

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
May 1, 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	A		
Director	Mitch G	12/2017	A		
Director	Michael R	05/2018	A	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	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--9

Open Forum: None

Minutes:

Motion was made and seconded and passed to approve April minutes --Unanimous

Reports.

President Report- Kevin D. No report.

Vice President Report- Kim.

I am concerned about whether or not I will be able to take on the Chair commitment if/when the time comes. I have opened my Women's Residential Recovery Program and I have a lot less time these days and am already looking to turn over commitments that I have held onto for too long. I was advised to not give my commitment up just yet, but to let you all know of my concerns. I was told that if I do have to step down, there are plenty of people who know how to handle the Chair commitment and can take over for me. If this body is concerned about my being able to fulfill the Chair commitment, though, we should address those concerns.

CFO Report – Jeff P:

AB Account - Checking

Beginning Balance - \$ 14,502.83

Deposits 2,500.00 4/05 Transfer from paypal
 72.94 4/07 Merchandise (\$75) less square fees
 1,200.00 4/16 Transfer from paypal
 145.52 4/26 PreReg Mug Balance (\$145) less square fees
 1,500.00 4/28 Transfer from paypal
 4,273.02 4/28 Transfer from host account
 1,877.04 5/01 PreReg pay in full 10% (2)=\$251; Singles (7)= \$1,365
 Thursday Rooms (4)=\$200; Sat Lunch (1)=\$13
 Saturday Dinner (1)=\$18; less square fees
 617.53 5/01 Singles (3)=\$585; Thurs Room (1)=\$50; less square
fee
Expenses (29.95) Bank charge -
May

Ending Balance - \$26,658.93

Paypal Account

Beginning Balance - \$ 1,905.13

Funds Received \$ 5,596.35 Payment plans (2-6mo; 1-5mo; 2-4mo; 1-2mo) - \$299.00;
 Prereg pay in full 10% (6)=\$753; Singles (18-2) - \$3,120
 Payoff Mug Deposit 1=145; Mug Deposit 1=50
 Day Reg (16) - \$400; Fri Dinner (4) - \$72; Sat Bkfst (1)-
 \$9; Sat Lunch (8)-\$104 Sat Dinner (5)- \$90;

Sun Bkfst (2)-\$18; Donations=\$20.85 Shortpay (-\$19.50)

Refund 3mo plan 1= (-\$65); Thurs Rooms (12) - \$600

Transfers: \$(5,200.00) Transfers to AB Account

Ending Balance \$ 2,301.48

Host Account – Checking

Beginning Balance	\$ 1,450.00
Deposits	729.02 4/05 Fundraising \$629.02; Newcomer Donations \$100 585.00 4/11 Singles (3) 3,009.00 4/25 Day Reg (2)=\$50; bal due for error \$39 Single (1)=0 (raffle winner; post exp to fundraising) Merch \$165; Fundraising (net of \$800 exp) \$2,755
Expenses	4,273.02 4/28 Transfer to AB account 500.00 Check #1004 Deposit paid to Connecticut College
Ending Balance	\$ 1,000.00
Total Cash in Banks	\$ 29,510.41

Currently, we have 65 full pay registrations (there were 2 refunds given), 2 registrations on a 6 month payment plan, one on a five month plan, three on a 4 month payment plan, and one on a two month plan (the 3 month plan was cancelled this month and a refund given). We have 5 registration deposits paid at ECCNA 20 and 4 registration deposits to include a mug. If all those who gave deposits pay in full, that's 81 on campus, an increase of 27 since my last report. We have five extra Friday dinners, one extra Saturday breakfast, ten extra Saturday lunches, seven extra Saturday dinners, and two Sunday breakfasts paid. We also have 49 day registrations. At this point last year, we had 47 on campus (in deposits and in full) and one day registration, and in New Jersey, we had 79 on campus and 11 day registrations at this point.

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

Registration Deposits: 9 @ \$50 = \$450.00

Payment Plans not yet completed: \$783.25

Full pay – rooms: 65 @ \$88 = \$5,200.00

Thursday Rooms: 18 @ \$44 = \$792.00

Campus Costs = \$4,283.40

Full pay – meals: 65 @ \$51.15 = \$3,324.75

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

Saturday Breakfasts: 1 @ \$6.05 = \$6.05

Saturday Lunch: 10 @ \$9.35 = \$93.50

Saturday Dinner: 7 @ \$14.85 = \$103.95

Sunday Breakfasts: 2 @ \$6.05 = \$12.10

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

Total Reserves: \$15,143.25

That leaves us with available cash on hand of \$14,367.16 (\$29,510.41 - \$15,143.25)

Insurance – I've completed applications with two separate companies to obtain insurance for the convention. I expect to receive the bids by the end of this week. If they fall within the budget, I will go ahead and pay for the lowest quote. If above the budget, I will get approval from the other officers and then obtain the insurance and have the certificate sent directly to the college.

