

**East Coast Convention of Narcotics Anonymous, Inc.
Advisory Board Meeting Minutes
August 6, 2018**

I. OPEN MEETING

Meeting opened with moment of silence and serenity prayer at 7:05 p.m. by Vic H. The meeting was held via Zoom and was properly noticed. Minutes were recorded by Lisa S.

II. ROLL CALL/RESIGNATIONS/VACANCIES

Position	Name	State	Term End Date	Roll Call
President	Victor H.	PA	07/2020	P
Vice-President	Elizabeth E.	CT	06/2019	P
Secretary	Lisa S.	GA	06/2020	P
CFO	Jeff P.	FL	10/2018	P
CFO Alt	Paul S.	PA	06/2019	P
Webmaster	Kim A.	VA	07/2020	P
Director	Dave A.	NJ	12/2019	P
Director	Michael R.	GA	07/2020	P
Director	Kevin D.	FL	08/2019	P
Director	John F.	OH	07/2020	P
Director	Paul S.	PA	06/2019	P
Director	Jimmy G.	GA	07/2018	P
ECCNA 23	Tom K.	FL	Host Chair	P
ECCNA 23	Gen W.	FL	V-Chair	P

III. OPEN FORUM

- President addressed Jimmy's term date. Discussion held on how it works when Host Chair and Vice Chair move from board position to Host position. Agreed their term as a board is terminated when they move to Host Committee.
- Nomination made for Jimmy to serve 2-year term as director. There was no opposition. Term date set for 08/2020.

IV. MINUTES – CHANGES/APPROVAL

- July Minutes approved with the term dates for directors corrected. Lisa will correct and send out to AB.

V. REPORTS:

President Report – Vic H.

First off, I would like to thank everyone who has stepped up and taken a position on this board. I will need all the help I can get. I also need to thank the previous trusted servants for all their hard work.

The executive committee will be meeting a week prior to the regularly scheduled board meeting to set the agenda and do any necessary tasks related to board business. We will use zoom to conduct our meeting.

Lisa has sent a separate email to you with a letter to PNC bank. We will need to approve this at our August meeting. There are account numbers on this correspondence and this should remain private and not go into the minutes. We can approve this and make mention of the letter in our minutes.

Paul will discuss with you the progress on opening new checking accounts. We decided to table our discussion on money handling procedures at the convention till next month. The reason being Paul wanted to focus on getting the checking accounts open.

I believe Tom has pretty much wrapped up the mailing list for this year's distribution of basic texts.

Dave has completed a new draft related to the liaison positions that we have been discussing the past few months. Lisa will include that in to the agenda package.

Lastly, I must check the guidelines we have related to membership on this committee to clarify who can be a member. I will do this before our scheduled August meeting.

I think that covers everything. In service to the fellowship.

Vice-President Report – Elizabeth E.

Not much to report. I have talked with Victor and am on board to meet with the admin the Monday before the AB meeting to prepare the agenda.

CFO Report – Jeff P.

We have the following cash balances at this time:

Bank of America – AB Account: \$11,440.23

Bank of America – Host Account: \$566.85

PNC Bank – AB Account: \$25,000.00

Total: \$37,007.08

The following funds are set aside for ECCNA 23:

Seed Money: \$5,000.00

Registration Deposits paid for at ECCNA 22: \$3,150.00
Registration Deposits after ECCNA 22: \$500.00
ECCNA 23 Fundraising Income (Bid T-shirt net sales): \$244.72
Newcomer Donations: \$ 0.60

Total funds set aside for ECCNA 23: \$8,930.32

We have a refund that needs to be paid to Kim in the amount of \$35.00 (which is going to be paid from the new PNC account by Paul), and if the board sets aside \$500 for taxes, that leaves \$27,541.76 for Basic Texts resulting from ECCNA 22, at this time.

Outstanding ECCNA 22 items: There are still two checks written from the host account that have yet to be cashed. Lisa is checking on these. If either/both of those checks get voided, that will change the figures noted above. Also, we are still waiting to hear from a treatment center that had clients attending the convention that might be making a donation and that would also change the figures.

Financial Statements: I am enclosing as separate attachments a current year-to-date financial statement as well as a statement of budget vs. actual expenses for ECCNA 22.

ECCNA 23: We currently have 73 preregistration deposits.

