

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
NOVEMBER 3, 2014**

The meeting was opened at 7:05 p.m. by Jeff P. The meeting was held Conference Pro and was properly noticed. Minutes were recorded by Deanne F.

Roll Call/Resignations/Vacancies:

Position	Name	Term End Date		Liaison to:	
President	Jeff P.	8/2016	P	Arts & Graphics/Site Liaison	
Vice-President	Victor H.	10/2015	P	Site Liaison	
Secretary	Deanne F.	10/2015	P	Auction	
CFO	Will S.	8/2015	P	Treasurer/Registration	
CFO Alt					
Webmaster	OPEN				
Director	Enid O.	8/2016	A	Program	
Director	Bryan F.	10/2015	A	Serenity Keepers/Registration	
Director	Jeff H.	10/2015	P		
Director	Merle S.	10/2015	P	Entertainment	
Director	Jimmy G.	07/2016	P	Merchandise	
Director					
Director					
19-Host Chair	Karen W.	2015	P		
19 Host V-Chair	Dave A.	08/2015	P		

Others present:

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

Quorum met

Open Forum:

None

Minutes: September & October minutes have been submitted, motion to approve both, minutes accepted/approved.
Motion to accept: (Minutes can be posted to the website.)

Reports

AB President Report- Jeff P.:

The NJ Sales Tax exemption has been approved.

AB Vice President Report- Victor H.: No report

CFO Report- Will S.:

Will be reported later in call.

ECCNA 19--Host Chair -Karen W. :

Report as submitted

The committee asked Karen to bring a couple things to the Board:

1. They want each host committee member to have a vote versus just Board Members. If this changes Policy, we want to carry this each year forward. *Jeff P. said the Host Committee makes recommendations-Karen brings them to the AB and the AB votes on it.*
2. If they purchase sweatshirts it will take them \$1,000 over budget.
3. Jeff will sign the final contract with the college.
4. Who gets insurance for the convention? *Policy states it comes out of AB, Jeff P. said there are on-going discussions about the insurance. The process takes about 3 weeks, need all of the details then he would get the info to the insurance company. They will then bind/buy the policy for the event/fundraiser. Policy states that ECCNA will pay for any insurance, it's a line item in the budget, it all comes out of the convention money anyway, there aren't separate accounts for the AB and the Host Committee, Jeff P. will explain that to the Host committee.*
5. Host Committee wants to use the "Cube" versus PayPal Triangle. Registration & Merchandise committees can't use them at the same time, the Cube goes directly into the bank account, the Triangle goes into Paypal account.
6. Do we have a template (or form letter) for ½ way houses, to invite residents? *There is one, Dave asked if it has to be approved by the AB, Jeff said "no".*
7. How do we price for residents of ½ way houses?

There are 61 current registrants so far. Upcoming fundraising events 11/15, 12/15, 12/30, 1/11 & 1/17 (*I think I missed one-Deanne*). Raffle tickets for \$10 each, 1st prize is a convention package, 2nd prize is a handmade quilt. Virginia also has fundraiser tickets.

ECCNA 18 Vice-Chair report- Dave A.:

Nothing to add to Karen's report.

IG-Jeff said we'll discuss in New Business.

Bid Process-Jeff asked does anyone think it needs to be clarified-no response.

Mailing List- Merle:

Karen & Merle met, shared info, need info from Jeff re: places in VA not open, need completed list & financial report before sending. Jeff H. was asked for list, wasn't told he needed it, saw Merle's e-mail tonight, should know tomorrow. Karen said we need a complete list of regions & jails, it will not be accepted unless it is a complete list. Jeff H. will get the final VA list to Karen/Merle by Friday. Karen said they'll talk and submit it Friday.

Internal Guidelines: Dave A.:

Nothing to report

Nominations / Elections

Jeff asked if anyone was on the call with the desire to serve-no response. See Old Business (re:website/webmaster vacancy)

OLD BUSINESS:

Website-Kim was on the call asked to qualify herself, *23 yrs clean, convention experience long ago, RDA II Central Atlantic Region, PI & H & I experience, Jeff asked if anyone had any questions, no response. Karen: assuming Jeff wants you to join is because you have website experience? Kim: yes, 15 yrs web design. Kim left the call, vote taken: no opposition, no abstention, Kim-Welcome to the Board!*

Deanne asked about Duwan, she had responded in an e-mail to all, thank you for letting her serve and apologized for not being able to attend more, will reapply to the AB when she's better.

NEW BUSINESS:

Website/server, Kim: said would like to take it off of the GoDaddy server, would move the hosting over to her server. It would be easier, password protected and can be given to AB members that would want/need access. No additional cost to her server hosting, it would come with a little learning curve to learn PW protecting on GoDaddy. Jeff asked if there was any opposition to moving it from the GoDaddy server-none noted. Jeff said to go ahead and move it.

Jeff P. said in response to Karen's items, let's go in order:

1. For the sweatshirts, Motion: **to increase the line item in the budget from \$1,000 to \$1,200 for merchandise-** Victor asked how much are they, average \$14-\$17 each depending on the size. Victor asked are we supposed to pick vendors, Jeff said we approve convention merchandise, not for fundraisers. Jeff read the policy, the set price on convention merchandise, approve all merchandise for the convention, get 3 bids. Send to Jeff we can do it between meetings, he'll send response via e-mail. **Votes: no opposition, no abstains, Motion carried.**
2. Karen asked about voting members-Jeff said we'll get info together and bring it up next month.
3. Discuss using the Square instead of the PayPal Triangle, **Motion to get & use the Square; Victor seconded the motion,** Jeff H. said, "I thought we had a couple of the Squares used last year." Will said the good thing is no contracts to sign and ability to use on the internet.

CFO REPORT-Will:

Opening Balance \$47,143.71

Ending Balance \$46,790.62

Host account balance \$1,000.01 transferred the day of our last meeting, 2 checks went out \$40 and \$18.10.

Any questions for Will-none noted.

Jeff asked if there was any other business-no response

This meeting is adjourned 8:05 PM

Next meeting is on December 1, 2014