

East Coast Convention 22
Host Committee – Meeting Minutes
August 12, 2017

1. The meeting was opened with the Serenity Prayer.
2. The Twelve Traditions were read by Kelsey L.
3. Roll Call: was performed.
4. Open Forum:
 - a. A review of the purpose of East Coast Convention 22 was explained by Lisa S, Chair. Requirements for Subcommittee members were also reviewed. Highlights include:
 - i. The Advisory Board is a legal entity who manages contracts on our behalf. Lisa S. , Jimmy G. , and Michael R., are on the Board who meet regularly.
 - ii. The purpose of the East Coast convention is to make accessible a convention that is cost effective for attendants and to supply the Basic Text to jails and prisons. To coordinate and conduct a convention that will bring our fellowship together in a celebration of recovery.
 - iii. Convention Information: all those on Admin and Committees are expected to stay the night at the convention and register. The Board will set the registration price which will include 2 nights in the dorm room and 5 meals. The dorms are Suite-Style at Valdosta State University, which are two twin beds in each room or a single bed in each room with connecting bathroom. You may request your roommate and suitemates. There will be day packets available although committee members are again expected to stay on campus each night.
5. Chair Report by Lisa S. (included in minutes)
 - a. Weekly Facebook posts have been on going. If you have anything to be posted, please give to Christy B.
 - b. She attended the PASC and sold a few shirts, met with some vendors; information will be shared with Registration Chair, Sherry, and picked up on some dos and don'ts.
 - c. She participated in the Advisory Board conference call, all went well. It was decided that it is up to us if we want a Marathon Subcommittee or not.
 - i. Conference XXI donated 2, 170 Basic Texts. A total of 21 cases will be distributed to jails and prisons in the host region (Connecticut) and another 10.5 cases will go to the 7 prisons in New York who participated in the conference. Two cases went to each remaining 23 regions.
 - d. A copy of the layout for Valdosta State is available.
 - e. After meeting she plans on meeting with each Subcommittee Chair to pass along helpful hints from the past conference and share contact information and personal notes.
 - f. Current priorities include filling vacant Subcommittees, get a pre-registration flyer ready to go, decide on pre-convention artwork and start planning fundraisers.
 - g. Each Area should do a Fundraiser; anyone can do, no permission is required.
6. Vice Chair Report by Jimmy G.
 - a. He has been a Board Member for the past 3 years, "got hooked in Virginia".
 - b. Call him anytime for help with anything.
 - c. He spoke to "Mark" who is available to bring the History of NA display to the convention and he will coordinate with Facility Liaison security requirements for the display.
7. Treasurer Report by Christy B.
 - a. East Coast Convention 21 is still closing out their account, so transfer of money is still pending.
 - b. A P.O. Box has been opened in Nicholson, Georgia which cost \$64/6months and both Christy B. and Lisa S. have keys to the PO Box.
 - c. We have point of sales "squares" for sales so debit/credit cards can be used.

