

ECCNA 18 Host Committee Meeting 04/27/14

Jeff H. opened the meeting with the Serenity Prayer. Teddie read the 12 traditions and Ed C. read our purpose.

Roll Call: Chair – Jeff H.; Vice Chair – Dave H.; Treasurer – Ed C.; Secretary – Greg F.; Site Liaison – Teddie.

Subcommittees: Arts & Graphics – Jimmy H. (late); Auction – Chris T.; Convention Information – absent; Entertainment/Fundraising – Bobby S.; Hospitality – absent; Marathon – absent; Merchandise – Dale C.; Program – Lance G.; Registration – Thayne(vice chair); Serenity Keepers – A. Mingo.

Area Representatives: BANA – A.J.; NDANA – Butch N.; PASNA – Cheryl (late); TCANA – absent; RASNA – absent

Quorum: 14

Approve prior minutes – unanimous

Reports:

Chairperson Report April 27, 2014

We are getting on the home stretch. Since our last host meeting we met with the AB, everything we proposed was passed: International Tapers, Golden Touch, Time Printing, Middle Peninsular, Lanyards, and Key tags. They also approved another gross of pre-convention t-shirts, which have been printed and are on sale. I received the insurance certificate from the AB and gave it to W&M.

We also met with W&M on April 16th and discussed the meeting space set up.

We had some questions that have not been answered yet. We are trying to release the room beside merchandise and still be able to lock up merchandise room. The things that will cost over and above the contract are, staff overtime after 10pm, wireless microphone, simulcast, and easels are \$15.00 each.

Registration can offer dorm rooms for Thursday night. They will cost 50 for a single and 35 for double in addition to the package price. Anyone who will arrive after 10pm and wants to check into the dorm will need to call 757-221-4084 and a staff member will come let them in the dorm. Their name must be on a list for late arrivals supplied by registration. Registration is responsible for offering/advertising for the extra night, cost, and provide phone number and list of early arrivals.

Parking is free with a parking pass. You will get a pass in the package. Day persons will need to have a pass on car at all times. We will need someone outside with parking passes during peak times. Cars without a pass will get a parking ticket.

We will be able to view the Lodges on May 18th at 10:00am. Marathon and Hospitality may want to be there to see the space.

I need to collect the raffle tickets and money today. I will go to Ed's home group and pick the winner on April 30th.

I did go to the Ga. Regional convention and sold shirts and passed out fliers.

There was a lot of interest. We also passed out 2000 fliers at CPRCNA, and the GSR assembly we sold shirts and hit CARNA with more fliers. I was invited to an event in Md. on May 3rd to sell shirts. I'm not sure I can make it.

We need the list of treatment centers from Convention Information and how many clients they will be sending to the ECCNA. We need to discuss a day pass for treatment folks.

I have been working on the conference call. We have several jails that will attend the call. I was able to find someone to help us with Va. DOC. They approved the call and sent the invitation to all their facilities. The invitation letter is attached with the conference call instructions.

I got a request from the History Conference in September to set an information table at ECCNA 18.

May 18th is our next meeting, we need to approve the program and have it ready for print. Plus all other items for the registration package to be collected.

Registration, please announce your registration package stuffing party.

The following meetings will be on Sunday June 1st. and Saturday June 14th.

I would like to discuss The Meet and Greet on Thursday June 19th 3:30 at James River Beach. We will have some out of town guest.

ILS

Jeff H

Vice Chair – gave oral report

Treasurer's Report 4-27-14

Thanks go out this month to the New Dominion Area (and especially Jimmy M) for hosting a Golf Tournament that raised \$542.00 for our convention.

Lots of merchandise and raffle tickets were sold this month at the Central Atlantic Regional Speaker Jam, the Georgia Regional Convention in Atlanta and at the GSR Assembly.

Since last we met we had expenses of \$2358.65 and made deposits of \$2577.85.

