

**East Coast Convention of Narcotics Anonymous
Host Committee
August 25, 2018**

The meeting was opened at 10:07 am by Tom K. – Minutes recorded by Andrea R.

Roll Call/Resignations/Vacancies:

Position	Name			Notes:
Chair	Tom K	P		
Vice-Chair	Gen W	A	2	
Secretary	Andrea R	P		
Treasurer	Bob C	P		
College Liaison	Open	V		
Arts & Graphics	Patty K	P		
Auction	Steve H.	P		
Convention Info	Annette B.	A		Represented by Ted P. and Linda
Entertainment	Open	V		
Hospitality	Jay C	P		
Marathon	James M.	P		
Merchandise	Open	V		
Programming	Barry G	P		
Registration	Kevin D.	P		
Serenity Keepers	Dan F.	P		

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

Quorum met = YES

Open Forum: Tom opened the meeting at 10:07- We have 74 pre-registration packets already turned in at \$51.80/each. Ian W. had to step down as College Liaison due to health issues and our VC, Gen W. couldn't attend due to Regional weekend.

Minutes: July minutes were APPROVED

Reports

Chair Report-

Hey now, Glad to see everybody here. As you know, from last month, that we will be missing a few people this month as well as the Regional meetings got moved to this weekend instead of last weekend, we will be missing Gen but Gen will be addressing the Regional body tomorrow for #s for all activity chairs and H&I Chair's. If we don't get an entertainment chair this month then I will be trying to get fundraisers going in all the

areas. Our World Unity Day hook up is official, we will be doing a shout out at our fundraiser, we will be having a dry run on Monday with world to make sure all the specifics are working. It should be good as they are using the same program the AB board uses for our monthly meetings which are happening the 2nd week of Sept due to the WCNA. Please get the word out to the people in your groups that are not going to show up. The CI committee should contact some of our local programs and let them know that they can bring their clients in to participate. I have a proposal from a photo company that wants to set up at the convention, we will vote to approve them or not. The walk thru that we were trying to set up is scheduled for Sept 21st, the coordinator said he would be willing to meet on Saturday but most of the buildings we need to go into will not be open on the weekend. So we tentatively set up the walk thru for Sept 21st at 10:00 am or whatever this body decides today. At that point we can figure out what facilities we will be using and be able to send the contract to the AB for approval and then be able to get the convention prices set to produce a registration flyer. Due to health issues and unforeseen issues in his life Ian has stepped down as college liaison, this position will be temporarily filled by Gen. The shirts are ready and we do need to move forward with coming up with the next Tees we will be doing, once we sell these. Looking forward to working with everybody, excited about the fundraiser,

ISS Tom

Vice-Chair Report- No report

Treasurer-

I have received our new checks for this year's convention and have ordered a notebook to hold them.

After receiving the August CFO report from Jeff, I had to revise all of my reports starting with the June report to the present report. I did not have all the information regarding deposits that he had until I received his August report. I will give the new reports to our secretary to include the revised reports in the minutes.

I have copies of the ECCNA 22 budgets vs the actual costs for all the committee chairpersons if they would like to have one.

In Loving Service,
Bob C.
ECCNA Treasurer

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		TREASURER'S REPORT			
			AUGUST, 2018		
DEPOSITS					
Opening Balance		\$ 9,396.52			
8/11/2018		\$ 51.80		Pre registration	R
Year To Date		\$ 9,448.32			

Sub-Committee Reports

College---- No Report

Arts & Graphics—

Arts & Graphics Chair

This past month I created a few flyers and had them posted on several cyber sites as well as paper flyers distributed at the Gulf Coast Area ASC.

The flyers were for logo open positions which are Entertainment Chair, College Liaison and Merchandise Chair, Serenity Keeper Meeting and also for our Unity Day Fundraiser to be held here in the Gulf Coast Area.

Still reaching out for logo and theme ideas which I think we should revisit next month depending on this run of t-shirts.

I will be picking up t-shirts this evening. Since so many of you will not be in town when we mainstream the t-shirts at the Unity Day event, I'd like to suggest pre sales for those

here at this meeting to insure you get you shirts in the size and color you want. I'd like to suggest that the be pulled aside only if they have been paid for.

I have 6 items for the raffle at the Unity Day event and am very excited about the enthusiasm going on in the area as we continue to build the convention.

