

**East Coast Convention of Narcotics Anonymous  
Advisory Board Minutes  
June 4, 2018**

The meeting was opened at 7:03 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	A	PA	Registration
Webmaster	Kevin	6/2019	A	FL	Arts & Graphics
Director	Enid O.	08/2018			resigned
Director	Michael R	05/2018	P	GA	
Director	Al D	3/2018	P	CT	Merchandise
Director	Roberta T	10/2018	A	CT	
Director	John A	6/2019	A	PA	Serenity Keepers
Director	Dave A	12/2019	P	NJ	Program
ECCNA 21	Elizabeth	9/2019	P	CT	Entertainment
ECCNA 22	Lisa S.	Chair	P	GA	Host 22
ECCNA 22	Jimmy G	V-Chair	A	GA	Host 22--8/18

Others present:

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

Quorum met = YES-- 8

**Open Forum:** Gulf Coast Area sent the paperwork to Kim for our bid.

**Minutes:**

Motion was made and seconded to approve May minutes/ **No Opposition**

**Reports.**

**President Report- Kim A.** No report, Normal, Partied with a llama

**Vice President Report-** No report

**CFO Report – Jeff P:**

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

**Website - Kevin** ---Added words as requested....  
**Host Chair-22-Lisa S**

It is almost time for ECCNA 22!! We have some loose ends to tie up but overall we are ready.

Here is a brief rundown....

- Auction items have been put in lots and inventoried
- Merchandise has been picked up and paid for. Need to inventory.
- Registrations items have been picked up and paid for.
- Main speakers have been confirmed. Workshop speakers and chairs are being filled. Only a few open slots left.
- Banners have been picked up. We have two – one to sign for auction and one for committee.
- Raffle items are ready = two pieces of jewelry, a clock made for ECCNA 22, a handmade pillow and two deposits for ECCNA 23.

Here is what is pending:

Program/lanyard – was sent to printer today

- Number of meal tickets and dorm rooms.
- Order radios – need Kim to sign contract
- Transportation @ convention – working on quote for passenger van instead of using golf carts. Will know more after our next meeting.
- Pricing on merchandise items. Mugs, sweatshirts and t-shirts. Probably best to do this in new business tonight.

We have a meeting scheduled for this Saturday. I anticipate we will have several items we need to finalize with the AB after our meeting. If possible, can we meet again next Monday to go over final details?

Please let me know if you have any questions or concerns. Go East Coast!!

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

**Host Vice Chair—22 Jimmy** No report  
**Liaison reports**

**College**----None

**Arts & Graphics**—No report

**Auction**—No report

**Convention Information---** No report

**Entertainment---** No report

**Hospitality---** No report

**Merchandise----** Spoke with Steve today.

**Programming---** No report

**Registration---** No report

**Serenity Keepers----**

**Treasurer----**No report

**Nominations / Elections:**

**OLD BUSINESS:**

1. Pillows...Check on prices...
2. Liaisons guidelines...Review in July...
- 3.

**NEW BUSINESS:**

1. Thursday night rooms. Call Jeff
2. Rooms and meals—Jeff and Victor will get with Lisa and come up with a number that works for her for meals and rooms.
3. Merchandise pricing---- Coffee mugs—\$12.00--- T's---\$15.00—Hoodies--- \$25.00-- Specialty mugs-- \$15.00--- **no opposition** (no square fee)
4. Board meeting. Saturday morning 10:00 am

Meeting closed at 7:55

Next Meeting: June 23, 2018