

ECCNA MINUTES  
JUNE 27, 2009

Meeting Opened at 11:30 am at the Veterans Park Community Center

Attendance: Tom K, Jeff, Gen, Tom S, Patty, Lori, Kevin, Lisa, Stewart and Special Guest Star Michael K.

**Secretary Report** - Motion was made and adopted to accept minutes. Note: It was brought up that we had discussed the purchase of Walkie Talkies at our last meeting. Secretary advised that the discussion is not in the minutes but the actual inclusion of the line item is shown in the budget adopted by the host committee.

**Treasurers Report:** Our balance on hand before this meeting was \$2499.40 and a check was written today to Gen for \$31.80 to reimburse for this meeting room. Our ending balance is \$2467.60.

**AB Report** - Kevin reported that the AB met on 6/22/09 and their next meeting is scheduled for 7/6/09. Tom requested that the host minutes denote items to be voted on by the Advisory Board.

**Old Business:**

We went through all the items from the previous minutes and received the following information:

- It is okay to have males and females in the dorms together.
- \$85 is our cost if someone loses a dorm room key. It was determined that we expect a certain percentage of keys to be lost and this would total approximately \$10 per registrant.
- The posting of signs (moderately used) is okay.
- No cost for the use of the large and small pools, although they are not ours to use exclusively. The tennis courts will not be available.
- The clubhouse is ours for the weekend.
- Separate meal tickets are okay, but the committee decided that the registration package will not offer these as separate items but as is inclusive in the \$195.

The committee discussed making available registration only packages. If we get over our allotment of 444 paid in full packages, we can still get the arena (if available) for the main meeting and so, could increase that number. We decided to put off this discussion until it becomes necessary. For now, we will just have the full priced packages. There was also this same type discussion when it came to opting out of the linens. Again, we determined it is a once cost package deal.

- Cost of Ball room is actually \$1900 per day and not the \$1700 reported previously. But, it was also reported that if we do obtain non profit status, the cost will be \$1425. Kevin reported that the Advisory Board already has someone in charge of getting us the non-profit status (Ed).
- Cost of Meeting Room 1 or 2 is actually \$550 per day and not the \$600 per day as originally reported. Again, if we obtain non-profit status, this cost will be reduced to \$421.50 per day.
- The maximum capacity for the clubhouse is 180-200.
- We will be able to use the clubhouse to hold host committee meetings during those times that are off-season for the campus, which is summer and spring break. The committee decided that we would use this next year when we are close to the convention, and in the mean time would find locations south so that it will be easier for those traveling from the east coast .
- The school can make coffee available to us for \$18 per gallon. Tom will ask if they can make available to us zoom-zoom platters (danish, etc.) for the clubhouse.
- There are no separate keys for the rooms in the clubhouse.

- We can have a bonfire at the lagoon.

- The original Alico Arena contract has in it setup for 300 chairs. Tom will see about getting this changed to 500 chairs and will also see if we can get a price break for removing the hospitality room that is in Alico.

The proposed Site Schedule that was used at our last meeting should now read as follows (please note that usage of the rooms that we have shown have not been decided and meeting times are tentative):

**Friday:**

Food: Dinner \$8.00

Housing: 500 beds available at \$35.00 including linens (4 beds per dorm)

Clubhouse - No Charge. Used for Marathon, Hospitality, Boardroom, and Merchandise . Marathon room and Hospitality Room will be open from 6:00 pm Friday until 10:00 am Sunday.

Alico Arena - Cost \$4650 - Available until 11:00 pm

12:00 pm - 1:00 pm - Meeting (still to be determined if it's necessary)

8:00 pm - 11:00 pm - Main Meeting

**Saturday :**

Food: \$21.50 (Breakfast \$6.00, Lunch \$7.50, Dinner \$8.00)

Housing: 500 beds available at \$35.00 including linens (4 beds per dorm)

Clubhouse - No Charge. Used for Marathon, Hospitality, Boardroom and Merchandise.

Ball room - Cost \$1900 (or \$1425 if non-profit status obtained).

8:00 am to 1:30 pm - Room 1 - Workshops for up to 200.

8:00 am to 1:30 pm - Room 2 - Workshops for up to 200.

2:00 pm to 5:00 pm - Bid Meeting - 450 people

8:00 pm to 10:00 pm - Main Meeting - 450 people

11:00 pm - 1:00 am - Auction and Entertainment

Meeting Room 1 (all day) - Cost \$550 (or \$421.50 if non-profit status obtained - For workshops, entertainment or other use.

**Sunday :**

Food: \$6.00 Breakfast

Housing: Not to be offered for additional stay on campus. Other alternatives to be offered.

Clubhouse: No Charge. Marathon and Hospitality Rooms used until closed at 9:00 am.

Ball room - Cost \$1900 (or \$1425)

8:00 am - 1:30 pm - Closing Meeting

Advisory Board still needs to look into and set up a merchant account to receive credit card payments.

**AB**

Advisory Board still needs to approve budgets. **AB**

We decided to have the Convention Information Chair look into rates at the Holiday inn across from the campus for anyone wanting to arrive before or stay after the convention.

We still need to find out the serving times for the meals. Tom will look into this and report back.

Lori and Kevin will look into setting up a paypal account for the acceptance of registration fees and alternative payment plans for the registrations. Kevin reported back during the meeting that the cost is 2.99% of the transaction plus a 30 cent per transaction fee.

M/S/C: To set up a pay pal account for the payment of registration fees using multiple payment plans, with access to that account being the host committee treasurer and CFO of AB. **To AB for approval.**

Theme and Logo:

Patty brought in various designs and color arrangements for the logo and theme. The committee chose from those options.

M/S/C: To have Kevin determine the best method for determining how to put the theme and logo on the website.

The committee voted to keep the \$195 Registration Package Cost which will build in the expected loss of \$10 per registrant for lost keys. **To AB for Approval of Registration Fee.**

M/S/C For Patty to get prices for one gross of T-Shirts with the intent of having these shirts ready for the Unity Day Fundraiser on 8/22/09.

**New Business:**

It was decided that host committee meetings will be the last Saturday of every month. Gen will try to procure the church where we met during SE Zonal Forum.

It was decided that Tom should call the Registration Chair and have her get with Arts & Graphics Chair to prepare a registration flyer. We need this flyer out right away.

M/S/C: To prepare flyer based on the assumption that AB will approve Pay Pal and Registration Fee of \$195, and to have this registration information put on the website after the Advisory Board meets.

At the next host committee meeting we will have the registration flyer brought up for approval.

Tom S got the information about the Walkie Talkies. We can get 10 Units with chargers for \$400. This is under the amount budgeted which was \$750. **To AB (Item is in AB Budget)**

It was noted that the Host Committee Chair has informed the meeting chairperson each of the last two months that he would not be able to attend those meetings in May and June, and has also informed the committee he cannot come to July meeting. Having informed the Vice-Chair (as the Chair in his absence) he does not fall under the guidelines for removal from office.

M/S/C To earmark one of the signed books from the Dinosaur Day Fundraiser for the auction at the Convention.

We have the following fundraisers tentatively scheduled:

8/22/09 - Hook up for Unity Day to be held at Holiday Inn along with having a pool party and picnic. (Tom is making arrangements for this and will get a flyer)

2/14/10 - Valentine's Day function with Vito speaking on the date of his 50<sup>th</sup> Anniversary. (he's really old)

Meeting closed at 2:15

ILS, Jeff P

Note: The following positions are still open: Entertainment and Hospitality