

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
April 3, 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	P		
Director	Enid O.	08/2018	A	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	A	Entertainment	
Director	Victor H.	8/2018	P	Merchandise	
Director	Roberta T	10/2018	P		
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 March minutes --Unanimous

Reports.

President Report- Kevin D. No report

Vice President Report- Kim.

No report

CFO Report – Jeff P:

AB Account - Checking

Beginning Balance - \$ 10,342.03

Deposits	2,000.00	3/15 Transfer from paypal
	2,190.75	4/02 Deposit cashiers check from PNC Account
Expenses	(29.95)	Bank charge -
April		
Ending Balance -	\$14,502.83	
Paypal Account		
Beginning Balance -	\$ 1,658.13	
Funds Received	\$ 2,247.00	Payment plans (2-6mo; 1-5mo; 3-4mo; 1-3mo) - \$315.25;
		Prereg pay in full 10% (4)=\$502; Singles (6) - \$1,170
		Day Reg (7) - \$175; Fri Dinner (1) - \$18; Sat Lunch
		(1) - \$13; Sat Dinner (1)- \$18; Donations \$35.75
Transfers:	\$(2,000.00)	3/15 Transfer to AB Account
Ending Balance	\$ 1,905.13	
Host Account – ECCNA 20 at PNC		
Beginning Balance	\$ 2,130.75	
Deposits	60.00	Pittsburgh fundraiser – additional income
Expenses:	(2,190.75)	Cashiers check to close account
Ending Balance	\$ 0.00	
Host Account – ECCNA 21 at BOA		
Beginning Balance	\$ 1,450.00	
Deposits	0.00	
Expenses	0.00	
Ending Balance	\$ 1,450.00	
Total Cash in Banks	\$ 17,857.96	

Currently, we have 24 full pay registrations, 2 registrations on a 6 month payment plan, one on a five month plan, four on a 4 month payment plan, and one on a three month plan. We have 17 registration deposits paid at ECCNA 20 and 5 registration deposits to include a mug. If all those who gave deposits pay in full, that's 54 on campus. We have one extra Friday and Saturday dinner and one Saturday lunch paid. We also have 30 day registrations. At this point last year, we had 37 on campus (in deposits and in full) and one day registration. For the real history nuts, at this point for ECCNA 15, we had 38 registered to stay on campus (we ended up with 80).

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

Registration Deposits: 22 @ \$50 = \$1,100.00

Payment Plans not yet completed: \$549.25

Full pay – rooms: 24 @ \$80 = \$1,920.00

Full pay – meals: 24 @ \$46.50 = \$1,116.00

Friday Dinner: 1 @ \$13.50 = \$13.50

Saturday Lunch: 1 @ \$8.50 = \$8.50

Saturday Dinner: 1 @ \$13.50 = \$13.50

Total Reserves: \$4,720.25

That leaves us with available cash on hand of \$13,137.21 (\$17,857.96 - \$4,720.25)

PNC Account – I received a cashier's check from ECCNA 20 to close out the PNC Account. This will be the last CFO report to include that account.

Deposit with Connecticut College – In reviewing the contract, I noticed that we had a deposit of \$500 that was due to the college on Feb 25 that we never paid. I've asked Al to contact them to apologize for this and have asked Gail to send them that check.

Insurance – We were notified recently by our previous insurance carrier that they are no longer in the special event insurance business. Al has been in contact with the Connecticut RSC and they might be able to cover ECCNA and issue the certificate to Connecticut College under their regional insurance policy. If they can't I will go to the previous carrier we'd used (although more expensive than the last one) to get the necessary insurance.

Square Readers – I've asked to place a new business item on the agenda to purchase three square devices with chip readers. The previous devices we had did not include the chip readers.

Taxes – All tax info has been sent to CPA for preparation of our 2015 tax return (which is for year ending Sept 30, 2016). This return is on extension until May 15.

ILS,

Jeff

Website – Kim A

The website has been updated.

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

Things are moving forward. Activities for the actual convention that maybe you could share with others are recovery yoga, drum circle, dance, auction, massage, history workshop and archives, karaoke and the awesome bid mtg!!!

Looking into possible insurance for event if we can. Waiting to hear back.

I have submitted the two vendor contracts that the committee voted on Recovery Links & Phoenix Recovery. The recommended taper Hope 2 Go with their contract.

Our main speaker recommendations are as follows

1. Friday Jane N from CA & Rudy L from NJ right now we will have 3 prisons logged into that mtg but its looking like we will have many more.
2. Saturday Tom M from HI
3. Sunday Karin B from CA

ILS

Elizabeth E

860-961-7841

Host Vice Chair-- 21 Joey Absent

Nominations / Elections: None

OLD BUSINESS:

1. Phoenix Recovery Gifts and Recovery links as Vendors . and Hope To Go as Taper. Approved
2. Motion to use Zoom as our new meeting format on a month to month basis @ \$14.99 per. Approved

NEW BUSINESS:

1. Jeff asked if there were any other contracts to review for convention. NO
2. CFO made motion to obtain 3-swipes the also read chips at a cost of \$49.00 per. Table for 1 month to research for other options.
3. Insurance—Tabled to next month.
4. Thursday and Sunday rates Motion to charge \$50.00, No opposition
5. Merchandise and Registration hours? Need to approve next month.
6. Speakers --Motion to accept host committee recommendations . No opposition
7. Bids need to be petitioned by May 23rd—Kim will do this
8. Pre mugs—May 1st is the cut off date
9. Extra meals—30 days prior to event
10. Meeting timelines—Next month

. Meeting closed at 8:30

Next Meeting: May 1, 2017 @ 7:00pm

