

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
June 6, 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	A	Auction	
Director	Jimmy G.	07/2016	P	Merchandise	
Director	Mitch G	12/2016	P	Entertainment	
Director	Colleen C	03/2017	P	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==10

Open Forum: ECCNA TYE DYE fundraiser set for this Saturday.

Minutes:

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

Reports.

AB Vice President Report- Kevin D. No concerns other than members not participating.

CFO Report – Jeff P:

AB Account - Checking

Beginning Balance - \$ 4,673.87

Deposits	0.00
Expenses	(89.85) Bank Charges April-June (\$29.95 per month)

Ending Balance - \$ 4,584.02

Paypal Account

Beginning Balance - \$ 1,735.46

Funds Received \$ 2,474.36 Payoff deposits 3 singles = 376.50; Single 3=585.00;
Double 7=1225.00

15.00 Day Reg 1 = 25.00; Sat Lunch 1 = 13.00; Sat Dinner 1 =

Donations = 1.49; Unallocated (See Note Below) = 233.37

Transfers: \$ 0.00

Ending Balance \$ 4,209.82

Host Account – ECCNA 20 (NEW)

Beginning Balance \$ 1,597.35

Deposits 1,389.75 4/11 Fundraising – Dinosaur Dinner

3,378.00 4/11 Singles 3 = 585; Doubles 8 = 1400; Merch = 87;
Fundraising = 1306

3,991.00 5/09 Singles 5 = 975; Fundraising (Murder Mystery) = 1550;
Merch = 396

2 dbl to 2 sgl = 40 Virginia Fundraising = 1000; Donations = 50; Upgrade

1,625.00 6/06 Single 1 = 195; Doubles 8 = 1400; Upgrade dbl to
single = 20

50 Downgrade 2 singles to doubles = (-40); Donations =

Expenses: (55.09) 4/09 Check #1126 - Shari B (See Note) – Admin Printing
(copies)

(18.50) 4/09 Check #1127 – Rene F – Conv Info postage

(150.00) 4/09 Check #1128 – St Juan Diego – Fundraising –

Dinosaur Dinner Rent (525.00) 5/06 Check #1129 – Mystery Most Wanted – Fundraising

Expense (1,000.00) 5/07 Check #1130 – RMU – Deposit #3

(2,589.65) 5/07 Check #1131 – Jim A – Linens

rent (150.00) 5/07 Check #1132 – St Peters – Host Committee Meeting

(51.00) 6/01 Bank Charge

convention (1,000.00) 6/04 Check #1133 – RMU – Final Deposit (#4) before

Ending Balance \$ 6,441.86

Host Account – (OLD)

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

Total Cash in Banks \$ 16,195.15

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.:

I sent out a "reminder to register" email to 147 addresses per our discussion in April.
I added the May and June Host Committee Minutes to the website
I sent Kevin all the contact info needed to update/maintain the website
Thanks for allowing me to serve,

Kim A

Mailing List- NA

Host Chair- Victor H

Our host committee met on May the 7th and June the 4th. We received a donation from Indiana, PA for \$1000.00. We sent them a letter confirming our receipt of the donation and thanking them as well. We sent out an email and Facebook request that members bring their own linens to reduce costs. Kim also sent a reminder to previous attendees about the convention. Thanks Kim. We will have recommendations at the end of this report. As we talked about this at the last meeting, we set pricing for Thursday night stays. The double room price will be \$37.00 and single room will be \$52.00. Food is not included in this price. This is \$12.00 over our cost which denotes the cost of a Basic Text. We would like to know how many will be staying Thursday so we can give the university a number. As of this writing we have 72 registrations. We need to give the university a room and meal count soon. What is your recommendation? We did not talk about it on our June the 7th meeting which is my mistake. Our next meeting is June the 18th. A deposit was due on June the 8th, for a thousand dollars which we sent on Saturday. The hospitality committee has nine or ten home groups willing to sponsor an hour or two at the hospitality room. This lightens the load on the committee and reduces our need for donations. The arts and graphics has the banner priced at \$49.96. I don't think this merits any discussion. We have pricing for the programs which I will detail at the end of this report. The committee is also working on signage for the committee tables and meeting rooms. Dennis will coordinate this with the university. The program is pretty much complete. I think we are sending you a copy of the schedule. We decided to go with three speakers instead of four as we talked about previously. They are as follows: Friday night will be Susan E. from Erie, Saturday night will be Al R. from Philadelphia and Sunday morning will be Von W. from Pittsburgh. We initially talked about not having a jewelry vendor but both the jewelers and the tapers agreed to store all of their equipment in their rooms or vehicles as we have no locked storage. We decided to go ahead with these bids. The merchandise committee wants to place a final order of 144 t-shirts. The shirts will be in black and gold. Our recommendation is to purchase 48 sets of towels, pillows, wash clothes and blankets some of which can be returned. Total cost of a towel, wash cloth, pillow and blanket will be \$13.56. We have 120 sets of linen ordered. The ship date is two weeks prior to the convention. We can reduce the number before that date. The merchandise will go with same vendor the price will be \$850.38. The serenity keepers want to order 24 shirts. The bids are as follows: Ange promo \$418.00, Custom ink \$220.00 and Allied at \$203.00. The committee recommends Allied. The price will be lower as he is getting cheaper t-shirts. Taping: Charles Davis Taping 30% of sales, World Wide Taping 25%. The committee recommends Charles Davis. Jewelry: Golden Touch 25% of sales plus three silver pieces, Allowed Earth 20% of sales plus a gold piece. The committee recommends Golden Touch.

In service to the fellowship

Victor H.

Nominations / Elections: None

Liaison reports

Kevin- College Not needed yet.

Tom-Convention info- No report.

Al-Marathon-No report.

Mitch- Entertainment- No report.

Colleen-Registration- Sent email to Sherry

Deanne-Serenity Keepers-No report

Jeff -Treasurer-no report.

Dave-Program-No Report.

Jimmy-Merchandise-No report

Dutch-Hospitality-No report

Enid-Auction I sent another box of donations to Peggy K. for the auction and received confirmation. I do not have a report from her this month.

OLD BUSINESS:

1) Guidelines-- ADHOC COMMITTEE HEADED BY DAVE.

MOTION 06-01-2016 TO SEND GUIDELINES IN PDF TO HOST NO OPPOSITION

**2) Thursday night cost? \$37.00 Double-\$52.00 single. Must pay Thursday night.
No Opposition/Open to fellowship on the website? Yes**

NEW BUSINESS:

- 1. Extra monthly meetings for the convention need to be determined. June 20th**
- 2. Time for Saturday morning meeting. 8:00 am**
- 3. Need to get bid for review---Motion to give Conn until the 20th to put together bid.**
4. Vendors—Charles Davis—Taping---Golden Touch--- Jewelry ---Serenity keeper shirt—All Vendors approved without opposition.
5. Wireless—Dennis will check into
6. Linen---motion to order 60 additional pillows and towels—no opposition
7. Speakers—Motion to accept host recommendation==no opposition
8. Serenity keeper no motion needed, within budget.
9. Registration packet---Motion to approve TK Jones—No opposition.
10. Meals-- final counts TBD by CFO and Host chair
11. Rooms—final counts/ dates TBD by CFO and Host chair

Next Meeting: June 20, 2016 7:00pm