

**25th East Coast Convention of Narcotics Anonymous**

**Committee Meeting Minutes**

**New Dominion, Peninsula & Piedmont Areas**

**Held at Hatcher Memorial Church**

**August 28, 2021 @ 1pm**

*Jeff H opened the meeting with the Serenity Prayer*

ECCNA purpose read by Tee T

Twelve Traditions read by Butch N

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| **Executive Committee** |
| Chair  | Jeff H | Present | 804-512-6222 | fcbcjeff56@gmail.com |
| Vice Chair | Greg F | Present | 804-895-4850 | ghfuller718@gmail.com |
| Secretary | Tina S | Present | 804-439-7777 | tinajosmith79@gmail.com |
| Treasurer | Arnold S | Present | 804-868-6108 | arnoldsiderg@yahoo.com |
| Site Liaison | Tee T | Present | 434-242-1970 | teetucker@hotmail.com |

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| **Subcommittee Chairs** |
| Arts & Graphics | Jenn S | Present | 804-219-9558 | jennifersuttler@gmail.com |
| Auction | Brad J | Present | 804-387-3057 | jbrad34567@gmail.com |
| Convention Info | Ed C | Present | 804-338-9477 | ehc123@verizon.net |
| Enter & Fundraise | David L | Present | 804-554-6563 | david@orleanscotreeservice.com |
| Hospitality | Nancy E | Absent | 804-647-3382 | nleonardlpc@comcast.net |
| Marathon | Dan W | Absent | 516-403-3756 | dlw1890@gmail.com |
| Merchandise | Butch N | Present | 804-357-1684 | jlnorris1968@verizon.net |
| Program | Morris B | Present | 804-997-6706 | morocca67@gmail.com |
| Registration | Craig R | Present | 540-272-0113 | craigr96@hotmail.com |
| Serenity Keepers | Lee S | Absent | 804-665-3841 | Leeshepherd30@gmail.com |

**Executive Committee Reports**

**Chair:**

Hello everybody, the executive committee has meet twice since our last host committee meeting. On August 9th we met on a zoom call and discussed several items. First, we discussed opening our host bank account and set a meeting to open our checking account, which we are still working on. We talked about VCU, Tee and I had been working on it together. Since we had established good contact with the colleges Tee will be the sole contact for both. At this meeting we created a group text to be able to communicate within the executive committee. Greg agreed to monitor the timeline and help the committees stay on course for the year, Greg also will oversee the PO box. Lastly, we discussed the executive budget, we divided the line items up between us to do the research and agreed to bring these line items to our August 19th meeting.

In our August 19th meeting we collected all of the budget items and created our budget; it is as follows:

Meeting Space                360.00

Event Insurance              500.00

PO Box                                84.00

Misc.                                  120.00

Golf Carts                          450.00 Only needed at W&M

Cash Registers                    50.00

Printing                              100.00

Bank Charges                    200.00

Zoom Account                  160.00

TOTAL                            $2,024.00

I also attended the August 3rd Advisory Board meeting and reported on all our activities.

I have been in contact with many of the subcommittees over the past month trying to help them getting started and answering their questions.

Our next executive committee meeting will be September 16th at 6:30 pm

In Loving Service,

Jeff H

**Vice Chair:**

The only things I have to report are that I did go and meet with Jeff and Arnold at Bank of America to open an account. That didn’t go as planned and we are currently working on opening account with Wells Fargo.
 I did purchase the post office box and gave Arnold the receipt. The cost was $84/ 1 year. Our address is:
ECCNA 25
PO Box 6032
Petersburg, VA
             23805
I did sit in on the Convention Information subcommittee and also forwarded Ed C the contact info and address for two facilities in Prince George.
 Jeff also requested that I put in my monthly report any timeline information that is due. September is the budget is due which subcommittees agreed to have ready at this meeting. Next is in October the theme and logo(Arts and Graphics) and registration flyer(registration).
 Please continue to announce your subcommittee meetings and times and announce the convention host Committee meeting and time as well.

In Loving Service,

Greg F

**Secretary:**

All is well with Secretary. For all those Subcommittee Chairs sending in reports I have set up a new email address for you to send your reports too. It is [**25theccna@gmail.com**](file:///C%3A%5CUsers%5Ctinai%5CDownloads%5C25theccna%40gmail.com)

In Loving Service,

Tina S

**Treasurer:**

Good morning everyone, all is well in my world. I ordered the books for rent with the local literature chair and they were supposed to be in today but I have not heard anything yet. I gave Tina the money for the zoom accounts and also gave Greg the money for the po box. The checking account is another story, Debbie in NJ has gone to the bank 2 times, Jeff and Greg once and myself 2 times and have made multiple phone calls and emails. The last one was saying the branch manager will hopefully be able to get this done on our appointment Wednesday afternoon.

