

East Coast Convention of Narcotics Anonymous, Inc.
Advisory Board Meeting Minutes
January 6, 2020

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

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	06/2020	Present
CFO	John A.	PA	06/2021	Present
CFO Alt	Debbie B.	NJ	07/2021	Present
Webmaster	Kim A.	VA	07/2020	Present
Director	Dave A.	NJ	12/2019	Present
Director	Michael R.	GA	07/2020	Absent
Director	John F.	OH	07/2020	Present
Director	Jimmy G.	GA	08/2020	Absent
Director	Nancy J.	PA	04/2021	Present
Director	Jacqueline T.	NY	07/2021	Present
Director	Diane H.	FL	07/2021	Absent
Director	John C.	FL	07/2021	Absent
Director	Tom K.	FL	09/2021	Present
Director	Paul S.	PA	07/2021	Present
Director	Rob U.	PA	12/2021	Present
Director	Duwan	PA	12/2021	Present
ECCNA 24	Mike R.	MD	Host Chair	Present
ECCNA 24	Deanne F.	MD	V-Chair	Absent

III. OPEN FORUM – None

IV. MINUTES – Minutes from December meeting approved.

V. REPORTS:

President Report (Vic H)

See attached

Vice-President Report (Elizabeth E)

Participated in reviewing contract and setting pricing for registration

CFO Report

December 2019 CFO Report

Ordinary Income/Expense	
Income	
ECCNA24 - PreReg Deposit	250.00
Fundraising Income	3,065.00
Newcomer Donations	29.12
Total Income	3,344.12
Cost of Goods Sold	
Campus Costs	5,000.00
Total COGS	5,000.00
	-
Gross Profit	1,655.88
	-
Net Ordinary Income	1,655.88
	-
Net Income	1,655.88

Balance Sheet for Fiscal Year

ASSETS

Current Assets

Checking/Savings

PNC - AB new	7,660.02
PNC - Host new	2,352.54

Total Checking/Savings 10,012.56

Total Current Assets 10,012.56

TOTAL ASSETS **10,012.56**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities	
Acc Exp - Books to Prisons	-
	31,103.50

Total Other Current Liabilities 31,103.50

Total Current Liabilities 31,103.50

Total Liabilities 31,103.50

Equity

	Fund Balance	36,029.09
	Reserve for AB Taxes, etc.	500.00
	Unallocated Reserves	5,000.00
	Net Income	-413.03
		<hr/>
	Total Equity	41,116.06
		<hr/>
TOTAL LIABILITIES & EQUITY		10,012.56
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A Deposit of \$2665.00 was made from the Tri State Dinosaur Dinner.

A check for \$5000.00 was written for the deposit to Washington College. The check has not cleared the bank yet.

The Host committee made a \$400 deposit from T-Shirt sales for fundraiser.

\$1000.00 was drawn down from the Host Account to keep it at an acceptable balance.

The signature card for PNC bank is completed and the Host Committee can write checks.

Much discussion was given to who was to keep the Registration Spreadsheet, it appears there was some confusion from past practices. It was decided it was the Host Committee's responsibility and the AB CFO ensures the money from the convention is deposited and reported monthly.

Debbie Bragg, Alt CFO, is making herself available to visit the Host Treasurer and Registration Chair to review our processes and using Square. Many Thanks to Debbie for doing so.

After the Host Committee provides a current registration spreadsheet I will be able to compare this years financial status to the prior years.

Webervant Report (Kim A) -

I put up the minutes – Thank you Lisa. I added the pricing – Thanks to all who helped make that happen. I still need to add the pricing for the meals. And I need to catch up on the minutes from the HC.

Host Chair Report (Mike R) –

I think we are right on track with East Coast Convention 24. Last meeting was Dec 18 in Bay Area. Next host meeting is Jan 15 in Stevensville. Here is my report to goings on

Subcommittees:

Registration

Registration has updated the interim flyer stating the event, dates , location and 3 prices. Ready to work with CI to spread our info. We developed a 3 panel flyer for printing but are reconsidering for a 1 page flyer for social media and printing a much smaller amount with the distribution to be via our service center and the lit orders it mails.

Merchandise - Distributing new merchandise. Sold about 1/3. shirts at \$15.

