

## ECCNA 18 Host Committee Meeting 3/23/14

Jeff H. opened the meeting with the Serenity prayer. Ann read the 12 Traditions.

Greg F. read our purpose.

Roll call:

Chairperson – Jeff H.; Vice Chairperson – Dave H.; Treasurer – Ed C.; Secretary – Greg F.; Site Liaison – Teddie

Subcommittees: Arts & Graphics – Jimmy H.; Auction – Chris T.; Convention Information – Dan G.; Entertainment/Fundraising – Bobby S.; Hospitality – Nancy E.; Marathon – Darian V.; Merchandise – Dale C.; Program – Lance G.;

Registration – Russ N.; Serenity Keepers – A. Mingo;

Area Representatives: BANA – AJ; NDANA – Butch N.; PASNA – Cheryl S. (late); TCANA – Paul E.; RASNA – absent

Quorum established: 17

Past minutes: -approved

Reports:

Chairperson Report

March 23, 2014

Since our last meeting I have tried to stay top of our business. Our last AB meeting was mostly about getting ready for our convention. They gave me a list of things to bring back to them next week. I sent out a "to do" list, which we will cover in business.

I attended TACNA, a Speaker Jam in Frederick, Md. and a Breakfast in PA. I passed a lot flier and sold shirts. I will be headed to Ga. Regional Convention this coming weekend to do the same. I requested to sell shirts at CPRCNA and we got turned down. I asked for a reconsideration but haven't heard back.

I have been working with Russ to get more fliers, we need more.

We are trying to set a meeting with W&M on April 16th to finalize the meeting rooms and room set-ups. Teddie, Lance and will be going. Anyone else interested let me know today.

In April we need approve the program, finalize the merchandise order and anything else that comes up.

Do we want more preconvention merchandise? We will be mostly sold out at the end of this month? We may need to do a phone conscience to check our inventory and make that decision at the first of April.

Our next meetings will April 27th, May 18th, June 1st and June 15th.

In loving service

Jeff H

Vice Chair Report

3/23/2014

Not much to report this month. I did attend the conference call this month but did have to leave early due to emergency situation that came up while on the call.

I did attend T.A.C.N.A convention and while there, spoke to some merchandise vendors. One of them (Golden Touch Design) out of New York sent me a contract for consideration. This information will be passed on to the merchandise sub-committee.

INL,  
Dave H

#### ECCNA 18 Treasurer's Report 3/23/14

I was asked last month to report our total fundraising sales through Square Inc. Our total fundraising using Square is \$870.00. We have netted \$842.79 after fees of \$27.21. This net includes a pending deposit of \$105.85 from sales Bobby S. made yesterday at the Central Atlantic Regional Speaker Jam hosted by the New Dominion Area of NA.

Thanks go out to the Beach Area of NA for the Lasagna dinner fundraiser that raised \$765.00. Thanks also go out to the Richmond Area of NA for their fundraisers that raised \$406.16. Thanks also to Jeff H. and Bobby S. who have been traveling and diligently working to spread the word about the convention and raise funds.

Since last we met we have had expenses of \$294.16 and have made deposits of \$2200.09.

Our fundraising total at this point is \$11243.44.

Our Bid Account at New Horizon Bank is still open and has a balance of \$20.08.

In loving service,  
Ed C.

#### ECCNA 18 Financial Statement 3/23/14

Beginning balance 2/16/14	3203.53
2/16/14 #1135 Wesley Foundation Host meeting space	-10.00
2/16/14 #1136 Russell Nevin Regist. Budget- mailings	-15.05
2/16/14 #1137 Russell Nevin Conv. Info Budget- mailings	-19.11
2/19/14 Deposit (765 BANA fundraiser+15 t-shirt)	780.00

2/24/14 Deposit (Richmond Area Fundraisers)	406.16
2/18/14 Square Inc. (3 raffle@10 and 15 t-shirt)	43.76
	-
3/03/14 Transfer to AB account	3389.29
3/06/14 Wayne L Maddox(Time Printers)3000 Regist. Flyers	-250.00
3/12/14 Deposit (TACNA convention shirt sales and misc. sales)	410.00
3/18/14 Deposit (misc. sales Fredricksburg and Pennsylv.)	531.00
3/10/14 Square Inc. (shirt)	29.17
3/23/14 Ending balance	1720.17

#### Secretary Report ECCNA 18 3/23/14

I have continued to try and get our minutes out in a timely manner. I need to have all reports to me a.s.a.p. following the meeting in order to be included. I also wait until they are approved the following month before posting on the East Coast website. I have also been working with our representative on getting a fund raiser in our area. I also work closely with our chair to make sure all information is communicated in a timely manner and keep up with our Facebook group. That is all.

