

**East Coast Convention of Narcotics Anonymous, Inc.**  
**Advisory Board Meeting Minutes**  
**August 5, 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	Notes
President	Victor H.	PA	07/2020	Present
Vice-President	Elizabeth E.	CT	06/2021	Present
Secretary	Lisa S.	GA	6/2020	Present
CFO	Paul S.	PA	06/2019	Present
CFO Alt	John A.	PA	6/2019	Present
Webmaster	Kim A.	VA	7/2020	Present
Director	Dave A.	NJ	12/2019	Absent
Director	Michael R.	GA	07/2020	Present
Director	Kevin D.	FL	08/2019	Absent (2 <sup>nd</sup> )
Director	John F.	OH	7/2020	Present
Director	Jimmy G.	GA	08/2020	Present
Director	Wilvena G.	NY	01/2021	Absent (4 <sup>th</sup> )
Director	Nancy J.	PA	04/2021	Absent
Director	Jeff P.	FL	06/2021	Present
Director	Gail S.	CT	06/2021	Absent (2 <sup>nd</sup> )
Director	Jacqueline T.	NY	07/2021	Present
Director	Diane H.	FL	07/2021	Present
Director	John C.	FL	07/2021	Present
Director	Debbie B.	NJ	07/2021	Absent
ECCNA 23	Tom K.	FL	Host Chair	Absent
ECCNA 24	Mike R.	MD	Host Chair	Present
ECCNA 24	Deanne F.	MD	V-Chair	Absent

**III. OPEN FORUM – None**

**IV. MINUTES** – Minutes from annual meeting and July meeting approved.

**V. REPORTS:**

**President Report** – Not much to report on. The admin met and reviewed the bylaws. We accomplished a lot of work. We will go over this in new business.

**Vice-President Report** – Was not able to attend the bylaw review meeting but did look over all the proposed changes. All looks good.

**CFO Report** –

PNC – AB Checking

Beg Bal. \$ 40,193.26

+Deposits 0

-Checks 0

End Bal 40,193.26

PNC – Host Checking

Beg Bal. 1,552.54

+Deposits 0

-Checks 0

End Bal 1,552.54

Total \$ 41,745.80

LESS: Reserve for Taxes \$ 500.00

Reserve for EC24 5,000.00

EC24 – PreReg rcvd 4,550.00

EC24 – Donations rcvd 40.10 ( 10,090.10)

Available for Basic Text purchases \$31,655.70

Additional Reserve for Shipping texts ( 250.00)

CFO Recommends for Text Purchases \$31,405.70

**Less: Reimb Gold Coast PI for Literature** ?????

**NOTES:**

Not much activity this month. NAWS has received vetted mailing lists and I hope to have an estimate from them prior to our meeting tonight of number of texts. Pam Martin who we normally deal with is on an extended period of absence which seems to be slowing NAWS lit process down. Tom says Host committee wants 10 cases and the rest spread out. Also, only 2 Spanish Language texts per case.

QUESTION: Can AB members give best estimate on number of Spanish Language texts? Last year, we included 4 to 6 per case of 28 books. We have done that for a few years now and perhaps it ought to now be on the lower side – say 2 or 4? Thoughts?

I am including my comments from last month as nothing has changed.

Last month I sent REVISED copies of the Profit and Loss and Balance Sheet for our Fiscal year thus far of 10/1/2018 to 7/1/2019. Rather than combine numbers from the P&L I am just leaving them for you to review. You will see a Cash Short item of \$1. I also entered a minus \$25.93 to reconcile to the bank, but am unable to find it. So, I believe actual cash short is \$24.93. Given all the activity, I am going to ok with this, believing it to be a double-entered Square item. At this time, I have a good feeling that the books are correct or at least as close as I can get them. If you note anything let me know via email and I will consider making changes.

I am recommending that we have an additional reserve of \$250 to pay for any additional shipping costs incurred in our text order. We had additional costs last year because one individual evidently would not call to pick up the package waiting for them, so books were shipped back to WSO, then reshipped. I also made an error in shipping books to NY RSO for other NY regions. I just think with trusted servants changing yearly that it would be unusual for us not to incur additional costs.

