

## **ECCNA 18 Host Committee Meeting 7/28/13**

Jeff H. opened the meeting with the serenity prayer. Greg F. read 12 Traditions. Dave H. read our purpose.

### **Roll call:**

Chair – Jeff H. (present)  
Vice Chair – Dave H. (present)  
Treasurer – Ed C. (present)  
Secretary – Greg F. (present)  
Site Liaison – Teddie (present)

### **Subcommittees:**

Arts & Graphics - Rachael (present)  
Auction – vacant  
Convention Information – Dave B. (absent)  
Entertainment/Fundraising – Dan G. (absent)  
Hospitality – Nancy E. (present)  
Marathon – Darian V. (present)  
Merchandise – Dale C. (present)  
Program – Lance G. (present)  
Registration – vacant (Dave H. pro temp)  
Serenity Keepers – A. Mingo (present)

### **Area Representatives:**

NDANA – Butch N. (present)  
BANA – Lance G. (present)  
PASNA – Teddie (present)  
TCANA – Greg F. (present)  
RANA – vacant

### **Reports:**

Chairperson Report July 28, 2013

Since our last meeting I've been trying to stay on top of my ECCNA responsibilities. Teddie and I met with William and Mary on Monday July 15<sup>th</sup>. We reviewed all the questions and concerns that we currently have. W&M sets their schedule for 2014 in Sept. for that reason we won't have a final contract till Oct. I hope to get a draft next week to present to the Aug AB meeting.

I informed Tom K, the chair of the AB, that we decided not to sell merchandise at the WCNA. He felt that it is great opportunity and said He would like to present it to the AB in Aug. to try to make it happen on their end. He asked me to help and try to get a shirt design to present to them along with a quote from a vendor, being willing to cooperate, I agreed to help him. We can discuss this in business if the body would like to.

We have discussed having a Facebook ECCNA private group. I talked to Mike R about it and he suggested we take over the one from ECCNA17. There were already 100 or more members on it. He made me an administrator. So I added a few of our folks on it and changed the name from the 17<sup>th</sup> to the 18<sup>th</sup>. After

today I would like to post our contact list on this page along with our calendar of events, at some point I would like to turn this over to convention information. Today we will discuss the budget; we need to present the budget to the AB as soon as possible. There is a proposed budget that was done by the CFO. It appears to be adequate with one exception, Convention Information may need more funds in order to print more fliers and do more mailing.

We will need to present a motion to the AB in Aug to print the fliers for the WCNA. This is a onetime expense that can be handled separate from the budget. We need to give the AB, 3 quotes and the final draft for approval on Aug 5<sup>th</sup>. I brought one quote with me today.

When the subcommittees schedule their conference calls please include me in the invite, my email is fbcjjeff@aol.com. I certainly can't attend them all but I may be able to attend some of them. Do we want to continue to get the Wesley Foundation at noon before the host meeting?

I would like to discuss and decide how make decisions between monthly host committee meeting. There may be something over the course of the year that may prove to be urgent. There are several options. We could have a conference call with all voting members, or the committee could give the Admin the authority to decide in such case. I would like to have an understanding in place in case a decision needs to be made in order to meet a time line.

Again I want to thank everyone for their commitment and their hard work. This year will be a great experience and I look forward to working with all of you.  
In Loving Service

Jeff H

Vice Chair – Dave H. – collected two price quotes for flier.

Treasurer – Ed C.:

ECCNA 18 Financial Statement	7-28-13		
Beginning balance	7-13-13	5190.78	
#1013 ECCNA Inc		- 5185.38	
Balance as of 7-21-13		5.40	
Deposit 7-22-13		185.00	120.00 from 17 <sup>th</sup> shirts sold at last
			Committee meeting and
65.00 from			Summerwood fundraiser
Balance as of 7-28-13		190.40	

I spoke with the ECCNA CFO Jeff P. and he gave me the "go ahead" to use our existing account until the AB opens the Convention account. I will email him an expense report before the AB meeting on August 5<sup>th</sup>.