ILS Patty K

Auction—

Good Morning, our subcommittee met on 8/18/18. We have put multiple Flyer's out in our Area and on public Media. We will be meeting people at the World Convention that has donated thing's and will be bringing them back Home. Again if you know anyone who's has some thing's please have them get a hold of Me or Jon B. Also we Will be using Last year's Budget of 150 Dollars.

ILS. Steve H.

Convention Information---

East Coast Convention of Narcotics Anonymous 2019 Information Subcommittee

Minutes of Planning meeting 8/11/18: Convention Information Subcommittee

Annette B, Chair

Linda E

Ted P

1. General:

- a. Who or which "areas" need ECCNA information? All Areas/regions of NA; not limited to East Coast. Further, there will be notices in the NA Way magazine.
- b. Secretary: responsible for recording and reporting minutes for each meeting
- c. Guidelines; timelines
- d. Consultations: Jeff P; Tom K; Patti K; Cindy (Conn ECCNA).
- e. Note: Timelines are not part of policy guidelines, per se.

2. Purpose of Convention Information (CI) Subcommittee:

The CI Subcommittee is responsible for providing information prior to and throughout the duration of the convention as well as coordinating with local "area" PR Subcommittee in accordance with the Twelve Traditions of NA. Additionally, CI will also be responsible for working with local area Service committees (H/I, PR, ASC, Activities).

3. Initial Tasks:

- a. Prepare contact letters/templates for the notification of treatment centers after obtaining H/I contact list from the GC area H/I chair (Matt I). The letters should be sent out in February (120 days prior to convention).
 - b. e-mail Convention announcements to local Treatment centers
 - c. Determine who else, locally, should be informed about ECCNA (e.g. FGCU community)
 - d. Prepare a list of all regions/areas that EC is comprised of.
 - e. Insure that Convention Information is in NA Way magazine.
 - f. Send announcement e-mail to all EC ASCs (February)
 - g. Coordinate with GC area PR to arrange “table” set up h. Determine “shifts” for the CI table at convention; assignments for coverage.
4. Convention Logistics:
- a. Budget:
 - 1.Literature/Press Pack
 - 2.Press Pack
 - 3.Meeting Lists
 - 4.Printing
 - 5.Miscellaneous

1-4=\$350
5=\$50
Total=\$400
 - b. How many people do we need to operate CI Table for the duration of ECCNA?
 - c. The CI Table: local meeting lists; hospitality information for visitors/“tourist information”; NA Information pamphlets.
 - d. Hospitality: WiFi; Gulf Coast Town Center maps; local restaurant guide; Campus map; Tourist pamphlets with information on Beaches, hotels, activities (e.g. Edison home, Pure FL cruises)
 - e. Define hours of “operation” for CI Table (e.g. 9:00-7:00/7:30 or main meeting start), Friday/Sunday.
 - f. Decoration: Poster board with pictures of previous ECCNAs

Entertainment--- No Report

Hospitality--- No report

Merchandise---- No report

Programming---

We had our first meeting on 8/23/18. We have 5 members currently and Zoey was elected as Vice Chair/Secretary.

We have several questions as follows:

1. A list of responsibilities for Programming.
2. Receiving a biweekly or monthly list of current registrants to be used for workshop speakers.
3. The number of attendees at ECCNA for the last 5 years.
4. The number of rooms available for workshops at FGCU.

We will have our next meeting in October as there is not much to discuss or do in the immediate future.

In loving service,

Programming Subcommittee

Registration---

Proposed Budget

Registration Mailings	\$ 200.00
Envelopes	\$ 20.00
Pre-Registration Mugs (144)	\$ 600.00
Registration Fliers	\$ 600.00
Registration Packages (based on 500 reg) neckwallet/pen/magnet	\$ 600.00
Misc.	\$ 50.00
Total - Registration	\$ 2,070

Tasks:

1. Design a registration flyer – Waiting on pricing; Coordinating with Arts & Graphics
2. Registration flyer distributed to all Regions on the East Coast – Awaiting flyer
3. Do a direct mailing to NA members listed on attendance rosters –
 - a. This has not been reported by previous committees
 - b. Replace with an email blast of previous emails collected once pricing and registration flyer established.
4. Assembling the registration packet 3 bids – Awaiting Budget Approval
 - a. Proposal #1 is to avoid grandiosity & expense - toys/plastic bags
 - i. Perhaps just magnet and pen tucked in enclosure
 - b. Proposal #2 durable enclosure type badge holder that does not flip/spin (neck wallets)
 - c. Proposal #3 large print, easy to read schedule
 - d. Proposal #4 limit packets to 400
5. Registration hours – Proposed: Fri 2-10p; Sat 8a-10p; Sun 8-10a (ttl 24hrs)

