

East Coast Convention of Narcotics Anonymous Advisory Board Minutes
October 3, 2011

The meeting was opened at 7:00 p.m. by Lisa S., AB President. The meeting was held via Skype and was properly noticed.

Approval/Changes to the Agenda: The AB President asked for corrections to the agenda. Hearing no opposition the agenda was approved as presented.

Roll Call/Resignations/Vacancies:

Position	Name	Term End Date		Liaison to:	
President	Lisa S.	10/2010	P		
Vice- President	Tom	8/2012	P		
Secretary	Mary H.	2/2013	P	Convention Information	Marathon
CFO	Kevin D.	6/2013	P	Hospitality	
Director	Al	6/2013	P	Serenity Keepers	
Director	Jimmy	6/2013	P	Programming	
Director	Steve D	10/2011	P	Site Liaison	
Director	Jeff P	6/2013	P	Auction Liaison	
Director	Kermit	12/2011	A	Merchandise	
Director	Bo	10/2011	P		
Director	Gail S.	9/2013	P	Registration	
Director	Lester	10/2011	P		
ECCNA 15 Host Chair	Elizabeth		P	ECCNA 15	
ECCNA 15 Host Vice- Chair	Joe		A	ECCNA 15	
ECCNA 16 Host Chair	Den H.		P	ECCNA 16	
ECCNA 16 Host Vice- Chair	Victor H.		P	ECCNA 16	

A = Absent; V= Vacant; P=Present; R=Resigned

Open Forum:

There was some discussion of the finalization of the contract with the college and it was noted it would be handled under the Liaison Reporting section.

Minutes:

March 2011 Minutes: The March minutes were not available. The AB President noted that it was the consensus of the group that if the March minutes were not made available by this meeting, the March 2011 minutes would be removed from the table and not be available.

M/S/C "To note that the March 2011 minutes were not available due to Secretary's vacancy"

9/5/2011 Minutes: The AB President asked if any Director had amendments to the minutes. The following corrections were presented:

The minutes show that a motion was made "To amend the internal guidelines on Page 3, section 4 to read the following: #2 to change Vice Chairs to in the absence of the Chair and to add Site Liaison as #4"

That should be amended to:

To amend the Host Committee Policy on Page 4 part C (Motions/voting) #2 from "The following can make or second motions: Standing Subcommittee Chairs, Vice-Chairperson, Treasurer, Secretary and Site liaison" to " The following can make or second motions: Standing Subcommittee Chairs (or Vice Chairperson in the absence of the chairperson), Vice-Chairperson, Treasurer, Secretary and Site liaison." and on #4, to add Site Liaison to the list of those with voting privileges.

The AB President asked for approval of the minutes with the following amendments noted with hearing no opposition, the minutes of 9/5/2011 were approved as amended.

M/S/C "To approve the 9/5/2011 minutes with the noted corrections".

Reports

AB President Report: (submitted by Lisa S):

I only have a few things to report on this month. We received two separate requests from the ECCNA 15 Chair regarding returned checks. Apparently the Host Account was closed before all the checks cleared. Good news is both checks were written to people on the committee. There was a returned check fee charged on one. We have sent new checks out to both people and split the cost of the return check fee. Lesson learned...we need to make sure all the checks have cleared before closing the account. My suggestion is to make this an Alternate CFO responsibility. Basically the Alt CFO would keep a close eye on the Host Account. It is difficult for the CFO to take care of finances and watch over Host account finances as well.

Several weeks back I sent out a list of concerns submitted from individuals in CT. After review, I would suggest addressing the following: (1) immediately post minutes on the web for Host and AB once they are approved; and (2) send out bid letter to regions in March. Most regions don't realize how the bid works. This would invite more interest in hosting the next ECCNA.

As most of you know this is my last AB meeting. Hard to believe it has been 2 years already...then at times it seems I have been a part of the AB forever (in a good way!). I am so grateful for the opportunity I was given and will be holding on to the lessons learned, new friends, and experiences. It has been so exciting to watch the rebirth of ECCNA. Most exciting was seeing the books get to sent to the jails and prisons. I am hoping that Georgia can soon host and be a part of this wonderful experience. Unfortunately I can't make any commitments at this time but I will be checking into the possibility and making contacts. I will try to let you all know something by the first of the year.

I am going to send a copy of all the electronic files I have to Tom. Also I will be available for any questions you may have. Please email or call anytime. Thanks to everyone for allowing me to serve and letting me be who I am!

Vice-President Report: (given by Tom K.):

Tom indicated that his region had received the books and letter. He noted that in the future it might be advisable to place the letter separate from the books because unless someone was looking for it, it might not be discovered. He noted that there might be a consideration to drop ship the books to each region from the WSO and to place the ECCNA stickers in the letter for the regions to handle. This suggestion could have saved approximately \$700 to \$800 in shipping costs. Tom also indicated that there are two nominees: Gen who was sent by the region to be a regional representative and John A. from Waynesburg, PA in the Tri-State Region. .

CFO Report: (presented by Kevin D):

Kevin noted that he did not have a report at this time and the variance since the last meeting was a few hundred dollars. Jeff P, CFO Alternate, will provide a report to be included in the minutes and gave a verbal report during the meeting.