Greg F.  
March 23, 2014

SITE LIASON REPORT

THE SUNKEN GARDEN IS NOT AVAILABLE

WILLIAM & MARY WILL SEND US A LIST OF HOTEL BID PROPOSALS AS SOON AS THEY HAVE THEM FOR OVER FLOW OF (50) ROOMS

ENTERTAINMENT WILL HAVE TO UTILIZE ONE OF THE WORKSHOP ROOMS FOR DANCE AUCTION ETC., SO NOT TO ADD ANY ADDITIONAL COST TO THE CONVENTION

The early arrivals will pay the same rate per night as those arriving later. The linen fee is not per night, it is per stay, and so whether you stay 3 or 5 nights you will have only one linen fee.

I HAVE SENT THE COLLEGE A REQUEST TO MEET WITH THEM ON THE 16TH OF APRIL AT 10:30AM. I WILL SEND OUT A EMAIL AS SOON AS THE DATE AND TIME HAVE BEEN CONFIRMED

ILS  
TEDDIE

Arts & Graphics Report –

Today, arts & graphics organized and laid out designs for coffee mugs, banners, convention t-shirts and specialty t-shirts. Bids were handed in by 3 different vendors to print an outdoor banner. Flyers were designed, printed and handed off to the fundraising committee. Discussed with a few host committee members about convention merchandise. I turned in a receipt to fundraising and requested compensation for printing \$12.72. Old Business: We need to vote on a banner design.

New Business: We need to vote on a fundraiser design, a specialty t-shirt design and a coffee mug design.

Budget: Jimmy H. turned in a receipt to be compensated for \$19.08 for poster board material to be applied to the budget for directional signs of \$100.

In Loving Service,  
Jimmy H.

Auction – Still looking for t-shirts for another quilt, plus anything people want to donate for the auction.

ILS – Chris T.

Convention Information Report – We've obtained a couple maps of points of interest to include with our registration pkgs. The chamber of commerce can provide us with as many as we like – given a couple weeks notice.

I've reached out to PASNA PR and they've volunteered to help staff our Conv. Info. "Booth".

I have a template from ECCNA 17 to emulate and work from at the booth. My Corrections contact list is growing steadily (48) facilities. I've re-worked the letter for snail mail deliveries. I'm considering getting a Williamsburg PO Box for the purposes of correspondence. I am not asking for funds for the mailings or the PO Box due to the generosity of an anonymous grateful donor.

Convention Information requests 2 tables, 4 chairs and an outlet for use during the convention.

ILS – Dan G.

Entertainment and Fundraising subcommittee for ECCNA.

We have been very successful in our efforts to sell approved ECCNA t-shirts and hoodies.

We sold items at TACNA and The H&I Speaker jam in Richmond. All hoodies and long sleeves have been sold and we have a stock of 60 short sleeves left.

We are planning a music event fundraiser 3 May at The Circuit Coffeehouse in Newport News Va.

Tickets will be 10\$ with a capacity of 150 persons.

We are working on other entertainment activities in the area for convention attendees. We are fine tuning our entertainment events at the convention with particulars to be decided after 16 April meeting at W & M.

ILS

Bobby S

Hospitality –gave oral report

Marathon – gave oral report

Merchandise - Hi all-

1. Submitting three bids for tapers
2. Alternating merchandising bids are still pending, only 1 received so far. To be addressed in phone conference in two weeks.
3. Submitting three bids for lanyards
4. Submitting three bids for key tags for registration pkg. freebie.
5. Requesting straw poll for presence of photographer at convention
6. Requesting straw poll for selling underwear at merchandising table
7. We are going to have a charging station at the merchandising table.

ILS – Dale Crenshaw

Program Sub-Committee Report

03/23/14

ECCNA,

Program subcommittee met 03/09/14. We completed the main speaker selection and the alternates. All the workshops are named and time slots assigned. The schedule is tentatively set but we need answers from the body on a couple of things. I have copies for everyone; we can review now and put any motions or changes in new business.

Main speakers and alternates follow. All these speakers have digital files on our drop box in the ECCNA 18 Speakers folder.

Friday– John S, Alternate Julio S

Saturday – Alan A, Alternate Gary B

Sunday – Donna E, Alternate Denise A

We are going to stick with a very similar format on the program. I brought a copy from last year as a refresher. We might shift the direction to accommodate our art work better but the size and layout will be very similar. The overall schedule is mostly set and I have 3 quotes per policy on the printing. We should be on target for our timeline.

I was able to acquire the 800 number for the facilities conference call at no upfront cost. Our rate is \$0.059 per minute and we only get charged for what we use. We do not currently have any firm commitments and even if we get 30 facilities our total cost will be under \$200.00.

Next conference call will tentatively be 04/20/14 at 6 PM. I am not sure when the main committee is meeting in April.

