

**East Coast Convention of Narcotics Anonymous, Inc.**  
**Advisory Board Meeting Minutes**  
**February 4, 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.

**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>P</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	Jimmy G.	GA	08/2020	<b>A</b>
ECCNA 23	Tom K.	FL	Host Chair	<b>P</b>
ECCNA 23	Gen W.	FL	V-Chair	<b>P</b>

**III. OPEN FORUM** – John F. asked if the day rates would be put on the registration flyer and Tom responded and said they would do that soon. John also asked if the board could be sent information that needed approval at the meeting to the board a day or two before the meeting so we can review and not be so rushed during the meeting. Discussion held regarding the need for approval of items may be urgent at times other than that information can be sent prior to the meeting. Suggested we look at the importance of the motion and see if it can wait.

**IV. MINUTES** – January minutes approved. Ready to be posted on website.

**V. REPORTS:**

**President Report – Vic H.**

Verbal report given. They are still working on the financial guidelines. At this point they are going with two separate documents. Also noted nominee not online. Will follow up with her before next meeting. Need to talk about payments plan on square in new business.

## Vice-President Report – Elizabeth E.

No report

## CFO Report – Paul S.

### PNC – AB Checking

Beg Bal.	\$10,320.14	
+Deposits	559.14	
-Checks	( 365.00)	
End Bal		10,514.28

### PNC – Host Checking

Beg Bal.	2,385.30	
+Deposits	585.00	
-Checks	( 762.86 )	
End Bal		2,207.44

Total **\$ 12,721.72**

### **PENDING Transactions – In Square but not bank**

Full Reg – Shari Binkney	430.00
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### **ECCNA 23**

Registration Deposits at ECCNA 22	\$3,150.00	
Registration after ECCNA 22	2,440.60	
ECCNA 23 Fundraising – Bid T Shirts	244.72	
ECCNA 23 Fundraising – Tee shirts (net)	249.21	
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)	900.00	
Superbowl Fundraiser (net)	( 200.00)	
Donations	<u>192.13</u>	
Gulf Coast Univ – Payment	( 3,267.83)	
Net ECCNA 23 Activity	\$ 7,498.83	
Seed Money	5,000.00	
Total ECCNA 23 Funds		(12,498.83)

**Excess funds not spent** **\$**

**222.89**

Tax bill of \$365 was paid from PNC – AB – not charged to Host

### **NOTES:**

PNC -AB: \$430 for 2 Registration transferred from Square. \$100 for 5 day registrations. \$29.14 in donations. CPA paid \$365 for filing tax return.

PNC-Host: See Host committee report. \$100 for 1 Fishing Charter tickets, \$380 for 1 registration sale and payoff on Pre-Registration. \$105 donations and \$562.86 to purchase additional tee shirts.

ECCNA 23 Preregistrations: FULL: We started this month with 84 and added 3 from Square for 87. Plus 2 pending. DAY: 5 day registrations paid.

2017 Tax Return – Tax return signed and check sent to CPA. Waiting for notice of filing and acceptance.

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.

Outstanding Items:

- Memory stick received from Jeff.
- Review and update financial procedures for ECCNA23 – Meeting Saturday Jan 12 with Victor and John A. We made good progress on this and will need one additional meeting to finalize. 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 – Need to set up another meeting with John A and review procedures.
- Follow up with CPA if not heard from in a week.

### **Webmaster – Kim A.**

No report.

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

Hey now, we are having a blast down here, deposited \$1543.00 for our Super Bowl party plus a deposit of \$500.00 for Fishing trip tickets sold, we have 11 left and expect to sell the rest prior to the event on the 24<sup>th</sup>. We have a Chili cook off happening on the 23<sup>rd</sup>, the Tye Dye will also be happening on April 13<sup>th</sup> and there is a fish fry being put together for the RSC in Orlando. We have gotten the batch of shirts and have already sold 26 of them. Whoop whoop. The convention theme is “ Creating Hope for the Future” With Hope being the LOGO. The program committee has selected the speakers for the main meetings and are looking for approval. Our first choice is Bob M. for Friday night, Mike V. for Saturday, and Joan H. for Sunday morning. We have opted to make ECCNA mouse pads for the pre-registration gift, different and inexpensive. Lots of excitement. More will be presented by next month. Our next meeting is on March 2<sup>nd</sup> , 2019. everything else is going as planned.

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

No report.

## **VI. NOMINATIONS/ELECTIONS**

- Chantelle J.
  - Not at call
  - Vic will contact her to go over board member requirements and see if she has other service history
  - Tabled to next meeting

## **VII. OLD BUSINESS**

- Financial guidelines

- Progress has been made
- Meeting again soon to finalize
- Will be sent to AB to review before submitting for all approval
- Tabled to next meeting
  
- Host Policy Change
  - Revisions are completed. All changes are from previous approved motions
  - Under final review. Will send out to AB once complete.
  - Discussed need to address geographic boundaries. Will put on agenda for next month

## **VII. NEW BUSINESS**

- Speakers
  - No formal motion needs to be made
  - No objection from board on speakers selected
  
- Payment plan
  - Payment plan has been requested by several registrants
  - Paul can set up on website
  - Will set up as 3 month payment plan (March, April, May will be payment due months)

## **VIII. NEXT MEETING**

- Next meeting will be on March 4 @ 7pm.
- Secretary will be absent. Tom has volunteered to take minutes.
- Wilvena will be out of country and may be absent as well.

## **IX. MEETING CLOSED**