Transition to new CFO: Paul opened up the new accounts at PNC Bank. I've already transferred \$25,000 to the AB account. Once all transactions have cleared the BOA accounts, I will transfer the remaining funds from Bank of America to PNC. I can do this simply, since there is a PNC branch directly across the street from our BOA branch.

Paul has set up quickbooks on his computer and we transferred my records to him last night. I'll continue to work with Paul on any questions he might have about invoicing from square or paypal, setting up webstore items, introducing him to our tax preparer, and any other help he or John might need.

I've asked Paul to give Victor a memory stick. I will get together with Victor at the World Convention and transfer all the digital ECCNA files I have on my computer to him. I have almost 2 gigs worth of ECCNA files on my computer. These files go back to ECCNA 1.

I'd like to thank the Board for allowing me to serve as CFO.

CFO Alt Report – Paul S.

Greetings!

First, I am aware of the motion to come up with amended procedures for money handling at the convention from last month. After talking to Victor, I will be asking to have this tabled to next month due to time constraints. **“Table money handling procedures for the convention to next month.”**

Next, we have established ECCNA bank accounts at PNC. They are both titled ECCNA, Inc with subtitles of ECCNA-AB and ECCNA-Host. These were established using Victor's home address with myself as the Controlling Party. "Controlling Party" is a new term from banking regulations in June 2018 so we are complying.

I attempted to set up Online Banking, but we weren't given a PIN. One will be mailed to Victor within 10 days. In the interim, I will visit a branch before the meeting and transfer \$2,000 to the ECCNA-Host account. Per guidelines, our floor for that account is \$1,000; however, PNC requires \$1,500 average balance to avoid charges. Per Jeff's suggestion, I will be changing that to \$2,000 while we bank with PNC. A motion can be made to change, or we can just go with CFO discretion without a motion. CFO discretion is my choice as otherwise we may be changing our policy each time we change banks. I think the \$1,000 amount is clear guidance for all Host committee's that the bulk of the money stays in the AB account, which is more important than the actual dollar amount.

The Host Treasurer has ordered checks and has signature availability for the ECCNA-Host account.

Jeff transferred our current Quickbooks to me and has graciously set up a training regimen for me as we move forward. This is big part of the reason I am tabling money procedures to next month.

We need AB approval for letters written to PNC to establish accounts. One has been sent to you with the agenda. These procedures are fairly standard as far as I am aware. As the letters contain account numbers, I did not want them put into the online minuets, rather will ask the AB to approve as sent. This will require a motion: **"To approve Letters to PNC to establish accounts."**

Thanks much, and I look forward to learning Quickbooks as I go along. Jeff has been outstanding in his offer of continuing support which was gratefully accepted. John A also has some experience in Quickbooks so I have no concerns going forward.

Webmaster – Kim A.

No report at this time

ECCNA 22 Host Chair Report – Lisa S.

Not much to report since our last board meeting. I think everyone is still recuperating from an amazing long convention year. I know I am! The PO Box was closed on July 31, 2018, and the keys have been turned back in. I have the check book that the host committee used. Not sure what to do with it. Need to know if I can destroy or do I need to send to the CFO.

We are still working a list of prisons to receive basic texts. The difficult part is knowing how many books to ask for. We have 60 facilities under the GA Dept of Corrections. This number includes RSAT programs, diversion centers, diagnostics, etc. There are 32 actual prisons. We are talking with the GA Dept of Corrections now to determine how many books are needed per prison. I hope to have a better answer on this next week. Any suggestions are welcome!

Our last host committee meeting is this Saturday. I have asked each subcommittee to prepare a closing report with helpful hints to pass onto the next subcommittee. All checks have been accounted for and all bills have been paid. There will be no more transactions for ECCNA 22.

Please let me know if you have any questions. In Loving Service.

ECCNA 23 Host Chair Report – Tom K.

Well, we are off and running, we have the host bank account set up and we should have our budgets to submit next month. We have only two positions left open, Merchandise and Entertainment. None the less we have our first fundraiser set up for Sunday, Labor Day Weekend. We will be hooked up to World Unity Day with a pot luck brunch, raffle and of course the meeting. We have a motion to print up some Tees to start raising money that way as well. I hope to have a fundraiser a month if all goes well. We should have approximately **\$8,344.72** not counting the 8-12 new registrations bring us up to about 74 registrations. We are scheduling a walk thru with the college for the host committee and hopefully we can get the numbers where they need to be so we can sign the contract and get a solid price on registration.

