

East Coast Convention Host Committee Meeting Minutes

8/11/2018

1) Open with moment of silence/Serenity Prayer.

2) **12 Traditions**

3) **Roll Call** (See attached)-Quorum met

4) **Open Forum**

-Nothing discussed.

5) **Chair Report** attached.

6) **Vice Chair Report:**

Thanks everyone for all your help. Jimmy has been re-elected to the Board for another 2 years.

7) **Treasurer's Report**-See attached.

8) **Site Liaison Report-**

Hey Lisa,

I am the Chair for our area and we are having a anniversary Sat the 11th. Also that night we are having Bert's NA birthday. I have a lot to do as the Chair including speaking that evening. I am also coordinating the set up and take down. The only thing I have to report is the honor I had serving as liaison. The only thing I did was retrieve a chair for Lane after the convention and took care of a parking violation for a guy from conn.

I spoke with the liaison from Fla. whom you know are hosting the next convention and shared my experience with him. We chatted a good bit and he ended by thinking he had a good idea of what was expected from him at their convention. I am just glad we got out w/out anyone saying anything about the drone crash with the ceiling. Thank all you guys for your great service. It was wonderful working with each of you and looking at your tired faces when it was over. I love each of you and you guys did an awesome job. Again, sorry I can't be there physically but hopefully I am there in Spirit

In Loving service

Romer

9) **Auction Report**-See attached

a) Auctioneer will not be cashing check.

b) This was the most organized auction yet, and it raised the most money in ECCNA history.

10) **Convention Information Report**-See attached.

11) **Hospitality Report-**

Good morning everyone,

It was so awesome serving with you guys. Much thanks to Lane sharing his experience with me and other hospitality committee members. I am not sure what to pass on except what I figured is the pass on that could be helpful is being present and attentive. It is a convention that I will attend in the future.

In loving service,
Johnnie

12) Merchandise Report:

- a) It was awesome serving. Life has thrown some curveballs and some family tragedies. This commitment kept me in NA. I'm not willing to go backwards. I would suggest the next chair to keep a headcount and order accordingly.. It was an awesome convention and we are already pre registered for next year!
- b) Peter added: We had committee members buying merch before opening. Maybe next year, order the committees stuff on top of order to sell at the convention.

13) Programming Report-See attached

14) Registration Report-See attached.

- a) Maybe the dorm assignment should be handled differently next year.
- b) Chair and Vice Chair should reconcile before board collects money to avoid any confusion or conflict.
- c) There should be no refunds given at the convention.

15) Serenity Keeper Report-

The convention went VERY WELL.

We weren't able to lease a vehicle for transporting addicts from the convention building to the college but everything was great for our addicts that used their own vehicles because they really got to interact with our visitors, we knew that there was going to be a problem with addicts smoking on the campus but that also turned out great, there was some great experience shared in the smoking areas, mostly about their area or history of NA. I think that we could have done better with the scheduling of the meals and workshops, it was hard on the driver transporting addicts during meal time, we can't forget about they have to eat and want to catch some of the workshops and speakers. As for the whole convention committee, we were all on the same page,our CEO made things a little uncomfortable but that problem has been solved. I have been receiving calls about how we weren't able to give each subcommittee member a shirt. We had to be more self supporting as individuals, maybe the budget can be raised a little there but it's about the Basic Text not the shirts or looking good.

16) Entertainment and Fundraising Report-

Greetings ECCNA 22 Family,

First thank you all for the wonderful and blessed opportunity to work with an amazing and dedicated group of people. I learned a lot about selfless service through the demonstration of the character of you all. As for suggestions for activities in the future I suggest some solitary event that does not require much movement and a minimum amount of participation. The comedy show; theme dance; a play; game show such as family feud or East Coast Jeopardy. I

mention these types of activities since most of the attendees are the older more mature members of Narcotics Anonymous. The game that I had left over was donated and as far as outstanding balances there are none. Again, thank you for the opportunity and blessings to each of you and hopefully I will see you in Orlando @ the WCNA 37.
ILS,
Medina H.