Rooms and Meals – If anyone knows of people who intend to sleep on campus who have yet to register, please start sending me a list of those names. Now that the deadline has passed for registrations getting a free mug, I'll start pushing on social media to have day registrants who intend to eat on campus to purchase or commit to meals. We want to have a good idea of how many rooms and meals to guarantee with that guarantee needing to be made by May 23.

Limited Edition Mugs – The final count is 81 mugs. That's the number who have pre-registered prior to May 1.

Square Readers – We were tasked with checking on the prices for square devices with chip readers. Kevin was able to find them for \$29 each. I will be making a motion to purchase three of those devices. We will use the current devices (without chip readers) as backups for those three new devices

Jeff

Website – Kim A

Updated the website as needed. Removed the Mug/May 1st info. Added some info to the <http://eccna.org/eccna-21/> page. Sent out an email to the subscriber list (81 addresses) asking them to get people to register before May 1st in order to get the mug.

Thanks for allowing me to serve,
Kim A

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

We had a really great fundraiser Chicken Parm dinner generating \$2945 the enthusiasm was high really great time. We will be having one last fundraiser in June to really push East Coast get people registered informed and excited.

We have been meeting at the college so it's really been beneficial to get a lay out how everything will run. Hopefully by now Jeff has a copy of the program so he can move forward with obtaining insurance. Tonight May 1 2017 is the cut off for the limited edition mug so if you haven't registered or your friends haven't get on the horn and get them registered before midnight.

I also obtained the insurance policy for the masseuse. Registration hours are pretty much going to be all day and night. Friday 2pm-10pm Saturday 8am-11pm Sunday pre-reg for ECCNA 22. Merchandise will stay open most of the time minus main meeting times.

Friday night of convention we have right now 3 prisons that will be logged on for the main Mtg 2 CT 1 VA. We would like to ask the AB if it would be possible to use their Zoom account to get the prisons on board. It will just keep cost down so we don't have to purchase a separate account.

. Here is pricing for the tees sweatshirts

2 options a regular tee and a better quality tee (both 100%)

Price includes a one color print each side.

Basic Tee

72 – 143 pieces \$7.75 each

144 – 287 pieces \$5.75 each

Better tee

72 – 143 pieces \$8.75 each

144 – 287 pieces \$6.75 each

Figure \$21 - \$24.00 depending on overall quantity of tees and hoodies

XXL – 5XL tees add \$1.50 each

XXL-4XL hoodies add \$3.00 each

No set up, art etc..

Not decided on number of mugs shirts & sweatshirts yet going to make decision third week of May. It will be on the lower end.

We are going to do pens and magnets for registration packets

500 of each. Unless we get some crazy number of pre registrations.

ILS

Elizabeth E

860-961-7841

Host Vice Chair-- 21 Joey Absent

Nominations / Elections: Both nominees were absent, will try again next month.

Name	Donald Smith
Address	1662 NE 808th st
City	Old Town
State	Florida
Phone	386-688-2406

Email	mividalocafarm@gmail.com
Area	Uncoast
Prior current area and regional level experience	Have been GSR in various areas over the years, have been part of the ASC in various positions in various areas over my 28.5 years
Prior or current convention or BOD experience	Have handled merchandise, hospitality, speaker planning, executive committee

Name	Laurie Miller
Address	24785 Shoreline Dr
City	Millsboro
State	DE
Phone	443-540-9287
Email	lemiller1981@gmail.com
Area	Delmarva
Prior current area and regional level experience	<p>8 yrs volunteer at the Area and Regional level (3 years Phonenumber chair, 2 years literature development chair, 1 year Area Vice- Chair, 2 years Area Chairperson, and 1 year Regional literature development chair..</p> <p>I stay active in my Homegroup (Women Empowering Women)</p> <p>I have the same sponsor for 6 yrs, and work steps,</p> <p>I sponsor women Ive started 3 new meetings in my Area over the past 7 years, all are very successful. Been active in of 2 of our Regional conventions</p> <p>I would like to be part of the committee since the meetings are over the phone.. I am the Administrative Coordinator for several inpatient substance abuse programs full-time so traveling back and forth wouldn't be an option.</p> <p>I</p>
Prior or current convention	Above

or BOD experience	
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OLD BUSINESS:

- 1) CFO made motion to obtain 3-swipes the also read chips from Square at a cost of \$29.00 per.---
Unanimous
- 2) Insurance was obtained for \$431.00
- 3) Merchandise and Registration hours.--- Friday 2pm-10pm Saturday 8am-11pm Sunday pre-reg for
ECCNA 22.
- 4) Bids ---Need to be sent in as per policy
- 5) Extra AB meetings, none needed, numbers for college are due on the 8th of June.
- 6) Merchandise numbers===Tom and Elizabeth will come up with a quantity for T's and such. Will be
sent out to the AB for approval

NEW BUSINESS:

1. Zoom for prisons...OK

. Meeting closed at 7:42

Next Meeting: June 5, 2017 @ 7:00pm