

**East Coast Convention of Narcotics Anonymous, Inc.  
Advisory Board Meeting Minutes  
December 3, 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>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>A</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>P</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 - None**

**IV. MINUTES – November Minutes approved.**

**V. REPORTS:**

**President Report – Vic H.**

No written report. Pittsburgh will be having fundraiser for East Coast on 12/14/18. They are sold out of tickets (300 total!). Paul has report on the figures. We will continue to send agenda out a week early so everyone can review and send any additions if needed.

**Vice-President Report – Elizabeth E.**

No report

**CFO Report – Paul S.**

**CFO Report – Paul S. December 3, 2018****ECCNA23**

## PNC – AB Checking

Beg Bal.	\$32,717.34	
+Deposits	515.00	
-Checks	( 27,756.20)	
End Bal		5,476.14

## PNC – Host Checking

Beg Bal.	2,121.30	
+Deposits	2,464.00	
-Checks	( 0 )	
End Bal		4,585.30

Total		<b>\$ 10,061.44</b>
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**ECCNA 23**

Registration Deposits at ECCNA 22	\$3,150.00	
Registration after ECCNA 22	1,315.60	
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	
Fishing Charter Fundraiser (net)	500.00	
Donations	<u>57.99</u>	
Gulf Coast Univ – Payment	( 3,267.83)	
Net ECCNA 23 Activity	\$ 4,473.55	
Seed Money	5,000.00	
Total ECCNA 23 Funds		<b>( 9,473.55)</b>
		<b>\$ 587.89</b>

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

**NOTES:**

- PNC -AB: \$250 donation, plus \$50 for 1 Registration transferred from Square and 1 Full Registration of \$215. \$27,500 paid to NAWs for 2608 Basic texts plus \$256.20 in shipping charges reimbursed. My thanks to Elizabeth, Lisa and Victor as we worked thru the book purchase.
- PNC-Host: See Host committee report. \$2,258 deposited 12/1, has not cleared. Once it clears I will transfer \$2,500 to the AB account.
- ECCNA 23 Preregistrations: We started this month with 80 and added 1 from Host and 2 from Square for 83.
- 2017 Tax Return – Financial statements have been completed. Next step is to close the books and send Accountant’s Copy to the CPA. Will discuss this with Jeff and get this completed.
- Letter to Region – Completed along with a statement showing the Income/Expenses for Valdosta. This has been sent to all and will be mailed (by me or Secretary) after

this meeting. The numbers do not match up exactly, but I am not going to worry about it.

- Outstanding Items:
  - Obtain files via memory stick from Jeff – in process
  - 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.
  - \$35 for Kim has been updated as a Pre-Registration deposit. I believe this should qualify for the 10% discount, but will leave that up to the Host Committee.
  - Continue my learning of Quickbooks – met with John A and reviewed procedures.
  - Prep for tax return closing – Extension submitted. May not need it, but it's in
  - Order Basic Texts – 2608 basic texts ordered and delivered.
  - Payment of NAWS invoice – NAWS had originally given us an estimate of \$27500 for 2603 books. Actual delivery was 2608 with cost of \$28,350(+/-). After discussions with Pam Martin, NAWS accepted the \$27,500. We did incur additional shipping charges for books already shipped of \$256. A donation was secured for \$250 to cover this.

**In Service,  
Paul M. Shirey, CFO**

### **Webmaster – Kim A.**

Kim reported she changed registration to webmastery.org. All should be working correctly now.

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

All is well, I wasn't able to attend this month's host meeting due to a funeral I had to go to. Gen did a great job running the meeting. We deposited 1080.00 plus a check from Virginia of 1200.00. There is a fundraiser set up for Feb. 2<sup>nd</sup>, it is a "Super Bowl" party. A flyer will be sent to Kim as well as posted on our area website. The merchandise committee has decided to use the vendor they picked. We have sold the entire last batch of shirts and are requesting permission to print up another patch of T's with the design I sent, using the same approved vendor at a cost lower than the last set of T's. We received a check for \$1,200.00 from Virginia for their fundraiser, Whoop whoop. We are waiting on some pics so Kim can get it on our website. The fishing trip set for Feb. 24<sup>th</sup> has a flyer being sent to Kim as well. Our college liaison is having the main room removed from the contract for Friday night being that we are not using that room on Friday. This will be a reduction of 1900 dollars from the contract. We are waiting on the letter for CI. We voted on purchasing 144 pre registration mugs, More will be presented by next month. Our next meeting is on Jan 5, 2019. everything else is going as planned.

ISS Tom

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

No report at this time.

## **VI. NOMINATIONS/ELECTIONS – NONE**

## **VII. OLD BUSINESS**

- Financial guidelines
  - Tabled until next month
- Onsite Vendor
  - Tom discussed vendor with committee, and board member also talked to Robert about what happened in CT.
  - Motion made to approve Robert M. as vendor. Motion passed with no opposition.
- Host Policy Change
  - Dave sent proposed placement for changes. See attached.
  - Lisa to convert Host Policy to Word and send to Dave for him to use as template.

## **VII. NEW BUSINESS**

- Letter to Regions
  - Paul has prepared. Sent to AB for review.
  - Lisa to mail to all regions.
  - Elizabeth to send by email.
  - Letter will include end of year financial report for ECCNA 22.
- Registration Flyer
  - Draft sent to all AB for review
  - Host will add meal costs and day registration cost later
  - Motion to approve flyer passed with no opposition.

## **VIII. NEXT MEETING**

- Next meeting will be on January 7 @ 7pm.

## **IX. MEETING CLOSED**

## **HOST POLICY CHANGES – PROPOSED PLACEMENT**

**Add under “2 FUNCTION”;**

*“A. AB is the Corporate, Administrative, Legal and Financial ‘Going Concern’ of ECCNA, dealing with the overarching matters of Corporate, Legal and Financial issues as well as other issues that extend beyond the life of a given cycle. The Host Committee is the Executive branch, existing for the current cycle to execute the yearly convention on behalf of the Sponsoring Body. Either the AB, Host or the Sponsoring Body may submit a motion to the AB for inclusion in, or change to, Host Policy. Such change must be approved by the AB and then by the Sponsoring Body. The voice of the Host Committee is carried by the Host Chair.’*

*“B. AB and Host shall abide by the existing Bylaws and Polices of ECCNA, with a default to Roberts Rules of Order, should a situation exist that is not adequately addressed by current procedure.”*

**Add to end of #3 BID PROCESS;**

*“Therefore, any mid-cycle changes must be approved by the Sponsoring Body.”*

**To “4. RESPONSIBILITIES OF THE AB”;**

*Move language of positions “H” and “I”, down to “I” and “J”, insert into “H”,*

*“AB is the owner and steward of all Bylaws, Policies and Guidelines related to ECCNA.”*