

**EAST COAST CONVENTION
HOST COMMITTEE MEETING
AGENDA – JUNE 9, 2018**

- 1) **Opening Serenity Prayer**
- 2) **Twelve Traditions-** read by Charlotte E.
- 3) **Roll Call/Quorum (One more than half of the previous meeting attendance)-attached**
- 4) **Open Forum**
 - a. **Committee losses:** Sherry (mom), Steven (dad). Condolences to them & their families
- 5) **Chair Report-**see attached.
- 6) **Vice Chair Report-** no report
- 7) **Treasurer Report-** see attached
- 8) **Site Liaison Report-** no report.
- 9) **Subcommittee Chair Reports:**
 - **Arts and Graphics-** see report.
 - If you need a sign from Frank, please turn request in immediately.
 - **Auction-** see report
 - They will print 50 copies of the auction list.
 - Add the framed tee shirts to the list.
 - Also add additional items received from Alaska and jewelry.
 - **Convention Information-**report by Frank. Big sign has been made. Lots of local information has been gathered. They have a great volunteer ; Gloria. Lost & Found will be located here.
 - **Entertaining & Fundraising:** Hi family, We are in great shape. Medina is handling the scavenger hunt prep. We have games, tickets and volunteers to see tickets. Raffle items are secured. We will have our table items ready to go as well. The DJ is ready for our 70s theme dance on Friday and that info has been shared by Christy B. on facebook so that attendees know to bring 70s style clothes. Frank is making them a few signs. We are very excited! ILS; Rosemary & Medina.
 - **Hospitality –** see report.
 - **Merchandise-** report by Steven S. The wood tee-shirt frames got tossed so he will replace and figure it out. Picking up merchandise today. Hoodies have been ordered and arrived. There are still #10 Pre convention XXL tee shirts left for sale, the Board priced ann the items. His table will be up and running at the convention and will help nearby tables for back up.
 - **Programming-** see report
 - **Registration-**they currently are working on dorm/ room mates. They are calling all participants who have made the deposit and who did not register by now to see if they are coming or donating their deposit, calling all duplicates, meal counts, tomorrow/ Sunday they are stuffing registration packets, Lisa S will be calling college to see if any extra dorm rooms are available since they have #2 left. #40 people will be spending the night. Unlimited amount of day passes are available. Deadline is June 12th to reserve a room, if they have any available.
 - **Serenity Keeper-** see report

10) Nominations/Elections- none

11) Old Business

- a. On Sunday at the end of the convention; everything will be turned over to the new committee for ECCNA 23 to help them with their convention.
- b. Everyone is required to be at the convention Friday by 1pm. A list was passed around with people's arrival day and time (see attached).
- c. Thursday Lisa S. will be picking up keys to the dorm which will be issued at the Registration Table.

12) New Business

- a. **Chairs for the Speaker Meetings.**
 - i. Friday night: Program Chair; Michael R.
 - ii. Saturday Night: Host Chair: Lisa S.
 - iii. Sunday Morning: Secretary: Charlotte E. (gulp)
- b. **Readings for Meetings Formats—**
 - i. These will be assigned to committee members
 - ii. We unanimously voted to limit to 2 readings: Front page of Steps & Traditions (and then announcements of course- no smoking, etc)
- c. **Clean Down Countdown-Christy & Juan**
 - i. These volunteers have done this before and were awesome so we voted and passed unanimously to have them do it again.
- d. **Radios-** Voted and agreed. Contract to be signed by the board and paid for (a committee member will pay on credit card and then get reimbursed)
- e. **Easels:** Four are being loaned from GRNCA

13) Announcements

14) Next Meeting – Saturday, August 11 @ 12pm at New Horizon; bring a covered dish.

15) Closing Serenity Prayer

East Coast Convention 22

Host Committee - Chair Report

June 8, 2018

Hey East Coast family! Not even sure where to start with this report - there's been so much going on. Here's a quick breakdown per subcommittee. We were finally able to get the inventory auction items done and back to Mike. That was definitely a team effort. I have been working with merchandise and registration on getting all their items ordered and paid for. Have also been in regular contact with programming about the workshops and speakers. I have attempted to reach out to each of you at some point since our last meeting.

