

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
March 7, 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	A	Merchandise	
Director	Merle S.	02/2016	A	Missed last 3 meetings	
Director	Mitch G	12/2016	P	Entertainment	
Director	Colleen C	03/2017	P	Registration	
Director	Deanne F	10/2015	A	Serenity Keepers	
Director	Dutch H	06/2017	A	Hospitality	
Director	Al D	3/2018		Marathon	
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==10

Open Forum: Couldn't open up agenda. Reformat agenda.

Minutes:

- Motion was made and seconded and passed to approve February minutes

Reports.

AB Vice President Report- Kevin D.

CFO Report – Jeff P:

AB Account - Checking

Beginning Balance - \$ 5,305.02

Deposits 0.00

Expenses (29.95) Bank Charge 2/2/16
(29.95) Bank Charge 3/1/16

Ending Balance - \$ 5,245.12

Paypal Account

Beginning Balance - \$ 1,919.34

Funds Received \$ 585.39 Payoff deposits 2 doubles = 215.36: Single 1@ \$195.02; Double 1@ \$175.01

Transfers: \$ (750.00) 2/16/16 to new host account
(1,000.00) 2/22/16 to new host account

Ending Balance \$ 754.73

Host Account – ECCNA 20 (NEW)

Beginning Balance \$ 1,651.00

Deposits 750.00 2/17 Transfer from Paypal
1,000.00 2/23 Transfer from Paypal
870.00 3/02 Fundraising Income
1,460.00 3/02 Singles (3) @ \$195; Doubles (5) @ \$175

Expenses: (995.00) 2/07 Check #1001 – ANG – Deposit on pre-convention merchandise
(50.00) 2/07 Check \$1002 – St Peter Episcopal – Fundraising Expense
(250.00) 2/07 Check #1003 Mystery’s Most Wanted – Fundraising Expense
(24.52) 2/11 Check printing fee
(994.53) 2/28 Check #1121 – ANG – Balance due on merchandise
(310.30) 3/05 Check #1123 – Victor H – Registration Flyers
(247.76) 3/05 Check #1124 – Victor H – Van rental to collect prior year stuff
(261.54) 3/05 Check #1125 – Rene F – Convention Info – Postage and supplies

Ending Balance \$ 2,597.35

Host Account – (OLD)

Beginning Balance \$ 959.45

Deposits

Expenses

Ending Balance \$ 959.45

Total Cash in Banks \$ 9,556.65

Registrations: 12 deposits from ECCNA 19; 6 Singles, 15 Doubles and one donated single (this has now been requested for refund; needs AB authorization).

New Account: I tried setting up electronic transferring of funds from our AB account (at Bank of America) to the new host account at PNC. In order to do so, it would require getting a debit/credit card at BOA since they use the 3 digit pin on the card as a security measure to authorize setting up transfers to another bank. Upon approval of the AB, I will do this, but I don't think it's necessary since I set up PNC bank as one of our bank accounts on paypal and can now transfer funds from paypal to PNC. If I needed to transfer funds from BOA, I could always write a check and deposit it here at a PNC down the street from me.

There is an issue with transferring funds out of PNC. Our current policy is to limit the host account to \$1,000. The only way to do this would be to have the host treasurer write a check and mail it to me every time the balance is over \$1,000. I'm not sure how practical that will be over the course of the convention, so we need to discuss this at tonight's meeting.

Also, I'm going to ask Will if he can go to the Bank of America branch where we opened the account to see if they can refund the \$29.95 bank charges. I'm pretty confident that won't be a problem.

ILS, Jeff

Website – Kim A.:

This past month I contacted Merle and she reported back that last time no one was sent stickers or a letter with their books. I added the registration flyer to the website and also a note about no children permitted. In looking at tonight's agenda I see I was signed up to be the liason for "Marathon". I didn't volunteer for this, but if you could just let me know what would be required of me for this commitment, that'd be great. I contacted the Host Committee for their minutes and was received them right away. I'm extremely sick tonight so may not be able to stay on the line, Please send me any updates or changes to the site that I will need after tonight's meeting if I end up having to sign off.

Thanks for allowing me to serve,
Kim A
ECCNA Director and Webservant

Mailing List- NA

Host Chair- Victor H

ECCNA 20 Report to the Advisory Board

The host committee has met twice since the last board meeting, February 5 and March 6. The minutes from both meetings have been sent to the board secretary. We drove to about half way to New Jersey to meet Dave A on the turnpike exit 26. We received some 18 to 20 boxes of last year's unsold merchandise, auction supplies, various stationary items, signage and of course the banners. Some of these things have no value to us. Some we will send to auction and others will be distributed at our upcoming fundraisers. Thanks Dave A.

All the changes to the registration flyer have been made. There will be no further changes made. We had three thousand flyers printed. All the areas have received the flyers at last month's regional meeting. A mailing went out to the regions on the east coast from the list provided by Jeff P. Our convention information chair contacted each participating regional contact, to make sure each contact address was accurate and made changes accordingly. Some of our members have been printing flyers as needed. Our next mailing will be to rehabs, hospitals, treatment centers and half way houses.

The program committee has been meeting regularly. They are very close to finalizing the floor layout, meeting times and topics for the convention. They are requesting speaker CDs. If anyone has some CDs they would like to submit to the program committee, we would appreciate it. If you have someone in mind you can contact myself, Steve D or mail it to the P.O. Box on the registration flyer.

The auction committee has been busy collecting auction items and placing them in lots. Some items from last year's convention are included. If you have anything to contribute contact Peggy K, our auction chair or myself. It remains to be seen if we will meet our last convention totals, but who knows?

