

East Coast Convention
Host Committee Meeting Minutes
3/10/2018

- 1) Open with moment of silence/Serenity Prayer.
- 2) 12 Traditions
- 3) Roll Call (See attached)-Quorum met
- 4) Open Forum-
 - a) GRCNA Fundraiser this morning raised \$144. Thanks to all who helped!
 - b) If you are looking for a way to serve, GRCNA would be a great way to do that!
 - c) Lisa to check on meeting space for our June meeting at Region.
- 5) Chair Report attached.
- 6) Vice Chair Report:
 - a) No real report. Remember you can call him if you need anything.
- 7) Treasurer Report attached
 - a) As a reminder, \$16,000 reflects ECCNA 22.
- 8) Arts and Graphics Report attached
- 9) Auction Report attached
- 10) Convention Info
- 11) Entertainment and Fundraising Report:

Johnnie may ask for a reimbursement for the sandwiches...our plan is to auction a few items that were donated,a cake walk,50:50 raffle, and requesting donations for the food.... I have two dj bids and two comedian bids.

The Spirituality is the Key raffle ticket did very well. We raised \$1092.
- 12) Hospitality
 - a) Think about budget and volunteers to work the room.
- 13) Merchandise:
 - a) 24 shirts left.
 - b) Would like to order hoodies and maybe tanks (to be discussed in New Business)
 - c) Need some guidance on quantity...
 - d) \$15-\$18 to frame each shirt.
 - e) Need ideas for more merch, working on a big shadow box.
 - f) Our convention shirt can be another color because of the way the peach was designed.
 - g) We need to decide hours of operation and volunteers-only committee members need to handle money.
- 14) Programming Report attached
 - a) Everyone think of and send 5 names/numbers of people with 2 or more years for workshop speakers to Michael.
 - b) The board votes on speakers
 - c) Speaker policy doesn't apply to workshops, therefore they can be sponsees, etc...
- 15) Registration Report attached.

16) Serenity Keepers

- a) Plans on getting shirt proof out in a couple of weeks.
- b) Trying to get volunteers
- c) Will have radio/golf cart bids soon

17) Nominations and Elections

- a) Mike R-From Albany, Convention Info Vice Chair

18) Old Business

- a) NEGANA Raffle drawing on Region floor today-winner is Wayne Gilreath
- b) College layout discussed(layout diagram attached).
 - i) We decided to put Registration, Merchandise, Convention Info, etc...in one large room (Cypress Room)
 - ii) EDR is Hospitality room and we can have whatever we want in there as long as we clean it up
 - iii) Theatre will be used for the bid meeting and the auction as long as it isn't too expensive
 - iv) The Rose and Dogwood rooms will be for workshops
 - v) The Willow Room will be the ECCNA workroom
 - vi) The food court has a starbucks and a restaurant. We will find out if they will be open.
 - vii) Drexel Park is across the street
 - viii) Romer to talk to police about street parking
 - ix) College wants all of our table numbers.
 - x) GA History-There is a problem with not being able to have key to room. We will also lose space if they have exhibit.
 - xi) Where are the stationary Serenity Keepers? Front door, 1 in Cypress, EDR, Workshops, Main Meeting.
 - xii) 2 tables for Convention Info, 3 or 4 for Merchandise, 2 for Registration, 2 for GA History Book

19) New Business

- a) 2 of the pillows will be used for the April Fundraiser
- b) 2 pillows for the auction
- c) Merchandise:
 - i) Shirts- 144- BLACK and ARMY GREEN(SPLIT EVENLY)
 - ii) Hoodies-36-HEATHER GRAY
 - iii) No Tanks
 - iv) Mugs-72-With Peach design, BLACK
 - v) Banner-Frank to get bids, suggestion to check stickersbanner.com.
- d) Speaker Proposals: this is to be carried over to next month.
- e) April Fundraiser
 - i) Frank, Steven Brian, Jimmy, Sherry committed to come along with Lisa, Christy, and Rosemary
 - ii) Discussed having raffle items
- f) 4/14 in Warner Robins

