

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
June 5, 2017**

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 Jeff.

Roll Call/Resignations/Vacancies:

Position	Name	Term End Date		Liaison to:	
President	Kevin	7/ 2018	P	College	
Vice-President	Kim	06/2017	P	Registration	
Secretary	Tom K	08/2017	P	Convention info	
CFO	Jeff P	08/2017	P	Treasurer	
CFO Alt	OPEN	-----			
Webmaster					
Director	Evelyn	02/2019	A		
Director	Enid O.	08/2018	P	Auction	
Director	Jimmy G.	08/2018	P		
Director	Mitch G	12/2017	A		
Director	Michael R	05/2018	P	Programming	
Director	Dutch H	06/2017	P		
Director	Al D	3/2018	P	Entertainment	
Director	Victor H.	8/2018	P	Merchandise	
Director	Roberta T	10/2018	A		
ECCNA 21	Elizabeth	Chair	P	Host 21	
ECCNA 21	Joey B.	V-Chair	A	Host 21	

Others present:

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

Quorum met = YES--10

Open Forum: None

Minutes:

Motion was made and seconded and passed to approve May minutes -- **No Opposition**

Reports.

President Report- Kevin D. No report.

Vice President Report- Kim.

Tried to call Dan Scheuch from Washington who I was told was interested in putting in a bid, but his number is no longer in service.

I was in touch with Lisa Sparks (Georgia bid) and forwarded several emails on to the email list.

Set up our Zoom AB meetings for the next several years. I think an auto reminder will go out each month until it expires or we cancel. I will maintain the list of invitees for the next year.

**Paypal receipts consist of the following: Payment plans (1-5mo; 2-4mo; 5-2mo) = \$624;

Singles (30) = \$5,850; Thursday night rooms (11) = \$550; Day Registrations (10) = \$250;

Friday Dinner (1) = \$18; Saturday Lunch ((2) = \$26; Saturday Dinner (5) = \$90; Partial payment on Single (used incorrect link; will pay balance at convention) (1) = \$125.50;

Less refunds (Day Reg (2); Friday dinner (2); Saturday breakfast (1); Saturday lunch (2); Saturday dinner (2)) = \$157, and less paypal fees \$7.75.

Currently, we have 110 full pay registrations, 2 registrations on a 6 month payment plan, one on a five month plan, and three on a 4 month payment plan. We have 4 registration deposits paid at ECCNA 20 and 2 registration deposits to include a mug. If all those who gave deposits and all those on payment plans pay in full, that's 122 on campus. We have 34 Thursday night rooms as well. As per our normal procedure when we get this close to the convention, I start including those who have committed to attending even though they have not yet paid (most will pay when they get to the convention). There are 3 full pay registrations and 5 Thursday night rooms that are included and unpaid. There is also one full pay registration (in cash) included that has not yet been deposited. This was a donation and is being raffled at the June 10 fundraiser. Also, of the 12 that we still have as deposits and/or payment plans, we have confirmed 7 who will be attending. We also have five extra Friday dinners, nine extra Saturday lunches, and nine extra Saturday dinners, plus we have 58 day registrations.

Reserves – I've set aside (internally) the following reserves:

Registration Deposits: 6 @ \$50 = \$300.00

Payment Plans not yet completed: \$659.75

Full pay – rooms: (110-4) @ \$88 = \$9,328.00

Thursday Rooms: (34-5) @ \$44 = \$1,276.00

Campus Costs = \$4,283.40

Full pay – meals: 106 @ \$51.15 = \$5,421.90

Friday Dinner: 5 @ \$14.85 = \$74.25

Saturday Lunch: 9 @ \$9.35 = \$84.15

Saturday Dinner: 9 @ \$14.85 = \$133.65

Registration Packet and Merchandise (estimate): \$4,300.00

Less: Deposit already paid to college (\$500.00)

Total Reserves: \$25,361.10

That leaves us with available cash on hand of \$12,515.61 (\$37,876.71 - \$25,361.10)

Insurance – The insurance has been obtained and a certificate sent to the college.

Jeff

Website – Kim A

Updated the website as needed. People had a lot of trouble with registering online. I suggest we get a web servant next year who has more time to set up the “store” end of things. Can everyone please talk to people who have some website skills to get someone new in that position?

