

**East Coast Convention of Narcotics Anonymous, Inc.
Advisory Board Meeting Minutes
October 7, 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	Present
Director	Michael R.	GA	07/2020	Absent
Director	John F.	OH	7/2020	Present
Director	Jimmy G.	GA	08/2020	Absent
Director	Nancy J.	PA	04/2021	Present
Director	Jeff P.	FL	06/2021	Present
Director	Gail S.	CT	06/2021	Absent
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	Present
Director	Tom K	FL	09/2021	Absent
ECCNA 24	Mike R.	MD	Host Chair	Present
ECCNA 24	Deanne F.	MD	V-Chair	Present

III. OPEN FORUM – Jeff P stated he was resigning from the board. He took position thinking there was no one running for CFO. He wanted to stay on and help. He has been getting subtle hints he may not should be back on the board this soon. There is no hard feelings about everything. The AB was most fulfilling position he has had. He has met so many people and will continue to attend ECCNA and support the convention as well as be available when needed.

Board members thanked Jeff and Victor addressed how Jeff was responsible for putting ECCNA in a good position.

IV. MINUTES – Minutes from September meeting approved.

V. REPORTS:

President Report – Victor said he has received two applications for director seats but just got them yesterday. We will table until next month. This will give him time to contact each person and also come up with the best way to handle the election process. He also said that Mike had asked about someone wanting to give a donation to ECCNA and be given receipt. This was clarified by Host Vice Chair. The donation will be coming from a NA group.

Victor also brought up issues with getting books into the facilities. Discussion held regarding electronic tablets at county jails and getting the books to them electronically. There are plans in the works but nothing finalized yet.

Vice-President Report – No report

<u>CFO Report – October 6, 2019</u>	<u>ECCNA23/24</u>	
PNC – AB Checking		
Beg Bal.	\$ 40,193.26	
+Deposits		
-Checks	(31,252.56)	
End Bal		\$ 8,873.05
PNC – Host Checking		
Beg Bal.	1,552.54	
+Deposits	0	
-Checks	0	
End Bal		1.552.54
Total		\$ 10,425.59
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)
Extra shipping costs due Victor		(166.42)
Excess funds over reserves/prereg		\$ 119.45

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.

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. Upon my request, NAWs did give us a credit for ½

of the excess shipping. Now I need to get with Victor and write him a check . The credit is in the invoice from NAWS.

Cost of \$31,186.71 less projected credit of (\$83.21) = **Total cost of \$31,103.50.**

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: The letters were mailed to regions along with financial statements. 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 am sending year end Income and Balance sheets to our CPA as one of my final acts as CFO. I do need correct full names and titles for all of the officers of the corporation to send along. We also need to decide what address we use for the tax returns as well as for our Florida State filing. Normally this would just be the CFO or the CPA. However, I understand our CPA is not willing to have that happen. Next best is a board member who lives in Florida. Currently we have Tom K down. Jeff P has also volunteered his address. I do not think it would be a big issue if we had an out of state address, but I do agree it would be an issue. A “red flag” if you will. Normally, it takes more than one “red flag” for agencies to start asking questions, but that is just an educated guess on my part.

Quickbooks for CFO: John and I attempted to transfer my version of Quickbooks to his Quicken version to no avail. So we meet at Costco and John purchased a set of Quickbooks for the corporation, (See my report last month.) I then reimbursed him the \$149.06 cost.

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.

In Service,

Paul M. Shirey, CFO - Outgoing

ECCNA Alt CFO Report

Bought and loaded Quickbooks Pro. Received files from Paul and tested, everything is fine. We will be able to transfer Quickbooks to the next CFO with no problems.

PNC received the new names for the ECCNA 24 checking account from Mike Risolo. I will only need to supply them with the names and their local PNC Bank. The paperwork will be sent to their bank and they can complete everything there. Previous names that are no longer necessary will be removed.

Did a thorough review of the Accounting practices that Paul implemented. Several non-profit accountants approved of the Cash Basis reporting. I firmly feel this is the proper practice to use and will continue to use Cash Basis as we move forward.

