

**East Coast Convention of Narcotics Anonymous, Inc.
Advisory Board Meeting Minutes
September 10, 2018**

I. OPEN MEETING

Meeting opened with moment of silence and serenity prayer 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	Paul S.	PA	06/2019	P
CFO Alt	John A.	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	Jimmy G.	GA	08/2020	P
ECCNA 23	Tom K.	FL	Host Chair	P
ECCNA 23	Gen W.	FL	V-Chair	P

III. OPEN FORUM – NONE

IV. MINUTES – September Minutes approved.

V. REPORTS:

President Report – Vic H.

The executive committee did not meet this month. We set the agenda over the phone and by email. Paul and I will meet tomorrow to come up with a rough draft for the money handling guidelines. We will use Jeff's notes as a starting point and try to come up with a document which we will submit to the executive committee for their input. Additionally, we will set up the online banking for both checking accounts we now have.

I believe we need to discuss whether members from regions outside the east coast can be members of this committee. There is some conflicting information on an application to the board which we overlooked. The by-laws make no mention of membership qualifications related to participating regions.

Also, do we need to define exactly who the participating regions are? Does this need to be in writing or added to the by-laws? If that is the case, this would need to be updated yearly.

I think we should be getting closer to purchasing the basic texts from the proceeds from last year's convention. Lisa, I believe is in contact with Georgia Dept of corrections. Tom has finished compiling a current mailing list for the participating regions.

In service to the fellowship,

Victor H.

Vice-President Report – Elizabeth E.

No report

CFO Report – Paul S.

BOA – AB Checking	\$11,440.23	
BOA – Host Checking	616.85	
PNC – AB Checking		
Beg Bal	\$25,000	
+Deposits	225	
-Transfers	(2,500)	
End Bal	22,725.00	
PNC – Host Checking		
Beg Bal	-0-	
+Deposits	2,755	
-Expenses	(673.77)	
End Bal	<u>2,081.23</u>	
Total	\$36,863.31	\$36,863.31

ECCNA 23

Registration Deposits at ECCNA 22:	\$3,150.00	
Registration after ECCNA 22:	600	
ECCNA 23 Fundraising – Bid Tee Shirts	244.72	
ECCNA 23 Fundraising - Tee Shirts (net)	(481)	
Donations	10.60	
Other – open accounts	<u>250</u>	
Net ECCNA 23 activity	3,774.32	
Seed Money	<u>5,000.00</u>	
Total ECCNA 23 Funds		<u>(8,774.32)</u>
		\$28,088.99
Less: set aside for taxes		(500.00)
Refund due		<u>(35.00)</u>
Available for ECCNA 22 Texts		\$27,553.99

NOTES:

BOA Accounts. We have not transferred all monies yet as we determine any minor outstanding items from ECCNA 22. I am not aware of any at this time. Once Jeff is satisfied all items have cleared, the balances will be moved to the PNC-AB accounts.

PNC-AB \$2,500 transferred to Host account. \$125 from myself to both Host and AB accounts to open plus 2 \$50.00 registrations on Square.

PNC-Host \$2,500 transferred in plus \$125 from myself to open, plus \$120 in Tee Shirts Sales and \$10 donation. Expenses are \$601 for Tee Shirts and \$72.77 for checks.

ECCNA 23 Preregistrations: We started the month with 73 and have added 2 from Square for 75

Outstanding items:

- Transfer of BOA final amounts to PNC
- Obtain files via memory stick from Jeff – in process
- Complete online access to PNC accounts with Victor – scheduled
- Review and update financial procedures for ECCNA23 -will start with prior procedures
- Problem of cash deposits in Ft Myers. Host Treasurer requested a Debit card. Still reviewing. Not sure if this will fix the issue. States ATM only is close by to him, but I'm not sure a Debit card would work. Bob is checking to see if there is Bag Deposit available.
- Continue my learning of Quickbooks.
- Prep for tax return closing.

- Discuss contacts with NAWS, Florida Region and NY Region re text purchases.

Webmaster – Kim A.

No report at this time. Request made to create an email address for the CFO as well as the Host Committee Registration Chair. Kim will handle.

ECCNA 22 Host Chair Report – Lisa S.

Lisa will fold a copy of the minutes of the last host committee meeting for ECCNA 22 along with the report she made to region. GA is requesting 40 cases of books or 50 % whichever is higher. They have 60 facilities under GA Dept of Corrections total (35 are prisons, 4 contracted correctional facilities and 7 RSAT facilities). They are working with someone at the GA Dept of Corrections to ensure the books will be placed directly into the facilities. Also will give each area one case to go into local jails. Request made to ship books directly to host committee chair to distribute. Let me know if any questions. ILS, Lisa

ECCNA 23 Host Chair Report – Tom K.

Good evening, our meeting this month went well. We got announced at the World Unity Day as the East Coast Convention, which was awesome. Most of our area was at world and we had a small turnout of people, but still consider it a success. We have already sold most of our T-shirts. If anybody wants one, let me know and I will get it for you. All of our positions have been filled, with the college liaison position needing some clean time waived. Our committee feels that he will be a good fit for the position. We have the motions going back to groups as discussed last month. I will be working with our Entertainment chair to get the fundraisers going. We will be presenting a new T-shirt design next month for approval. We have a walk thru set up for this month and will ready to to present the AB with a contract and hopefully be ready by our next meeting to set the registration prices as well. We have sold \$775.00 in T-Shirts and collected \$387.00 at the World Unity Day function. ISS Tom

ECCNA 23 Host Vice Chair Report – Gen W.

No report at this time.

VI. NOMINATIONS/ELECTIONS – NONE

VII. OLD BUSINESS

- Policy on Liaisons
 - a. Reviewed and approved with one change (see below)

- b. Secretary to send to Tom to present to Host Committee for approval

“The AB 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 qualifications, experience and willingness.

This action is supportive in nature to the Host Chair and Committee. With the exception of Financial matters (~~Treasury~~), 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 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.”

- Money handling guidelines
 - a. Tabled until next month
- Geographical boundaries
 - a. Note about being in the 17 states of the East Coast found on the website when you click on the tab to apply to be a board member.
 - b. All agreed to remove this from the website.
- Institution mailing list
 - a. Tom has completed the list with just a few missing. Will send to Vic to finish up.
- ECCNA 22 book purchase

- a. Need to get quotes from NAWS, FL and NY. Paul will handle this.
- b. Host Chair included book request in report (see above)
- c. Purchase tabled until quotes received.

VII. NEW BUSINESS

- Motion to allow the host committee treasurer to use a debit card for deposits only. Discussion held. All agreed this would be for this year only. Approved with 1 opposition.
- Motion to waive clean time of the Host Committee position for college liaison. Requirement is 4 years. Waived for 3 years. Approved with no opposition.
- Discussed how to change host committee policy. Admin to review bylaws and policy to determine how to handle.

VIII. NEXT MEETING

- Next meeting will be on October 1 @ 7pm. (Note: Elizabeth will be absent due to prior commitment)

IX. MEETING CLOSED

