

**East Coast Convention of Narcotics Anonymous
Host Committee
April 27th, 2019**

The meeting was opened at 10:00 am by Gen W. – Minutes recorded by Ginger

Roll Call/Resignations/Vacancies:

Position	Name			
Chair	Tom K	A		Represented
Vice-Chair	Gen W	P		
Secretary	Andrea R	A		Represented
Treasurer	Bob C	P		
College Liaison	Dale H	P		
Arts & Graphics	Patty K	A		Represented
Auction	Steve H.	A		Represented
Convention Info	Ted P.	P		
Entertainment	Ashley H	A		
Hospitality	Jay C	A		
Marathon	James M.	P		
Merchandise	Shelly L	P		
Programming	Barry G	P		
Registration	Kevin D.	A		Represented
SerenityKeepers	Dan F.	P		

A = Absent; V= Vacant; P=Present; R=Resigned; L= Late

Quorum met = YES

Open Forum:

Minutes: March's minutes were accepted

Reports

Chair Report- No Report

Vice-Chair Report- No Report

Treasurer-

ECCNA TREASURER'S REPORT

3/31/2019 thru 4/27/2019

Opening Balance \$1,798.44

INCOME

3/30/2019 \$30.00 T-Shirt sales

4/6/2019 \$807.00 Tie Dye Fundraiser

SUB TOTAL \$837.00

TOTAL \$2,635.44

EXPENSES

3/30/2019 1008 \$420.43 Patty K. Registration Gift \$332 & Banner \$88.43

3/30/2019 1009 \$187.00 Serenity Keepers T- Shirts deposit

3/30/2019 1010 \$187.00 Serenity Keepers T-Shirts balance

4/6/2019 \$50.00 Tie Dye Ink

4/6/2019 \$50.00 Room Rent for Fundraiser

SUB TOTAL \$894.43

TOTAL \$1,752.01

NEW BALANCE \$1,741.01

Sub-Committee Reports

College---- See email

Have AB sign and revise contract

Have the registration chair talk to Mr. Garcia about keys consultation (whom receives which keys, etc. – specified for after Thursday) Logistics should be worked out end of April – May

What days will we be having the final walk through and who can make it?

Arts & Graphics—

Sorry I am not able to attend today as I am out of town. I have attended two out of town conventions and took flyers and t-shirts with me.

I do have money to get to out treasurer: \$707.00 in profit from the tie-dye fund raiser, \$215.00 for a registration that was donated as a raffle item, \$180.00 for

t-shirt sales and \$50 in donations. After I get home from my travels I will make arrangements to get these funds to our treasurer along with whatever else I can sell in t-shirts.

The banner has arrived and it looks amazing! Another was donated for signatures at the convention to be actioned off.

The mouse pad specialty item arrived and the look amazing as well.

ILS Patty K

Auction—

Good morning, our subcommittee is excited and gearing up for the upcoming convention. We are going to meet in 3 or 4 weeks so we can inventory and put everything together. please help us spread the word if you know anybody that knows anybody that has anything we can auction off remember more stuff more BOOKS. ILS. Steve H

Convention Information---

ECCNA 23

Convention Information Subcommittee Report

April 2019

1. Summary: The subcommittee met twice in April (4/10, 4/17). The Vice-Chair, Linda E and Ted P were in attendance. The new letter was written, edited and approved for submission to Tom. A more extensive list of Treatment Centers including recovery residences was assembled for e-mail distribution of "invitation letter" and flyer.
2. To date, four e-mail/letters have been sent to the following facilities:
 - a. Park Royal Hospital
 - b. White Sands Treatment Center
 - c. SalusCare Headquarters

Hazelden Betty Ford-Naples

Entertainment--- No Report

Hospitality--- No Report

Marathon --- No report

Merchandise----- *See email*

Good morning, Hope all is well with everyone.

I sent a copy of the quote form Heavenly D"signs for the board to consider. Here is a break-down of what our subcommittee has come up with.

Mugs

These are white on the outside and light blue on the inside with a full color logo. Cost \$295.00 for 72 Mugs. Cost of \$5.69 per cup. We recommend we retail them for \$10.00.

T-Shirts

Full Color Imprint

Uni-Sex Sport Grey AND Carolina Blue tee,

Cost is Small-XL \$5.75. Our Recommended price \$15.00 Quantity 120. Size break down IN EACH COLOR

S 5

M15

L15

XL 15

2XL 5

3XL 5

Sizes XL and above cost \$7.75. Recommended retail of \$15.00 Quantity 10.

