

**East Coast Convention of Narcotics Anonymous, Inc.**  
**Advisory Board Meeting Minutes**  
**May 4, 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	Absent
Director	Michael R.	GA	07/2020	Absent
Director	John F.	OH	07/2020	Present
Director	Jimmy G.	GA	08/2020	Present
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
Director	Joann R	FL	03/20202	Absent
ECCNA 24	Mike R.	MD	Host Chair	Present
ECCNA 24	Deanne F.	MD	V-Chair	Absent

**III. OPEN FORUM** – Discussed need to have cohost assist with zoom meeting. Maybe Vice President. This will allow secretary to take minutes.

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

**V. REPORTS** –

### President Report (Vic H)

Victor expressed concerns with making sure we do the right things with postponing the convention especially with refunds. He has talked to Mike and will be in contact with Mike and John to see how to handle things best.

Vice-President Report (Elizabeth E) – Elizabeth reminded everyone we had not talked about the cancellation of the convention at the AB meeting yet and we would need to discuss further.

### CFO Report (John A) -

#### April 2020 CFO Report

	<u>April 30</u>
Ordinary Income/Expense	
Income	
ECCNA24 - Full Registration	482.73
Total Income	482.73
Gross Profit	482.73
Expense	
B - Administrative Committee	
Bank Charges	15.00
Total B - Administrative Committee	15.00
M - AB Expenses	
Licenses and Taxes	209.05
Zoom	158.89
Total M - AB Expenses	367.94
Total Expense	382.94
Net Ordinary Income	99.79
Net Income	<u>99.79</u>

#### Balance Sheet for Fiscal Year

	<u>April 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
PNC - AB new	23,749.17
PNC - Host new	2,871.22
Total Checking/Savings	26,620.39
Total Current Assets	26,620.39
TOTAL ASSETS	<u>26,620.39</u>

**LIABILITIES & EQUITY**

<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>Acc Exp - Books to Prisons</b>	0.00
<b>Total Other Current Liabilities</b>	0.00
<b>Total Current Liabilities</b>	0.00
<b>Total Liabilities</b>	0.00
<b>Equity</b>	
<b>y</b>	
<b>Fund Balance</b>	0.00
<b>Reserve for AB Taxes, etc.</b>	500.00
<b>Unallocated Reserves</b>	5,000.00
<b>Net Income</b>	16,194.8
	0
<b>Total Equity</b>	21,694.8
	0
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>21,694.8</b>
	<b>0</b>

Total income for the month of March was \$482.73 from registrations. A check for \$209.05 was written by the Host Treasurer for Maryland Tax Exempt Status. Another check was written for \$158.89 by the CFO and endorsed by the AB Chair for reimbursement of the 1-year subscription of the new Zoom Account. That gives a net income of \$99.79 for the month.

John Agostinelli,

Your payment has been successfully processed and applied to your account. Below you will find details of the transaction:

Zoom Account Number: 55411064

Payment Method: Credit Card

Payment Date: 04/12/2020

Amount: \$158.89 US Dollar

Need to review or update your billing information or subscription?

Please log-in [here](#).

Thank you for your business!

Team Zoom

There was another \$15.00 Charge to the Advisory Board Account for Service Charges that was for Quickens Services from the bank. I discussed this with the bank and informed them we did not request this service. I personally feel \$15/month is unnecessary to keep accurate books. The bank is refunding the service charges and they will be reflected on next month's statement.

The current balance in the Host Account is \$2871.22. I will be making a drawdown to keep the balance over \$1500 after the Host Committee gives their report and questions about refunds for registrations are asked. The current balance for the Advisory Board Account is \$23,764.17 for a gross amount of \$26,620.39.

There is a great learning experience for the Alt. CFO in assisting the CFO at a convention with the collection and accounting of incoming funds. Realizing that our Alt CFO Debbie will not have this I discussed how we could best support Debbie anyway we can with past CFO Paul S. We both have agreed to be available at Debbie's request throughout her term and be available while the convention is going on to help in any way she feels we can. From our own experience we know the convention can be a stressful time for the CFO and Alt CFO. Hopefully we can assist in making it a peaceful and enjoyable experience for both of them.

In Loving Service,  
John Agostinelli, CFO

**Webservant Report (Kim A)** – Kim reported she has made the changes to the website and has put up a notice about the convention being cancelled and also deactivated the online registration.

**Host Chair Report (Mike R)** –

So last month I told you that we still would like to have the convention in June and this month I am saying we definitely are postponing til 2021. We have determined that we currently can cancel and get our \$5,000 back. Also the college also offers us same pricing for 2021, if we would like to let it ride. We do want to host in 2021. The college is currently closed and our conferences services person doesn't know if we can have the main meeting space on June 18-20 or June 25-27 2021, which we need so we are on hold about what weekend we would have for next year, pending the college scheduling. The college wants us to come in 2021 and understands the current climate

We have rolled out the info that the convention is cancelled on our facebook page, and also the ECCNA.org website now has the registration links removed and announces the convention cancellation.

Currently we are getting requests for refunds. I meant to call John Ag to ask if we could have a venmo account for sending refunds. We should roll out the options to everyone and then venmo refunds, saving on the costs of checks, mail, and fees, as Venmo would come straight from our bank account at no fee.

I think the options should be (1) refund, (2) leave the money til 2021. I'd like to suggest that everyone who has made a deposit for \$50 and lets it ride get the 10% discount. No they didn't register at the last convention, but they did let us hold their money for a year. Possibly anyone who registers or deposits towards full package before June 15 gets a 10% discount on the full price for 2021. At this time, it would be a deposit a year in advance.

I need from you:

- Your input on giving us a venmo account
- Your input on this refund program
- Discount cutoff date? June 15?

We want to roll out a clear program to support choices for refund, or to keep registrations.

Thanks for all your love , care , and concern during this unprecedented time. I was hoping to do a year of service, host the convention and wander off into the sunset as my duty here is done, but clearly I'm needed to do this for 2 years, so I will try to do it.

All the best

Love

Mike Realslow

realslow@goeaston.net

## **VI. NOMINATIONS/ELECTIONS**

- Need to address admin terms that will expire before we vote in new admin positions. The admin positions are nominated and elected in October now.
- Michael R was removed as a director due to absences. Victor will notify Michael after the meeting
- Discussed need to train someone for website position since term will be ending soon.

## **VII. OLD BUSINESS –**

- Host committee voted to postpone the convention. Discussed how to handle refunds. Several options were suggested. Decision made to use past practice of refunding registration fee by sending check. Motion was made to have the registration chair send email to each registrant and then the host treasurer will write any refund checks needed and send by mail. All agreed. The CFO will work with the host committee as needed. It was suggested we create a policy on how to handle refunds so we won't have to come up with a process every time.
- Basic texts in jails/prison electronically – Still waiting to hear what is going on. There is a standstill between NAWS and GTL. They have been going back and forth about the contract details. John stated he will try to get an update on the status.

## **VII. NEW BUSINESS -**

- Motion made to give everyone who pays deposit of at least \$50 or registers before 06/30/2020 10% discount. This is what was normally done onsite at convention. Motion approved with no opposition.
- Motion made to sell remaining 34 t-shirts @ \$15each. Motion approved with no opposition.
- Discussed need to have rules and regulations or some type of working policy going forward. Will add this to the agenda next month.

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

- Our next meeting is on June 1 @ 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