#### **TO DO:**

- After discussions with Jeff, the 10% discount Pre-Reg for Chesterton was replaced by a Pre-Reg only item. At this point, we have a number of people who registered within 2 days of the end of Ft Myers. Currently, they are receiving the 10% discount (and the Special Gift). If you as an AB want that changed, then let the CFO know. Otherwise, it'll stay. Reasons, are we had folks who have come in the past and weren't able to register at the convention.
- Determine who on the Host will be signatories on the bank account (There is a PNC across from the Chesterton Md location)
- Visit bank and get paperwork started to change signatories – removing Bob and Tom and adding Maryland folks to Host account only. And removing me from AB and Host accounts
- **TOM** can you obtain Mike's address for Bob to send the checkbook (and maybe Debit card) to.
- Determine if we need the Debit card – for now have Host Chair hold on to it.
- Send Quickbooks file to John to see if he can download to Quicken.
- The Gold Coast Literature is for IP's that were outside the main meeting room. We borrowed that from their PI and need to reimburse. Host Treasurer will pay this from the **Host** account.

*Discussion held about how many Spanish books to send. All agreed 2 per case. Also noted the CFO term does not end until October 1 per the bylaws.*

**Webmaster Report:** Everything has been taken care of on the website. Need to get the minutes from the Host committee to upload to the website.

**ECCNA 23 Host Chair Report** Absent/No report

**ECCNA 24 Host Chair Report** –

Since the last AB meeting, we have held one host meeting on 7-17-2019. We elected a treasurer and 6 of the 10 subcommittee chairs.

**Exec Body**  
**Chair - Mike R**  
**Vice Chair - DeAnne F**  
**Secretary - Ashley R**  
**College Liaison - Wayne B**  
**Treasurer - John A.**

**Subcommittees**  
**Arts & Graphics** - OPEN  
**Registration** - Christine (BAY)  
**Auction** - Frank R (BAY)  
**Convention Information** - OPEN  
**Entertainment & Fundraising** – James M (OGA)  
**Hospitality** - OPEN  
**Marathon** - OPEN  
**Merchandise** - Don M (BAY)  
**Program** - Kevin R. (BAY)  
**Serenity Keepers** - Chloe O. (EOTB)

We unanimously set our host meeting to meet on the 3<sup>rd</sup> Wednesday, monthly. I have received the host treasurer stuff and checks from Tom K. What do I need to walk into the bank and get this signature stuff settled? Will John, DeAnne and I need to enter the bank together?

I have promised Kevin R past sample programs. Does anyone have some digital versions from previous ECCNA to give to Kevin?

Christine would like to know how best to work with whomever handles the master registration list. Is it possible to have this be a google shared document, or we need one person handling it?

I have promised Wayne my college liaison the past convention bill, I think both the 2013 bill and also recent bill. I lost all my email from June and July. One of you guys sent me an email with this info. Can I receive it again please? I'll try to do better. Wayne has a great strength in negotiation. We really need to sign an intent agreement with the college and he says that if we sign it, we won't be able to negotiate. Who here will sign the agreement with the college? I really want Wayne to talk to them before we sign this agreement. Pieces of important business to handle revolves around the way they charge the facility fees, ie, how they count our attendance.

We decided that we can allow subcommittee chairs to attend the host meeting while on vacation. Do you have a conference call id that I can use to facilitate this?

Next host meeting Wednesday, August 21, 7:00 PM Kent Island. Currently, I think that covers everything.

In loving service,  
Mike R410-924-4513  
[realslow@goeaston.net](mailto:realslow@goeaston.net)

## **VI. NOMINATIONS/ELECTIONS**

- Alternate CFO – Jeff P. nominated and elected for alternate CFO.
- Discussed policy on absences and how to address. It was suggested the secretary email those who missed and make sure they were still interested.
- Kevin's term up end of this month. Will discuss at next meeting since he is absent.

- Tom is currently outgoing Host Committee Chair. Need to find out if he plans to stay transition to board member. Will discuss at next meeting since he is absent.

## **VII. OLD BUSINESS - None**

## **VII. NEW BUSINESS**

- Bylaws – Proposed changes were sent to all AB for review. The first section is FYI only and the proposed changes are below. Please review before our next meeting.
- Smoking policy – Discussed whether this should be added to bid proposal. Some felt it should be handled by the host committee. Others thought it should be on the policy. Decision made for it be added to the bid proposal so it will be considered and discussed before we have a problem. Victor will contact Dave about adding to the bid proposal.
- Purchase of electronic books for jails and prisons – Discussed if this was an option available. Jeff volunteered to research the possibilities and come back with information at our next meeting.

## **VIII. NEXT MEETING**

- Our next meeting is on Labor Day. Agreed to move meeting to **September 9 @ 7pm.** Note Jacqueline and Kim are both unable to attend.

## **IX. MEETING CLOSED**