Tanks

Ladies racer back tank in turquoise on the outside and black on the inside. Cost \$7.50 Small-XL.

Size break down IN EACH COLOR

S 5

M 11

L 15

XL 10

2XL 0

3XL 0

Our recommended price would be \$15.00. Quantity 36

2XL and above Cost \$7.50.

Men's Tanks in Sport Grey and Carolina Blue Cost \$7.50 Small - XL. Our Recommended retail \$15.00. Quantity 48

Size break down IN EACH COLOR

S 0

M 5

L10

XL 9

2XL 5

3XL 5

2 XL and Above Cost \$9.50. Quantity 10

Our Recommended retail \$15.00

Men's Polo

Carolina Blue. Small -XL Cost \$13.95

Size break down

S 0

M 2

L 7

XL 7

Quantity 16

Our Recommended retail \$30.00

2XL 4

3XL 4

2XL and Above Cost \$15.95. Our Recommended retail \$30.00 Quantity 8

Last month our Submission for bracelets was accepted. We need a check for \$169.50.

I can use my Credit card for Payment. My Full Name is Michelle Leotti.

We also discussed Key Chains last month. We were told at the time that there would be no cost. However, due to unforeseen circumstances, that is no longer an option. The new cost would be \$60.00. Please see attached email. I would need a check to place that order as well.

Thank you for letting me serve.

Programming---

Programming is complete!

Registration---

Status: 4/24/19

	Rooms	Rooms Paid in Full	Potential Registered
Pre-Reg Valdosta	62	22	62
Pre-Reg Square	29	6	29
Pre-Reg Cash	1	1	1
Paid in Full Square	20	20	20
Day Registrations			22
Totals	112	49	134
Thursday Nights	11	11	

Tasks:

1. Design a registration flyer – Completed by A&G
2. Registration flyer distributed to all Regions/NA.org on the East Coast –Completed
3. Do a direct mailing to NA members listed on attendance rosters – Newsletter sent
4. Assembling the registration packet – Received Some Assembly Required
 - a. Neckwallet, Name Card, Pen, Magnet - Received
5. Registration hours – Fri 2-10p; Sat 8a-10p; Sun 8-10a (ttl 24hrs) 2hrshifts
6. Registration committee – Jeff P (vice chair), April D, Matt S – pending Gail
7. Registration logistics -
 - a. Cash register – Tom’s house
 - b. Square –
 - i. iPad to be tested
 - ii. Patty has swipes
 - iii. Login received
 - c. Logs – Jeff P
8. Newsletter
 - a. Activity –Next schedule for May
9. Keys – process – check in check out – deposit –
 - a. Presently the university is stating they want a 1.5 hour window to hand out keys on Friday. I have explained that is not viable. I’ve been suggesting they sign keys out to registration for the day.
 - b. “The time for check in on Friday is really more of what you tell me. If you would like it to be 5-6:30pm then we will schedule our staff accordingly. The attendees coming in late we will need to handle on a case by case basis but it would be helpful if we knew what

times they were coming so we can be ready for them. An alternate option I just thought of is if they attended a session before actually checking into their rooms, and then after the session is completed, multiple people can check in to their rooms at the same time and sign off on/receive their keys. If just a handful of people are checking in at different times, that is something we can work with, but I am just worried we will have half the group checking in during a 12 hour period. I'm afraid it will get a bit hectic for our staff as we are used to an entire group coming at one time." Casey

In my discussions with the university I have learned that after they have our room numbers and payment (3 days prior to the event), there will only be 4-8 rooms that we can have available to us above that.

The room sheets they sent do not detail which room configuration they are. I will have to confirm that with them after the key negotiation is done.

Question: What will registration have to give out for meal tickets? Please include response in minutes.
Request: Please have the program sent to me digitally so we can include with the registration packets.
Please include response in minutes.

Yours,
Kevin D

Serenity Keepers—

Shirts are in final process- should be finished by next week.

Nominations / Elections:

All positions filled

OLD BUSINESS:

NONE

NEW BUSINESS:

1. Get with college liaison for auction room and dance locations/times- let programming know.
2. Reach out to Ashley for entertainment /times.
3. Need to discuss money pickups and who is designated to do so.
4. Find out who is responsible for printing lanyards.

Meeting closed at 10:52am

Next Meeting: May 25th, 2019