

East Coast Convention of Narcotics Anonymous, Inc.
Advisory Board Meeting Minutes
January 7, 2019

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. *(Note meeting started late due to technical difficulty with logging onto Zoom meeting. Kim has corrected the issue to prevent any issues in the future)*

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	A
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 – December Minutes approved with correction to date for next meeting. Lisa will correct and resend to all.

V. REPORTS:

President Report – Vic H.

We had a fundraiser in Pittsburgh on December 14, 2018. We raised \$2192.00 which I deposited in the AB account last month. Paul, John and myself will meet this Saturday to work on the financial guidelines we have been discussing. We hope to have this wrapped up soon. I would like to thank Lisa for getting the minutes and the agenda out a week before the meeting. I believe it brings everyone up to speed before the meeting and results in less confusion at the meeting. We have a nomination to the board. The application was included with the agenda package. Elizabeth, the vice president will be chairing the February meeting.

Vice-President Report – Elizabeth E.

No report

CFO Report – Paul S.

PNC – AB Checking

Beg Bal.	\$5,476.14	
+Deposits	5,344.00	
-Checks	(500.00)	
End Bal		10,320.14

PNC – Host Checking

Beg Bal.	4,585.30	
+Deposits	800.00	
-Checks	(3,000.00)	
End Bal		2,385.30

Total **\$ 12,705.44**

PENDING Transactions – In Square but not bank

Day Reg – Laurie Smith	20.00	
Full Reg – John Augostinelli	215.00	
Donation – John Augostinelli	<u>25.00</u>	
Total		260.00

Check for \$562 for Tee Shirts outstanding from Host

ECCNA 23

Registration Deposits at ECCNA 22	\$3,150.00	
Registration after ECCNA 22	1,530.60	
ECCNA 23 Fundraising – Bid T Shirts	244.72	
ECCNA 23 Fundraising – Tee shirts (net)	812.07	
ECCNA 23 Fundraising – Halloween Raffle	206.00	
Virginia Fundraiser	1,028.00	
Unity Day Fundraiser	427.00	
Tri-State Fundraiser	2,129.00	
Fishing Charter Fundraiser (net)	800.00	
Donations	<u>57.99</u>	
Gulf Coast Univ – Payment	(3,267.83)	
Net ECCNA 23 Activity	\$ 7,117.55	
Seed Money	5,000.00	
Total ECCNA 23 Funds		(12,117.55)
		\$ 587.89

Less: set aside for taxes	(
<u>500.00)</u>	
Excess funds not spent	\$
87.89	

NOTES:

PNC -AB: \$215 for 1 Registration transferred from Square. \$2,129 from Tri-State Dinosaur Dinner. \$3,000 transferred from Host and then \$500 transferred to Host.

PNC-Host: See Host committee report. \$300 for 3 Fishing Charter tickets and \$3,000 transferred to Host and then \$500 transferred from Host to cover outstanding check of \$562 for additional Tee Shirts.

ECCNA 23 Preregistrations: We started this month with 83 and added 1 from Square for 84. Plus 1 pending.

2017 Tax Return – Trial Balance was emailed to the CPA. Have not heard from him. After discussion with Jeff, I will give him a week and then call then. At that point I will also send him Balance Sheet and Income Statement. Some CPA's prefer just a TB and some the BS & IS.

Basic texts to New England Region were returned to NAWs. Pam alerted me, but couldn't deal with it now. Elizabeth provided a phone and email for the New England contact and we will try again. NAWs is going to want paid for additional shipping costs to and fro. Originally was billed at \$54.43 for one way. I am guessing it's a total of \$108.86. Per above we have excess funds of \$108.86.

Question: Do I need a motion on this, or should I seek other funding for this amount?

Outstanding Items:

- Obtain files via memory stick from Jeff. Jeff says it's in the mail
- Review and update financial procedures for ECCNA23 – Meeting Saturday Jan 12 with Victor and John A. I think we should start with a timeline for CFO activities and then look 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.
- Continue my learning of Quickbooks – met with John A and reviewed procedures.
- Discuss with CPA his needs.

Webmaster – Kim A.

Kim reported she fixed the setup for the zoom meeting so we don't have to wait on anyone to start.

ECCNA 23 Host Chair Report – Tom K.

Gen will be giving the report on behalf of the Host Committee since Tom was unable to attend the last meeting.

ECCNA 23 Host Vice Chair Report – Gen W.

The host committee is doing great. We met last Saturday and , we have 3 bids for the AB to approve for the tape vendor. We have selected the final convention logo and artwork and are going to create 3 color scheme's for the host committee to vote on. The college has revised the contract and removed the \$1,900 charge. I will send a copy of the contract to the board for review. The college indicated we can adjust the number of beds we need up till 3 days before the event. We are getting geared up for our Super Bowl fundraiser on Feb. 3rd. The website now has a link to complete full payment for the registrations. Thank you for letting me serve

VI. NOMINATIONS/ELECTIONS

- Wilvena G.
 - Resume submitted
 - Wilvena stated she was interested in learning about how the convention and board operate so she can share this experience with her region. Also they may want to put in a bid to host the convention in the future.
 - Nomination passed with no opposition. Term expiration date will be 01/2021.

VII. OLD BUSINESS

- Financial guidelines
 - Tabled until next month
- Host Policy Change
 - Waiting on Dave to complete changes
 - Discussed who should be the keeper of the word version of the host policy. Agreed secretary will keep file and a copy will be unloaded to the website if it should need to be accessed in the future.

VII. NEW BUSINESS

- Tape Vendor
 - Host has 3 bids for taper
 - Board would like to review all 3
 - Gen will scan and email to Lisa to send to board. Board to vote by email by next Monday
 - Host committee recommendation was approved via email.

VIII. NEXT MEETING

- Next meeting will be on February 4 @ 7pm.

IX. MEETING CLOSED

