

ECCNA HOST COMMITTEE MINUTES
May 29, 2010

Meeting opened at 10:15 am

Attendance: Tom K , Jeff , Patty , Kevin, Gen, Lisa F, Stormy Tom S and Lisa S

Darla read the 12 Traditions

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

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

Chair Report – For those who have not heard, the AB President is here today. I am very proud of her and I feel we are in good hands. We are working on the contracts and are in communication most every day either by e-mail or on the phone. I have nothing to report other than what will be discussed today. We have been getting a lot of activity on the phone about the convention and there are a lot of interested people out there. The lanyards have been approved by the AB. We have been told that we can't have a bonfire, so that needs to be taken off the program. Thanks for being here. ILS, Tom

AB Report – I am so excited to be here today. Thanks to Tom and Patty for their wonderful hospitality. The AB has met twice over the last month. We are all getting ready for the convention. Several AB members have registered and are making plans to come to Ft. Myers. We have updated the website with new designs (thanks to Kevin). The insurance for the convention has been approved and purchased. We are still working with the facility on finalizing the contracts. Several of us are heading over to FGCU to check out the facility. All are welcome to join us. The contracts should be signed next week. All the vendor contracts have been finalized and signed. Unfortunately Basic Stuff 4 U has a conflict and is unable to attend the convention. The jewelry vendor, Golden Touch Design, has agreed to bring additional items to sell. Several of the AB members have committed to bringing auction items. I gave Tom several items today and I will follow up with other AB members to ensure they bring their items to the convention.

The AB is very proud of the ECCNA 14 Host Committee and their perseverance to make ECCNA 14 happen. We are looking ahead to the next year and have received a bid for ECCNA 15. In addition, we are hoping to have some board members come on to the AB. If you are interested in becoming an AB member, please see me after the meeting.

Thank you for your service. We will see you next month at ECCNA 14!!
In Loving Service, Lisa S. ECCNA AB

AB CFO/Webmaster Report - Kevin:

4799.50 - AB account
725.00 - checks to deposit
1910.56 - paypal
7435.06 AB Total
-1000 – deposit for dorm rooms
-37.45 - copies
6379.61 AB total
1007.91 - host account
void check #1007 (see host Treasurer's report)
1034.41 - host account
7414.02- ttl with host and AB
website updated
43 full registrations
5 day trippers

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

Treasurer's Report (Patty): We had a balance at Veterans Park so no check was written for March's meeting. A check was written and cosigned in case we have to use that facility for one of our next meetings as they have to be prepaid. That check is #1007 for \$26.50. I still have that check. April's bank service charge was \$17.00. Two checks were written at the last host meeting. Check #1008 for host committee meeting rent \$30.00. Check #1009 for the deposit on t-shirts for \$375.00. The balance due on the t-shirts is \$258.88. A check will be written today to pay the balance. The ending balance in the host account is \$1293.79. Attached is the April bank statement. The books balance. ILS, Patty

It was agreed that check #1007 will be voided.

After deducting for the checks written today (#1010 - \$258.88 and #1011 for rent - \$30.00, the final balance after the host meeting was \$1034.41.

Arts & Graphics (Report given by Patty): Signage will be determined later today when we do the walk-through at FGCU. I will be preparing posters for sign ups for Hospitality, Serenity Keepers, etc.

Auction (Gen): I inventoried and brought the items today. I will not be able to attend the convention due to having to be with my mom. I have someone who can fill in for me, Helen W.

Convention Info (Stewart): Not Present:

Entertainment/Fundraising Report - Open Position;

Hospitality (Stormy): I need volunteers. Sign up sheet is available and will be at registration table at convention to be filled. If anyone has any food suggestions, please call me. What is my budget? (Note: Last approved budget was \$75 for supplies and \$200 for food/coffee) I'll shop at

Sam's for maximum moneys worth.

Marathon (Lisa): I got 3 Ft Myers volunteers. I received the books and reading cards for the meetings.

Merchandising (Darla): Not Present. Patty reported that we received the t-shirts and we need to write a check for the balance due \$258.88. She received \$10 for the sale of one t-shirt. We will deal with mugs in new business.