Vice Chair Report: Hey everyone. I don't have much to report. I think everything went well at the convention. We sold a lot of raffle tickets. We sent all the games, raffle tickets, ect with the next host committee. I am looking forward to doing a fundraiser for the next ECCNA and I hope you can all be a part of that so we can serve together again.
On a personal note, this service position came along at a time in my life that I needed it so badly. My family went through some hard stuff this past year and being able to serve on this committee during that time was such a God send. I am truly grateful for the experience, for getting to know each of y'all who I love so dearly, and for the opportunity to help addicts in jails and prisons.
In loving service,
Rosemary H.

17) **Books:** We will ask for 40 cases. Each area should get a case for a county facility and the rest will go to DOC. Books will be mailed to Lisa and will be delivered to the Region H and I meeting and the rest she will deliver to the DOC

- a) 28 per case.
- b) 2500 books (estimate)
- c) 89 Cases total (estimate)
- d) There are 35 prisons and 4 correctional facilities in GA.
- e) There are 7 RSAT facilities. Re-entry is what it's all about.
- f) We should focus on state funded facilities.

18) **Fundraisers for ECCNA 23**

- a) The northern areas will do a fundraiser similar to the dinner held at the Jefferson meeting for ECCNA 22-possibly do it in Feb. and charge \$20/ticket.
- b) Middle GA will plan something and let us know.

19) **Announcements:**

Christy B will celebrate 11 years.
9/15-Lake Tobesofkee: There will be several celebrating, including Brian G with 22 years.

Hey East Coast family! It's been too long since we were together. It seems we were meeting all the time and then we just stopped! The convention was a huge success. I am so proud of our Host Committee. We have received nothing but Kudos and positive comments about the convention. I will let Christy report the financial part of it but I can tell you the spirit of unity and selfless service was evident throughout the entire weekend.

Since the convention I've participated in two board meetings. I was nominated and elected as the secretary for the board and will be serving on the board for the next year as the secretary. I hope to bring some of my experience strength and hope as a past Host committee chair to the board and I especially plan to introduce some suggestions on how the board and the Host committee can work better together.

The final report for East Coast 22 is complete and we are ready to put in a request for basic texts for Georgia prisons and jails. We actually get to request what we want. I have been working with Sherry on getting a list of the number of facilities in Georgia. As we previously discussed there are numerous! Unfortunately it would be very difficult to include all the county jails but I do believe that we can get books into each prison and Correctional Facility that under the Georgia Department of Corrections. There are actually 60 entities and of those 35 are prisons and 4 are correctional facilities. My thoughts are that we could request one case of books for each of these facilities. That would be a total of 39 cases. Each case has 28 books. I would still like to work with someone at the Georgia Department of Corrections and find out if every facility needs a whole case of books or some not able to take that many so we don't give books to a facility that doesn't need them. I hope to work on that over the next couple weeks so we can give a final number to the board by the end of the month. If anyone has any thoughts or suggestions on what is the best way to determine how many books we need today would be the day to talk about that.

Once we submit our proposal then the remainder of the funds will go to provide books to the other 22 regions that are part of the East Coast.

As far as I know everything has been turned over to the next year's convention committee. All checks have been cleared all bills have been paid all business has been handled. If you do have anything that needs to be turned over please give it to me today. I appreciate each and everyone of you taking time to come today and to give a final report.

Lastly I hope we can put together a fundraiser or two to help support next year's convention. I know we plan to do one up in North Georgia and I hope that Middle Georgia and South Georgia will do the same. Let's all get ready to head to Fort Myers next year

Thank you for all your Selfless Service.

Hugs,
Lisa

Hi ECCNA Family,

It was an honor to serve for such a beautiful purpose!

We made 350 packets and I only have an estimate of how many we had left over...it seemed to be about 100, mostly due to we only had a limited amount of day registrations onsite.

We didn't have chance to reconcile new registrations while onsite. We do hope the process of collecting funds and forms be reviewed by advisory board. It is recommended by this chair that prior to everything getting collected, please allow registration Chair / Vice Chair to reconcile. It possibly would only take 10 minutes and would help for reporting purposes and accountability and promote unity of service.

I was truly grateful for all the support on the registration committee. Our Vice Chair was vital to our success and really stepped up and did an amazing job, especially during such a difficult time for me. The additional volunteers we had at registration helped keep registration running smoothly and efficiently. Charlotte, Majella, Richard & Jesse were fantastic, learned quickly and truly reflected the spiritual concept of Selfless Service!