Our fundraising total at this point after expenses is \$11,462.64.

Our "More Will Be Revealed" blue shirts cost \$890.19. Our break-even point is 60 shirts with a potential profit of \$1260.00.

Our original Bid account with New Horizon Bank is still open with a balance of \$20.08.

\$972.94 was transferred to the AB account from our Host account this month and we have a balance of \$966.43.

In loving service,

Ed C.

Secretary – Hello again family. I have continued to keep as good a record of our meetings and get them out in a timely manner. Please feel free to advise me of any inconsistencies, so I can correct them. I have also been working with Paul E. (TCANA Rep) and our special events, to have a Dance/Spaghetti Dinner. It will be held on May 10, 2014 from 9-1 at Ivey Memorial Methodist Church. Tickets are \$10. Please take a flyer for more info or contact Paul or myself.

ILS,

Greg F.

4/25/2014

SITE LIASON REPORT

I ATTENDED A CONFERENCE WITH WILLIAM & MARY ON THE 16TH OF APRIL SO IM GOING TO ADDRESS EACH SUB-COMMITTEE

Merchandise: There was a mention of NAR-ANON being at the convention. That should be address at host committee as a whole to allow and placement of them (not in the merchandise rm). This will be cooperation not affiliation suggestion out in the hallway at a table. Before any more merchandise is ordered please ask for a proof and looked at it so that we don't wind up with something that's not what we want

Entertainment: tentative plans are for entertainment to be in the auditorium on Saturday night after listening to the questions I get {what kind of music and will I be able to dance to it?) The floor in the Chesapeake is hardwood William & Mary said it's danceable so we want incur no addition cost than already expected. My recommendation would be for entertainment to move to the Chesapeake Rm at the end where the main speaker will be (the stage can be as large as need, it can be set up one time for all)

Program: Saturday night workshop can be in Chesapeake A or C depending on which way the chairs are facing and the second workshop following that one.

Second shouldn't the entertainment schedule be in the program the tentative schedule doesn't show it

Registration: there's a request from the AB board for a thirty (30) sec video to be put on the website along with phone number for early arrivals (Thursday) and late night arrivals on Friday. I sent Will and Russ a video from William & Mary website / DuPont. Don't have numbers yet.

Marathon: don't know what the room capacity is yet.

William & Mary have 4 easels to use so if anybody has one could we borrow it before we have to rent them. (Need to be refreshed on who needs one)

There are sign holders outside each room maybe 8 X 10 to be use for room activity.

Need a new count on table I misunderstood the first one I thought merchandise was ordering tables for everyone

· [Parking pass, map and directions- please see attached](#)

- Wireless access- see attached
- I need to reconfirm that you will need linen for each bed. Please confirm in writing.
- I need to reconfirm that there will be no catered coffee. Please confirm in writing.
- There are no complimentary rooms that we will be able to offer.
- It is ok to use your golf cart on campus, but I am still waiting to hear back from Parking Services on rules, regulations, parking and charging options. I will update you as soon as I hear from them.
- We will not be able to use the study lounge in the Sadler Center as a Merchandise room
- We will not be able to guarantee that if you only rent the James or the York Room, the other room will not be used by someone else.
- We will be able to hang banners on the railings in the lobby at the Sadler center. We will be able to hang a banner outside of the main entrance as well. We will need to have all the banners delivered to us by June 13th.
- We will not be able to hang a banner in the Chesapeake room. If you have a stand, you are more than welcome to bring it, or if you would like you can put the image as a Power Point file and project it on the screen. Please let me know if you would like to use the screen and projector in the Chesapeake room so I can order it.
- Keeping the Sadler Center open late would be fine and there is not going to be an additional day charge. I am waiting on the final approval by the Director. I will reconfirm with you.
- AV- the speaker phone for the conference call on Saturday will not be a problem and they will place it by the microphone so the voice of the person on the phone can be amplified through the speakers and heard throughout the room. The cost is going to be \$50.00. The simulcasting will be priced out and it will include a camera, technician, LCD projector and a screen. I will let you know as soon as I hear about the price. We will need to know whether simulcasting is needed 5 business days in advance, by noon on Monday, June 16th
- The Dining room will be open at 4:30pm for Dinner on Saturday.
- Meals- The meal guarantee form is due 7 days prior to the arrival and that is the number of people the dining hall will expect. Those who have pre-registered will receive meal tickets (for people who have less than all 5 meals) or cards (for those with all meals paid for) .

