

**East Coast Convention of Narcotics Anonymous, Inc.**  
**Advisory Board Meeting Minutes**  
**April 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/Excused
Director	John F.	OH	07/2020	Present
Director	Jimmy G.	GA	08/2020	Present
Director	Nancy J.	PA	04/2021	Absent/Excused
Director	Jacqueline T.	CT	07/2021	Present
Director	Diane H.	FL	07/2021	Present
Director	John C.	FL	07/2021	Absent/Excused
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** – Michael sent message stating he had recently got out of the hospital and would not be able to attend the meeting.

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

**V. REPORTS** –

### President Report (Vic H)

Victor apologized for issues with voting on matters at prior meeting. Will do roll call to vote on any matters that have opposition in the future. Need to talk about election procedures.

### Vice-President Report (Elizabeth E) – No report

### CFO Report (John A) -

## March 2020 CFO Report

	<u>Mar 20</u>
Ordinary Income/Expense	
Income	
	5,252.8
ECCNA24 - Full Registration	3
	<u>5,252.8</u>
Total Income	3
	<u>5,252.8</u>
Gross Profit	3
Expense	
B - Administrative Committee	
Bank Charges	
Bank Charges	15.00
	<u>15.00</u>
Total Bank Charges	15.00
Total B - Administrative Committee	<u>15.00</u>
Total Expense	15.00
	<u>5,237.8</u>
Net Ordinary Income	3
	<u>5,237.8</u>
Net Income	<u><u>3</u></u>

## Balance Sheet for Fiscal Year

	<u>March 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
PNC - AB new	23,357.0
PNC - Host new	6
	<u>2,597.54</u>
Total Checking/Savings	25,954.6
	<u>0</u>
Total Current Assets	25,954.6
	<u>0</u>
TOTAL ASSETS	<u><u>25,954.6</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	0

	Acc Exp - Books to Prisons	0.00
	Total Other Current Liabilities	0.00
	Total Current Liabilities	0.00
Total Liabilities Equity		0.00
	Fund Balance	4,925.59
	Reserve for AB Taxes, etc.	500.00
	Unallocated Reserves	5,000.00
	Net Income	15,529.0
		1
Total Equity		25,954.6
		0
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>25,954.6</b>
		<b>0</b>

Total income for the month of March was \$5237.83. A Transfer of \$1000.00 was made from the Advisory Board Account to the Host Account to keep the Monthly balance average over \$1500.00 to avoid Service Charges. There was a \$15.00 Charge to the Advisory Board Account for Service Charges that I am investigating. I have several calls into the bank and waiting for a reply. The current balance in the Host Account is \$2597.54. I will be making a drawdown to keep the balance over \$1500 after I speak with the bank to clarify the \$15.00 Service Charge.

After discussion from last meeting I changed the date of the Basic text purchase check for ECCNA 23 to 6/315/19 so that it will not show on the Fiscal Year Balance Sheet. I made a note to this in the register. Hopefully this will save some confusion reading my reports.

I checked with the bank and found that we need to maintain a balance of \$1500.00 to avoid service charges. Our ECCNA Host Policy, Section 6, Budgeting and Financial Guidelines states that the Host Committees bank account shall maintain a balance of no more than \$1000. I am proposing a change to read;

**The Host Committee's bank account shall maintain an operating balance of no more than \$1000 or the minimum balance the financial institution requires to avoid bank fees and services charges.**

I am also proposing the ECCNA Host Policy, Section 12, Duties of Subcommittees I. Registration be modified as follows to show that invoices should be sent within a month after convention price is set.

**After pricing has been set, invoices on registrations with balance due shall be sent to all that have made deposits beforehand.**

In Loving Service,  
John Agostinelli, CFO

## **Host Chair Report (Mike R) –**

Well this is the strangest report that I've ever given. Currently the college is closed due to Corona Virus – 19. The state of Maryland has issued a stay at home order. My committee wanted to talk about whether we were having the convention, and I asked if we could defer it to the advisory board. The truth is, we have a contract and if the state of Maryland lifts restrictions and the college allows, we could have the convention.