- i) Inventory of Auction items. 10AM at the group before our meeting.
Rosemary, Steven, Christy, Lisa, Brian.
- g) We need 3 Golf Carts and we need 10 radios: 1 in Cypress, 2 for Programming, 1 for Treasurer, 2 for Chair/Vice Chair, 2 for Serenity Keepers, 1 for Golf Cart. 1 Golf Cart will be for Board/Host Use.
- h) Does GRCNA own radios?
- i) Newcomer Packets: up to us. We decided to do day registrations for New Comers. Lisa to reach out about this. We could possibly give away old stuff or just lanyards. H & I should set this up. Shawn did it last year. Lisa to call for guidance.
- j) Registration:
 - i) Looking at \$2/packet.
 - ii) Map, Meal Ticket, etc... and specialty Mug
 - iii) We have onsite needs, such as vouchers for specialty mug and no smoking agreement.
 - iv) Sherry to pick style, color of mug
 - v) Program on lanyard, booklet with other info
 - vi) Fan, magnet, glow in the dark bracelet
 - vii) We could use brown envelopes or plastic bags.
 - viii) The college will do the meal tickets and parking tickets.

20) Announcements:

- a) 3/17 at New Horizon-Steven and Natasha with 2 years, Lane with 3 years, Jimmy with 28 years. Speaker at 7:30

21) Next meeting is 4/14 at 1PM.

Close.

East Coast Convention 22
Treasurers Report
3/2018

Hi Family,

Since our last meeting, I have made 1 deposit, and wrote 2 checks. They are listed below. I am still checking the PO Box weekly and have not received any mail this month.

Beginning Balance: \$3686.77

Deposits:

2/06/2018 \$125.50 Pre Registration

2/12/2018

Fundraising \$941.00 -\$140 Lisa, \$120 Steven. \$150 pre-conv T-shirts, \$5 T-shirt. \$526.00 Rosemary Tickets

Expenses:

Check 1504- \$40.54 Frank Jones

Check 1505- 0.00 Void

Check 1506- \$290.00 Frank Skubic

Total Expenses \$330.54

Ending Balance: \$4422.22

Jeff would normally transfer the money to the AB account ,leaving us \$1000.00, but I will be writing a check to the college for the deposit in the amount of \$3000.00, and will reflect this on next months report.

I have also attached Jeff's report from the board, reflecting our total balances for both accounts, totaling \$21,495.14.

ILS,

Christy B.

East Coast Convention 22
Host Chair Report
March 10, 2018

Hey East Coast family. Hope all is well with everyone. Seems I've been running behind all month. Please excuse the last-minute emails and request that were made.

The onsite vendors we chose for merchandise and taping were approved. We will have Parable Designs and Living in Gratitude Today as our vendors, and Tapeman Audio for our taper. I am still waiting to get the contract back from two of them but they have confirmed they are available and will be there.

I've been working with Rosemary on the flyer for the April fundraiser. It is only 4 weeks away so we need to get busy announcing and selling tickets. There is limited spacing to seat for the meal so we are only selling 50 tickets for the dinner. We will open the doors at 7pm for all to come into the meeting. This fundraiser is in Jefferson and a long way from Valdosta. I do understand if everyone can't make it. We will have enough committee members close by to cover those who can't drive up. Of course, we would love to see you all there!

The board meeting on Monday went well. The only thing they are anxious about is getting the final contract for the facility. We are going to go over the layout and facility details today to make sure everything is covered and then I can turn in the final room request to the college.

At this point we only have 3 meetings left before the convention. In April we will be meeting in Warner Robins and in May we will do another meeting and walk thru in Valdosta and then in June we will be back here at Region. It is imperative that you make all of the meetings as well as have prepared reports. I will send out the agendas in advance which will be more detailed about what is expected. I'm doing my best to prioritize things so we're not overloaded all at one meeting. If you see I miss anything on the agenda please respond so we can get it added.

Thanks to all who showed up early this morning and helped with the fundraiser. I'm so very proud of our committee and our commitment to selfless service.

