

**East Coast Convention of Narcotics Anonymous
Advisory Board Minutes
November 6, 2017**

The meeting was opened at 7:00 p.m. by Kim A. 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	Kim A.	6/ 2018	P	VA	College
Vice-President	Victor	8?2018	P	PA	Hospitality
Secretary	Tom K	09/2019	P	FL	
CFO	Jeff P.	10/2018	P	FL	Treasurer
CFO Alt	Paul S	6/2019	P	PA	Registration
Webmaster	Kevin	6/2019	P	FL	Arts & Graphics
Director	Evelyn A	02/2019	P	NJ	Convention Info
Director	Enid O.	08/2018	P	VA	Auction
Director	Jason L	07/2019	A	PA	Programming
Director	Michael R	05/2018	A	GA	
Director	Al D	3/2018	P	CT	Merchandise
Director	Roberta T	10/2018	P	CT	
Director	John A	6/2019	P	PA	Serenity Keepers
ECCNA 21	Elizabeth	9/2019	P	CT	Entertainment
ECCNA 22	Lisa S.	Chair	P	GA	Host 22
ECCNA 22	Jimmy G	V-Chair	P	GA	Host 22--8/18

Others present: Dave A

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

Quorum met = YES--13

Open Forum: NONE

Minutes:

Motion was made and seconded and passed to approve October minutes/ minutes amended to reflect Mitch's election – **No Opposition**

Reports.

President Report- Kim A. .

I coordinated communications between committee members regarding various issues including raising the price for the T-shirts as suggested by the HC, adding an event calendar back to the site, renewing eastcoastconventionofnarcoticsanonymous.org on GoDaddy Thanks everybody for your responses.

Spoke with Host Committee Chair re: the contract and expect to have one very soon.

Due to my daughter's wedding last weekend, I was unable to gather the numbers together that Lisa requested for a "fact sheet". Thanks for taking care of it Lisa and for your input Jeff.

Thanks for allowing me to serve,
Kim

Vice President Report- Held fundraiser and collected \$2601.05

CFO Report – Jeff P:

AB Account - Checking

Beginning Balance - \$ 4,962.90

Deposits 72.44 10/23 Merchandise 75.00 less square fee 2.56

216.04 10/30 PreReg Deposits 2=100; Merch 120; sq fee 3.96

Expenses (29.95) 10/2 Bank Charge

(300.00) 10/11 Ck #1043- Print Magic- Deposit on Merch order

(1,043.02) 10/18 Ck #1044- Print Magic – Merchandise balance due

(29.95) 11/1 Bank Charge

Ending Balance - \$ 3,848.46

Paypal Account

Beginning Balance - \$ 2,648.59

Funds Received \$

Transfers: \$

Ending Balance \$ 2,648.59

Host Account – Checking

Beginning Balance \$ 1,176.64

Deposits 765.00 10/10 Merchandise

Expenses

Ending Balance \$ 1,941.64

Total Cash in Banks \$ 8,438.69

Additional Notes:

Tax Return – Our 2016 non-profit tax return Form 990 (for year ending Sept 30, 2017) has been filed electronically. I received an invoice from the CPA firm for the preparation of that tax return in the amount of \$365.00. I will pay that this week.

Pittsburgh Fundraiser – I received a check in the amount of \$2,601.05 from that fundraiser. I will be depositing that tomorrow.

Basic Texts from ECCNA 21 – All the books have now been shipped from the GNYRSO!! Thank you Greater New York and Lynne!!

Website – Kevin

Added calendar back per Lisa. Kim will bring up for discussion.

Host Chair-22—Lisa S

Hello East Coast Family. What a great month it has been! East Coast in Georgia is going strong. We had a meeting on October 21st. The minutes were sent to be posted on the website so you can review if interested. It was a very long and productive meeting. Excited to say we do have a Merchandise Chair now. He was already serving on the committee in a vice chair capacity but was willing to transition over. I have sent Al D. i all of his contact information since he is the liaison. Excited to say the shirts are selling fast. We've already sold 90 shirts in 2 weeks. All the East Coast 21 shirts are now sold too!

Christy and I had the pleasure of driving up to Virginia and meeting up with Jeff H. His group had a fundraiser for the East Coast and we also met Elizabeth there and got the banners, cash registers and a few other things. It was an AMAZING East Coast weekend. While we were there I got a message from Vic that they raised \$2,600 for East Coast at their fundraiser. Big thanks and shout out to them! We also had a member donate 250 mugs for our auction. We sold a lot of shirts, gave a lot of East Coast hugs, and heard a wonderful message of recovery from the past East Coast Host Chair Elizabeth. Christy and I thought we were going to have to rent a U-Haul to get home. It was a great weekend.

We have two fundraisers coming up. One on November 11th and another on December 9th. Both of the flyers should be available on the website and our Facebook page. We are also looking at doing a raffle for 2 registrations and 2 room nights at the local area convention. I will have more information on that after we have our meeting next week.

We have actively been working on budgets for the last month and have a proposal to submit today. I am still waiting on the contract from the college. She has said they are working on it and I hope to have something soon. Although she does keep reminding me that the prices are subject to change if we add additional items like chairs and tables. I let her know that that was expected. We will have a one price contract that includes everything.

We will need to have our December meeting by Zoom since we will be spending all day on December 9th at the Region working our fundraiser. It is a holiday market and we also plan to sell food and beverages. This is the first time this has been done at Region and we are excited to bring the Region something new.

Our goal is to have 200 registrations by May 1st. Please please please go ahead and pre-register if you have not done so already. Keep passing out the pre-registration flyer. Talking up East Coast. Having fundraisers. It's all about Selfless Service!