For the last year I have been working on guidelines for help incoming Alt CFO to understand and follow our process. Paul has agreed to review and add to it if needed. It will be a learning aid and living document. I would like to see the new Alt. CFO work with the document and improve it as time goes on. The more experience we draw upon and the different input we have to any of our processes is always beneficial.

Thank you for the opportunity to serve,
John A

Webmaster Report: - Kim stated all is up to date. She needs more information on ECCNA 24 to add to website.

Host Chair Report –

So far I think we are pretty much on track for a nice East Coast Convention. At the last host meeting we selected the theme “Gratitude Into Action”. We accepted the resignation of the Fundraising and Entertainment chairperson, and on its heels, we elected a new one. All positions filled. Currently F&E, Programming, and Registration are meeting. Arts & Graphics is working to get a logo for us. Other committee chairpeople are rallying their crew. Next host meeting is Weds 10-16-2019 700pm Kent Island.

Account: Currently, I have given the name, phone, and branch list for the 3 host account signers (PNC) from our exec to John A and as soon as he gives the go ahead, we will be on the account.

Facility: So we had received a standard price list from the college. Wayne, Amy and me went to tour the facility last month with the Conference Services person Shirley L. Wayne spoke with Shirley about negotiating these prices. The college really wants us to be there, so Shirley is willing to negotiate. Wayne asked about sales tax and Shirley said she can waive the tax with a copy of our 501 (3) (c) document. There is an occupancy tax that cannot be waived. It comes in at 5% of the cost of the room, but the food would not be taxed. Wayne negotiated that we will not pay admin fee for anyone for Sunday. Also the college reduced the price on their \$34/night apartment style dorms to the same as the dormitory style residences (\$22/night), which is a \$12 concession. Wayne also noted that we could possibly sell a package of Saturday day registration, Saturday lunch and Saturday dinner. The total cost for these comes in at \$31, and I believe Wayne has negotiated this to \$30. In all, I’m pretty pleased with the discussions that have occurred and satisfied that we will have another excellent convention in Chestertown that is affordable for us and the attendants. I reviewed all the emails that Wayne sent me, and re- reviewed the list pricing from the college which states that we either need to bring our own linens or rent them for a set price. I sent Wayne an email about this piece, and he said he will be talking more with Shirley. I will keep you apprised. Currently even with the linen expense, the convention will cost less per person than in 2013.

Anyway I was wondering what the process is for board to approve this contract, and set the prices. What is our timing? Ideally I should like to have an info flyer to drop off at these local fall conventions, but if we knew pricing it could be a great help too.

Love
Mike Realslow

VI. NOMINATIONS/ELECTIONS

- Wilvena has made contact regarding staying on the board. Victor will call her to discuss process for coming back.
- New applications will be tabled until next month.

VII. OLD BUSINESS

- Smoking policy – Proposal reviewed and discussed. All approved. Needs to be added to facility fact sheet on the website.
- Purchase of electronic books for jails and prisons – Jeff still working on this. See previous discussion held during President report.
- Kim announced Jeff H is working on bringing bid to bring ECCNA back to Virginia in 2021
- Bylaw changes were made by Lisa. She sent to Dave for review. Still pending.
- Cash vs accrual forms of accounting discussed. Updated on most recent activity. Jeff John Gail and Paul did go over the process. There are many ways to accomplish what would be needed and no way is the wrong way. Nothing further needs to be discussed at this point.

VII. NEW BUSINESS –

- Motion to have all authorized signers removed from the ECCNA Host checking account ending in 6614, except for John K. Agostinelli and Victor Hildebrand. Have the current Host Committee members added; Michael Leonard Rissolo, Deanne Marie Ford, and John Charles Altfather. **PASSED W/NO OPPOSITION**
- Motion to have Paul Shirey removed from the ECCNA Inc checking account ending in 6649. **PASSED W/NO OPPOSITION**

VIII. NEXT MEETING

- Our next meeting is on November 4 @ 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?