

**East Coast Convention of Narcotics Anonymous, Inc.  
Advisory Board Meeting Minutes  
October 1, 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	<b>P</b>
Vice-President	Elizabeth E.	CT	06/2019	<b>A</b>
Secretary	Lisa S.	GA	06/2020	<b>P</b>
CFO	Paul S.	PA	06/2019	<b>P</b>
CFO Alt	John A.	PA	06/2019	<b>P</b>
Webmaster	Kim A.	VA	07/2020	<b>P</b>
Director	Dave A.	NJ	12/2019	<b>P</b>
Director	Michael R.	GA	07/2020	<b>A</b>
Director	Kevin D.	FL	08/2019	<b>P</b>
Director	John F.	OH	07/2020	<b>P</b>
Director	Jeff P.	FL	10/2018	<b>A</b>
Director	Jimmy G.	GA	08/2020	<b>P</b>
ECCNA 23	Tom K.	FL	Host Chair	<b>P</b>
ECCNA 23	Gen W.	FL	V-Chair	<b>A</b>

**III. OPEN FORUM**

Vic extended thanks to Jeff for all his service. He will send out a thank you to him behalf of the committee. Jeff was absent today and this is his last meeting on the board. Lisa asked everyone to help control background noise so we don't have to mute everyone on the calls especially those who are on the phone with no video.

**IV. MINUTES**

September Minutes approved.

**V. REPORTS:**

**President Report – Vic H.**

No written report. Have worked with Paul on financial guidelines, looked over policy. We have a lot to do in Old Business.

## Vice-President Report – Elizabeth E.

Absent

## CFO Report – Paul S.

BOA – AB Checking	\$11,440.23
BOA – Host Checking	\$616.85
PNC – AB Checking	
Beg Bal.	\$22,725.00
+Deposits	200.60
End Bal	22,925.60
PNC – Host Checking	
Beg Bal.	2,081.23
+Deposits	1,297.00
End Bal	3,378.23
Total	<b>\$38,360.91</b>

## **ECCNA 23**

Registration Deposits at ECCNA 22	\$3,150.00	
Registration after ECCNA 22	800.60	
ECCNA 23 Fundraising – Bid T Shirts	244.72	
ECCNA 23 Fundraising – Tee shirts (net)	389.00	
Unity Day Fundraiser	427.00	
Donations	10.60	
Other – Open accounts	<u>250.00</u>	
Net ECCNA 23 Activity	\$ 5,271.92	
Seed Money	5,000.00	
Total ECCNA 23 Funds		<b>( 10,271.92)</b>
		<b>\$28,088.99</b>
Less: set aside for taxes		( 500.00)
Refund due		<u>( 35.00)</u>
Available for ECCNA 22 Texts		<b>\$27,553.99</b>

## **NOTES:**

BOA Accounts: These have not been transferred. I will discuss with Jeff what outstanding items he thinks may be and determine how to transfer them to me.

PNC -AB: \$200.60 for 4 Registrations transferred from Square. I am not sure why these four came in two transactions of \$100.30 vs single transactions of \$50.00 even.

PNC-Host: See Host committee report.

ECCNA 23 Preregistrations: We started this month with 75 and added 4 from Square for 79.

Outstanding Items:

- Transfer of BOA final amounts to PNC
- Obtain files via memory stick from Jeff – in process
- Online Access of PNC Accounts – COMPLETED – only for AB Chair/CFO/Alt CFO.
- Review and update financial procedures for ECCNA23 – have started with Victor and John A. At this point we are looking at 2 sets of procedures. One with less detail to be shared with the relevant Host Committee Chairs, another with full detail to be shared with Host Chair and Treasurer.
- ATM Card for Host Treasurer – COMPLETED
- Online Access for Host Treasurer – Denied. Unable to limit to Host account only.
- Continue my learning of Quickbooks.
- Prep for tax return closing.
- Order Basic Texts – NAWS gave bid of 2603 books. GNY and Florida RSO's unable to meet these bids. Tom said he would talk to Florida and see if they can get close.