In Loving Service,
Lisa S.
East Coast 22 Host Chair

Host Vice Chair—22 Jimmy I will be assisting the people who are having fundraisers.

Liaison reports

- **College**----None
- **Hospitality**----None
- **Treasurer**----Been in touch—Jeff P.
- **Registration**----Greetings!

This report covers contacts I made with Sherry, the Registration chair for East Coast Convention Georgia. I introduced myself and reviewed the Guidelines for Registration on the ECCNA.ORG website. Sherry had some questions and I answered a couple of them and most I referred to Jeff who promptly provided assistance – Thank You Jeff! I also sent a copy of the budget that East Coast Pittsburgh used for Registration, which seems to have been helpful. I will make additional contacts as we move forward to help with any issues regarding the Guidelines.

Grateful to serve,

Paul Shirey,

CFO in training and Registration Liaison

- **Arts & Graphics**----None
- **Convention Info**----

CONVENTION INFORMATION

The Convention Information Sub-committee collects and disseminates information concerning the convention to the NA fellowship and any interested parties.

Convention Information is typically responsible to:

- Define a mailing list
- Distribute information regarding the convention to N.A. members

- Mailing flyers and/or registration forms to GSR's in the State asking them to distribute them in their individual groups. May mail registration flyers to Areas and Regions informing them of the upcoming convention
 - Providing information about the convention to Regional & Area Websites, regional newsletters, etc.
- Prepare a media information kit including basic information about N.A. (including approved Literature), the purpose of the convention, a schedule of convention events, also a P.I. forum for the news media to make them aware of guidelines regarding anonymity
 - Provide a brief guideline sheet for all convention activities in an effort to avoid violations of the Traditions regarding personal anonymity
 - Arrange and/or engage with a commercial recording company to tape portions of the convention for distribution to the fellowship
 - Create an information packets (and/or maps) regarding the surrounding area of the convention informing registrants of nearby eateries, shopping, attractions, etc.
 - Prepare a press packet available at the registration table in case the media does show up. All Convention Committee members should be advised that if a reporter approaches them, they should direct the reporter to the registration area. A well informed and knowledgeable Convention Committee member should be readily available to accommodate the reporter's needs or questions.
 - Host a table at the convention to provide information to the registrants (i.e., info packet, maps, upcoming events/conventions, etc.)
 - Maintain a clean-time book and/or program
 - **Auction**----Hi Everyone: I was unable to attend the Bonfire/Brunswick Stew Event @ Jeff H. place since my daughter & new grandbaby Scarlett were in town. So instead I'll be sending donations to Brian G., Merchandise Chair. He calls me regularly to check-in and let me know what's going on. He's really on top of things and is keeping a very copious list of all donations, where they're from, what sizes, & how much they'll bring in. I explained they'll probably be auctioned off in lots, but I don't want to disillusion him this early on. It sounds like he's doing a great job, has a lot of help, and has everything under control.

Thanks for letting me be of service, ENID O.
 - **Programming**----None
 - **Merchandise**----I made contact with the merchandise chair Al D.
 - Serenity Keepers----None
 - Entertainment----None

Nominations / Elections: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

MOTION TO APPROVE HOST BUDGET. NO OPPOSITION PASSED

AB Expenses

Licenses and Permits	\$125.00
Zoom	\$ 240.00
Accounting	\$ 365.00
Bank Charges & Miscellaneous	<u>\$ 50.00</u>
Total - AB Expenses	\$ 780.00

Host Admin

Meeting Space	\$ 200.00
Event Insurance	\$ 450.00
PO Box	\$ 136.00
Misc	\$ 150.00
Golf Carts	\$ 400.00
Printing	\$ 100.00
PayPal and Square Fees	\$ 250.00
Bank Charge	<u>\$ 200.00</u>
Total - Host Admin	\$ 1,886.00

Convention Info

Lit (PI)	\$ 50.00
Schedules	\$ 10.00
Mailings	\$ 100.00
Misc	<u>\$ 50.00</u>
Total - Convention Info	\$ 210.00

Arts & Graphics

Signs	\$ 200.00
Banner	\$ 150.00
Misc	<u>\$ 100.00</u>
Total - Arts & Graphics	\$ 450.00

Entertainment & Fundraising

Fundraising Prudent Reserve	\$ 1,500.00
DJ's, dances and events at convention	\$ 500.00
Fliers	\$ 200.00
Misc	<u>\$ 50.00</u>

Total - Entertainment & Fundraising **\$ 2,250.00**

Serenity Keepers

T-Shirts \$ 250.00

Misc. \$ 125.00

Total - Serenity Keepers **\$ 375.00**

Hospitality

Supplies \$ 100.00

Food/Coffee \$ 800.00

Total - Hospitality **\$ 900.00**

Registration

Mailings \$ 200.00

Envelopes \$ 20.00

Pre Registration Mugs \$ 600.00

Registration Fliers \$ 600.00

Registration Packages (based on 800 reg) \$ 1,600.00

Misc. \$ 50.00

Total - Registration **\$ 3,070.00**

Merchandise

Convention Merchandise \$ 2,200.00

Misc. \$ 50.00

Merchandise Prudent Reserve \$1,400.00

Total - Merchandise **\$ 3,650.00**

Auction

Misc. \$ 150.00

Total - Auction **\$ 150.00**

Program

Programs (based on 800 registrations) \$ 600.00

Misc. \$ 50.00

Total - Program **\$ 650.00**

Grand Total **\$ 14,625.00**

Meeting closed at 8:40

Next Meeting: Dec. 4, 2017