The merchandise committee has received the shipment we ordered and has started to sell stuff at various events. Fundraising and entertainment has decided to have a comedy show and a dance at the convention. The hospitality committee has been working at getting areas and home groups to take an hour or two to run and provide refreshments. We have seen this work at other conventions and are hoping for the same results here.

Tickets and registration has been looking for bids, for items to include in the registration packages. We are looking in the archives to see what we ordered at our last convention. We would like to keep it close so there is no excess at the end of the event. All the other committees have been meeting regularly. All the meeting times are on the Facebook page and the Tri-State regional web site.

We have one cash box from last year's convention. Are we going to operate out of cash boxes or do we need cash registers? We have made some inquiries into locating jewelry vendors. Most of these vendors want to sell clothing items in addition to fellowship brick a brac. We are finding this unacceptable. We don't want any competition to detract from our merchandise. Does anyone have any suggestions? For vendors? Also do we provide rooms for the vendors and typically what percentage of the sales do we receive? At our last convention we received nothing from the vendors due to a bad location from our program chair and low sales.

Our next meeting is on April 9th at ten o'clock.

Beginning Balance		\$1,651.00
Transfer from AB	\$,1,700	
Pre-Registrations 3-5-16	1,460	
Dinosaur Dinner 3-5-16	870	

Deposits		4,030.00
Merchandising Expense	(1,939.53)	
Fundraising - Murder Mystery	(250.00)	
Bank Charges	(24.52)	
Van Rental - Prior year items	(247.76)	
Check 1124 on 3/5/16 - Victor Hildebrandt		
Printing - flyers	(310.30)	
Check 1123 on 3/5/16 - Victor Hildebrandt		

Convention info - Postage/supplies (261.54)
Check 1125 on 3/5/16 - Rene Freeman

Expenses	(3,033.65)
Ending Balance at 3-5-16	\$ 2,647.35
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In service to the fellowship Victor H,

Nominations / Elections: None

President – No nominations. Position is still open.

Liaison reports

Kevin- College No report
Tom-Convention info- No report.
Al-Marathon-Will have one.
Mitch- Entertainment- No report
Colleen-Registration- Sent email to Sherry
Deanne-Serenity Keepers-No report
Jeff –Treasurer-Working great.
Dave-Program-Met program committee member exchanged #s
Jimmy-Merchandise-No report,
Dutch-Hospitality-No report
Enid-Auction- Liaison to AUCTION Committee 3-7-16

Contact was made with Peggy K., Chair of the Auction Committee for ECCNA 20 Host Committee. She sent me her report and explained she hasn't received much in the way of donations as of yet. Steve D., Program Chair, gave her names of vendors, but apparently there was a miscommunication as they told her they were going to send in bids, which should be going through Merchandise and not the Auction Chair.

I'll be sending Peggy a box with tee-shirts, mugs, and jewelry I have to donate. I e-mailed her the paragraph from the Guidelines stating it's her responsibility to contact the former Auction Chair from ECCNA 19 and obtain auction items that were not sold and said that someone up there probably has George's contact info.

I also said it would be good if she could find someone who would be willing to make or donate NA quilts or items to make quilts as they go over well at the auction. It sounds as if she will need some help and I'm hoping she'll be able to get a committee together to assist her with getting donations. Submitted in Service, ENID O.

OLD BUSINESS:

A.Guidelines; Adhoc committee formed, headed by Dave, Tom and Jeff will help. This is to insert all of the previously AB approved eternal guidelines into the minutes, get AB approval and send out for approval from hosting area.

1. Regional list person: Motion to table

2. Motion 01-09-16 That the mailing list chair, or those responsible for interacting with and paying NAWS, submit a Final Summary of Distribution; to include actual total quantity purchased, any splits with respect to translation, where (region/facility) the books were sent (excluding personal names/addresses), and actual quantity sent to each. This to include any returns, reshipments and excess shipping cost that may result. To also show that cost of quantity purchased and sent (including shipping) equals amounts set aside by Board for Book Purchase. Intent: To record for future reference and archives, how proceeds from the prior convention were spent.

3 Motion 01-09-16 “To add to internal guidelines:” That the mailing list chair, or those responsible for interacting with and paying NAWS, submit a Final Summary of Distribution; to include actual total quantity purchased, any splits with respect to translation, where (region/facility) the books were sent (excluding personal names/addresses), and actual quantity sent to each. This to include any returns, reshipments and excess shipping cost that may result. To also show that cost of quantity purchased and sent (including shipping) equals amounts set aside by Board for Book Purchase. Intent: To record for future reference and archives, how proceeds from the prior convention were spent. Seconded by Kim

Amendment: To remove last sentence. Discussion. 1 Pro, 1Con no more questions. Much focus on the verbage. To delete facility/ seconded by Dave Table actual draft till seconded Tabled for rewording.

New motion: made by Dave 2nd by Jeff “To add to internal guidelines:” The CFO, in coordination with the mailing list chair, will submit a book distribution final summary to the board after all books have been shipped and the final invoice paid to NAWS. This summary will include each region (excluding personal names/addresses) having books shipped to them and the number of books (broken down by English and Spanish and/or any other language) they received. The list will also include a summary of the total number of books sent to jails and prisons as proposed by the host committee and approved by the Board. The final summary will also include any returns, reshipments and excess shipping costs that may result.

No opposition, motion passes

Guidelines—

NEW BUSINESS:

1. Checking—Den will check into it. To see if Den he can transfer money to the AB account. Will work out with Jeff. Tabled to next month.

2. Refund—Motion to refund 195.00. 2nd by Tom, No opposition

3. Room rates without meals. Host committee will be back next month with answer.

4. How do we know prisoners are getting books. Some discussion. Local H&I committees responsibility. Should we be following up on it? Ask our local committees.

5. Resend host committee chair numbers

Next Meeting: April 4, 2016 7:00pm