

**East Coast Convention of Narcotics Anonymous, Inc.
Advisory Board Meeting Minutes
June 3, 2019**

I. OPEN MEETING

Meeting opened with moment of silence and serenity prayer by Victor H. @ 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	P
Vice-President	Elizabeth E.	CT	06/2019	P
Secretary	Lisa S.	GA	06/2020	P
CFO	Paul S.	PA	06/2019	A
CFO Alt	John A.	PA	06/2019	A
Webmaster	Kim A.	VA	07/2020	P
Director	Dave A.	NJ	12/2019	P
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	A
Director	Nancy J.	PA	04/2021	P
Director	Matthew O.	PA	04/2021	A
ECCNA 23	Tom K.	FL	Host Chair	A
ECCNA 23	Gen W.	FL	V-Chair	A

Noted that director Jimmy G and director Matthew O. have both missed two board meetings in a row. The bylaws stated a director is to be removed after missing 3 meetings in a row or 5 during a twelve month period.

III. OPEN FORUM – John F. asked about whether or not we could use the local area/region insurance coverage for the East Coast convention. This would save money for the convention if we didn't have to purchase insurance. Elizabeth said they used the area insurance for their events but not for the main convention.

Elizabeth was asked if she would be willing to serve another two year term. Her time is up this month. She agreed. Her new term end date will be 06/2021. We will address

the other terms that expire this month at the next meeting since they directors are not present.

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

V. REPORTS:

President Report- No report

Vice-President Report – Elizabeth stated fundraiser was held by a group in CT and they raised \$900. A check has been sent to Paul. The group was the All About Change group.

CFO Report (sent by email to AB; read by Victor in Paul’s absence)

PNC – AB Checking

Beg Bal.	\$22,064.11	
+Deposits	9,879.75	
-Checks	(24,749.04)	
End Bal		7,194.82

PNC – Host Checking

Beg Bal.	1,538.07	
+Deposits	1,332.91	
-Checks	(229.50)	
End Bal		2,641.48

Total **\$ 9,836.30**

From Quickbooks: Fiscal Yr 10/1/18 to 5/30/19

Registration at ECCNA 22 plus Payoffs	7,099.67
Registration after ECCNA 22	15,669.80
ECCNA 23 Fundraising – Merchandise	1,110.00
ECCNA 23 Fundraising – Income	12,016.72
Expense	(7,909.16)
Auction Income	.67
Day Registrations	1,000.00
Thursday Night Registrations	1,200.00
Friday Dinner	68.00

Saturday Breakfast	39.00
Saturday Lunch	45.00
Saturday Dinner	68.00
Sunday Breakfast	52.00

Admin fees- Bank fee, CPA, Serenity BT Charges	(1,305.15)
Newcomer Donations	624.88
Gulf Coast Univ – Payment	(26,549.87)
Net FY ECCNA 23 Activity	\$ 3,000.06
Seed Money – to Next Year	5,000.00

Total FY ECCNA 23 Funds (8,000.06)

Excess funds not spent \$ 1,836.24 **

**** of this, \$500 will be held back and the remainder would be spent on basic texts for the current year.**

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. I have also included copies of the Profit and Loss and Balance Sheet for our Fiscal year thus far of 10/1/2018 to 5/30/2019. I have used fiscal year numbers in my report for simplicity sake, and so that when you see the final tax return, it will be easier for you to digest.

Campus Costs – I reviewed our estimate from the College. As we are Not Tax Exempt in Florida (only Churches get this in FL) I looked online and came up with estimates for Sales Tax due of \$1,663.30 (on all items except labor) and Lee County bed tax of \$525 (on bed rental only). I included this in our estimate of \$26,914.25 for a revised total of \$29,102.55 of which we paid \$3,267.83. We owe 80% of the total which would be \$23,282.04. I sent them a check for \$23,282.04 today. I did see the contract says “80% of the remaining balance” but when they determine the 80% on the estimate sheet, they use 80% of the total. Therefore, I am sending them the higher amount as we do have the money available and would owe it anyway.

Insurance – I mailed a check to Vista Insurance brokers for \$467 for Event Insurance.

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. We did have several changes to the 10% discount Registrations from last years convention. Jeff notified me of them and I adjusted the books. Some folks transferred registrations, some received refund and some donated monies.

While I was in Florida, I met with the Merchandising Chair along with Tom. We had a brief review of Convention Procedures and I am confident in her abilities along with the Registration committee.

SQUARE UPDATES NEEDED. I apologize, but I did not get Square updated for Merchandise items. KIM, can you do this for me? You did this last month for the Meals and put items in order so the process was much easier to navigate. If you can do this, let me know via email or text.

Outstanding Items:

- Financial procedures need updated
- Night Deposit Agreement with bank needs completed

CONCERNS: 1 TOM – do I need to have additional discussions with your committee re financial procedures at the convention? I do need to get something out to your Auction/Entertainment chair.

