

**East Coast Convention of Narcotics Anonymous, Inc.  
Advisory Board Meeting Minutes  
September 9, 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	Absent
CFO Alt	John A.	PA	6/2019	Present
Webmaster	Kim A.	VA	7/2020	Absent
Director	Dave A.	NJ	12/2019	Present
Director	Michael R.	GA	07/2020	Present
Director	John F.	OH	7/2020	Present
Director	Jimmy G.	GA	08/2020	Present
Director	Wilvena G.	NY	01/2021	Absent (5 <sup>th</sup> )
Director	Nancy J.	PA	04/2021	Present
Director	Jeff P.	FL	06/2021	Present
Director	Gail S.	CT	06/2021	Present
Director	Jacqueline T.	NY	07/2021	Absent
Director	Diane H.	FL	07/2021	Present
Director	John C.	FL	07/2021	Present
Director	Debbie B.	NJ	07/2021	Present
ECCNA 24	Mike R.	MD	Host Chair	Present
ECCNA 24	Deanne F.	MD	V-Chair	Absent

**III. OPEN FORUM** – Victor stated he would like the AB to look at the election procedure. We seem to do it different every time. Need to come up with a procedure and follow up. Will have admin take a look at it and define.

**IV. MINUTES** – Minutes from August meeting approved.

## V. REPORTS:

**President Report** – Victor reported they can't get books into state prisons in his area. They are working on getting books into county jails. He got 4 cases shipped to him by accident and he sent them back out to the right person. We will address bylaw changes today. Everyone should be ready because they have had the information review for 6 weeks now. Need to work on the shipping problems and confirm all addresses are correct. Seems to be issues every year.

**Vice-President Report** – Elizabeth reported she received books for CT and wondered why there was issues with shipping.

### **CFO Report – (Ready by John in Paul's absence)**

PNC – AB Checking		
Beg Bal.	\$ 40,193.26	
+Deposits	49.62	
-Checks	( 117.27)	
End Bal		40,125.61
PNC – Host Checking		
Beg Bal.	1,552.54	
+Deposits	0	
-Checks	0	
End Bal		1,552.54
Total		<b>\$ 41,678.15</b>
LESS: Reserve for Taxes	\$ 500.00	
Reserve for EC24	5,000.00	
EC24 – PreReg rcvd	4,599.62	
EC24 – Donations rcvd	<u>40.10</u>	( 10,139.72)
Available for Basic Text purchases		<b>\$31,538.43</b>
Additional Reserve for Quickbooks purchase		( 250.00)
CFO Recommends for Text Purchases		<b>\$31,288.43</b>
Less: Reimb Gold Coast PI for Literature		?????

### **NOTES:**

The \$49.62 registration appears to be because we don't have as much activity in Square as we did in June, we are back to a higher rate of fees. This will need adjusted in Square. The \$117.27 was reimbursement for shipping labels that John sent to NAWS and they attached to each case of texts. The labels have stickers inside for each book stating

**“Donated by East Convention of Narcotics Anonymous 23 Hosted by the Gulf Coast Region”**

**We shipped 2760 basic texts:** 10 cases to Host and @4 cases to each of the remaining 23 regions. One shipment sent to me in error, (should have gone to New England) so Victor

shipped the Tri-state shipment to New England for \$166.42. I am negotiating with NAWS to have them cover ½ the extra shipping. NOTE: Last year when we had shipping errors that were our fault, NAWS covered ½ so we are attempting to return the favor. Thus, cost should be:

Cost of \$31,186.71 less projected credit of (\$83.21) = **Total cost of \$31,103.50**. This compares nicely with balance above for texts of \$31,288.43, and in fact leaves room to reimburse Victor for the shipping which he paid. Which makes me very happy if your wondering!

**Spanish Language:** Last year we shipped @ 16% Spanish language. After our discussions, I cut that down to @9%. Perhaps that was even to high. I have talked to John and Victor about this and can go lower next year or John can poll the regions or whatever idea he comes up with. Or someone else can!

**Electronic Basic Text:** Victor is looking into the purchase of some electronic texts for next year. We believe some prisons have tablets in their libraries where books can be downloaded. Not sure what it would take to get the text into this system, but it is certainly worth looking into.

**Letter to Regions with Financial Statement:** This was mailed to all regions with some receiving it prior to receiving their texts. Timing on this is an area for improvement for next year. It ought to go just prior to the texts. Lisa forwarded it to you all already so not including here.

**Fiscal Year End:** Our fiscal year ends 9/30/19. I plan on sending year end Income and Balance sheets to our CPA at that time. I anticipate that NAWS will be paid prior to that. I agree with the CFO position ending 9/30/19, but believe the final duties of the CFO ought to include sending year end financials to the CPA where practical.