Program (open); Report by Jeff – I've been working with Al and AB on the selection of the Saturday night speaker. I still need to prepare the meeting and workshop formats and the selection of workshop speakers. I now have 7 of the workshop speakers although they've not yet been slotted in to any particular workshop. I have recommendations for the Chairs of the main meetings and we'll go through that and who will do the readings in new business. I will try to finalize the program after the walk through this afternoon at FGCU.

Note - The following items were finalized after the walk through:

Merchandise will be in Room 115 at Eagles Landing

Marathon will be in Room 113 at Eagles Landing

Hospitality will be in Room 110 at Eagles Landing

Registration and Convention Info will be at the desk in Eagles Landing

Sat Midnight meeting "C'mon baby light your fire" will be at Lakeside gazebo

Tom will check to see if we can have opening and closing meetings at the Perch.

Registration (Melody); Not present. We have 43 full pay registrations and 5 day trippers.

Serenity (Tom S.): I have 11 people committed. Looking to get 15. We will have 3-4 hour shifts. We will use cell phones instead of walkie talkies. I will prepare a contact list so everyone can be in communication with one another. Only two of those committed will be staying at FGCU, so we will be having issues having people to patrol at nights.

Old Business:

- 1) Vendors- Signed, sealed and delivered.
- 2) CI Letter - Has been received.
- 3) Contracts - Being worked on.

Nominations and Elections: None

New Business:

Program Items:

Approved having Leah as Saturday night speaker.

Selected Chairs of main meetings and Saturday readers:

Friday Night Chair - Stewart (will select readers)

Introduce speaker - Jeff

Saturday Night Chair - Tom K

Who - Helen

What - Patty
Why - Stewart
How - Melody
Traditions - Darla
Countdown - Lisa and Tom S
Introduce speaker - Jeff

Approved having readings at workshops being Who is an Addict and How it Works only.

Jeff will bring main meeting and workshop formats which will include statement about smoking and keys to the next host committee meeting.

Signage for convention - To be determined, as needed. Tom said yeah.

Meal Tickets and Pricing:

Breakfast - \$10
Lunch - \$15
Dinner - \$15
Complete Package - \$50

This was approved unanimously by host committee. **AB**

These will be sold at registration desk only. No ticket sales on Sunday morning.

Menu's were approved as follows:

Friday Dinner - Full salad bar, pizza station; dessert station (strawberry short cake; ice cream bar with assorted toppings; home zone (marinated grilled chicken breast, rice pilaf, steamed green beans; beverage station (coffee, assorted soft drinks, juices)

Saturday Breakfast - Biscuits and gravy; scrambled eggs, bacon, grits, yogurt, cottage cheese, fruit salad; cereal station; coffee and juice station

Saturday Lunch - Committee chose option 1: Hamburgers with fries and corn on the cob; Deli station; pizza station; full salad bar; dessert station (assorted cookie bar and ice cream bar); beverage station.

Saturday Dinner - Committee chose option 2 - Carved roast beef; rosemary potatoes, glazed carrots, choice of herb roasted chicken or baked ziti; full salad bar; pizza station; dessert station (baked cobbler; ice cream bar)

Sunday Breakfast - Same as Saturday

Parking - Until 6pm on Friday there is \$1 parking off Treeline. Host and AB will not have to pay.

Host/AB meetings at convention - Friday (in dorm) at 2:00; Saturday (Eagles Landing) 8:30am
Sunday (Eagles Landing) at 2:00.

Dorm rooms will be open at 12:00 on Friday and closed at 2:00 on Sunday. We will turn everything over to Connecticut people at the end of convention.

We will pass donation cans at all main meetings.

Hospitality food/budget - Budget is \$75 for supplies and \$200 for food/coffee. Stormy will not need the money until a week prior to ECCNA, These funds will come out of host committee account.

We will buy 50 white books. This money will come out of program committee budget (\$50 already budgeted).

Mug bids were brought and no motion was made to get mugs.

Pens - Someone is donating pens and it was approved.

Chairs for Friday Night meeting - We need to determine if chairs will be needed.

We decided to auction one signed book from dinosaur day and raffle one signed book. All additional items will be given to next host committee.

Next meeting will be 7:00 pm on June 13 via skype. We cancelled the meeting originally scheduled for June 5.

Meeting closed at 12:45