For any on site walk in registrations they will have to go to the dining hall and pay at the door rates. I am still waiting to hear what the exact rates are, but they are usually \$3-\$4 more than the group prices. However, since we do not know how many people will show up on the day of, the Dining hall will prepare for the extra people, but since we have no guarantee number and they operate with limitations of staff, prep time and amount of food available they may need to close the dining hall and not be able to serve all the new walk in registrations.

If you would like to guarantee meals for everyone, you can estimate how many people will show up and guarantee that number in the form.



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the drivers' side dashboard facing out.

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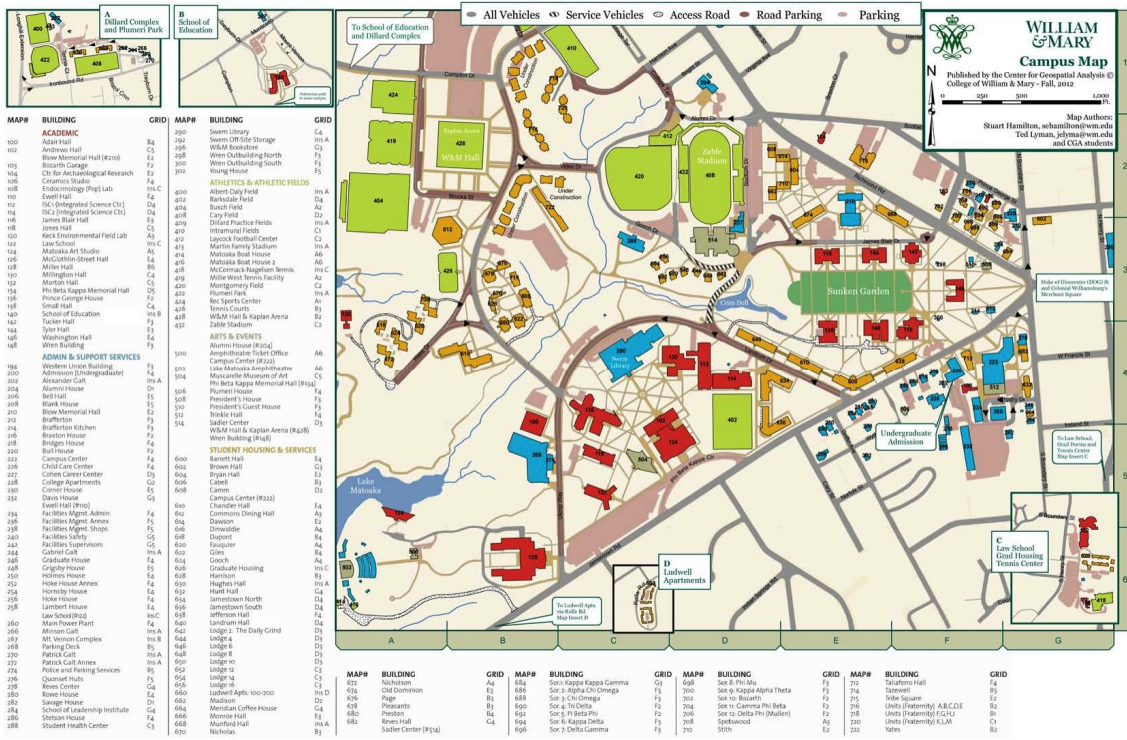
Police and Parking Services are authorized to remove, at the owner's expense, any vehicle which is in violation of these

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Guests and visitors to the College are able to connect to the Encrypted Wireless network and have the option to extend connection time (beyond the standard 24 hour period) with the approval of a W&M sponsor.

