

**East Coast Convention of Narcotics Anonymous, Inc.**  
**Advisory Board Meeting Minutes**  
**February 3, 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.	CT	07/2021	Present
Director	Diane H.	FL	07/2021	Present
Director	John C.	FL	07/2021	Present
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	Present

**III. OPEN FORUM –**

**IV. MINUTES** – Minutes from January meeting approved with correction to date of the next meeting.

**V. REPORTS –**

### **President Report (Vic H)**

Verbal report given. Mentioned that the contract had been handled. Nothing much more going on.

### **Vice-President Report (Elizabeth E)** - No Report

**CFO Report (John A)** - See attached.

### **Alternate CFO Report (Debbie)**

I attended the Host's committee's sponsor/sponsee breakfast in January and took the opportunity to introduce myself to Christine, the Registration Chair and the Host Treasurer. Christine and I discussed her responsibility as Reg Chair and she seems to have a good handle on what she needs to do. One suggestion she had was to add a spot (on Square) for registrants to add Roommate information when registering online. I did a bit of research and shared what I found with Kim who did add this to Square. Christine sent me her spreadsheet for review and I have asked that she share a current file with us prior to our AB meetings so we have up-to-date information. I did notice that she is not tracking meals on the spreadsheet. This column should be added as soon as possible so we can start gathering the information now. Is this my responsibility to make this request or should the information come from the Host Chair?

*After Debbie's report, we discussed the best way to handle the communication between the CFO and the Registration Chair and the Treasurer. John and Debbie will make contact with the committees and try to come up with a solution. We also discussed whether or not liaisons were needed. Mike will ask his committee. John suggested we need to get people trained on square and it was explained they can just load app on their phone and go from there. They don't need account passwords. John will send squares to Mike so they can start using them.*

### **Webservant Report (Kim A)** -

There has been a lot of questions on the website. Trying to answer quickly. Will forward to Mike when questions come about the convention. Stated needs help. Overwhelmed with all that has to be done.

### **Host Chair Report (Mike R)** -

Ok here we are, more than halfway to the convention. We have received confirmation that the deposit and signed contract has been received. Half the subcommittees are meeting, some are done their jobs, some haven't even met yet, but they are ready and right on time. We have a facebook group both for the convention and also one for our events and fundraisers.

We are pretty happy about the prices on the website. We have good fundraisers. Next event is the Hypnosis Comedy Show on Feb 28 for \$15 in Severn, Md. I believe Deanne has gotten with Kim for access to the website calendar and we are now keeping that up to date

We did discuss the idea of liaisons to our subcommittees and we didn't see the need to have you spend your time like that. We appreciate the knowledge and experience of the AB and our ability to contact you for experience, clarification and help.

We designed a 3 panel 2 sided color flyer for the convention. Our local experience says that not one person mailed in a registration for the last Free State convention, so we decided not to print the 3 panel 2 sided color flyer, instead to print a basic 1 sided flyer, mostly for info but possibly for mailing in. I pulled out the ace in the hole. Jimmy's mom's printing company. We asked Jimmy's mom to print it and she's so grateful she printed 3000 flyers and shipped them to the Free State Service center for free. Both Christine and I have sent her thanks yous. These flyers will be distributed by every order coming out of the service center and also to the areas in our region at the next regional. This is really using the resources we have in place for our best efforts. Also in line with that, we have extended the deadline on our early registration gift to February 29, 2020. Hopefully the early gift is a nice incentive for those considering coming to commit early.

*After Mike's report discussed who would keep the calendar on the website up to date. Deanne will handle this. Flyers need to be printed and sent to events. Nancy is taking care of distributing some. Kim agreed to add the \$30 Thursday night option to the website.*

## **VI. NOMINATIONS/ELECTIONS -**

- Noted Michael has missed a total of 5 meetings in a 12 month period and Jimmy has missed 4 meetings in a 12 month period. Victor will make contact with them both and ask if they are interested in staying on.

## **VII. OLD BUSINESS - None**

## **VII. NEW BUSINESS -**

- Discussed how to start training new admin to make the transition easier. Right now, we don't have an alternate secretary or webmaster. Jacqueline has already filled in for the current secretary a few times and is interested in taking the position when it is available. Need someone unless to learn how to do the webmaster duties if and when Kim is not available to handle. Elizabeth said she would help with website.
- Discussed the status of getting the Basic Text on Ipads in the jails. John F. shared this had been in discussions for 2 years and was now in litigation. John will invite someone to discuss with us at the next meeting. There are copyright issues. Will keep us updated.

## **VIII. NEXT MEETING**

- Our next meeting is on March 2 @ 7pm.

