

**East Coast Convention of Narcotics Anonymous, Inc.
Advisory Board Meeting Minutes
May 6, 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 | A |
| Director | Wilvena G. | NY | 01/2021 | P |
| Director | Nancy J | PA | 04/2021 | P |
| Director | Matthew O | PA | 04/2021 | A |
| ECCNA 23 | Tom K. | FL | Host Chair | P |
| ECCNA 23 | Gen W. | FL | V-Chair | P |

Jeff P also attended the meeting.

III. OPEN FORUM – Question posed about minutes being posted on website. Kim agreed to upload the AB minutes asap. Host chair to send minutes to Kim to upload for that committee.

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

V. REPORTS:

President Report-

Over the last couple of months, I have been in contact with Mike R. If you don't know already, both the bay and east of the bay areas have voted unanimously to make a bid for the East Coast convention in 2020. Mike shares our passion for this convention. He was the committee chair when we were in Baltimore. Everything seems to be in place. It's a go.

I also have been in discussion with the vice president and secretary about vendor participation on the host committee. A member contacted me about this possibility. She was referred to me by Mike R. . We looked at the guidelines. No one on the board can benefit financially in any way as a regarding this convention. The host committee guidelines do not address participation of vendors their association with the host committee. But the board does approve all vendors and contracts. The only restrictions are that no member of the merchandise committee can be a vendor. I advised the member and Mike B. about the current guidelines.

Tom mentioned the need for me to sign a contract. As of yet, the college has not forwarded us a contract. Everything appears to be in place for an excellent convention in Florida. We have some new board members. I would like to welcome them and look forward to their participation.

Vice-President Report - No report

CFO Report

PNC – AB Checking

| | | |
|-----------|--------------|-----------|
| Beg Bal. | \$15,995.23 | |
| +Deposits | 9,047.36 | |
| -Checks | (3,000.00) | |
| End Bal | | 22,042.59 |

PNC – Host Checking

| | | |
|-----------|-------------|----------|
| Beg Bal. | 1,898.44 | |
| +Deposits | 4,477.00 | |
| -Checks | (4,837.37) | |
| End Bal | | 1,538.07 |

| | | |
|-------|--|---------------------|
| Total | | \$ 23,580.36 |
|-------|--|---------------------|

From Quickbooks:

Registration Deposits at ECCNA 22 \$3,150.00

| | | |
|---|-------------|--------------------|
| Registration at ECCNA 22 – Payoffs | 3,179.67 | |
| Registration after ECCNA 22 | 8,238.80 | |
| ECCNA 23 Fundraising – Bid T Shirts | 244.72 | |
| ECCNA 23 Fundraising – Income | 12,237.00 | |
| Expense | (7,909.16) | |
| Auction Income | .67 | |
| Day Registrations | 480.00 | |
| Thursday Night Registrations | 800.00 | |
| Friday Dinner | 51.00 | |
| Saturday Breakfast | 26.00 | |
| Saturday Lunch | 30.00 | |
| Saturday Dinner | 51.00 | |
| Sunday Breakfast | 39.00 | |
| Admin fees- Bank fee, CPA, Serenity BT Charges | (838.15) | |
| Newcomer Donations | 231.70 | |
| Gulf Coast Univ – Payment | (3,267.83) | |
| Net ECCNA 23 Activity | \$16,744.42 | |
| Seed Money – to Next Year | 5,000.00 | |
| Total ECCNA 23 Funds | (21,744.42) | |
| Excess funds not spent | | \$ 1,835.94 |

NOTES:

As you can see, I have changed my format above to more closely track the Profit/Loss statements provided by Quickbooks. Several items have been grouped together to come up with the abbreviated report above.

Registration – Kevin and Jeff would seem to have a great handle on Registrations. Kevin has been given access to Square and his help has been invaluable. Thus, I am leaving tracking of individual registrations to them.

I sent the Convention Procedures to Jeff Paul who provided some excellent feedback on them. Several Items where he had concerns were, I believe due to deficits in my note taking ability from the pre-convention meeting we held. I will make corrections to those and get them out to you asap.

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.

Square updated for individual meals. Kevin went thru the Square input screen and made it easier to navigate. I figure I have about my 90-day tag in Square and Kevin is my sponsor... one of those you just use without actually asking them! Hey, I have 90 days!

Outstanding Items:

- Financial procedures need updated
- Follow up with CPA if not heard from in a week.

CONCERNS: 1) Set up meeting to review procedures. Either while I am here in Ft Myers (this weekend?) or via Zoom sometime before end of the month.

2) 2nd payment to College with estimate of rooms/meals. When will this be? Need to review the contract

3) Neither John nor I may be able to attend the June 3rd meeting. We will be on an island in Canada doing work for another non-profit that week. Will try to connect and I will get a report out prior to leaving.

Webmaster Report: Kim reported she organized the square and uploaded the meals to the webstie.

ECCNA 23 Host Chair Report

All is well, The motion for the policy changes passed at our area. We have been receiving registrations regularly, our fundraisers are well attended and we are working on getting the contract for the college finalized and ready for execution. Our CI chair had to step down due to personal issues and the current CI committee members are taking over the responsibilities. Our convention theme and logo is awesome and we are excited. Merchandise is ordered and paid for. As of now all bills other than the college and DJ are paid. As per the CFO report we are doing well. By next month we should have those items as well as the event insurance covered.

ECCNA 23 Host Vice Chair Report - No report.

VI. NOMINATIONS/ELECTIONS

- Pam H – Withdrew application

VII. OLD BUSINESS: None

- Revised Host Policy changes along with placement in policy. Motion to approve policy passed with no opposition. Lisa will send update policy to Kim to upload on website

VII. NEW BUSINESS

- Discussed how to handle insurance. Jeff will send information to Tom and Tom will secure insurance for this year's convention.
- Set prices for merchandise as follows:
 - T-shirts (120) - \$15
 - Tank tops for men (48) - \$15
 - Tank tops for women - \$15
 - Polo shirts w/embroidery (24) - \$30
 - Mugs(72) - \$10-
 - Tye dye shirts with pre con logo (26) - \$20
- Discussed question of person serving as host committee member and also being a vendor. All agreed Host Committee is to adhere to the same policies as board members. Lisa will send out proposed language to add to the Host policy for all board members to vote on asap so Tom can take back to his area for approval.

VIII. NEXT MEETING

- Next meeting will be on June 3 @ 7pm. Paul and John A. maybe be absent at the next meeting due to a prior commitment.

IX. MEETING CLOSED