In Loving Service,

Lisa S.
Host Chair

East Coast Convention 22
Treasurers Report
3/2018

**CFO REPORT
MARCH 5, 2018**

AB Account - Checking

Beginning Balance - \$ 15,309.30

Deposits 1,623.97 Feb5 – March 4 Square receipts: Full Package 3@195=\$585;
Reg Payoff (10% discount) 1=\$125.50; Reg Payoff (Mug)
1=\$145; Reg Deposits 6 @50=\$300; 5-mo plan 1=\$39;
Thursday night room 8@35=\$280; Merchandise - \$120
Payment 1 of 3 of balance due 1=\$31; less sq fee (\$1.53)

Expenses (136.20) 2/21 Ck #1046 Jeff P: Corp Annual Filing Fee (61.25);
Zoom (October – February) 74.95
(29.95) 3/05 Bank Charge

Ending Balance - \$ 16,767.12

Paypal Account

Beginning Balance - \$ 145.00

Funds Received \$ 160.80 02/08 Reg payoff (10%) \$125.50; Thursday room \$35
Donation \$.30

Transfers: \$

Ending Balance \$ 305.80

Host Account – Checking

Beginning Balance \$ 3,686.77

Deposits 125.50 2/06 Pre-Reg (10% discount) paid in full
941.00 2/12 Merch (\$150; Fundraising (Ft Myers T's and raffle)

Expenses (40.54) 2/12 Ck #1504 Frank J – Conv Info mailings
(290.51) 2/12 Ck #1506 Frank S – Reg flyers

Ending Balance \$ 4,422.22

Total Cash in Banks \$ 21,495.14

Currently, we have 23 full-package registrations paid in full, 50 registration deposits, and two on payment plans. If all deposits and payment plans pay in full, that would be 75 staying on campus. At this point last year we had 43, and the year before that, 34. We also have one day registration and eight Thursday night rooms.

ILS, Jeff

East Coast Convention 22
Treasurers Report
3/2018

ECCNA Arts and Graphics Committee Report

Hello Family,

Have copys of our tee's an logo for the ECCNA22 . Think that we e-mailed our votes to Lisa S. but I would like to see a color change, we can talk about that under new business. Next is work on the banner an signs. Had a question about our NA logo on the fundraiser flyers and why we were not using them. I'm ok one way or the other. But if you want more info you can look up WSO IPT bulletin # 1&2. I know that we disregard this regularly within the GA region. Also I won't be able to attend our April meeting because I will be starting a new job and working that weekend. Thanks Frank S.



Frank S.

ECCNA 22 -Auction Committee Report – March 2018

This month is starting out and am trying to communicate with more people and receive possibly more donations for June. I am meeting more people who have experiences with ECCNA from before and they are reminding me that we are never alone. Some people will bring donations to GRCNA this month and others mail. Next month we hope to inventory all of the mugs that had been donated and come up with away or ways to make sets of them into packs without risking them being broken. I am trying to keep the inventory going and updated. One thing that we don't have is jackets yet. Although they are not needed as much here in the south, they would be something different for auction. A few years ago I donated a WCNA 29 jean jacket and a GRCNA 25 jean jacket and was surprised as I watched that auction. WCNA 29 went for \$50 and GRCNA 25 went for over \$150 so we never know. As usual if anyone know of others with donations they would be appreciated, not to mention people with willingness to help. Thanks for all of your help and patience.

ILS

Brian G ECCNA 22 Auction Committee Chair
pogobean@gmail.com 478 957 5988

PROGRAM

3-10-18

POSSIBLE MAIN SPEAKERS

FRI^o OPENING^o
? KIM N (ATL) OR SUNDAY

SAT MAIN
FRANK D (MD)
HAROLD B (NJ)
SUNDAY CLOSING
JEFF H Topic: SELFLESS SERVICE

GETTING A LIST OF PEOPLE THAT HAVE REGISTERED TO LOOK AT WORKSHOP SPEAKERS.

TAPEMAN WAS APPROVED BY THE BOARD TO DO THE TAPING OF THE CONVENTION.

HAVE BEEN GETTING NAMES AND NUMBERS FOR POSSIBLE WORKSHOP SPEAKERS.

MOVING SERVICE
MICHAEL R

Dear ECCNA Committee,

We currently have 8 people paid in full for 3 nights (includes Thursday) now, with a total of 24 paid in full.

There are 47 pre-pre, and 28 pre-reg and 1 day pass purchased = 75 & 1 Day Pass

We also have \$94 in newcomers donation.

Please be sure to select correct option when paying off balance!

We anticipate new registrations and payoffs will increase quickly over next 2 months.