Conference Dial-in Number: (712) 432-1500

Participant Access Code: 867021#

Drop Box file share

[https://www.dropbox.com/login?lhs\\_type=anywhere](https://www.dropbox.com/login?lhs_type=anywhere)

Username - [lance@<censored for website>](#)

Password - eccna18

ILS

Lance G

March 23, 2014

Registration Subcommittee report

Good afternoon! The Registration Subcommittee met briefly today. Calls and emails are coming in from all over the county regarding the convention. I received one text from a recovering addict in Houston, TX! My last count on Pre-Registrations was 94 in February, but I'm sure we are over 100 at this point. We ordered 3000 more registration flyers and they are being shipped on Monday from Baltimore. We are current with our time line and we discussed things we will need at the convention such as tables, chairs, and easels. Our request for these items is being turned into our Site Liaison today. Our next task is to tackle items for the registration packets which we are getting help from the Merchandise Committee. Also, we are thinking of a good name to call a package for those who cannot afford to pay for a registration package to the convention. We hope to present a couple ideas for this in new business. The Registration Subcommittee plans to meet in April TBD.

ILS,  
Russ N.

03/23/14

#### Serenity Keepers Report

Hello family, my name is Mingo and I'm an addict. The serenity keepers met today with four members present. We have decided to go with T-Shirts instead of vests. Merchandise has given us an estimated cost for 20 shirts with the words Serenity Keepers on the back of \$192.50 plus tax. We plan to order the shirts along with merchandise, when they order the convention shirts. The committee has gotten prices for the rental of a 4 passenger golf cart at \$250.00 and a 6 passenger golf cart for \$300.00. The carts will be used to assist members needing help getting to and from the dorms to the meetings. The rentals will be from 2pm Friday til 2pm Sunday. We will be submitting a motion today for an increase in the Serenity Keepers budget to cover the price of the shirts and the rental of the golf cart. A few members have offered to allow us to use their personal walkie talkies during the convention.

Our committee was asked by the board to be in charge of arranging the transportation for speakers and members to get to and from the airports. As a committee we discussed and voted that our committee will be unable to take on the task. After reading the policy, it is the task of the Convention Information committee to gather the information on the transportation to and from the airport. That information can then be made available to anyone coming in from out of state. As a committee we believe that it is the responsibilities of the members that want to attend the convention provide their own transportation back and forth to the convention site.

The subcommittee believes that if this becomes a problem, the board needs to form a new committee to address these needs and add that to the policy for next year.

ILS,

Mingo

Area Representatives –  
BANA – AJ gave oral report.

NDANA – All is well with NDANA. We hosted a speaker jam yesterday The Telecast was talked about. Also, a golf tournament is scheduled for 4/12/14. I'm going to get with PR and have the link that Darian sent me for signing up to chair the marathon meetings. I sent Dan a contact list of all prisons/jails that our H & I serves. Just a side note, Williamsburg is listed in the top 10 places to visit in the country this summer.

ILS – Butch N.

PASNA – gave oral report

TCANA – Our area will be having a ECCNA fundraiser on May 10, 2014 Spaghetti dinner with salad and bread plus a dance to follow. Tickets \$10 and will be held at Ivey Memorial Methodist Church (Jefferson-Davis and Harrowgate Rd.). More will be revealed.

RASNA – no report

**Break:**

Jeff H. brought meeting back to order.

**Old Business and New Business: (It kind of got all scrambled due to time constraints).**

Motion #1 – To approve Intl. Tape Foundation as the taper vendor for approval by the AB.

Intent: To have a taper at the convention – Made by Dale C., 2<sup>nd</sup> Ed C. – 9-4-3 motion passed.

Motion #2 Have Alpha Design Sign's print banner for \$65

Intent: To save money and keep quality for an outdoor banner.

Made by: Jimmy H. 2<sup>nd</sup> Greg F. motion passed; also selected blue design w/ font change.

Motion #3 – To use Time Printer's to print 1000 copies of Registration Flyer

Intent: Lowest price and proven product – Made by Russ N. 2<sup>nd</sup> Lance G.- passed

Dale C. gave information on Alternate Merchandise. This was tabled until conference call.

Motion #4 – The Auction Committee would like to include a raffle ticket in every registration package sold at the convention.



Intent: To bring people to the auction. Made by Chris T. 2<sup>nd</sup>? Motion passed.

Motion #5 To approve \$624 + tax for lanyard & nametag with mybadges.com qty. #1000

Intent: to provide registration lanyards Made by: Merchandise 2<sup>nd</sup>? Passed.

Motion #6 – To approve \$352 + tax for blue key tags to include in registration packet. Vendor is quality products.com qty. #1000. Made by: Merchandise 2<sup>nd</sup>?

Intent: Purchase item for registration freebie pkg. Motion passed.

After research and straw poll, we will not be selling underwear at the convention. We also decided not to have any photographers at merchandise room. We voted on the design on the coffee mugs, limited edition t-shirt (banner design on back and ECCNA 18 over circle/diamond logo on front pocket) Motion made to get bids on selected design on Blue and Black t-shirts – passed. I also believe we decided to ask for whole gross (144). AB will decide.

Next meeting will be April 27, 2014 at the Wesley Foundation Williamsburg. We will also meet on May 18, June 1 and June 15.