Most recently I have been working with the college and CFO on trying to get all of our numbers together for the convention. We have set Monday as the deadline for rooms and meal tickets. Please let everyone know they need to purchase online before close of business on Monday. As you may know pillows are not provided so we're going to ask that the committee bring their own pillow. We will have to buy a few for those traveling.

We have a zoom meeting schedule with the CFO on Monday at 7. Anyone handling money (with exception of raffle) will be participating in this meeting along with Christy and myself. If you did not get an invite then lucky you!

We need to talk about how we are going to handle the meeting chairs and the clean time countdown. There is not a set precedence on this although most of the ECCNA Host have had volunteers read and a committee member chair the meeting. We also need to make sure we cover everything that is needed for the convention today so we can all get a little rest before June 21!!! It is imperative that everybody check their email daily from here on out. Also I need to know from each one of you when you plan to arrive at the convention. We need everyone there if possible before 12 on Friday. We're going to open the doors to start registration selling and kick the convention off at 1 that day.

One last thing and you may hear this more than once for me I'm going to ask everybody to please be mindful of your behavior at the convention. We need to follow the guidelines that we have set for everyone else and not smoke or vape on campus. If you have a grievance with somebody else please take care of it in private. If you need help you need to ask for it. We have a whole board backing us up. I am so proud of what we have accomplished so far. Let's make this a great convention for Georgia and more importantly for the addict sitting in jail waiting on a book. GO EAST COAST!

In Loving Service,
Lisa S.

TREASURER REPORT

Hi Family,

Since our last meeting, I have been checking the PO Box weekly. We have received 6 registrations since our last meeting. I was unable to make the deposit before today's meeting, so I will be making it on Monday. I have made one deposit since our last meeting, and have listed the deposit and expenses below.

Deposits:

05/21/2018

| | | | | |
|-----------------|----------|---------------|---------|---------------------------------------|
| Fundraising | \$225.00 | Registrations | 100.00 | Romer Jackson- Registration Deposit |
| | | | \$50.00 | Johnnie Hampton- Registration Deposit |
| | | | \$25.00 | Kasha Collins- Day Pass |
| | | | \$25.00 | Gloria Conger- Day Pass |
| | | | \$25.00 | Danny Simmons- Day Pass |
| Total Deposits: | \$225.00 | | | |

Expenses:

| | | |
|----------------------------------|-----------|-----------------------------|
| Check 1514 Print Magic | \$90.10 | Banners |
| Check 1515 Print Magic | \$1629.22 | Merchandise |
| Check 1516 Promotional Marketing | \$980.26 | Registration Packets-Payoff |
| Check 1518 Promotional Marketing | \$501.42 | Specialty Mugs |
| Check 1519 Michael Rollins | \$175.00 | Refund |
| Total Expenses | \$3376.00 | |

I have attached the last CFO report that from Jeff from the board meeting on June 4. I'm so excited for this convention!

ILS,

Christy

**CFO REPORT
JUNE 4, 2018**

AB Account - Checking

Beginning Balance - \$25,127.12

Deposits 4,654.38 Apr 3–May 9 from Square: Full Package 13@195=\$2,535;
Reg Payoff (10% discount) 6=\$753; Reg Payoff (Mug)
4=\$580; Reg Deposits 1= \$50; 5-mo plan 1=\$39;
Thursday night room 7@35=\$245; 4-mo plan 1=\$48.75
Fundraising = \$80; Merch= \$15; 2-mo plan 2=\$195;
Day Reg 3=\$75; Donations = \$42.56 less sq fee (\$3.93)