ECCNA 23 Host Vice Chair Report – Gen W.

- No report at this time.

VI. NOMINATIONS/ELECTIONS – NONE

VII. OLD BUSINESS

- Policy on Liaisons
 - a. Dave reviewed his proposal to revise the policy on liaisons. Copy attached.
 - b. Discussion held and changes agreed on were to change the word qualities to qualifications and to also add with exception of finances to the second paragraph.
 - c. Dave will revise and resubmit for approval next month.
- Host and AB checking accounts
 - a. Approved letter to PNC Bank
 - b. ECCNA 22 checking account will remain until ready to transfer all funds to new account. Lisa to hold checkbook until notice from CFO.
- Money handling guidelines
 - a. Tabled until next month
- Geographical boundaries
 - a. Nothing located in policy in regard to members serving on board
 - b. Discussed need to add the regions that have been approved as being on the East Coast (current number is 23 regions). Tom, Jeff and Elizabeth to research and send information they find from past minutes to Dave.

- Institution mailing list
 - a. Tom has been working on this and has mostly together. Will have completed list next month.
 - b. Jeff encouraged board to get quotes from NY region, FL region and World before deciding where to purchase from.

VII. NEW BUSINESS

- Motion to change policy as follows: “To leave to the discretion of the CFO to determine the amount to be left in the host committee checking account (usually between \$1,000 to \$2,000.) Motion approved with no opposition. Host Committee to present to Host Area for approval.
- Motion to approve Logo and Theme artwork for pre-convention t-shirt fundraiser. Intent: To move forward with design for fundraiser. Motion seconded and approved with no opposition.
- Motion to approve Heavenly D’Zines as vendor for pre-convention t-shirt fundraiser. Intent: To move forward with design for fundraiser. Motion seconded and approved with no opposition (Note 3 bids were submitted for review and the Host recommended this vendor)

VIII. NEXT MEETING

- Next meeting will fall on September 3 which is Labor Day. Proposal made to move meeting to September 10 @ 7pm. No opposition.

IX. MEETING CLOSED

ECCNA, INC
Profit & Loss

October 1, 2017 through August 3, 2018

Oct 1, '17 - Aug 3, 18

Ordinary Income/Expense

Income

A - Registration Income

Day Registration at \$25	2,300.00
Friday Dinner @ \$15	105.00
Reg Single @195	29,640.00
Registration Discount - 10%	-526.50
Sat Lunch @12	84.00
Saturday Breakfast @ \$10	20.00
Saturday Dinner @ \$15	120.00
Sunday Breakfast @ \$10	10.00
Thursday Night Room @ \$35	2,415.00