We are in the planning stages of ordering for registration packet items.

We now have artwork for specialty mugs. We will use peach logo and "Selfless Service" on all other items.

We will need preliminary programs outline for lanyards.

I am gathering information with hours of operations for conference agenda (merchandise hours, registration hours, etc.) as well as college vendor information, locations, hours, (Starbucks, campus map, parking, smoking, dining halls) etc. for program booklet.

Please send me all details that will pertain to your committee:

Hospitality hours of operation and location, merchandise room and hours, etc

Due to an abundance of information that needs to be collected, I have started compiling into a master list for convention information that will be submitted for approval prior to going to print.

In Selfless Service,

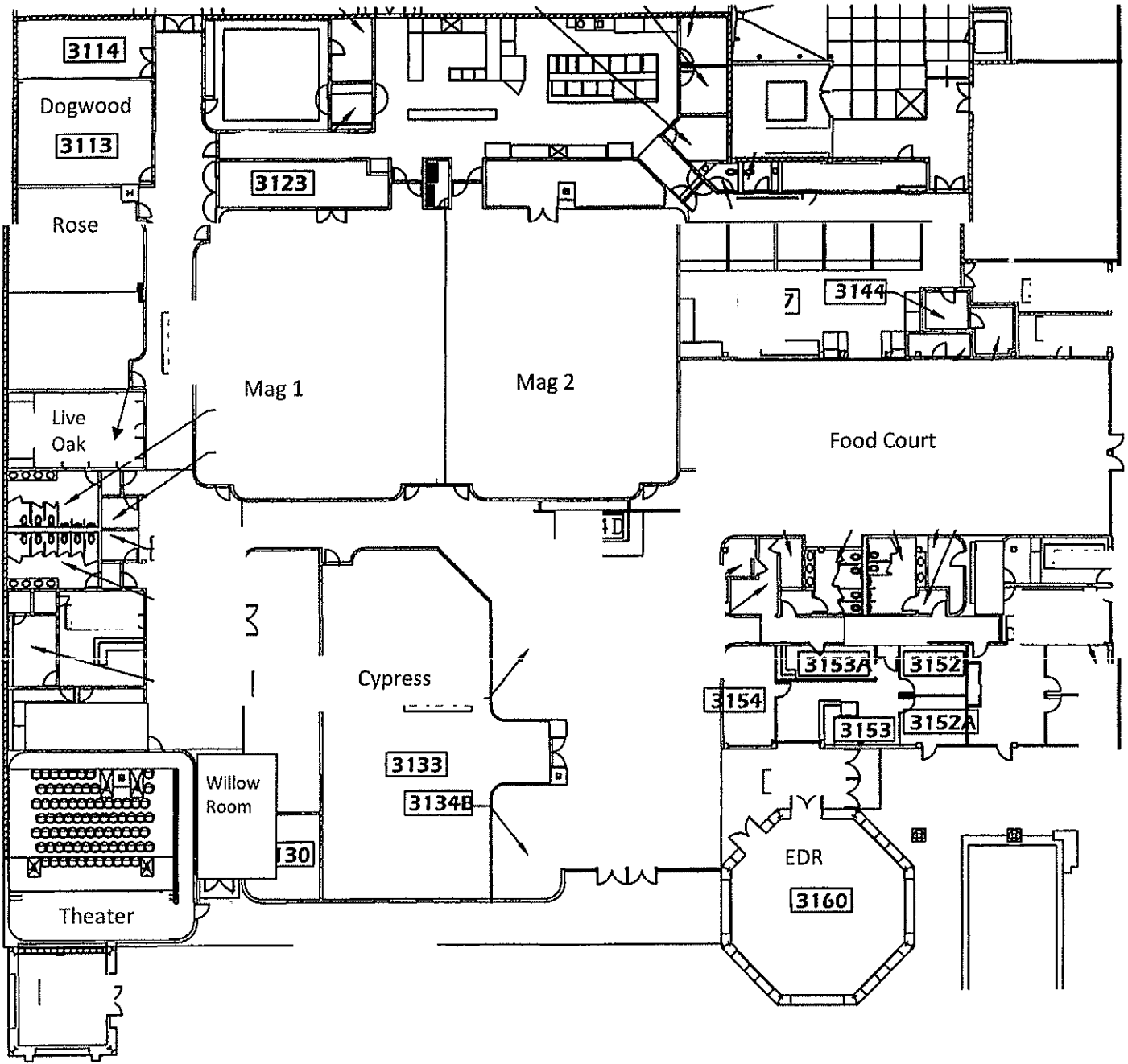
Sherry H

Sent from my iPhone

3/9/2018

peach shirt.jpg





University Center North Conference Center

Welcome to Valdosta State University's Conference Center! The VSU North Conference Center is located in the north end of the University Center, which is only .2 miles from the main campus of Valdosta State University. The VSU University Conference Center is designed to accommodate educationally-oriented events in a state-of-the-art meeting and training environment. There are two large conference rooms and numerous meeting spaces to meet your needs. Each room is equipped to meet your facility and technology requirements. Our facilities can accommodate groups as large as 500.