In Loving Service,

Arnold S

**Site Liaison:**

Hello Family,

It has been a busy couple of weeks since we last met.  I had a good conversation with Nicole Smithson who is with VCU Conference Services and would be the point of contact with VCU.   She was able to send me prices for the parking, lodging, and food.  The prices were from a previous year, since VCU Conference Services haven’t set prices for 2022. She assured me they wouldn’t go up more than 5%, if any, for the 2022 event.  I have also confirmed that the weekend of June 10-12, 2022 is available for the convention.   The University Student Commons building would be the location for all the meetings, registration, merchandise, auction, hospitality, and marathon meetings.  Lodging, parking and the cafeteria are all within a 2 block area of the Student Commons building.

I have done the price comparison between the two campuses, W & M and VCU, and as a result I will be submitting a motion today for us to select VCU as the campus to host the 25th ECCNA.

In Loving Service,

Tee T

**Area Representatives**

**New Dominion:**

Nothing to report.

In Loving Service, Joe B

**Peninsula:**

Nothing to report.

In Loving Service, Dave H

**Piedmont:**

Nothing to report.

In Loving Service,

Kermit O

**Subcommittee Reports**

**Arts & Graphics**:

2 members in attendance, Jenn S and Dale C, Chelsea R on zoom we did a hybrid meeting.

We discussed the 6 theme ideas and brought them to the floor. We voted on pre-convention shirt theme for fundraising and decided on **Last House on the Block**. Theme to be voted on via host committee next meeting Sept 25th. We requested 500 budget. Below is the 6 theme ideas that were the top 6 to be narrowed down to 2. One for tshirt and one for theme for convention

1. Healing from the inside out
2. Last House on the block
3. Free inside and out
4. A life Worth Living
5. Out of the Dark and Into the Light
6. The promise is freedom, the choice is yours

A suggestion was made from Jeff H to design pre-convention flyer with dates, location and list of all subcommittees.

In Loving Service,

Jenn S

**Auction:**

Good afternoon family,

The subcommittee met at 11 am today and we got a lot accomplished, and it seems as if the subcommittee as a whole is very excited to be involved in putting life changing literature into the hands of those who normally would not have access.

The Subcommittee voted to make our subcommittee meeting the 4th Saturday of every month at 10 AM on zoom.  We will post zoom invite as it approaches.

We voted on a budget of $60 for the subcommittee and it passed so I will be asking for $60 for our budget today.

I personally want to thank David W., Jeff H. and Seamus C. for organizing previous auction subcommittee shirts and handing them off to us, I personally want to apologize to all of them as they planned there evening around me to do this and I ended up leaving them before the task was completed and they finished it.  Thank you for that and I apologize.

We have had several donations to the subcommittee and lots of folks committing to donations. The subcommittee is working on a formal way to document all donations as well and have secured a location to send all donations too, I will send that address out soon.

I will be reaching out to previous subcommittee members as questions have arisen that I do not have answers too, so looking to the experienced member for those answers,

Today we elected trusted servant’s congratulations to them all-

Vice Chair- Russell M

Secretary- Micheal M

Treasurer- Joe B

Vice Treasure- Shawn P.

In Loving Service,

Brad J.

**Convention Information:**

We met today. Sammy T, Zeke T, Jeff H, Greg F and Scott were in attendance. The committee has compiled a list of all the physical addresses for the prisons and jails

in Virginia.

We will be compiling a list of the Contact information for the 24 Regions and all of the Areas that are a part of the East Coast. Kermit O and Curtis T have volunteered to help.

We are requesting a budget of $180.00. (Lit-60.00, Mailings-120.00).

Our next meeting will be Saturday September 25th 11.00am at Hatcher Church.

In Loving Service,

Ed C

**Entertainment & Fundraising:**

Fundraising Plans:

--Selling Various NA Tshirts, $5 or 10 each (at pool party, Brunswick stew, local  meetings, etc)

 --Raffle: 2 tix with one hotel room (two beds) to AVCNA (no food) Tickets will be $10 each, we purchase multiple books of 10 tix -raffle will be held at Brunswick stew

-Goal to sell 200 tix, raise $2000 minus cost of event

--Raffle: 2 tix with one hotel room (two beds) for ECCNA

-raffle to be started Nov 2021 until March 2022

--Collaboration with Brunswick stew, 50/50 raffle

--Speaker Breakfast with One Arm Tom or at McLeans (Nov-Dec)

 Next meeting: Sept 17 @ 7pm

Projected Budget-$1200

 In Loving Service,

David

**Hospitality:**

* We met face-to-face at Northstar Community on 8/27/21 at 6:30. Present: Deb W, Dale C., and Nancy L.
* We plan to have monthly face-to-face meetings and/or ZOOM meetings on the 4th Friday each month at 6:00pm until closer to the date of the convention.
* We plan to have face-to-face meetings as well as simultaneous ZOOM access.
* DebDebbieDeborah W. was voted in as Vice Chair
* Our Budget request is for $1,000 for food and supplies based on numbers supplied from 2019. We may need to request more or less, when registration has a better idea of attendees.
* We kicked around ideas for theme of Hospitality and/or Convention - Last Cell on the Block, Last House on the Block

* Questions we have for Host Committee:
1. How many attendees to plan for?
2. Do we have a date and location yet?
3. Do we include coffee supplies for the Hospitality Suite?
4. What is the schedule for Host Committee meetings for the rest of the year?