Total A - Registration Income 34,167.50

Auction Income 5,350.00

Cash Over/Short -29.00

Fundraising Income 10,209.52

Lost Key Reimbursement 30.00

Merchandising Income 9,361.00

Newcomer Donations 849.97

Raffle Income 1,372.00

Registration Refunds -150.00

Vendor Income 650.00

Total Income 61,810.99

Campus Costs 24,177.75

Gross Profit 37,633.24

Expenses

B - Administrative Committee 1,183.53

C - Arts & Graphics Committee 214.80

D - Auction Committee 59.58

E - Convention Information 103.03

F - Entertainment & Fundraising 1,057.71

G - Hospitality Committee 721.80

I - Merchandising 2,972.24

J - Program Committee 452.01

K - Registration Committee 2,712.45

L - Serenity Keepers 250.00

M - AB Expenses 575.95

Total Expense 10,303.10

Net Ordinary Income 27,330.14

Net Income 27,330.14

<u>Item:</u>	<u>Budget ECC 22</u>	<u>Actual</u>	<u>Over/(Short)</u>
<u>AB Expenses</u>			
Licenses and Permits	\$ 125.00	\$ 61.25	\$ (63.75)
Zoom	\$ 240.00	\$ 149.70	\$ (90.30)
Accounting	\$ 365.00	\$ 365.00	\$ -
Bank Charges & Miscellaneous	\$ 50.00	\$ -	\$ (50.00)
Total - AB Expenses	\$ 780.00	\$ 575.95	\$ (204.05)
<u>Admin - Host Committee</u>			
Meeting Space	\$ 200.00	\$ 25.00	\$ (175.00)
Event Insurance	\$ 450.00	\$ 432.00	\$ (18.00)
PO Box	\$ 136.00	\$ 58.00	\$ (78.00)
Misc	\$ 150.00	\$ 138.12	\$ (11.88)
Golf Carts/Vans	\$ 400.00	\$ 80.00	\$ (320.00)
Printing	\$ 100.00	\$ -	\$ (100.00)
PayPal and Square Fees	\$ 250.00	\$ 450.41	\$ 200.41
Bank Charge	\$ 200.00	\$ -	\$ (200.00)
Total - Host Admin	\$ 1,886.00	\$ 1,183.53	\$ (702.47)
<u>Arts & Graphics</u>			
Signs	\$ 200.00	\$ 124.70	\$ (75.30)
Banner	\$ 150.00	\$ 90.10	\$ (59.90)
Misc	\$ 100.00	\$ -	\$ (100.00)
Total - Arts & Graphics	\$ 450.00	\$ 214.80	\$ (235.20)
<u>Auction</u>			
Misc.	\$ 150.00	\$ 59.58	\$ (90.42)
Total - Auction	\$ 150.00	\$ 59.58	\$ (90.42)
<u>Convention Info</u>			
Lit (PI)	\$ 50.00	\$ -	\$ (50.00)
Schedules	\$ 10.00	\$ -	\$ (10.00)
Mailings	\$ 100.00	\$ 103.03	\$ 3.03
Misc	\$ 50.00	\$ -	\$ (50.00)
Total - Convention Info	\$ 210.00	\$ 103.03	\$ (106.97)
<u>Entertainment & Fundraising</u>			
Fundraising Prudent Reserve	\$ 1,500.00	\$ 607.71	\$ (892.29)
DJ's, dances and events at convention	\$ 500.00	\$ 450.00	\$ (50.00)
Fliers	\$ 200.00	\$ -	\$ (200.00)
Misc	\$ 50.00	\$ -	\$ (50.00)
Total - Entertainment & Fundraising	\$ 2,250.00	\$ 1,057.71	\$ (1,192.29)
<u>Hospitality</u>			

The AB shall may create and appoint the following liaison positions in order to set up direct lines of communication between the Host Committee and the AB. Appointment will be based on qualities, experience and willingness.

This action is supportive in nature to the Host Chair and Committee. It is not intended, nor shall it be used to be a position of oversight, an extension of the AB's powers, or an intrusion into the creative affairs the Host Committee. The Appointee will take direction from the related Host Committee Chair during their service as Liaison in a Spirit of support and unity. With that in mind, the Liaisons are responsible for lending their experience and assisting the Host Committee if there are any problems, situations, etc that will need to be addressed by the AB or by the Host Committee as a whole.

Liaison positions are (but not limited to), Arts & Graphics, Auction, Convention Information, Entertainment, Hospitality, Marathon, Merchandise, Program, Registration and Serenity Keepers.

The AB liaison to the Treasurer will be the CFO and the AB liaison to the Site liaison will be the AB President).

The liaisons are responsible for lending their experience to the Host Committee and determining if there are any problems, situations, etc that will need to be addressed by the AB or by the Host Committee as a whole.

The liaisons do not have to attend the meetings of the Host Committee but rather uses frequent telephone contact and/or email correspondence to stay informed and available as needed. Liaisons may report to the AB if requested by the AB Chair during regularly scheduled AB meetings. The Liaison Report to the AB shall be informative, but should not be redundant to the Host Chair Report.