- d. Money is available for Fundraising.
 - e. Cash Merchandise sold: \$300, debit/credit card sales \$75 and \$200 mugs = \$575.00 raised so far.
 - f. \$2,450 raised in registration so far.
 - g. A total of \$3,211 total balance, not including seed money.
 - h. Coordinate with Christy B. for money to fundraise, which will be approved by the Host committee Administration.
8. Site Liaison Report by Romer J.
- a. He read his responsibilities from the Host Committee Policy Handbook.
 - b. He shared highlights of the Program Director Responsibilities. For example that a speaker cannot be part of the sponsor family of a subcommittee member.
9. Subcommittee Chair Reports
- a. Auction- Brain G.
 - i. He has made a master list of inventory.
 - ii. He has been talking to people for donations; waiting on follow up
 - iii. He has arranged for "Stevie D" to do the auction.
 - iv. He is requesting auction information to be put on the registration flyer for people to donate items.
 - v. He was able to get a quilt donated, needs a few repairs so he is sending it to the original maker for these repairs.
 - vi. He has people helping him.
 - b. Hospitality- Vice Chair Lane H. gave report.
 - i. He has investigated areas to buy in bulk; a Sam's Club and Dollar General are in Valdosta.
 - ii. Needs contact information from East Coast Convention 21 (which was provided after meeting)
 - c. Programming- Michael R.
 - i. He has a Vice Chair and participants for his committee.
 - ii. He wants some advertisement on the flyer for potential speakers to have their tapes forwarded to him and the group for review.
 - iii. He reviewed criteria for the speakers: 10 years for the main speaker and 5 years for workshops leaders.
 - iv. Tapers were discussed; to use them or not.
 - d. Registration- Sherrie H.
 - i. Current number of registered was reviewed. 47 pre-preregistered and 2 pre-registered.
 - ii. Reviewed the website to start the registration process on; currently a \$51.80 deposit.
 - iii. Needs flyer.
 - iv. Possible newcomer discount was discussed; but will be up to the Advisory Board. People can donate registration for a newcomer.
 - e. Serenity Keeper- Fred H.
 - i. Currently recruiting serenity keepers and familiarize themselves with the campus.
 - ii. Vice Chair is Steven from Macon.
10. Nominations/ Elections: reminder to those present to recruit from home groups and sponsorship family.
- a. Host Committee Alternate Treasurer: no interest was shown in this position.
 - b. Subcommittee Chairs
 - i. Art & Graphics: Frank S. was elected unanimously. Gary C. showed interest as Vice Chair.
 - ii. Convention Information: position open; although Frank J. showed interest as Vice Chair and was voted unanimously.

- iii. Entertainment & Fundraising: Medina H. was voted unanimously while Rosemary showed interest as Vice Chair.
- iv. Hospitality: Johnnie H was voted unanimously and Lane continues to be Vice Chair. There will be two rooms to keep stocked with snacks/drinks; one in the main conference room and another in the dorms.
- v. Merchandise Chair: no interest shown.

11. Old Business

- a. Pre-Registration Flyer- needs approval by the Board.
 - i. To include information for auctioning and programming.
 - ii. Charlotte E. made a sample flyer to be e-mailed to Frank S.
 - iii. Goal for this to be done by the September meeting.
- b. Pre-Convention Artwork:
 - i. Two ideas presented by Christy B.
 - ii. Group agreed to use the peach on the flyer.
 - iii. Deadline for pre-convention artwork is September.
- c. Specialty Item (pre-registration); presented the lotus flower, which was well liked.
 - i. Files to be sent to Frank S. to present artwork for East Coast Convention 22nd.
- d. East Coast Convention 21 merchandise: you can “check” out merchandise from Christy B./ Lisa S. to sale.

12. New Business

- a. Fundraisers: a goal of having 3 committee fundraisers was discussed.
 - i. Proposed to have a Holiday Market & Baked Goods at RSC in December 2017. Make/donate items that are recovery related (ie homemade soap that says, “Stay Clean”)
 - 1. Frank S. to make a flyer for this and present to Sept meeting.
- b. Budgets: Christy B. to contact each subcommittee to review and work on budgets. Lisa S. will send policy and notes to each subcommittee.
- c. Upcoming Meetings & locations: Typically the 2nd Saturday of the Month.
 - i. September 9th: Forsyth @ 12:00-1:30 (bring your lunch) in the H&I room at RSC.
 - ii. October: conflict on the 2nd Saturday of the month. Date pending.
 - iii. November 11th: @ 1pm at New Horizons in Warner Robbins.
 - iv. December 9th: At RSC in Forsyth
 - v. January: in Valdosta: ideally hold a fundraiser on this date.
 - vi. May- Valdosta.

13. Announcements

- a. South Georgia Area Anniversary August 19th. (flyer was to be sent to me)
- b. Kelsey L. (Registration Committee member): is celebrating 4 years in Athens, Ga.
- c. Fred H. is celebrating 15 years tonight at 6pm.
- d. Frank will be celebrating 9/16 with a b-day party from 12-5pm with food.
- e. Bill D. the group at New Horizons will be celebrating clean time on the 7th/11th and 18th.
- f. RSC will be holding a campout fundraiser over Labor Day weekend. \$40.

14. Next Meeting: 9/10 @ 12pm-1:30pm at RSC in Forsyth in the H&I room.

15. Closing Serenity Prayer