UC FRONT LOBBY

The University Center Lobby is the first view that people get into our building. It is set with couches and chairs, but with permission from Event Services, the lobby can be set up with buffet lines, interest tables, or display tables.



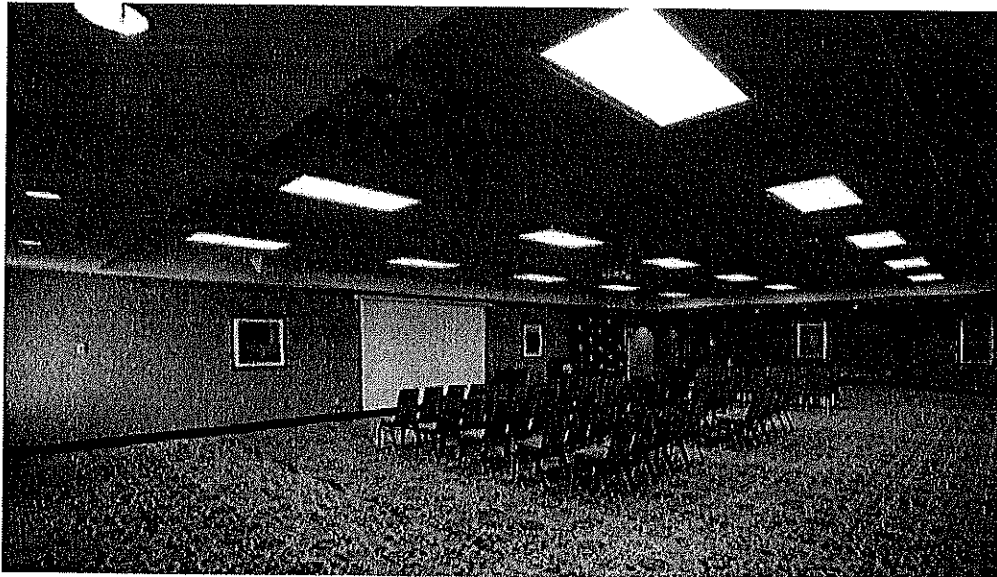
CYPRESS ROOM

The Cypress Room is a carpeted room with four windows allowing for natural light. The room also includes a retractable screen with a ceiling mount projector.

Maximum setups of the Cypress Room:

- Banquet Style:
 - 15 round tables of 8 with two buffet lines = 120 capacity
 - 18 round tables of 8 with one buffet line = 144 capacity
- Auditorium Style:
 - 120 capacity facing the front screen
 - 144 capacity if facing the curved right wall of the Cypress Room when entering through the main doors

Diagram of Cypress Room



ROSE ROOM

The UC Rose Room is carpeted and has no windows. The room may also contain additional audio and visual equipment upon request. There are banquet, auditorium, and classroom styles available for this room.

** Seats around 70 auditorium with nothing else in the room.

Rose Room Diagram



DOGWOOD ROOM

The UC Dogwood Room contains carpeted floors and no windows. There is a retractable screen and a ceiling mounted projector. Additional furnishings and audio visual equipment may be available upon request. This room is set in auditorium style for 40 people unless permission is given for another set up.

Dogwood Room Diagram

UC Dogwood Room Specifications:

- Square Footage: 619.88
- Dimensions: 21.75' x 28.5'