## **IX. MEETING CLOSED**

# January 2020 CFO Report

	<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>ECCNA24- Day Passes</b>					
	Deposit	01/07/2020		<u>2,500.00</u>	<u>2,500.00</u>
Total ECCNA24- Day Passes				2,500.00	2,500.00
<b>ECCNA24 - Full Registration</b>					
	Deposit	01/07/2020		234.59	234.59
	Deposit	01/16/2020		<u>785.00</u>	<u>1,019.59</u>
Total ECCNA24 - Full Registration				1,019.59	1,019.59
<b>Fundraising Income</b>					
	Deposit	01/16/2020		<u>2,727.00</u>	<u>2,727.00</u>
Total Fundraising Income				<u>2,727.00</u>	<u>2,727.00</u>
Total Income				<u>6,246.59</u>	<u>6,246.59</u>
Gross Profit				6,246.59	6,246.59
<b>Expense</b>					
<b>M - AB Expenses</b>					
<b>Licenses and Taxes</b>					
	Check	01/22/2020	Florida Dept of State	<u>61.25</u>	<u>61.25</u>
Total Licenses and Taxes				<u>61.25</u>	<u>61.25</u>
Total M - AB Expenses				<u>61.25</u>	<u>61.25</u>
Total Expense				<u>61.25</u>	<u>61.25</u>
Net Ordinary Income				<u>6,185.34</u>	<u>6,185.34</u>
<b>Net Income</b>				<u><b>6,185.34</b></u>	<u><b>6,185.34</b></u>

## Balance Sheet for Fiscal Year

	<u>Feb 1, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
PNC - AB new	13,633.36
PNC - Host new	<u>2,564.54</u>
<b>Total Checking/Savings</b>	<u>16,197.90</u>
<b>Total Current Assets</b>	<u>16,197.90</u>
<b>TOTAL ASSETS</b>	<u><b>16,197.90</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Acc Exp - Books to Prisons	<u>-</u>
	<u>31,103.50</u>
<b>Total Other Current Liabilities</b>	<u>31,103.50</u>
	<u>-</u>
<b>Total Current Liabilities</b>	<u>31,103.50</u>
	<u>-</u>
<b>Total Liabilities</b>	31,103.50
<b>Equity</b>	
Fund Balance	36,029.09
Reserve for AB Taxes, etc.	500.00
Unallocated Reserves	5,000.00
Net Income	<u>5,772.31</u>
<b>Total Equity</b>	<u>47,301.40</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>16,197.90</b></u>

The host committee made two deposits in the month of January. The first was for \$2727.00 from a fundraiser. The second was for \$785 for Registrations and Donations. The actual totals of each will be entered when a report is received from The Host Treasurer. PNC website was down at the time of report so this is as up to date as I can get.

Total income for the month of January was \$6246.59. Great job by the Host Committee.

A Transfer of \$3300 was made from the Host Account to the Advisory Board Account. The current balance in the Host Account is 2564.54.

A check for \$61.25 was Written to the State of Florida for the 2019 Florida Not for Profit Corporation Annual Report. This is a reoccurring payment that is made every year to keep our tax-exempt status.

I would like to ask for the Host Committee to report on deposits and withdraws as they happen so I may enter them into the register properly. The Advisory Board CFO reports are based on an end of the month report and the host committee reports are not received until after my report is compiled. I need the information to make an accurate report to the Advisory Board. Any help in this will be greatly appreciated.

Debbie Bragg, Alt CFO, made herself available to the Host Treasurer and Registration Chair to review our processes and using Square. Debbie worked with the Host Committee to develop a current registration spreadsheet; I received a copy of the spreadsheet on Sunday, Feb 2<sup>nd</sup> and did not have time to review it for this report. I will be able to compare this year's financial status for my next report.

A quick glance at where we are at compared to last year's totals:

ECCNA 23	154 Packages and 64 day passes
ECCNA 24	113 Packages and 56 day passes
	73%                      87.5%

Debbie has done a great deal of work outside of the CFO and CFO Alternates responsibility. We often hear "The CFO did it before". We are doing our best to follow the guidelines. Often the past CFO's performed duties outside of their responsibilities to be helpful. That has caused a great deal of stress on previous members in this position. We cannot be expected to be taking care of other's responsibilities. We will continue to be of help in anyway we can, but we would appreciate help in the matters that are not our responsibilities. A liaison for Square and Registration would be appreciated.

Debbie will give a report on her work following mine. Again, many Thanks to Debbie for her support and constant involvement.

In Loving Service,  
John Agostinelli, CFO