

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
June 20, 2016**

The meeting was opened at 7:00 p.m. by Kevin D. The meeting was held via Conference Pro and was properly noticed. Minutes were recorded by Tom.

Roll Call/Resignations/Vacancies:

Position	Name	Term End Date		Liaison to:	
President	OPEN				
Vice-President	Kevin D	06/2017	P	College	
Secretary	Tom K	08/2017	P	Convention info	
CFO	Jeff P	07/2016	P	Treasurer	
CFO Alt	OPEN	-----			
Webmaster	Kim A.	11/2016	P		
Director	Dave A.	10/2017	P	Program	
Director	Enid O.	08/2016	P	Auction	
Director	Jimmy G.	07/2016	P	Merchandise	
Director	Mitch G	12/2016	A	Entertainment	
Director	Colleen C	03/2017	A	Registration	
Director	Dutch H	06/2017	A	Hospitality	
Director	Al D	3/2018	A	Marathon	
Director	Michael R	05/2018	P		
ECCNA 20	Victor H.		P	Host	
ECCNA 20	Den H.		P	Host	

Others present:

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

Quorum met after Dutch showed up==9

Open Forum: Tom--ECCNA TYE DYE fundraiser was a success, we raised \$423.00 and have 17 tye dyed shirts to give to the host committee. Dave-- will not be able to attend. Enid—Will not be able to make it.

Minutes:

- Motion was made and seconded and passed to approve June 6 minutes. No opposition.

Reports.

AB Vice President Report- Kevin D. OK

CFO Report – Jeff P:

AB Account - Checking

**CFO REPORT
JUNE 20, 2016**

AB Account - Checking

Beginning Balance - \$ 4,584.02

Deposits 0.00
Expenses (0.00)

Ending Balance - \$ 4,584.02

Paypal Account

Beginning Balance - \$ 4,209.82

Funds Received \$ 1,141.53 Single 1=195.00; Double 5=875.00; Thurs Single 1=52; Th
Dbl 4=148
Day Reg 3 = 75.00; Sat Lunch 1 = 13.00; Sat Dinner 1 =
15.00
Donations = 1.90; Refund = (233.37)

Transfers: \$ 0.00

Ending Balance \$ 5,351.35

Host Account – ECCNA 20 (NEW)

Beginning Balance \$ 6,441.86
Deposits

Expenses: (57.95) Check #1134 - Banner
(42.80) Check #1135 – Readings
(136.00) Check #1136 – Serenity Keeper t-shirts
(293.47) Checks 1137 & 1138 – Registration Package materials

Ending Balance \$ 5,911.64

Host Account – (OLD)

Beginning Balance \$ 959.45
Deposits
Expenses
Ending Balance \$ 959.45

Total Cash in Banks \$ 16,806.46

Registrations: 7 deposits from ECCNA 19; 25 Singles, 47 Doubles, 5 day registrations, 1 Saturday Lunch, and 1 Saturday Dinner, one Thursday Single and 4 Thursday Doubles.

The \$233.37 from a member noted in my last report was refunded based on their request.

I've ordered and am waiting to receive the additional square readers and I'm still waiting on a quote for the insurance.

Registrations: 7 deposits from ECCNA 19; 25 Singles, 41 Doubles, 2 day registrations, 1 Saturday Lunch, and 1 Saturday Dinner.

We received \$233.37 from a member noted as a preregistration payoff for one single and one double. There is no record that they ever preregistered. An email has been sent to inform the member that they registered incorrectly and to determine how they want this handled. Registration numbers will not include the amount received until the member responds.

The April CFO Report incorrectly recorded check number 1126 as being to RMU. That was actually check number 1022. All deposits (4 x \$1,000) have now been paid to the college.

I've completed all the paperwork to get insurance for the convention. I'm waiting on the quote and will pay for and obtain the insurance once the quote is received.

I ordered and received a square reader and have set up a square account and have completed the input of the registration items on the account. I will need to get a list of merchandise to be sold at the convention, and then I'll input those items. I still need to order two additional readers. That will give us one for use at registration, one for merchandise, and one for the auction. These readers can then be given to the next host committee to use prior to and at the following convention. These readers will require a tablet or android phone. Jim has a tablet and I'll bring my tablet for ECCNA 20. We'll figure out what to do for auction in the upcoming month.

ILS, Jeff

Website – Kim A.:

With lots of help from Jeff, I added the button for the Thursday night rooms to website:

- 38.41 Thursday double with paypal fees
- 53.86 Thursday single

Updated the AB minutes on the site
(also put up June 20th Agenda and will remove after tonight)
Added the following text to the Registration Page:

This year our linens (blankets, sheets, towels, washcloths, pillows and pillow cases) are not being provided to us by the University. In order to help keep our costs down so that

more Basic Texts can be purchased for inmates, please consider bringing your own if at all possible. Anyone unable to bring their own will be able to obtain blankets, sheets, towels, washcloths, pillows and pillowcases at Registration.

Sent out the above notice to our mailing list along with a line to please let us know if they are bringing their own linen.

Thanks for allowing me to serve,
Kim A
ECCNA Webservant
Mailing List- NA

Host Chair- Victor H

Our host committee met on June 18, 2016. I need to make a clarification. In my last report I mentioned we received a donation from Indiana. This was incorrect. The donation came from the Tri County Area of Southern Maryland Unity Retreat. Thanks Tri County.

Pretty much everything that was approved at the last board meeting was purchased or taken care of. We are working with Walmart to try and get a lower price. The linens are cheaper at the store than online. We have two contracts that have to be signed hopefully we can take care of that this evening. Our recommendation for rooms and meals are based on the information Jeff provided us, thanks Jeff. They are as follows total beds 120, Friday dinner 130, Saturday breakfast 120, Saturday lunch 140, Saturday dinner 155 and Sunday breakfast 120. Dennis can speak to the particulars concerning when these numbers have to be finalized.

Most of the signage is close to being done, some of which was donated. The banner is complete and in our possession. Auction has a vast number of shirts and they are sorting out lots. The program is complete and most of the speakers and chair people have been contacted and are on board. The hospitality committee has about ten home groups or areas sponsoring an hour or two. We will have to determine what we need to get us started in terms of coffee etc. We anticipate a lot of donations. Serenity Keepers was able to negotiate a price of \$136.00 for 24 shirts. Our last report projected a cost of \$203.00 for the shirts.

The minutes and a photo of the program accompany this report. Our next meeting is July 2, 2016 at ten am.

In service to the fellowship Vic
Den--- verbalized the timelines for rooms and meals.

Nominations / Elections: None

Liaison reports

Kevin- College No report.
Tom-Convention info- No report.
Al-Marathon-No report.
Mitch- Entertainment- No report.
Colleen-Registration- No report
Deanne-Serenity Keepers-No report
Jeff –Treasurer-no report.
Dave-Program-No Report.
Jimmy-Merchandise-No report

Dutch-Hospitality-No report
Enid-No report

OLD BUSINESS:

1) None

NEW BUSINESS:

1. Thursday --14

2. Bid for next year—Elizabeth has a bid package as well as a host committee going.

Enid what kind of setting is it? Rural....Do you have minutes as well as the other items needed for the bid. Motion to accept Bid from United Shoreline Area.

Next Meeting: July 4, 2016 7:00pm