1. Open up a web browser, and you will be automatically directed to the network authentication page (connect.wmedu).
2. Click "I'm a guest/conference attendee" and put in your name and email address.
3. Then pick between the standard 24 hours of guest access or additional access with a W&M sponsor.
4. For additional access, you will enter the email address of the W&M sponsor, Conference Services. It is wmpconf@wmedu.
5. Click "Submit" at the bottom of the page.

After pressing submit on the network authentication page, you (the visitor) will receive a temporary userid and password which will allow you to access the W&M encrypted network (W-M_Wireless_Encrypted). The userid and password will also be sent to your email address.



Directions to Dupont Hall
 101 Wake Drive, Williamsburg, Virginia 23185

From Richmond and points west:
 Take Interstate 64 East to exit 234 (Route 199 East) towards Lightfoot. Follow Route 199 approximately 6 miles to the Monticello Avenue exit. At the bottom of the ramp, turn left at the stop light onto Monticello Avenue. Stay on Monticello Avenue for approximately 1 mile. You will go through five stop lights (the fifth light will be at the intersection of Monticello and Ironbound Road and the James City Courthouse will be on your right). Make a right onto Compton Road (there should be a sign William and Mary sign). Proceed approximately 1/2 mile. At the second stop sign, turn right onto Ukrop Way. Bear right at the fork onto Wake Drive. Parking is permitted in Day/Resident spaces along Wake Drive.

From Norfolk and points east:
 Take Interstate 64 West to exit 242A (Route 199 West) towards Williamsburg and Jamestown. Follow Route 199 approximately 6 miles to the Monticello Avenue exit. At the bottom of the ramp, bear to the right onto Monticello Avenue. Stay on Monticello Avenue for approximately 1 mile. You will go through five stop lights (the fifth light will be at the intersection of Monticello and Ironbound Road and the James City Courthouse will be on your right).

Make a right onto Compton Road (there should be a sign William and Mary sign). Proceed approximately ½ mile. At the second stop sign, turn right onto Ukrop Way.

Bear right at the fork onto Wake Drive. Parking is permitted in Day/Resident spaces along Wake Drive.

Please be sure to display your parking pass.

Driving Directions to Sadler Center
100 Stadium Drive, Williamsburg, Virginia 23185

From I-64, take Exit 238 (Camp Peary). From the south or east, go to the stop sign at the end of the ramp and turn left onto Route 143 east. From the north or west, merge right at the end of the exit ramp onto Route 143 east.

Proceed to the second light and turn right onto 132 South.

At the next light, turn right onto Bypass Road (Route 60). Proceed on Bypass Road, go over the overpass and stay in the left lane. At the bottom of the overpass, turn left onto Richmond Road.

At the third set of lights, you will see the Walter F. Zable Stadium on the right. Turn right at the light onto Scotland Street and then immediately follow to the left onto Stadium Drive. Parking is permitted in the Resident/Day student parking spaces in this Stadium Lot.

The Sadler Center is at the end of the parking lot and just past the stadium.

Please Be Sure To Display Your Parking Pass.

Subcommittees:

Art & Graphics – There is only one person on our committee at this moment that's able to attend. We've had help here and there from other members but no current "members" outside of me (Jimmy H.). I'm requesting compensation from the host committee for materials purchased for the directional signs (\$75.09). Printing/materials and tools are included. I have receipts. I need to be reimbursed still for the flyers printed last month for fundraising (\$12.92). Fundraising still has the receipt.

The banner vendor we chose has not been responding to texts, emails or calls. We need to pick another vendor. I have two and could find one more if needed and we could table this decision until next month.