Thanks for allowing me to serve,
Kim A

Host Chair-- 21 Elizabeth --ECCNA 21 Chair Report

Everything is going well and on track we are all very excited and ready!
I received the square readers that were ordered by the CFO. Question of the charge that was not included in the registrations I did with the square reader maybe the CFO can elaborate on that. The host committee treasure was concerned that we did not take the fee from square into consideration like we do with pay-pal.

We will have to make a waiver for dorm key and food card \$25 each that will be signed at time you register. The college will be handling making tickets for meals. We will be setting up Thursday and hanging banners finalizing packages. We are in two different dorms now with a total of 161 beds there are a few quads and triples. 89 beds in Park Dorm 72 beds Plant Dorm.

Our recommendation for pricing for merchandise is as follows:

- Mugs- \$10
- Pre-reg Mugs- \$20
- T-Shirts- \$15 & \$20
- Sweatshirts- \$30 & \$35

ILS Elizabeth E

Host Vice Chair-- 21 Joey Absent

Liaison reports Hi Everyone: Just got back from ARCNA XXXI in PHX and it seems they had too many long sleeve t-shirts that no one would buy in 107 degree heat...so, they got donated to ECCNA. I'll be bringing them with me as I'm certain folks will make better use of them here. The *Planting the Seeds of Recovery* convention was successful and it was nice to see old friends and have them support our efforts since so many of them are from the East coast. I'll be helping out Auction Chair Cate H. anyway I can. TFLMBOS, ENID

Nominations / Elections:

Name	Paul M. Shirey
Address	86 Park Place East
City	Midland
State	Pennsylvania

Phone	7246835966
Email	Shirey1000@gmail.com
Area	Tri-State Region, Beaver Valley Area, We Are Free home group
Prior current area and regional level experience	<p>Clean date 12/16/1982</p> <p>1980's – Always had HG position and on multiple subcommittees, Chair 1st South Hills Retreat, Chair South Hills Lit Committee, Chair South Hills Newsletter, TSR Regional Secretary, ASR South Hills Area</p> <p>1990's – Always had HG position and on multiple subcommittees, Treasurer Butler Area, Lit Chair Butler Area, ASR Butler Area, Policy Chair TSR, RD-Alt/RD – TSR, Chair TSR (did not complete)</p> <p>2000's – Always had HG position and on multiple subcommittees, Treasurer Butler Area</p> <p>2010's – sponsor, HG and work.</p> <p>Work Experience. 1987 BS Accounting Penn State, 29 years IRS – 15 as Field Revenue Agent, 14 as Field Exam Manager. Retired April 30, 2016.</p>
Prior or current convention or BOD	2016 ECCNA Alt Treasurer, 1990's – 3 or 4 years TSRSO, Inc BOD

No Opposition

Motion to nominate Paul for Alt CFO---No Opposition

OLD BUSINESS:

- 1) Numbers for meals and rooms for college. Motion to have Jeff, Elizabeth, Al present numbers to college 10 days prior. Unanimous

NEW BUSINESS:

1. LETTER I didn't get any email instructions from Jeff but I do have the policy. I'm working on getting the rest of the info together. So here is my update below:

The facility fact sheet was completed as much as it possibly could and sent to the board already. I am currently waiting on the letter of intent from Valdosta State. I expect to receive that this week along with layouts of the dorm and the Student Union building that we would be using for the convention. I'm also waiting on the letter of the support from the Georgia region. We'll send that ASAP. We are working on a PowerPoint presentation for the bid and plan to meet again the weekend before the convention. We will have four host committee members present to present the bid. On a side note I thought everyone would like to know that the Valdosta State did check out our website and asked around about us at other universities we have been at and they were given a good response. They are very excited about having us and working with us on the East Coast convention.

I still have eight mugs and 12 of each of the shirts left to sell. Hope to sell out at the next event.

Please let me know if you have any questions. Sorry I was not able to be on the call tonight. I will plan for the first Monday of the month in the future!

2 SQUARES Rent two cash registers for the convention. Or purchase 1 if not able to rent.
Unanimous

3 PRICING Motion- Mugs- \$10

Pre-reg Mugs- \$20

T-Shirts- \$15 & \$20 ----- Motion to sell all T's for \$15 No Opposition

Sweatshirts- \$30 & \$35

Motion to accept pricing as stands. No Opposition

. Meeting closed at 7:42

Next Meeting: June 24, 2017 3rd floor @ 10:00am