

**East Coast Convention of Narcotics Anonymous, Inc.
Advisory Board Meeting Minutes
April 1, 2019**

I. OPEN MEETING

Meeting opened with moment of silence and serenity prayer by Elizabeth E @ 7pm. The meeting was held via Zoom and was properly noticed.

II. ROLL CALL/RESIGNATIONS/VACANCIES

Position	Name	State	Term End Date	Roll Call
President	Victor H.	PA	07/2020	A
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
Director	Wilvena G.	NY	01/2021	P
ECCNA 23	Tom K.	FL	Host Chair	P
ECCNA 23	Gen W.	FL	V-Chair	P

III. OPEN FORUM – None

IV. MINUTES – Motion to accept March minutes. Approved.

V. REPORTS:

President Report- Victor unable to attend due to illness. No report.

Vice-President Report - No report

CFO Report

PNC – AB Checking		
Beg Bal.	\$12,968.23	
+Deposits	3,027.00	
-Checks	(0)	
End Bal		15,995.23
PNC – Host Checking		
Beg Bal.	4,357.44	
+Deposits	0	
-Checks	(2,459.00)	
End Bal		1,898.44
Total	\$ 17,893.67	

ECCNA 23

Registration Deposits at ECCNA 22	\$3,150.00
Registration at ECCNA 22 – Payoffs	1,579.67
Registration after ECCNA 22	5054.10
ECCNA 23 Fundraising – Bid T Shirts	244.72
ECCNA 23 Fundraising – Tee shirts (net)	405.21
ECCNA 23 Fundraising – Halloween Raffle	206.00
ECCNA 23 Chili Cook-Off Raffle	317.00
Virginia Fundraiser	1,028.00
Unity Day Fundraiser	427.00
Tri-State Fundraiser	2,129.00
Fishing Charter Fundraiser (net)	420.00
Superbowl Fundraiser (net)	300.00
Raffle & Donations	892.61
Gulf Coast Univ – Payment	(3,267.83)
Net ECCNA 23 Activity	\$12,885.48
Seed Money	5,000.00
Total ECCNA 23 Funds	(17,885.48)
Excess funds not spent	\$ 8.19

Tax bill of \$365 was paid from PNC – AB – not charged to Host
\$65 Florida State Registration Fee was paid with Annual Filing.

NOTES:

PNC -AB: 4 new Mug Deposit registrations. Two 10% Discount Registrations paid in full and 2 Mug Deposits paid in full. 4 Thursday Night Registrations and 3 day registrations made and 1.50 cents in donations.

PNC-Host: See Host committee report.

ECCNA 23 Preregistrations: FULL: We started this month with 94 and added 4 from Square for 98 DAY Registrations. Started with 7 and added 3 for 10 paid.

2017 Tax Return – Tax return signed and check sent to CPA. Return and check were returned via mail, new ones sent and CPA acknowledged receipt. Waiting for notice of filing and acceptance from IRS.

Basic texts to New England Region were received and acknowledged. Thus all 2608 basic texts have been sent and received.

Square updated for \$50 item for Thursday Night Room only.

Teddie Alston combined 2 \$50 registrations for 1 and was billed for balance of \$93.50 and paid.

Outstanding Items:

- Memory stick received from Jeff.
- Financial procedures sent out.
- 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 Report

Kim stated she put up the items requested on the website. Pictures from ECCNA 22 and # of books purchased have been added. She needs info for ECCNA 23 page. The logo is up and that is it. She will get with Kevin on issues with square notification. Also will add meals for purchase.

ECCNA 23 Host Chair Report

We are having a Tye Dye this Saturday. We have gotten the batch of shirts to Tye dye. Whoop whoop. Our next meeting is on April 27, 2019. everything else is going as planned. The contract has been revised because we removed the ballroom. We need to have AB President sign the new contract and return to the college.

ECCNA 23 Host Vice Chair Report - No report.

VI. NOMINATIONS/ELECTIONS

- Pam H – Unable to attend meeting. Tabled to next month.
- Matthew O – Application reviewed. All approved. Will start terms as of 04/19.
- Nancy U - Application reviewed. All approved. Will start terms as of 04/19.

VII. OLD BUSINESS

- Financial guidelines – Proposed guidelines sent to AB for review by Paul. No questions or oppositions. Guidelines approved, and will be used at the next convention. Guidelines are for AB members only and are not to be a part of policy or added to the website.

VII. NEW BUSINESS

- Keytags - Mike R is donating key tags (two colors) to Host. Host requested to sell for \$2 each or 3 for \$5. No opposition.
- Wristbands – Host requested to sell wristbands for \$2 each or 3 for \$5. No opposition.
- Meals – This was previously decided in a board meeting but apparently was not noted anywhere. Agreed to markup all meals by \$4. Prices set as follows:
 - Breakfast – \$13
 - Lunch - \$15
 - Dinner - \$17

VIII. NEXT MEETING

- Next meeting will be on May 6 @ 7pm.

IX. MEETING CLOSED