

**East Coast Convention of Narcotics Anonymous, Inc.
Advisory Board Meeting Minutes
November 2, 2020**

I. OPEN MEETING

Meeting opened with moment of silence and serenity prayer by Elizabeth. @ 7pm. The meeting was held via Zoom and was properly noticed.

II. ROLL CALL/RESIGNATIONS

Position	Name	State	Term End Date	Notes
President	Elizabeth E.	CT	10/2022	Present
Vice-President	Rob U.	PA	10/2022	Present
Secretary	Jacqueline T.	CT	10/2022	Present
CFO	Debbie B.	NJ	10/2022	Present
CFO Alt				Present
Webmaster				Present
Director	John F.	OH	07/2022	Present
Director	Nancy U.	PA	04/2021	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	Absent
Director	Rob U	PA	12/2021	Present
Director	Duwan	PA	12/2021	Present
Director	Joann R	FL	03/2022	Present
ECCNA 24	Mike R.	MD	Host Chair	Present
ECCNA 24	Deanne F.	MD	V-Chair	Present

III. OPEN FORUM – None

IV. MINUTES – Minutes from October meeting approved

V. REPORTS –

President Report (Elizabeth) –

All is going well. I have chatted with a few board members. The CFO was able to get paperless statements sent to us which is very helpful. Everyone is transitioning into their new positions. The Host Chair and I will be needing to get together on the contract for college. If anyone needs anything let me know.

ILS Elizabeth E

Vice-President Report (Rob U.) – No report

CFO Report (Debbie B) - See Attachment

Webservant Report (OPEN) –

Host Chair Report (Mike R) –

East Coast Convention Report 11-2-2020

Hello gang. We had our last host meeting of the year on Oct 21. Basically we planned a whole convention as of March 2020 and we've been having meetings where nothing is accomplished. So at the last meeting, a few members of our committee expressed that they do not want to do this for a 3rd year, so if we do not have it in 2021, I think we are done. Some of these committees don't really have anything to do until 60 days out, so currently we just have meeting after meeting of "we didn't do anything". I'm glad for this break, but its just more momentum being broken. We have 3 subcommittee chairs who haven't been terribly present, and my take away from the meeting was contact 2 of them to make sure they are still doing it, and I also am complacent and have not done it yet. My treasurer said there is one missing check that hasn't been cleared of

the refunds that were issued. Old business is that there had been concerns that the artist who designed the logo we chose for the banner is using it on other things, including a facebook group, and tattooing it on people. Our new arts and graphics person has received the art we selected and is also trying to make a new banner logo. Also handled was that I asked the registration chair to update the old flyers to have the new dates and send them to me. There was a 1 page flyer and a tri fold 2 sided flyer (which could be folded into a pamphlet). We will see in January what is going on with Corona Virus updates from the governor. Anyway Christine sent the flyers to me and I haven't reviewed them, in keeping with complacency. Let me know if its on fire and I'll try to put it out. I will try to review these in the next month and put it on the website. I have the credentials and if there are problems I'll check in with Kim and get it straight. Also I think our merch chair ordered shirts for us to tie dye and I haven't received anything so I need to follow up with him on that. Thank God for 3 months off.

The one cool thing I did was attend the ECCNA 2022 fundraiser in Richmond at Jeff H's house. Those guys will definitely hold a great convention whether they are the 25th or 24th ECCNA. Time will tell.

Thanks for being kind to me, even though I am complacent.

In loving service,

Mike

VI. NOMINATIONS/ELECTIONS -

- **CFO Alt** – Vacant
- **Webservant** – Vacant

VII. OLD BUSINESS - None

- Operating policy – No update
- Contract – Mike will follow up and get the contract to Elizabeth.
- CFO record review – Annual Review of books and records

Per our previous discussion, Nancy, Debbie and I will conduct an annual review of the financial books and records of the East Coast Convention BOD. As our year end is 9/30/xx we believe conducting this review in November each year is appropriate. By now the books have been closed and the new CFO is taking over and becoming familiar with the system.

Our intent is to make a procedural and accountability review. Note that we do not intend to make changes to procedures. Part of this review is that we can get any procedural answers for the current treasurer and to give assurance to the BOD that all is well. This is not intended to be an in-depth audit and it is anticipated that it will be able to be completed quickly with electronic means.

As part of our review, we will list the steps taken and the records reviewed.

. NEW BUSINESS -

- **Motion:**

John A. Motion to have all of the names removed from the signature card of the PNC AB checking account and have the new current officers added;

Elizabeth E, President

Robert U, Vice President

Debbi B, Chief Financial Officer

Motion second by Tom K.

Passed w/ no objections.

VIII. NEXT MEETING

- Our next meeting is on **December 7th @ 7pm.**

IX. MEETING CLOSED