## **Webmaster – Kim A.**

No written report. Not sure what problem is with notices of payment on square being sent to emails. Will look into it. There has been some issue with emails.

## **ECCNA 23 Host Chair Report – Tom K.**

Our walk thru went well. We figured out space needed and have the numbers based on 200 registrations. The only thing not final is the dining. But the only thing that the outcome will change is that we may not be paying the cleanup fees if we use the caterer which is where we will want to be anyway. Our rep from the college wants to see what the minimum \$ amount is for us to be able to use kitchen staff. The meal pricing will be based on actual meals eaten, not registrations sold. This will be a money saver as well. We will have tickets and counters to keep this easier to count. We hope to get the contract signed so we can get the registration pricing set. We have a new shirt rolling out as well as a fishing trip that will net us around \$1,500.00 scheduled for Nov 6<sup>th</sup>. Other fundraisers are being put together for the holidays. The fishing trip will require a \$1,400.00 deposit. We also would like to be able to raffle off a registration. The tickets will be sold for \$10.00 and usually for this type of raffle in our region we usually net around \$500.00. Everything is running smoothly. Our Treasurer's report is as follows:

<b>Opening Balance</b>	<b>\$ 8,826.35</b>				
<b>INCOME</b>					
<b>9/11/2018</b>	<b>\$ 103.60</b>		<b>2 Pre Registrations</b>	<b>R</b>	
<b>9/15/2018</b>	<b>\$ 103.60</b>		<b>2 Pre Registrations</b>	<b>R</b>	
<b>9/25/2018</b>	<b>\$ 120.00</b>		<b>8 T-Shirts @ \$15</b>	<b>M</b>	
<b>9/25/2018</b>	<b>\$ 10.00</b>		<b>Donations</b>	<b>D</b>	
<b>Year To Date</b>	<b>\$ 9,163.55</b>				

**ECCNA 23 Host Vice Chair Report – Gen W.**

No report at this time.

**VI. NOMINATIONS/ELECTIONS – NONE**

**VII. OLD BUSINESS**

- Policy on Liaisons
  - Tom said Host Committee approved and he will take to area to approve.
- Financial guidelines
  - Vic, Paul and John working on it. Have a good timeline so far. Still in process.
  - Tabled until next month (book order took priority)
- Institution mailing list
  - Mailing list is complete.
- ECCNA 22 book purchase
  - Paul got quotes from FL, NY and NAWS. Naws will give 15% to discount. Others were not able to compete with price.
  - Order will be 90-92 case. Georgia will take 45 cases of books. 17 to Lisa for areas in GA and the rest to prison coordinator. Need to get address for shipping.
  - Need to calculate how many Spanish books. Suggested we check with Elizabeth.
  - Paul will take care of order once he has all the information.

**VII. NEW BUSINESS**

- ECCNA 23 Budget
  - Budget same as last year except minor adjustment to registration and arts and graphics
  - Motion to approve passed with no opposition
- Fishing Trip
  - Proposed fishing trip as fundraiser. Several already signed up. Need 50% to secure trip.
  - AB will need to approve since it involves contract

- Motion to approve contract passed with no opposition. Tom will send to Vic to sign. Check for cost will be written by Host Treasurer
- T-shirts and Vendor
  - Reviewed t-shirt bids. Host has chosen vendor we previously approved.
  - Order reviewed and approved (72 shirts)
  - Motion to approve vendor and order passed with no opposition.
- Photographer Vendor
  - Contract submitted for review and approval of photographer as onsite vendor.
  - Motion to approve vendor passed with no opposition
- College Contract
  - Reviewed contract
  - Motion to approve contract without fee schedule approved with no opposition
- Policy changes
  - Discussed how to handle policy changes to Host Committee Policy
  - Agreed we needed to add procedure to change the policy to the policy. Dave will come up with a proposal for us to review at next meeting.

#### **VIII. NEXT MEETING**

- Next meeting will be on November 5 @ 7pm.

#### **IX. MEETING CLOSED**