Arts and Graphics - Same as last time

Entertainment and Fundraising. There are many upcoming events in the planning.
spiritual breakfast on Jan 12. for \$15 a person
Comedy Hypnosis Feb 21
Upcoming Go Carts in late April to mid May

Auction, CI, Hospitality, Marathon, and Serenity Keepers are rallying support for when they have their first meetings.

I realize we didn't consider the matters I had at the last meeting, since no business was conducted. I apologize for missing it. Let's talk about Thursday room rate and meal costs. There is 6% Maryland Sales tax that applies unless we get the exemption, which I have stated is being worked on. Breakfast 8.25, Lunch 11.50 and Dinner 13.50 are the line costs. I recommend that we charge \$12, 15 and 20. Reasoning is that the dining hall may be charging money and selling meals. Its slightly marked up and reasonably priced so hopefully we will sell meal tickets, make a few bucks, and encourage people to buy meals in advance enough notice so that we don't have the same problems as last time: selling out the dining hall.

My input for the Thursday night stay over, is that potentially it costs us \$21 + 11% taxes, maybe as low as 5% taxes. Lets charge \$30. It's the directors that come early anyway. I realize I paid \$50 for Thursday in Ft Myers, but lets just make it \$30. Spend the other \$20 on merchandise. The people coming Thursday are our die hard followers.

If John A from the Host didn't say so, the \$400 deposit into the host account is shirt money. Currently we are finding our way with the registrations. I had thought there was a master list, kept by the AB as was done in 2013, but if not, I have a spreadsheet with 93 registrations from prior to 7/1/2019. Also many Squareup emails showing registration deposit purchases. Can anyone provide me with monthly squareup statements so we can compare and ensure that nothing is missing? Also I have determined that there are people on the cash pay list that paid with credit cards, so maybe there were not 93 preregistrations.

My host committee has one question: "How many newcomer packages do we allow?"

VII. OLD BUSINESS:

- Contract & check has been sent to facility. The cost for a lost key is included in the contract.
- Host committee budget was approved
- Bylaws need to address when admin is nominated and elected. Currently states at annual meeting (Article 7.03 on page 7). Motion made to nominate and elect officers at first meeting after close of fiscal year. This would be October. All agreed. Noted we will need to extend terms of officers currently in place.

VII. NEW BUSINESS –

- Cost for Thursday room set proposed at \$30. No opposition.
- Cost for separate meals tickets proposed at \$12 for breakfast, \$15 for lunch and \$20 for dinner. No opposition
- CFO suggested conducting an internal audit at the end of the fiscal year. The audit would help with training the new CFO and also making sure everything was done correctly. Suggested current CFO, incoming CFO and new Alt CFO along with 1 other board member conduct the audit. All agreed.
- Host Committee Chair will check with subcommittee chairs to see if anyone would like a liaison.
- Question regarding line item in budget brought up regarding purchase of serenity keeper shirts and concern for funds spent. Discussed prior history with doing the same.
- Flyers for fundraisers need to be added to the website along with the dates on the calendar. Kim suggested someone from the host committee handle this. Mike will check with Deanne.

VIII. NEXT MEETING

- Our next meeting is on January 6 @ 7pm.

IX. MEETING CLOSED @ 7:24PM

January 2020 President's report to the advisory board of the east coast convention

At our last meeting, we did not have enough directors at the meeting to have a quorum. As a result, we did not vote on anything or conduct business.

I believe we are right where we should be. There appears to be a sense of urgency about registration responsibility and pricing that we did not address. I think that we all should stop and take a deep breath. The convention is six months away.

At the November meeting we talked about meeting attendance and decorum. As you can see your attendance is very important. I urge each of you to give us that hour or two each month that is necessary for us to operate.

We have several pricing and registration items to discuss. The webmaster can then put the correct information on the website. We can't put any pricing for meals and Thursday lodging without talking about it.

Not to get ahead of ourselves, but our terms will probably be ending in October. That may seem far off, but it will be here before we know it. We have a large number of directors on the board now and most of you should be getting comfortable with what we are doing. It is time for some of us to begin to consider accepting nominations to the executive committee.

In service to the fellowship

Vic H.