Status: 08/2r/18

63 pre-registrations deposits from Valdosta

11 pre-registrations deposits from Square/Website

0 paid in full

Information

East Coast 22: (from prior registrations chair workbook) pre-registrations from #21 = 28; pre-registrations website/paper 125;

East Coast 22: less than 250 packets used

East Coast 21: 500 packets

Considering that there were no concerns in the previous minutes regarding, budget, registration packages, or registration hours I will consider these accepted unless they come up for discussion in August.

Regarding the concern about a newsletter I will address that directly with the committee during our next meeting.

Newsletter

- Cost – none (mailchimp)
- Purpose – inform those who subscribe on important dates or registration info. Examples: payment in full on pre-reg due on *blank* date; here are the registration hours when you get to the campus... we will be located in building *blank*;
- User Access – subscription link on website, facebook page and in email blast with flyer to previous participants
- Admin Access – I can request an email address from eccna.org, share the password for email and mailchimp with Host Chair which will be relinquished to AB after our convention is a raging success.

Yours

Kevin D

Serenity Keepers—

On Aug.22 @ 5:30 pm @ the club house we opened the meeting with serenity prayer - discussed the budget - golf carts & the no smoking no vaping at all on the campus property - we will be going with last year budget of \$375.00 and look forward to do a walk thru. We closed the meeting at 6:15 pm with the serenity prayer - In loving service the Serenity Keepers - Our next SK meeting will be held on Sept. 26 @ 5:30 pm @ the club house!!!

Nominations / Elections:

College Liaison- Dale H. was nominated but doesn't meet requirements. A motion was made to waive clean time requirement and prior convention experience requirement. Motion passed and will go to board for approval.

Clean Date: 6-9-15

Has a working knowledge of the 12 steps

Has an NA sponsor who has an NA Sponsor

Has been a GSR, coffee maker, and chair for his home group

Panel Leader for H&I

Entertainment- Ashley H. was nominated- no opposition from the group.

Clean Date: 6-9-15

Has a working knowledge of the 12 steps

Has the willingness and is the current chair of The Gulf Coast Activities sub-committee.

Merchandise- Shelly L. was nominated- no opposition from the group.

My name is Shelly and I have 6 years clean. I have experience in merchandising and the willingness to serve my area in support of this convention. I have an NA sponsor who has an NA sponsor. I have a working knowledge of the 12 steps and 12 traditions of NA.

OLD BUSINESS:

1. Budgets--- Budgets turned in for approval by AB
2. Fundraiser----All is good
3. College walk thru----Set for Sept 21st 10:00 am
4. PO Box----Done
5. Newsletter---OK'd by committee

NEW BUSINESS:

1. College kitchen is closed for renovations- need to discuss catering options (3 bids)
2. Approved the newsletter
3. College walk-thru is scheduled for September 21st at 10am
4. P.O. Box was set up- please address to:

2655 N. Airport Rd.
#62733
Fort Myers, FL 33907

5. We had 10 basic texts donated- need to figure out what to do with them.

6. Several motions were made and voted on:

- Motion 01-08-18:

Made by Arts and Graphics Chair Patty K. and 2nd by Steve H.

Motion- To add to The Gulf Coast Area Policy:

1. Add ECCNA Chair Report to the ASC Agenda
2. Address all issues regarding the ASC Agenda

Intent- To receive and expedite all issues and changes to the ECCNA policy and convention in a timely manner. - APPROVED

- Motion02-08-18:

Made by Registration Chair Kevin D. and 2nd by James M.

Motion- To make addition to policy that anyone collecting money have a minimum of 2 years clean.

Make Changes to Registration Policy, Entertainment Policy, and Merchandise Policy to reflect the “addition to” but not “limited to” the AB and Host Chair positions.

Intent- To create policy that is not so restrictive in its direction and reflects current practices. - APPROVED

- Motion 03-08-18

To approve Coast 2 Coast Images Photography Services- Please see attached flier

APPROVED

Meeting closed at 12:05pm

Next Meeting: September 29, 2018