There are no announcements other than please submit any needs you may have of art and graphics, because convention time is closing in.

Budget: Office Max:	Large Print	\$25.34
	Small color	\$18.62
Dollar Tree:	Tools/materials	\$5.30

Wal-Mart:	Tools/materials	\$25.83
Total		\$75.09

In Loving Service,

Jimmy H.

Auction – I am now looking for more shirts for a world quilt. Please submit any t-shirts as soon as possible. Thanks,

Chris T.

Convention Information – no report

Entertainment/Fundraising - I attended a meeting about facilities with the committee chair, treasurer, programs chair and site liaison about facilities and services at W&M. We've had several successful fundraisers over the past month and continued to plan for a music event on 3 May 2014 at The Circuit in Newport News. I picked up our final order of preconvention t-shirts from Island sports. We have just over half a gross and should sell all before the convention. Entertainment planning is going well and we're pretty sure attendees will have lots to do.

ILS

Bobby S

Fundraising and Entertainment Chair

Hospitality – no report

Marathon – no report

Merchandise –

1. I have brought the lanyards and key tags for registration; they are awesome, cost less than \$1.00 each and are the perfect blue.
2. Got another run of fundraising t-shirts.
3. I have an elaborate bid pkg. for convention merchandise, mugs and shirts for sale, to be discussed during new business.

Thanks to Ed for his help in getting this last batch of fundraising shirts and the lanyards accomplished, I didn't have the time to do this along with my other items to accomplish this month.

The mugs for the convention will be difficult to create since teal colored mugs cannot be located. My bids are for white mugs with this art as wrap around.

Need some help figuring out what people want, I'm not really sure 144 of these mugs are a good idea but this was the directive I've been given.

ILS,

Dale C.

Program Sub-Committee Report

04/20/14

ECCNA,

Program subcommittee met 04/20/14. I would like to thank Jeff H for his persistence with the DOC in making the conference call happen. We confirmed our main speaker meeting time slot based on the simulcast and are prepared to finalize the program. I will need accurate time slots for Entertainment, Hospitality and Marathon to complete the process. I will have the final program ready for print by 05/11/14.

We have many of the workshop slots filled but there are still a few holes. If anyone has a recommendation please send them to me? I will contact them and let them know what is still available. I will send a copy of the workshops and their assigned speakers to date after the Program meeting May 4.

Everything is coming together and the date will be on us before we know it. I am looking forward to a successful convention.

Next conference call will tentatively be 05/04/14 at 6 PM.

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

Participant Access Code: 867021#

ILS

Lance G

Registration Subcommittee report

April 27, 2014

Good afternoon! The Registration Subcommittee met at noon today and was officiated by our loving vice chair, Thayne. Many calls and emails are coming in from all over the county regarding the convention, especially, from the Carolina's and Georgia. Our last count on Pre-Registrations was 115. An email was sent by Will S. reminding all who pre-registered for the full package, must pay the balance due by May 15th. We sent all the regions another pack of flyers this month. We are current with our time, still within our budget, and our next task is to put the registration packets together once we receive them from the Merchandise Subcommittee. We will be making a motion to name the basic registration packets for those who cannot afford one, the "Scholarship Packets." The intent is to have a registration packet for those who cannot afford one. Also, there has been discussion about offering a \$15 basic registration price for those in treatment centers. We hope the host committee will agree and this will be

presented to the AB. Last, we have a couple questions about children attending the convention.

Do children have to pay any \$ for registrations and what procedures should we take to register children attending the convention with their parent or guardian? Can children stay in the dorm rooms with their parent or guardian at no charge? Registration Subcommittee plans to meet in May TBD.

ILS,

Russ N.

Serenity Keepers Meeting

04/27/14

Hi family my name is Mingo and I am an addict. Today the Serenity Keepers meeting opened with the serenity prayer. We had five members present total, with two of them being new members. I would like to thank Sammy T. and John P. for joining our subcommittee.