Description - Income		Amount
Present Balance in the AB Account		8,499.08
Check 1044 (Elizabeth E)	Shipping Charges	(208.67)
Bank Charge		(4.00)
Check 1045	P.O. Box Rental	(76.00)
Check 1046 (Lorraine M.)	Replacement from ECCNA 15 closed account	(67.32)
Check 1047 (Karen W)	Replacement from ECCNA 15 closed account	(60.70)
Ending Balance		8,082.39
Balance per bank statement		
		8,210.41
Less Outstanding Checks		
		(67.32)
		(60.70)
Adjusted Bank Balance		
		8,082.39

Jeff P. did mention that all the accounts are on QuickBooks and he is having difficulty making the reports user friendly in pdf format style. Gail S. indicated she can assist in this. Jeff P. asked that the Host Committee Vice-Chair or Alt Treasurer check on the online status of the checking account at Citizens Bank. Jeff also noted that once the tax status is approved or fiscal procedures need to be in accordance with all auditing and IRS regulations and we should start to implement those as soon as possible.

Host Chair ECCNA 15 Report (Elizabeth E.): Notwithstanding the outstanding checks which will be included in the CFO report, there will be no further reports from ECCNA 15 anticipated.

Host Chair ECCNA 16 Report (presented by Den H.)

Steve D., Site Liaison, Advisory Board, reported that they are still negotiating with Robert Morris, Moon Campus. Prices thus far are \$195/person for the apartment style dorm room, and \$175/person for dorm style rooms. These prices included Registration, housing, and all meals for the whole weekend. The price of the linen was confirmed at \$10.33 which was already budgeted into the above price.

The Hope Floats fundraiser had to be postponed due to weather until 10/8/11

Julie B. decided to step down from Hospitality Chair and run for Entertainment & Fundraising Chair.

Numerous new ideas for fundraisers coming forth.

Election qualifications from ECCNA Policy were read. Nominations for host subcommittee positions followed. The following subcommittee positions were filled:

- Auction - Janet T.**
- Entertainment & Fundraising - Julie B.**
- Hospitality - Lori W.**
- Marathon - Darrell W.**
- Merchandise - J.C.**
- Registration - Shari B.**
- Home committee Regional Liaison - George M.**

The theme "The Miracle Continues" was unanimously voted and approved. It was advised to now think about a logo.

Thanked the previous chair of ECCNA, Elizabeth E. for sending boxes of material for our auction.

Our next meeting is 10/15/11

Discussion ensued. Kevin noted that Jeff P's and his home group were going to do a fun(d)raiser for ECCNA 16 and are looking for a firm date. Tom K noted that the Gold Coast Area was going to do a ECCNA 16 fun(d)raiser which would most likely involve a Conference Agenda Report Workshop.

The ECCNA 16 Vice-Chair asked if the pre-registration could be made available to the Registration Chair. Jeff and Kevin have that information in a database and will forward it to Steve D.

Liaison Reports:

Arts & Graphics	Kermit	No Report
Auction	Jeff	No Report
Convention Information	Mary	No Report
Entertainment and Fundraising	Elizabeth	No Report
Hospitality	Kevin	No Report

Marathon	Mary	No Report
Merchandise	Kermit	No Report
Program	Jimmy	No Report
Registration	Gail	No Report
Serenity Keepers	Al	No Report

Site Report (presented by Steve D): Steve noted that the costs of the linens were finalized at 10.33/weekly and the golf carts were \$400/weekly based on last year's costs. The college has not determined this year's cost. Jeff noted that there was an estimate of \$15 weekly for the linens and so that should cover the anticipated costs. The golf carts are sunk cost for the committee.

It was noted that the contract is typically handled by the Admin Committee. Therefore, Steve will forward a copy to Tom and Tom and Steve will sign the contract with a signed copy being sent to the CFO and CFO Alt.

Nominations and Elections: The following individuals were nominated:

Directors:

Elizabeth E. was nominated and accepted with a term ending 10/2013.

Gen W., South Florida, was nominated and accepted with a term ending 10/2013.

John A., Tri-State, was nominated and accepted with a term ending 10/2013.

AB President: Tom K was nominated and accepted. Congratulations to Tom.

AB Vice-President: Several nominees were nominated and were willing. It was the general consensus of the group to take this into consideration and to reflect on all the candidates. It was noted that it is wonderful that so many qualified individuals are willing and able to serve.

The entire committee extended their gratitude for Lisa as outgoing President and the exceptional job that she did which enabled ECCNA to continue. She faced many adversities with the grace and dignity that recovery can offer.

Bo was asked if he was willing to serve an additional term and he declined due to other commitments in NA. Bo did speak of the first ECCNA and the history of the convention and the benefit this convention provides to the members housed within institutions.

Old Business

Internal Guidelines: Non-Profit Status: No report. Tom K. noted that the Internal Guidelines were to be included in the previous month's minutes. Mary apologized and indicated it would be done in this month's minutes. Jeff did note that he is working on registration procedures for prior to the convention. Presently, there are just procedures for at the convention site. Concurrently, some of the Internal Guidelines have become policy and need to be removed from the working document.

Discussion ensued regarding regional representation. There seemed to be some concern regarding the verbiage in the 9/5/2011 withstanding regional representative. It was noted that there are no distinction of Directors at this time per the bylaws. If a region sends a regional representative, the responsibility of the individual to their region is a private matter and does not carry greater or lesser weight to voting matters than any other Director.

Income Taxes (Pending Non-Profit): No report.

New Business:

ECCNA 16 Online Registration: The committee reviewed the online registration and it was noted that for a subscription service members would have to register with PayPal which is a stipulation of PayPal. Tom K. requested that the day pass be clearly defined and Lester O. requested that the variance in rooms between Regular and Deluxe be clearly outlined. Den will write up a description and forward it to Kevin.

The next meeting is scheduled for November 7, 2011. With no further business, this meeting was closed with Prayer at 8:43 p.m.