**Quickbooks for CFO:** John and I attempted to transfer my version of Quickbooks to his Quicken version to no avail. I do believe we should have a set of Quickbooks owned by the East Coast Convention. There is an online and stand-alone version. The online does not run on Apple devices. I am not sure about the stand alone. Thus, I have put \$250 in above to purchase this. Beyond that, I will leave this up to John to determine.

As I am chairing my Monday home group this month, I am not here. I chair @ 2, sometimes 3 months per year and for this 2nd term on the board I am unwilling to miss my home group when chairing. I did miss it the past 2 years. SO, any questions regarding the financial reports, please email to me and I will do my best to give you an answer.

#### **TO DO:**

- Update Square for correct Pre-Reg amount
- 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

- Determine if we need the Debit card – for now have Host Chair hold on to it.
- Get John set up on Quickbooks.
- 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. At this point, I am going to say Gold Coast donated the IP's. IF they do come back and want reimbursed, there is money available from EC23 to cover this.

Discussion held regarding CFO report and the accounting is being done for tax purposes. Cash or accrual basis Jeff raised several concerns. John asked for something in writing so the AB can review and discuss. Victor suggested Jeff and John get together and try to come up with a solution. John also proposed we do an internal audit at the end of the fiscal year. Maybe have 3 AB members who are not handling the money review the reports.

**Webmaster Report:** Absent/No Report

**ECCNA 24 Host Chair Report** – Mike reported so far so good with ECCNA 24. At the last meeting we elected all remaining chair positions. We will be selecting the theme at our next host meeting. The signers for the host account will be me (chair), DeAnne (vice chair), and John (Treasurer). Wayne (College Liaison) would like the ECCNA 17 bill from Washington College, so we can negotiate the matter prior to signing an agreement. That's it for now, we are getting started but should be in full swing real soon.

## **VI. NOMINATIONS/ELECTIONS**

- Tom elected for director seat. Passed unanimously. Term end date will be 09/2021.
- Wilvena removed from director seat to 5 absences. Secretary will send email notifying her of removal.

## **VII. OLD BUSINESS**

- Bylaws – Voted on bylaw changes individually. All passed with some opposition. Details below:
  - **Page 2, Article 6.03** – Add the following *“No other Host committee members will serve on the AB while serving on the Host Committee.”* **PASSED W/1 OPPOSED**
  - **Page 4, Article 6.07** - Remove *“for purpose of nominating and electing Officers and any other needed business.”* **PASSED W/NO OPPOSTION**
  - **Page 6, Article 7.02** – Add the following: **PASSED W/1 OPPOSED**

**“Webmaster:** Minimum of five (5) years clean time, one (1) year service experience at the ASC or RSC level, website skills, and a working knowledge of the 12 Steps and 12 Traditions of NA. “

- **Page 7, Article 7.07** – Add the following: **PASSED W/1 OPPOSED**

**“Webmaster:** The webmaster, upon the direction of the AB, maintains the website (eccna.org), online store and online payment portal for the East Coast Convention. The Webmaster shall provide current access to the website hosting and domain registration information to the AB secretary and turn over all information needed to fulfill these duties to the next Webmaster.

- **Page 8, Article 7.08 (b)** – Add to end of sentence “*when adequate coverage is not available through the Host area/region service committee.*”

**PASSED W/1 OPPOSED**

- **Page 8, Article 7.08 (g)** – Change first sentence in (g) as follows “*May provide a liaison for each Host subcommittee at the request of the Host Committee*” and remove the last sentence.

**PASSED W/NO OPPOSITION**

- Smoking policy – Dave prepared proposal for review. Revised the fact facility sheet under miscellaneous. This will be a part of the bid proposal. Discussion held and table until month to allow everyone a chance to review. Proposal attached.
- Purchase of electronic books for jails and prisons – Jeff still working on this. He has been in touch with Jane from NAWS to see where issues are. Will leave on agenda to discuss next month.

**VII. NEW BUSINESS** – None.

**VIII. NEXT MEETING**

- Our next meeting is on October 7 @ 7pm.

**IX. MEETING CLOSED**

From Facility Fact Sheet

Add's in yellow

Pertinent Data from Facility:

A. General Information (include Floor Plan w/ capacities and sales/media package)

1. Size (number of meeting rooms): \_\_\_\_\_

2. Conference Space (Describe):

3. Recreational Facilities (Describe)

4. Facility Smoking Policy (describe)

Miscellaneous:

Smoking Area Concession:

An area convenient to our guests is required and concessions/arrangements must be worked out with the Facility.

Additional costs? (From Facility?, To host committee for butt buckets/receptacles, clean up brooms/scoops?, etc)

Additional Host Committee staff needed to monitor?