not to exceed \$25 for envelopes. Passed unanimously **AB**

Motion to sell ECCNA cards for \$1 each. Passed unanimously **AB**

Motion passed to bring program up at next meeting and the program include times for merchandising, registrations, merchandising, etc.

We discussed the registration package items. Due to the lack of funds we will address the items in the package that was approved in January at our next meeting and make any changes to the actual items at that time.

Motion: To ask the AB to give us a monthly report showing the amount of subscription funds and when these funds will get posted each month. Motion Passed **AB**

Motion: To bring to the AB a request to have \$25 weekend registrations at a quantity of 200 given to the host committee members for presale. Motion carries. **AB**

Jeff will come back with Merchandising and Jewelry vendors next month

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

Meeting closed at 1:30

Needed for next month

Site - Need contract signed including meeting rooms needed.

Hospitality - Need to figure out the lowest cost method

Registration - Getting cost of laminated program/badge. Final decision on registration package items.

Marathon - Nothing

Merchandise - Getting cost of mugs and shirts; count of pre-convention t's on hand.

Program - Finalized program.

Entertainment - Everyone needs to come up with ideas for what they want. Send these ideas to Jeff and we'll deal with this with program.

Convention Info - Prepared letter to send to treatment centers.

Arts&Graphics - Laminated badge prices. Patty will send Stewart the artwork for cards.

Vendor Bids for jewelry & merchandise