Pre-registration process was a bit hard to manage as I wasn't really prepared for the massive amount of people's request that changed and would be approved by board and I didn't know until trying to reconcile.

The amount of refunds processed was unusual. I do hope that future procedures will limit the amount of refunds with Our purpose in mind, to purchase basic texts,

The most important recommendation I could make that would help ECCNA in the future, is to have a "Dorm Committee" to facilitate key distribution and dorm assignments. This is a massive amount of work and would better serve the convention to allow registration committee to focus on registration procedures.

Tasks completed since last meeting:

1. Turned all left over registration items over to new host committee
2. Responded to a few emails from new host committee

Additional Information:

To date, Basic Text purchased:

2017 = 2,170 (per Jimmy)

2016 = 1,510

2015 = 3,024

2014 = 3,654

2013 = 2,800

2012 = 3,136

2011 = 1,260

Current total: 17,554

Goal: to reach 20,000!!!

NEED 2,446 Basic Texts to reach 20,000

Being of Service,

Sherry H

Kelsey L - I love all of you!

East Coast Convention 22
Final Treasurers Report
8/2018

Hello Family,

Whoop Whoop! We did it, and survived! I have turned in the checkbook and all relevant receipts to Lisa. I have attached the CFO report as well as the budgets at the bottom for your viewing.

We finished the convention with:

\$37,007.08 in the bank

(5000.00) Seed Money ECCNA 23

(3650.00) Deposits for ECCNA 23

(244.72) ECCNA 23 Income (bid t-shirts)

(.60) Newcomer Donation

(35.00) Refund

(500.000) Taxes set aside for ECCNA 23

\$27,541.76 Total raised by ECCNA 22 for books! SO AMAZING!

Every committee stayed under budget, even with registration going over in some areas, they still stayed under total budget. We as a whole committee had budgeted \$14,625.00 total and we only used \$10,303.10 in total for the convention. This did not include the facility. The facility took us up to \$24,177.75 total that was spent to host and have the convention.

On a personal note:

I'm so thankful that it is over, yet grateful for the experience I will take from this. I'm so grateful for the love, and friendships I've found on this committee. From the bid committee, to bringing the convention to fruition, the hard work, the tears, the long drives, emails, and everything in between, we all stuck together and accomplished a goal that brings the message in print to those who may not have otherwise heard it. Powerful stuff! I'm grateful to all of you. WE DID IT!

ILS,

Christy

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**CFO REPORT
AUGUST 5, 2018**

We have the following cash balances at this time:

Bank of America – AB Account: \$11,440.23
Bank of America – Host Account: \$566.85
PNC Bank – AB Account: \$25,000.00

Total: \$37,007.08

The following funds are set aside for ECCNA 23:

Seed Money: \$5,000.00
Registration Deposits paid for at ECCNA 22: \$3,150.00
Registration Deposits after ECCNA 22: \$500.00
ECCNA 23 Fundraising Income (Bid T-shirt net sales): \$244.72
Newcomer Donations: \$ 0.60

Total funds set aside for ECCNA 23: \$8,930.32

We have a refund that needs to be paid to Kim in the amount of \$35.00 (which is going to be paid from the new PNC account by Paul), and if the board sets aside \$500 for taxes, that leaves \$27,541.76 for Basic Texts resulting from ECCNA 22, at this time.

Outstanding ECCNA 22 items: There are still two checks written from the host account that have yet to be cashed. Lisa is checking on these. If either/both of those checks get voided, that will change the figures noted above. Also, we are still waiting to hear from a treatment center that had clients attending the convention that might be making a donation, and that would also change the figures.

Financial Statements: I am enclosing as separate attachments a current year-to-date financial statement as well as a statement of budget vs. actual expenses for ECCNA 22.

ECCNA 23: We currently have 73 preregistration deposits.

Transition to new CFO: Paul opened up the new accounts at PNC Bank. I've already transferred \$25,000 to the AB account. Once all transactions have cleared the BOA accounts, I will transfer the remaining funds from Bank of America to PNC. I can do this simply, since there is a PNC branch directly across the street from our BOA branch.

Paul has set up quickbooks on his computer and we transferred my records to him last night. I'll continue to work with Paul on any questions he might have about invoicing from square or paypal, setting up webstore items, introducing him to our tax preparer, and any other help he or John might need.