We had our last host meeting by Zoom and we will have our next host meeting by zoom. We are excited but most everything is on hold pending resolution. Should we buy merchandise? Should we hold the raffle for the 2 packages? Our fundraisers are on hold.

I spoke to Wayne today and the question we came up with is: What timing do we need from the college so that we can get the word out that we are having the convention and get your money in, or at what point do we cancel? Currently we have told the college event planner that we would want to have the 3<sup>rd</sup> or 4<sup>th</sup> weekend in 2021, and not the \$5,000 back, if we were unable to hold the convention. Does that sound right to you? All the best.

**VI. NOMINATIONS/ELECTIONS** – Jimmy stated he was still interested in serving on the board. He has throat and bladder cancer and will be undergoing treatment. He said is not sure what the future holds but wants to continue to serve if he is able.

## **VII. OLD BUSINESS –**

- Basic texts in jails/prison electronically – The following update was sent by email to everyone earlier this month: *John F sent me an update to pass on. The contact person he has regarding the status of getting the Basic Texts onto tablets in jails and prisons said at this point there is not much to report. There is a continual exchange between lawyers regarding the language needed in the agreement. Back and forth and back forth. He said NAWA desires to put the BT on tablets free of charge for inmates and process is arduous. Basically we have to be patient while they work out the details. I will leave this on the agenda for us to discuss further at next AB meeting if needed.*

## **VII. NEW BUSINESS -**

- Host committee discussing whether or not to cancel convention. Mike has checked with facility and there should be no problem with postponing. Contract states second deposit is due by May 15. We need to make decision soon. Decided deadline to cancel would be by our next meeting. At this point we are 12 weeks out and have some time. According to contract we may lose deposit either way unless they work with us. No need to rush decision. Registration has slowed down. Mike will discuss with his committee again and let us know. Board agreed to support host committee with decision.
- Host policy changes previously sent to board for review passed. Addition to policy below in red:

- The Host Committee's bank account shall maintain an operating balance of no more than **\$1000 or the minimum balance the financial institution requires to avoid bank fees and services charges**. When funds are low, the Treasurer should notify the CFO and request to have funds transferred. Funds will only be transferred by CFO after a detailed report is received which includes a breakdown of expenditures and the amount of the remaining budget.
  
- The first task is to design a registration flyer, which must be done well in advance (at least eight (8) months prior to the convention). All pre-registration, registration and event prices are to be set by the AB. **After pricing has been set, invoices on registrations with balance due shall be sent to all that have made deposits beforehand**. The written instructional and returnable parts of the registration form should be written with clarity, organization and ease of understanding in mind. Once approved by the Host Committee, this needs to be distributed to all Regions on the East Coast and as many other Regions and Areas as possible.
  
- Motion made to purchase zoom account to be used by AB and host as needed. All agreed. John will set up the account and send login information to Lisa.

#### **VIII. NEXT MEETING**

- Our next meeting is on May 4 @ 7pm.

#### **IX. MEETING CLOSED**

<b>Name</b>	Joann Raiola
<b>Address</b>	883 Flanders S
<b>City</b>	Delray Beach
<b>State</b>	FL
<b>Phone</b>	9175670530
<b>Email</b>	<a href="mailto:cyberjoann2001@yahoo.com">cyberjoann2001@yahoo.com</a>
<b>Clean Date</b>	04/13/1990
<b>Area</b>	Mid Coast
<b>Prior current area and regional level experience</b>	Filled all group level positions, H&I Chair, Pi Chair, Treasurer for Staten Island, Area, Secretary for Greater New York Region, Served on Helpline for Greater New York Region, RCM for Staten Island Area more than one time, RCM for Western Queens Area, RCM for Mid Coast Area, Area Chair for Staten Island Area. Currently serving as Assistant Treasurer for the Region.
<b>Prior or current convention or BOD experience</b>	Programming for 3 years for Greater New York Region, Registration for 2 years Greater New York Region