2) Estimate of Meals/Rooms needs to be done by the Host and approved by the AB.

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 but it's spotty up there. Can someone read my report for me?

As to Elections for next year. As we are a Cash Basis Entity per our tax returns, I have been adjusting Quickbooks from Accrual to Cash. This will also simplify the record keeping system and make it easier for us to find a qualified CFO in the future. I have made some good progress on that. In addition, John and I have been working on an updated timeline of activities that the CFO needs to be responsible for. I am also looking at how to spread the workload of the CFO position around. For this year at least, I am leaving individual tracking of Registrations to the Host Registration Subcommittee. I think that ought to be done in the future, with some additional coordination from the CFO perhaps. (Send a monthly update of Registration sheet to the CFO?) Kim has been helpful as the WebMaster in inputting items on Square.

Given that, I talked to John and Victor about the CFO position. John is willing to step up from CFO – Alt to CFO and I am willing to come back on the board in an advisory capacity to John for a year. Much like Jeff did for me (and I believe he would continue to do.) I think AB positions run for 2 years. I am not certain that I want 2 more years on the AB, but for sure 1. If elected to a 2-year position, then I would accept and talk to my sponsor about it. A CFO-Alt still needs to be elected.

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

ECCNA 23 Host Chair Report (Tom was absent and sent report below after meeting)

All is well, We are on track. I forgot that the Golf cart contract and payment wasn't executed yet, but that has been done as well as the college contract. We should be receiving the event insurance cert any day now. We have a Thursday night meet and greet complete with a pot luck dinner and meeting. Financially we are feeling good about where we are and are very grateful for the efforts of others in the way of fundraisers, Collectively we are ready and eager to see you all here this month. See you soon.

ECCNA 23 Host Vice Chair Report – Absent

VI. NOMINATIONS/ELECTIONS

- Gail S. (resume attached) – Passed. Term will be 06/2021
- Jeff P. (resume attached) – Passed. Term will be 6/2021

Discussed the admin positions that will be available. Per the bylaws we are to elect the new admin members at the annual meeting held at the convention on Saturday. Several people expressed their interest in positions. Both Jeff and Gail stated they were interested in the CFO and Alt CFO positions respectively. Victor, Elizabeth and Lisa also stated they were willing to serve on the admin for another year. Kim stated she is grateful she was able to server and will pass on remaining the web servant. All the admin positions will be nominated and elected at our annual board meeting on June 22.

VII. OLD BUSINESS: None

- Insurance for convention – This has been handled
- Policy change – most recent change approved by the host area. Policy has been updated. Lisa sent to all and asked Kim to upload to webstie.

VII. NEW BUSINESS

- Bid proposals – Victor stated there was a bid from MD areas. He has been talking to Mike R. He will ask him to send the proposal. Noted the bids are supposed to be submitted to the AB no later than 30 days before the convention.
- College numbers – Jeff brought up the need to meet and determine final numbers for college. Right no they have 147 registrations with 105 paid in full and 58 day registrations and a few meal tickets. Discussion held on who should be involved. Determined CFO, Vice President and Registration chair should handle. Kevin said he will defer to Jeff to attend meeting as his Registration vice chair. Date and time set for June 16 @ 8pm. They will meet by Zoom. Jeff will send out meeting information.
- Thursday night – Kevin stressed the need to have payment made for the Thursday night rooms as soon as possible. Discussion held.
- Convention – Jeff went over arrival registrations for each board member to confirm they have the registration correct and arrival date.

VIII. NEXT MEETING

- Next meeting will be the annual board meeting and will be held at the convention on June 22, Saturday, at 3 pm. We will set up zoom link for those unable to attend the convention.

IX. MEETING CLOSED

Name	Gail Stiegler
Address	23 Linden Ave N
City	Westbrook
State	Connecticut
Phone	8609081165
Email	gastiegler@live.com
Clean Date	09/16/07
Area	United Shoreline
Prior current area and regional level experience	<p>Area- secretary, treasurer, literature chair, spiritual weekend chair, rcm, alt rcm, policy chair</p> <p>Region- treasurer, alt treasurer, literature chair</p>
Prior or current convention or BOD experience	ECCNA board member, CT convention board member

Form message:

Name	Jeffrey Paul
Address	1909 NW 16 ST
City	FORT LAUDERDALE
State	FL
Phone	9548500122
Email	jpaul095bv@gmail.com
Clean Date	9/5/2007
Area	Gold Coast
Prior current area and regional level experience	Having held God-only-knows how many ASC and RSC positions over 37 years...I won't bore you with all the gory details.
Prior or current convention or BOD experience	Set up the Corporations and served on the convention BOD's for the Florida Region, South Florida Region, and most importantly, 7-8(?) years on the East Coast Convention AB. Ya' miss me?