305.80 Transfer from Paypal

4,105.31 May 10–June 4 from Square: Full Package 15@195=\$2,925;
Reg Payoff (10% discount) 1=\$125.50; Reg Payoff (Mug)
4=\$580; Reg Deposits 2 = \$100; 5-mo plan 1=\$39;
Thursday night room 6@35=\$210; 4-mo plan 1=\$48.75
Day Reg 3=\$75; Donations = \$2.06

Expenses (5,000.00) Apr 24 – Transfer to Host Account
(3,314.50) Apr 24 – Ck 1048 – VSU – University Center Deposit
(1,000.00) May 20 – Transfer to Host Account
(1,500.00) June 3 – Transfer to Host Account

Ending Balance - \$23,378.11

Paypal Account

Beginning Balance - \$ 305.80
Funds Received \$

Transfers: \$305.80 May 10 - Transfer to AB Account

Ending Balance \$ 0.00

Host Account – Checking

Beginning Balance \$ 1,000.00
Deposits 1,075.00 Apr 9 – Fundraising – April 7 event
634.00 Apr 20 - Fundraising – Piedmont & Admin
957.47 Apr 24 – Full Package 2=\$390; Thurs Rooms 2=\$70;
Reg Payoff (10% discount) 1=\$125.50; Donations \$371.97
5,000.00 Apr 24 – Transfer from AB Account
225.00 May 20 – Reg Deposits 3=\$150; Day Reg 3=\$75
1,000.00 May 20 – Transfer from AB Account
1,500.00 June 3 – Transfer from AB Account

Expenses (251.40) Apr 6 – Ck#1507 – Lisa S – Apr 7 fundraising expense
 (113.50) Apr 6 – Ck#1508 – Elizabeth H – Refund of plan payments
 (25.00) Apr 22 –Ck#1509 – It’s in the Book – Piedmont fundraiser
 (9.58) Apr 22 –Ck#1510– Brian G – Auction – Misc Expense
 (50.00) Apr 22 - Ck#1511– Evelyn A – Registration deposit refund
 (5,000.00) Apr 22 –Ck#1512 –VSU – Housing/Meals Deposit
 (960.26) May 10 -Ck#1513 – Promo Mktg – Reg packet items deposit
 (90.10) May 21 –Ck#1514 – Print Magic – Banner
 (1,629.22) May 21- Ck#1515 – Print Magic – Merchandise
 (960.26) May 21- Ck#1516 – Promo Mktg- Reg packet balance due
 (501.42) May 21- Ck#1517 – Promo Mktg- Mugs

Ending Balance \$ 1,800.73

Total Cash in Banks \$ 25,178.84

Please note that this is a two month report due to my attendance at the World Service Conference. Currently, we have 88 full-package registrations paid in full, 33 registration deposits, and four on payment plans. We also have two beds that we will be paying for (DJ and Taper). One of the registration deposits will be refunded. This will either be in cash or as an exchange for some merchandise. If all other members with deposits attend, we have 126 staying on campus. We have ten,day registrations and 29 Thursday night rooms as well.Also, two of the people who had deposits donated them to be used for the raffle for deposits to ECCNA 23. On our books, I’ve transferred them to ECCNA 23 deposits.

Insurance – I asked Lisa to contact the college about insurance requirements. There was nothing in our contract about it. They informed Lisa that they did not require it. I still went ahead and obtained a quote for the insurance. The amount is \$432.00.Unless informed otherwise, I will obtain the insurance later this week.

Room/Meal Guarantees – We’re going to need to make a decision about this or come up with a process for making this decision. We’ll need to keep in mind that whatever numbers we give to the college are hard numbers. We’ll be liable for those amounts.

University Center and other balances due – We have a balance due of \$3,314.50 for the meeting space at the University Center and an estimated \$8,500 - \$10,000 balance due for housing, meals, and linens. I’m going to pay the balance due for the meeting space this week. 50% of the remaining balance will be due at the convention, at the remainder due 15 days after the convention.

ILS,Jeff

ARTS & GRAPHICS

ECCNA Arts and Graphics Committee Report

Hello Family,

The banners for the convention are done. Lisa will bring them. I ordered 3 plastic sign holders for the registration room. I am working on signage for all the meeting rooms. As you know, all the rooms have holders, so it will be easy for us to just change out the signage throughout the weekend.