In Loving Service,

Nancy L

**Marathon:**

The marathon meeting subcommittee currently has nothing to report.

In Loving Service,

Dan W

**Merchandise:**

Good afternoon everyone. Merchandise subcommittee met Tuesday 8-24-21 with four in attendance and decided on an amount to ask for our budget.  We will be asking for $2400.00. The intent for the amount is due to the rising cost of materials and shipping.

After some discussion we have a few questions.

∙ Is there a limit on what type of merchandise we can sell?

∙ Are there any types of merchandise we must sell?

∙ How many vendors are we allowed to have?

∙ What is the process of selecting the vendors?

Our next subcommittee meeting will be held at River City Diner on 9-14-21 at 6:00 pm **11430** W Huguenot Rd, Midlothian, VA 23113. We will be meeting there on the 2nd Tuesday of each month through the duration of the convention process. Thanks for allowing me the opportunity to be of service

In Loving Service,

Butch N

**Program:**

The committee met via Zoom on 8/22/21 @ 2:00 pm. 3 members were in attendance. The meeting was opened with the Serenity Prayer.

We attempted to elect officers but were unclear on requirements for sub-committee officers. Though elections are tabled until our next sub- committee meeting, Rob S. volunteered to step up and assist Chairman.

We had no old business to discuss.

New business discussed was potential budget, actual programs for convention, and possible means to access speaker tapes.

We are hopeful that we can solicit other areas to get involved and gain some other members from all areas that are associated with this convention. David B. is doing research on some of the things that we discussed, and we are tentatively hoping to schedule the next sub-committee meeting for Sept. 19, 2021 @ 2:00pm via Zoom.

We are excited and honored to be a part of this convention and appreciative of all of the support.

Budget Request: Programs - $400; Tags & Text - $500; Misc. - $200 Total=$1,100

In Loving Service,

Morris B

**Registration:**

The Registration Subcommittee held our second meeting on August 28, 2021.

To date, we have:

* reached out to ECCNA 24 registration chair for list of previous registrants, list of NA regions on the east coast, and any digital files for recording and sending confirmations to previous registrants
* contacted Mike R. for previous convention flyers / pre-registration forms and updated list of pre-registrants for ECCNA 25 from Square/Website
* Considering items for registration packet to include coffee mug, jelly bracelet for admission
* begun compiling information for the registration flyer

**We are requesting a budget of $2,550**

* Mailings - $180
* Fliers- $960
* Packets- $1,200
* Misc.- $150
* Tickets- $60

**Needs**

* None

**Expenditures**

* None

**Receipts**

* None

Our next meeting is tentatively scheduled to be a zoom meeting on Sunday, September 12 at 11am. Moving forward our plan is to have our meetings on the Saturday following the Host committee meeting at 11am at a location TBD.

In Loving Service,

Craig R

**Serenity Keepers:**

All is well with the subcommittee. We would like to ask for a $600 budget. In reviewing last year's budget of $200, we feel this convention will be much larger and therefore a larger budget is needed. Their budget did not include golf cart transportation, only t-shirts. The committee understands that prudence is a spiritual principle and will allocate this budget with that in mind. As a group we are discussing t-shirt design and researching vendors. Next subcommittee meeting is in the works and I will update the details as soon as possible.

In Loving Service,

Lee S

**OLD BUSINESS**

* Jeff will submit the proposed budget to the AB, September 13th
* Printing of flyers will fall under registrations printing budget.
* Arts & Graphics responsible for artwork, registration will add info to the flyer.
* Our business meeting October 23rd to be held 1pm-3pm at the Brunswick Stew

**NEW BUSINESS**

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**Motion# 8-3-21**

Motion: to select VCU as the campus for the 25th ECCNA on June 10,2022.

Intent: to select a location for the 25th ECCNA

Mover: Tee T

Seconder: Tina S

*Outcome: Passed*

**Motion# 8-4-21**

Motion: That the executive committee put each subcommittee’s budget on a spreadsheet and submit it to the A.B.

Intent: to facilitate ECCNA 25 budget approval process.

Mover: Ed C

Seconder: Butch N

*Outcome: Passed unanimously*

**Motion# 8-5-21**

Motion: Vote on 6 themes (1-theme, 1-fundraising t-shirt)

Healing from the inside out; Last house on the block; Free Inside & Out; A Life Worth Living; Out of the Dark and Into the Light; The promise is freedom and the choice is yours.

Intent: choose themes for pre-convention fundraising and theme by voting via host

Mover: Jenn S

Seconder: Dale C

*Outcome: Last House on the Block & The promise is freedom and the choice is yours*

**Open Forum:**

* Jeff- everyone needs to reach out to their areas for a theme idea for the 25th ECCNA

*Jeff closed the meeting with the Serenity Prayer*

***Next Scheduled Business Meeting: Saturday September 25th @ 1pm Hatcher Memorial Church***