The Let the Healing Begin and No Strings Attached home groups of the NDANA held a fundraiser at their Summerwood 2013 event. They held a Ski and Kneeboard Competition and raised \$65.00 for ECCNA.

We sold 17<sup>th</sup> ECCNA shirts at our last committee meeting and raised \$120.00. The AB has given us a proposed budget to follow in completing our mission of hosting ECCNA 18. If any sub-committees anticipate expenses outside of this budget please bring your ideas here so we can work it out prior to budget approval in October. Requests for budget changes after it is approved will be handled through a motion to the AB.

In loving service,  
Ed C.

Question: Where did money from pre-registration go after collected at the 17<sup>th</sup>? Money went directly to AB account via CFO (Jeff).

Question: Did we get money back from Mike R. for t-shirts sent? Ed will follow up.

Secretary – Greg F. – Created contact list and added them to mailing list for minutes. All reports need to be emailed to me in order to be included in the minutes. Does everyone want reports imported into one document or separate attachments? All in one document Thanks...Greg F.

Site Liaison – 7/28/13

Hi family Jeff and I met with William & Mary College on Oct. 15, 2013

To continue the discussion of the proposal of service that was submitted on July 3, 2013. Some were answered some weren't. We talked about sleeping rooms, meeting rooms and main speaker meetings. There will be no walk on charge for day people. The food will be a variety of different foods. There are some handicap rooms and bathrooms that might be and not be wheel chair accessible. There will be single and double rooms (dorm style). There's a chance the Hospitality House might be available, suites and/or apts.

I also asked for the use of the W&M design they said yes with the understanding that when we use it, it has to be approved by the college

All external programs shall provide \$1,000,000.00 per occurrence for personal injuries including death and all property damage. Terms of coverage must include all dates that staff and/or participants will be on campus. The Certificate of Insurance will list as a named insured and as certificate holder the College of W&M, Conference Services, P.O. Box 8795 Williamsburg, VA 2318. I'm also waiting on a blank contract so the ECCNA AB chair can start to look over it.

ILS

TEDDIE

Site-Liaison

## **Subcommittees:**

Arts & Graphics – Rachael O. – Greetings family! The Arts & Graphics subcommittee met on July 28, 2013 and opened with the serenity prayer. Three active members were in attendance along with 2 other participants and Dale C., Merchandise Subcommittee Chair. The subcommittee agreed to hold regular meetings 2 hours prior to the host committee meeting at the same location. If the location is unavailable, an email will be sent out by the chair prior to the meeting identifying a local coffee shop or gathering place. The subcommittee will also meet as need, especially while developing convention logos and designs.

We decided to use the CFO's proposed budget of \$420.00. Jimmy H. was voted in as vice-chair and accepted the position. The subcommittee identified 5 possible themes to present to the host committee as convention themes: Beacon of Hope, Triangle of Self-Obsession, and Simplicity is the Key, From Desperation to Hope, and Breaking the Chains. The subcommittee would like clarity on timelines for pre-convention fundraiser T-Shirt designs.

ILS, Rachael O.

Friendly Amendment: The subcommittee members will make an announcement at all meetings attended, asking members of the fellowship to contribute theme ideas and artwork to considered in selecting the convention's theme and designing the logo. Two other theme ideas were stated during the host committee meeting: Service & Our Primary

Auction – vacant

Convention Information – Michelle said that they will meet Sunday's (time and place TBD)

Entertainment/Fundraising – A.J. gave report. Will have conference call meeting this Sunday at 5 pm. They will also meet from 12-2 on 8/25.

Hospitality – Nancy E. gave oral report. They will meet from 12-2 on 8/25.

Marathon – Darian V. – gave oral report. They will not meet until October meeting from 12-2.