I am going to need a schedule of events so I can properly print the signs, times, topics etc. Bringing the samples with me today. I have a receipt for cost of the plastic signs.

Looking forward to the convention! Plan on being there Friday morning. Will be available for whatever help is needed throughout the weekend.

Thanks for letting me serve Frank S.

A handwritten signature in black ink, appearing to read "Frank S.", with a long horizontal flourish underneath.

ECCNA 22 – Selfless Service – Auction Committee

June 2018 – Pre-Convention Report

For the past two months we have been getting ready and looking forward to convention in Valdosta, Ga. It has definitely been a We thing and I am so thankful for everyone helping our sub-committee this whole year. I feel that if nothing else I have learned much more about teamwork and am very grateful for us all and look forward to the whole weekend.

Mike is getting the final catalog together ready for us to check and see if any need for changes before we make copies to give out to ppl down there as the Auction begins. Current plans will have Treasurer collecting money, Mike S doing laptop and CFO will make sure everything is covered I believe on Thursday or Friday. (He May be collecting that night) .I have hope that we can keep moving along with auction items instead of not selling them all . We will have at least 70 bags and if others bring donations there will be more.

We will be sitting in theater room as ppl preview items after board mtg on Saturday for about an hour and a half . I have the numbers that were passed along to me for ppl to hold up for Auction Items each time they want to bid. I see one thing I want to buy in auction and maybe others will see things they want to buy as well and they will all be available on Saturday night after our main speaker and the Auction begins. Again ty all for your service, donations, help and of course, patience and love.

ILS

Brian G. pogobean@gmail.com 478-957-5988

Mike S. mbsapp@gmail.com 478-297-9647

HOSPITALITY REPORT

DATE: June 9, 2018

Good Afternoon,

The Hospitality committee is all systems go! We have the coffee and pots needed for the convention. We have the snacks ready. We will get with graphics on June 21, 2018 to figure out what signs we may need. We have a list of people who are excited about serving on the Hospitality and Serenity Keepers committees. We have a five gallon container for water courtesy of Lane H. and we have other containers from committee members to use for water and possibly lemonade. Ashley will need a check for the coffee \$150.00. The popcorn machine and supplies will cost us 250.00 for the weekend. Lane will give the price for snacks after the convention.

I am sorry I could not be there today. I did not want to infect anyone. See you in a couple of weeks.

In Loving Service,

Johnnie H. Hospitality Chair

Lane H. Hospitality Vice-chair

Preparing

Finally all workshop speakers are in place, I am working on chairpeople. There will be a speaker + chairperson sign-in sheet at convention info all with a speaker back-up sheet for those willing to help if needed. Need to get the program to Frank so they can get the signs for the meeting rooms.

This weekend will start calling workshop speakers to confirm their commit.

In loving service
Michael R

Serenity Keepers report

Good morning Family

I have a some quotes to be approved and hopefully to receive the checks today .

Our radios will cost \$ 104.17, for 5 radios. I will receive them Thursday the 22nd and return them Monday the 25th. I also have to return the rental agreement by June 11th in order to receive the radios by the 22nd.

Now the Van rental

Enterprise (\$ 243.90) and Hertz (\$ 213.31) both are for Friday morning 8am till Monday 8am and both wants \$ 200 deposit.

Southside Auto

\$ 160.50 and \$ 100 deposit

American Car Rental

\$ 240.00 ans \$ 100 deposit

Southside and American Car, I don't how reliable their vehicles are???

Whatever the rental business we use, we need to workout how to do the deposit,

Romer has agree to rent the vehicle.

Shirts

We are prepared to buy \$ 270.50 in which have today plus our budget money of \$ 250.00 with a total \$ 520.50 that we will need today

We wants to order the shirts Monday so that if theirs a problem we still would have time to get it corrected before the convention.

Loving servant

Fred H