I've asked Paul to give Victor a memory stick. I will get together with Victor at the World Convention and transfer all the digital ECCNA files I have on my computer to him. I have almost 2 gigs worth of ECCNA files on my computer. These files go back to ECCNA 1.

I'd like to thank the Board for allowing me to serve as CFO.

Jeff

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Item:	Budget ECC 22	Actual	Over/(Short)
AB Expenses			
Licenses and Permits	\$ 125.00	\$ 61.25	\$ (63.75)
Zoom	\$ 240.00	\$ 149.70	\$ (90.30)
Accounting	\$ 365.00	\$ 365.00	\$ -
Bank Charges & Miscellaneous	\$ 50.00	\$ -	\$ (50.00)
Total - AB Expenses	\$ 780.00	\$ 575.95	\$ (204.05)
Admin - Host Committee			
Meeting Space	\$ 200.00	\$ 25.00	\$ (175.00)
Event Insurance	\$ 450.00	\$ 432.00	\$ (18.00)
PO Box	\$ 136.00	\$ 58.00	\$ (78.00)
Misc	\$ 150.00	\$ 138.12	\$ (11.88)
Golf Carts/Vans	\$ 400.00	\$ 80.00	\$ (320.00)
Printing	\$ 100.00	\$ -	\$ (100.00)
PayPal and Square Fees	\$ 250.00	\$ 450.41	\$ 200.41
Bank Charge	\$ 200.00	\$ -	\$ (200.00)
Total - Host Admin	\$ 1,886.00	\$ 1,183.53	\$ (702.47)
Arts & Graphics			
Signs	\$ 200.00	\$ 124.70	\$ (75.30)
Banner	\$ 150.00	\$ 90.10	\$ (59.90)
Misc	\$ 100.00	\$ -	\$ (100.00)
Total - Arts & Graphics	\$ 450.00	\$ 214.80	\$ (235.20)
Auction			
Misc.	\$	\$	\$

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	150.00	59.58	(90.42)
Total - Auction	\$ 150.00	\$ 59.58	\$ (90.42)
Convention Info			
Lit (PI)	\$ 50.00	\$ -	\$ (50.00)
Schedules	\$ 10.00	\$ -	\$ (10.00)
Mailings	\$ 100.00	\$ 103.03	\$ 3.03
Misc	\$ 50.00	\$ -	\$ (50.00)
Total - Convention Info	\$ 210.00	\$ 103.03	\$ (106.97)
Entertainment & Fundraising			
Fundraising Prudent Reserve	\$ 1,500.00	\$ 607.71	\$ (892.29)
DJ's, dances and events at convention	\$ 500.00	\$ 450.00	\$ (50.00)
Fliers	\$ 200.00	\$ -	\$ (200.00)
Misc	\$ 50.00	\$ -	\$ (50.00)
Total - Entertainment & Fundraising	\$ 2,250.00	\$ 1,057.71	\$ (1,192.29)
Hospitality			
Supplies	\$ 100.00	\$ -	\$ (100.00)
Food/Coffee	\$ 800.00	\$ 721.80	\$ (78.20)
Total - Hospitality	\$ 900.00	\$ 721.80	\$ (178.20)
Merchandise			
Convention Merchandise	\$ 2,200.00	\$ 1,629.22	\$ (570.78)
Misc.	\$ 50.00	\$ -	\$ (50.00)
Merchandise Prudent Reserve	\$ 1,400.00	\$ 1,343.02	\$ (56.98)
Total - Merchandise	\$ 3,650.00	\$ 2,972.24	\$ (677.76)
Program			

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Programs (based on 800 registrations)	\$ 600.00	\$ 452.01	\$ (147.99)
Misc.	\$ 50.00	\$ -	\$ (50.00)
Total - Program	\$ 650.00	\$ 452.01	\$ (197.99)
Registration			
Mailings	\$ 200.00	\$ -	\$ (200.00)
Envelopes	\$ 20.00	\$ -	\$ (20.00)
Pre Registration Mugs	\$ 600.00	\$ 501.42	\$ (98.58)
Registration Fliers	\$ 600.00	\$ 290.51	\$ (309.49)
Registration Packages (based on 800 reg)	\$ 1,600.00	\$ 1,920.52	\$ 320.52
Misc.	\$ 50.00	\$ -	\$ (50.00)
Total - Registration	\$ 3,070.00	\$ 2,712.45	\$ (357.55)
Serenity Keepers			
T-Shirts	\$ 250.00	\$ 250.00	\$ -
Misc.	\$ 125.00	\$ -	\$ (125.00)
Total - Serenity Keepers	\$ 375.00	\$ 250.00	\$ (125.00)
Grand Total	\$ 14,625.00	\$ 10,303.10	\$ (4,321.90)
Site Costs			
Rooms: Friday-Sunday		\$ 7,800.00	
Thursday night rooms		\$ 1,500.00	
Linens		\$ 1,654.80	
Meals		\$ 6,563.95	
Meeting room costs		\$ 6,629.00	
Lost Keys		\$ 30.00	