Merchandise – Dale C. -Merchandising will meet at 12 before the Host committee meets each month

We will accept the suggested budget put forth by the AB

I've done some research for t-shirts and now have 2 vendors I will contact for bids. If anyone has a recommended vendor please let me know.

Arts and Graphics will be sending me a single color design for the fund raising t-shirt (1st run) and I will go ahead and get bids for 77 shirts in various sizes.

Don't forget you can use my budget for fundraising over the next 6 months - contact me for the details.

In loving service – Dale

Program – Lance G. –  
Program Sub-Committee Report  
07/28/13

ECCNA,

No meeting held as of yet. We plan to hold a conference call meeting the third Sunday of each month at 05:00 PM. We will also meet before the main committee at 12:45 in the months of October, January, April and May. I will be gathering contact info and relaying the con call information to all those interested.

ILS  
Lance G

Registration – Dave H. gave oral report. Betsy had several questions which were answered, except list from 17<sup>th</sup> Registration committee. – Will try to get.

Serenity Keepers – Mingo – gave oral report. They will meet on 8/25 from 12-2.

**Area Representatives:**

NDANA – Butch N. stated they are awaiting group response for doing a fundraiser.

BANA – Lance stated that until his area meets, this position will be open.

PASNA – Teddie also stated that his area will appoint new rep.

TCANA – Greg F. also stated that until his area meets, the position is vacant.

RANA – spoke to Nancy S. and they are awaiting area service to elect/appoint new representative also.

**Break –**

Jeff H. brought meeting back to order.

**Old Business:**

WCNA flier – Teddie passed around updated flier and is awaiting W&M approval before we can use. Dave H. had quotes: 2/page B/W single-sided 10,000: \$400.00 – Office Max; Office Depot – \$300.00. Lance \$240.00/5,000. Jeff took straw poll to see how many copies we wanted to print.

Motion #1 – Made by Site Liaison, 2<sup>nd</sup> Dale C.: To print 5000 copies 2/page color flier.

Intent: To have fliers for preregistration

Vote: yes (7) no (4) abstention (1)

Motion #2 – Made by Dale C., 2<sup>nd</sup> Teddie: add [www.eccna.org](http://www.eccna.org), convention information and registration contact information to flier.

Intent: to facilitate a flier for preregistration to be ready by WCNA

Vote: yet (9) no (2) abstention (0)

Elections:

Auction – no nominations

Greg F. read duties for Registration Chair. Opened floor for nominations: Ed C. nominated Russ N. (accepted) Russ stated his willingness and qualifications (25<sup>th</sup> AVCNA Registration Chair). He meets clean time requirements. He was then asked to leave the room. Pro's: Ed C. – he is very organized and can solicit people to help. Teddie – He's done it before. Cons: none. Vote by ballot: unanimous Russ N. Registration Chair.

### **New Business:**

Calendar – We voted to continue meeting at Wesley Foundation on the 4<sup>th</sup> Sunday of every month from 2-5 with subcommittees having access to meet 12-2. Dave H. will contact foundation to ensure there are no conflicts.

Fundraiser – Bonfire/Brunswick Stew October 26 at Jeff H.'s 4pm. I listed subcommittee meeting times in reports above.

Emergency decisions: Jeff asked if there was a need for an emergency decision which needed to be made before our next scheduled meeting, how we handle it. We decided there needed to be 48 hour notice by sending invite to all voting members for a conference call with all information included. – approved

*The Host committee has agreed to the proposed budget and is asking for the AB to approve so we can get started with any business requiring funds.*

Motion #3: made by Ed C., 2<sup>nd</sup> Dale C. – to solicit the fellowship for theme suggestions to be brought back to Host Committee at the August meeting.

Intent: To follow ECCNA AB guidelines and be inclusive of the fellowship. –

Vote: yes (10) no (2) Abstentions (0)

Motion to close, 2<sup>nd</sup> adjourned

Next Meeting August 25, 2013 at Wesley Foundation 2-5 pm