ECCNA 23-FUNDRAISER

patomki@comcast.net

Patty K

239-770-2913

Aug. 4, 2018

Heavenly D'Zines
by Darlene Viola

QUOTE #2

Qty.	Stock#	Description	Cost P/p	Ext. Price
72		Light (2 colors) colored shirts with 5 color imprint (Add \$0.40 per additional colors ink)		
54	Gildan 5000	36 each color? T-Shirts 6 small/12 med/18 large/18 X large 3 sm, 6 med, 9 lg, 9 xl (each color)	\$6.25	\$337.50
12	Gildan	12 XXL add \$2.50 (6 each color)	\$8.75	\$105.00
6	5000	12 XXXL add \$3.50 (3 each color)	\$9.75	\$58.50
72		SUB TOTAL		\$501.00
5		screen	\$15.00	\$75.00
		vectorize art		\$25.00
		SUB-TOTAL		\$601.00
		Tax		\$
		TOTAL		\$
		Deposit		\$
		Balance		\$

Thank you for your inquiry

Darlene - 954-673-2654

dar1192@earthlink.net



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- Next Day Air (1 business day) **\$210.00**

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Month

Year
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Product	Qty	Subtotal
Gildan Short Sleeve 5.3 oz Heavy Cotton T-Shirt 5000		
Project 1 - Screen printing, Front full, 4 Colors, ECCNA 23 Flames - REVISED B.jpg	6	\$49.02
Gildan Short Sleeve 5.3 oz Heavy Cotton T-Shirt 5000		
Project 1 - Screen printing, Front full, 4 Colors, ECCNA 23 Flames - REVISED B.jpg	12	\$98.04
Gildan Short Sleeve 5.3 oz Heavy Cotton T-Shirt 5000		
Project 1 - Screen printing, Front full, 4 Colors, ECCNA 23 Flames - REVISED B.jpg	18	\$147.06
Gildan Short Sleeve 5.3 oz Heavy Cotton T-Shirt 5000		
Project 1 - Screen printing, Front full, 4 Colors, ECCNA 23 Flames - REVISED B.jpg	18	\$147.06
Gildan Short Sleeve 5.3 oz Heavy Cotton T-Shirt 5000		
Project 1 - Screen printing, Front full, 4 Colors, ECCNA 23 Flames - REVISED B.jpg	12	\$132.60
Gildan Short Sleeve 5.3 oz Heavy Cotton T-Shirt 5000		
Project 1 - Screen printing, Front full, 4 Colors, ECCNA 23 Flames - REVISED B.jpg	6	\$75.48
Subtotal		\$649.26
Shipping		\$0.00
Grand total		\$649.26

Supplies	\$ 100.00	\$ -	\$ (100.00)
Food/Coffee	\$ 800.00	\$ 721.80	\$ (78.20)

Total - Hospitality	\$ 900.00	\$ 721.80	\$ (178.20)
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Merchandise

Convention Merchandise	\$ 2,200.00	\$ 1,629.22	\$ (570.78)
Misc.	\$ 50.00	\$ -	\$ (50.00)
Merchandise Prudent Reserve	\$ 1,400.00	\$ 1,343.02	\$ (56.98)

Total - Merchandise	\$ 3,650.00	\$ 2,972.24	\$ (677.76)
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Program

Programs (based on 800 registrations)	\$ 600.00	\$ 452.01	\$ (147.99)
Misc.	\$ 50.00	\$ -	\$ (50.00)

Total - Program	\$ 650.00	\$ 452.01	\$ (197.99)
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Registration

Mailings	\$ 200.00	\$ -	\$ (200.00)
Envelopes	\$ 20.00	\$ -	\$ (20.00)
Pre Registration Mugs	\$ 600.00	\$ 501.42	\$ (98.58)
Registration Fliers	\$ 600.00	\$ 290.51	\$ (309.49)
Registration Packages (based on 800 reg)	\$ 1,600.00	\$ 1,920.52	\$ 320.52
Misc.	\$ 50.00	\$ -	\$ (50.00)

Total - Registration	\$ 3,070.00	\$ 2,712.45	\$ (357.55)
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Serenity Keepers

T-Shirts	\$ 250.00	\$ 250.00	\$ -
Misc.	\$ 125.00	\$ -	\$ (125.00)

Total - Serenity Keepers	\$ 375.00	\$ 250.00	\$ (125.00)
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Grand Total	\$ 14,625.00	\$ 10,303.10	\$ (4,321.90)
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Site Costs

Rooms: Friday-Sunday	\$ 7,800.00
Thursday night rooms	\$ 1,500.00
Linens	\$ 1,654.80
Meals	\$ 6,563.95
Meeting room costs	\$ 6,629.00
Lost Keys	\$ 30.00

<u>Total:</u>	\$ 24,177.75
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