We discussed the serenity keepers t-shirts, the color and what we want on the back or front of the shirts. The order will be given to the merchandise chair so that she can order them when she orders the merchandise. We also voted to wear safety vests on top off the shirts so that we can stand out.

A member said he would lend us his golf cart or carts which would save three hundred dollars which can be used to buy thirty five more basic texts. We will have to discuss where to keep the carts when they are not in use, and make sure they are in a safe location.

We made up some flyers to pass out, so people can take them back to their areas. We are hoping to get volunteers from the different areas to be serenity keepers. We also discussed parking passes and how many parking lots need to be monitored, so we can determine the number of volunteers that will be needed.

Lastly some members said they have walkie-talkies they could loan us. Please get with me so I know if these members will still be able to lend them to us and we can determine how many we have. The walkie-talkies are a very important part, as this will be our means of communicated between the different locations.

ILS

Mingo

Area Representatives: BANA – A.J. gave oral report.

NDANA – All is well with NDANA. We had a golf tournament & went really well. It raised over \$500.00. I will not be present on 5/18 due to my commitment to H & I. Thanks for letting me serve.

ILS

Butch N.

PASNA – Cheryl gave oral report.

TCANA - THE TRI CITIES AREA OF NARCOTICS ANONYMOUS WILL BE HOSTING A FUNDRAISER FOR ECCNA18 ON MAY 10.IT WILL BE A DANCE AT 17120 IVY MEMORIAL METHODIST CHURCH IN COLONIAL HEIGHTS

VA.23834 9:00pm-1:00am SPAGHETTI DINNER INCLUDED,FUN FELLOWSHIP AND A 50/50 RAFFLE.PLEASE COME OUT AND JOIN US!!!!

ILS,

Paul E.

RASNA – no report

Break:

Jeff H. brought meeting back to order.

Old Business: Jeff reminded everyone to be mindful of the timeline and do their best to keep up. The conference call: Teddie had some information and Lance has committed to time for main speaker (6:30-8:30). Jeff has finally contacted in the DOC and they would like to contact their facilities and handle from within.

The Commonwealth room will be used Saturday. The company that we voted on to do our banner has not been answering or returning calls. Jimmy has a new vendor and they will print banner for under \$100.00.

New Business: Day rate for treatment centers: Motion from Registration Committee – To offer registration packets for \$15.00 for those in treatment centers. Intent: to make packets available for those in local treatment centers who may not be able to afford full day packet. Seconded by Greg F. 13-0-0 pass Motion by Registration: To name the packets offered to those who cannot afford the fees "Scholarship Packets".

Intent: To respectfully offer packets to those who cannot afford fees. Passed - unanimous.

Parking: Serenity Keepers will be handling parking passes. We also discussed the Thursday meet and greet at Jamestown Park. We are asking people to bring a covered dish. We will discuss again at next meeting. Jeff H. was asked if History Conference could have a table during the convention. This was tabled until the May 18th meeting. We also discussed the date of the next meeting in June. We decided to go with Saturday June 14 since Sunday is fathers day.

Merchandise had several motions: Motion #1 – to approve vendor Basic Stuff for U as the t-shirt & mug provider for convention merchandise. Passed unanimous. Motion #2 – to accept the quantity & cost for vendor: Basic Stuff for U – passed after discussion and other motion from Teddie to leave merchandise as is which was seconded by Mingo – passed 7-5. Motion #3 – to make limited addition t-shirts black with logo on back. Passed – 9-3-1. Motion by Ed C. – to close the New Horizon Bid account. Intent: to close an inactive account and move funds to our Host account. Passed 11-0-1

We discussed our next meeting place. The Wesley Foundation will be unavailable the weekend of the 18th due to floors being refinished. Dave H. will check to see if The Farley Center will be available.

Closed meeting with Serenity prayer.