

ECCNA HOST COMMITTEE MINUTES  
May 1, 2010

Meeting opened at 10:00 am

Attendance: Tom K , Jeff, Patty , Kevin, Darla (via telephone hookup including bouts of sneezing fits) Gen, Stewart, Lisa and Brian

Darla read the 12 Traditions

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

There were 6 voting members present; Quorum was set at 6

**Chair Report** – We received a couple of registrations and a whole bunch of calls. We really need to give a room count to the school two weeks prior to the convention. We will have 32 rooms to sell onsite at the convention.

**AB Report** – We are excited to announce that we have officially elected Kevin D. as our CFO. He has been very busy already and we look forward to having him in this role. The Host Committee can turn in funds directly to the CFO when he is present at your meeting. This will save your committee time when making deposits. Kevin will provide an additional report in regards to our current financial status. The vendor contracts for the jewelry, t-shirt printing and merchandise have been approved. The executed contracts will be sent to the vendors in the next few days (waiting to confirm terms for one vendor). In addition, the AB has approved Tape to Tape as the taping vendor. At our last meeting, the Host asked that the AB assume the responsibility of choosing and scheduling the main speakers for the convention. We are working on finalizing the speakers and will forward the names as soon as possible. Please remember to ask people to register and make sure you are registered yourself! Should you need any assistance or information from the AB, please contact your Host Chair. The AB truly appreciates all the hard work and effort your committee has put into the convention and we look forward to having an awesome event. I am personally looking forward to see you all at your meeting next month.  
In Loving Service, ECCNA AB

Patty asked if contracts were signed with the school. Tom responded that this should be done by Tuesday or Wednesday.

From Kevin:  
Present Balance in the AB account: 4,699.27  
Present Balance in PayPal: 838.51  
338.42 in PayPal receivables  
April AB transactions: 350.00 in Registration check

**Secretary's Report** (Jeff): Motion was made and passed to accept previous months minutes.

**Treasurer's Report** (Patty): We had a balance at the Veteran's Park so no check was written for March's meeting. A check was prewritten and cosigned in case we have to use the facility at Veteran's Park for one of our next meetings as they have to be prepaid. That check is #1007 for \$26.50. March's' bank service charge was \$17.00. The ending balance of the host account ~ \$1715.69. Attached is the March's bank statement. The books balance. ILS

Check to East Coast Shirts being written today (#1009) for \$375.00 originally included Serenity Keepers shirts. Those shirts are not being paid for by the committee but by Kevin and Tom S. Kevin gave his portion of those funds (\$60.00) so that the \$375.00 will be exclusively for the conventions t-shirts.

Jeff turned in \$50 at the meeting for the sale of 5 t-shirts.

**Arts & Graphics** (Report given by Patty): Patty brought the convention banner plus the raffle banner and the ECCNA card set. These items were donated and therefore cost the committee nothing. We should also be getting some raffle and auction items donated.

**Auction** (Gen): Nothing really to report. I might be sending out another mass e-mail requesting auction items.

**Convention Info** (Stewart): I was able to find the same lanyards 5 cents cheaper thus saving us \$25. If the committee agrees I can produce the name badges for a cost of 5 Cents each. Our total cost for badges would be 42 cents each at a quantity of 500 = \$210.00. I still have not received the letter needed for the treatment centers. ILS Stewart

**Entertainment/Fundraising Report** - Open Position;

**Hospitality** (Stormy): Absent

**Marathon** (Lisa): Nothing much to report. I'll be donating 2 Basic Texts and Just For Today's for the marathon room as well as the reading cards.

**Merchandising** (Darla): We have the order ready for the t-shirts and the deposit check has been written by the host treasurer. The set up price for a 2 color mug is \$40 plus \$1.39 per mug. The minimum order quantity is 72.

**Program** (open); Report by Jeff – I have prepared the program in two formats for review and approval. The AB will be responsible for selecting the main speakers. I will be selecting the Chairpeople for the workshops over the next month in conjunction with my Board Liaison AI, and will submit them by the June 19 Host Committee meeting. I would like to suggest that the workshop format have the chairperson do a 20 minute or so lead followed by open discussion. We will need to decide on the readings and whatever statements we feel need to be read. The only statement I feel, at this point that is necessary is the University policy about smoking and the smoking areas. I feel it is unnecessary to have a press statement and will not propose one being read. I need direction from this committee as far as how you want me to proceed in all these decisions.

**Registration** (Melody); Not present. Report sent by e-mail - I have nothing to report except I

have had some phone calls for information. The registrations remain the same unless you all have received any.

By our next meeting, Patty and Kevin will coordinate to make sure we have recorded all the registrations accurately.

**Serenity** (Tom S.): Not present. No report.

#### **Old Business:**

1) T-Shirts - Motion passed that a check be written for \$350 to East Coast Shirts for deposit on the convention t-shirts only.

2) Pens - These will be donated but Tom will have it available at our next meeting for approval.

3) Vendors- review contracts - On Golden Touch Designs, we are revising the contract they submitted to take out the sale of other items except jewelry and to add that it's not mandatory to register.

4) CI Letter - Lisa from AB will be getting a letter from Georgia Region and Stewart is looking into the letter used by SFRCNA.

5) Contracts - We presume that contracts will be signed by our next meeting on May 29.

#### **Nominations and Elections:**

#### **New Business:**

Motion was made and passed to accept the badge holder and lanyard as noted by Stewart at .42 each with the quantity to be determined by the AB. **AB**

Note: Pricing for the holder is as follows: 100-299 .35; 300-499 is .32; 500-999 is .31. Stewart is donating the ink and the printing.

Program Format - The committee approved format #2 which lists all the days events in one section. The program is now ready to be printed by Stewart. We will be taking out the dance on Saturday night.

The committee then discussed the procedure for workshop speakers and agreed that Jeff and Al will handle this. The chairperson of the meeting will be the one giving a 20 minute lead followed by open participation. Jeff was asked to bring a workshop format to our next meeting and try to e-mail this out in advance.

We need anyone who wants to, to donate white books. These will be used to give to newcomers and anyone who wants to put their phone number on them will be able to do so.

For next meeting:

Chair - Bring Site Map. Contact Stewart with quantity of badges approved by AB. Bring meeting

lists from Gulf Coast and Shark Coast for CI. Contact Clint for group photo and speaker/sound system. Bring ladder to convention for group photo. Contact FGCU to see if we can meet there for our next host meeting.

Arts&Graphics - Signage for no smoking and directional signs and lost keys. Sign in sheets for marathon, hospitality, serenity keepers, speakers.

Auction - Status and inventory of auction items. Bring meeting lists from Sunset Coast for CI.

Merchandise - Mug costs

Program - Workshop Chairs, Main Speakers (if available), workshop format.

CI - Letter.

Committee as a whole - Choose who chairs and reads at main meetings.

Next meeting will be 10:00 am on May 29. Place to be determined depending on availability of FGCU.

Meeting closed at 1:00