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Total:		\$ 24,177.75	

ECCNA 22 - Valdosta, Georgia 2018 – Auction Committee – Final Report

This years auction seemed to be successful and I am grateful for each of you on ECCNA 22 committee that helped so much. Mike S. was very helpful with setting up lists and copies as well as teaching me more about laptops and so I am even more thankful for him for just that.

I am not sure of the total but had heard that the auction itself had earned about 5400\$ but am not sure if that is the correct figure or not. We were very thankful for donations that people made as nothing was a waste if it went for getting basic text to prisoners in jails where H&I is not allowed I believe.

#1 sent some registration packages that he had down and I believe that I have 7 for Sale for 5\$ each to go toward ECCNA 23.

Once again ,ty all so much for your hard work all year and reminding me why this is a We Thing. I did not get a pre reg on sat night with auction or Sunday while trying to get some discs copies settled for Mark B for NA History.I do hope to be able to make it next year and preregister after WCNA . This is my last report and for August 2018, there have been ups and downs through this past year however I appreciate you all and your service and willingness to help the message keep being carried.

ILS,

Brian G pogobean@gmail.com

Mike S mbsapp@gmail.com

To 2019 East Coast Convention Information Chair,

For the remainder of this year and up to next years East Coast Convention the main purpose will be to get the word out about the event. During the Convention weekend the Convention Information team will have a table displaying pertinent, helpful items such as speakers to local attractions in Fort Myers. I attached pictures from last years Convention that I used as a guide for displaying at table.

Attached is a listing of NA Regions of East Coast. As soon as a Pre Registration flier is available I recommend mailing to each Region the flier as well as an information sheet (see attached) that explains purpose of East Coast Convention and has pictures and details taken from website showing past Conventions. The first attachment (Regions) also includes Areas within the Regions. I would recommend contacting Areas directly through emails (at least for Florida, Georgia, Alabama and possibly others). The Areas usually have contacts on their websites, but for Georgia I may know RCM personally and would be happy to share emails later. The main point for this Chair position is to contact whenever possible and hopefully reach appropriate people (RCMs, PR Chairpeople, etc.) to further spread word about Convention to add to success of raising money for purchasing basic texts next year.

A few months before Convention local institutions that provide treatment should be contacted. Having local contacts will be very useful. I contacted PR person and others from Area where Convention taking place. Unfortunately we were not able to broadcast to local prison an audio of speaker meeting(s) as we had hoped. After attempting to get permisison from Warden could not make that happen. Possibly members from past Conventions can help to make that happen next year.

During the Convention weekend, a display table will be setup and members of team will be able to greet people and hopefully answer questions and provide information. At this years Convention we were near Registration table and spoke to many of NA members coming to Convention. There was confusion about where dormitory located so we spent a great deal of time directing people to where there were staying. We had to quickly become familiar with campus to give directions. Since Registartion was very busy at times, the Convention Information table allowed people before registering or picking up registration materials to at least look over various things on table and view display poster which we made similar to last years' Convention (see pictures). During the Convention weekend (and throughout year at fundraisers, etc.) the Infomation table became a place where other Committee members could keep track of things such as a speaker and workshop leader signup sheet. Like other Chair positions, the Convention Information team will assist others to help whenever possible.

I will be happy to assist with any suggestions that I hope will be helpful, and I look forward to attending the next East Coast Convention. Best of luck !

In loving service,
Frank Jones

8-11-18

The program committee would like to thank everyone for their willingness to help out with chairing meetings. We only had one no show for one workshop. We had a great turn out.

~~She~~

In loving
Service

Program Committee