



25th East Coast Convention of Narcotics Anonymous
Committee Meeting Minutes
New Dominion, Peninsula & Piedmont Areas
Held at Hatcher Memorial Church
November 20, 2021 @ 1pm
Quorum: 12

Jeff H opened the meeting with the Serenity Prayer

ECCNA purpose read by Butch N

Twelve Traditions read by Ed C

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	Absent	434-242-1970	teetucker@hotmail.com

Subcommittee Chairs				
Arts & Graphics	Jenn S	Absent	804-219-9558	jennifersuttler@gmail.com
Auction	Brad J	Absent	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	Present	804-647-3382	nleonardlpc@comcast.net
Marathon	Dan W	Present	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

Motion: to approve October 23rd Minutes

Mover: Butch N

Second: Chelsea R

11 Yes, 1 No

October minutes approved

Executive Committee Reports

Chair:

Hello Family,

Since our last meeting I have been busy trying to help subcommittees. Along with Ed and Craig we got the information posted for Speaker Tape submissions, this will be a means for the Program committee to collect speakers' tapes for the main meetings and the workshops.

After the discussion at our last host meeting about the fundraising t-shirts, I asked Arts and Graphics and Fundraising to attend the Merchandise zoom subcommittees to put together a tie-dye event. It is difficult to get everyone on board. It doesn't look the t-shirt logo is correct and fundraising has not been able to get a location. The executive committee did meet, and we decided the vender to be Basic Stuff for U. We were trying to have this event before Christmas and thought long sleeves would be good for that time of year. It doesn't look it will happen before Christmas, so we need to rethink this event.

I collected the funds from Fundraising done at the Bonfire, we had some difficulty accounting for all the funds and merchandise. I worked with the Treasurer and Fundraising to resolve the issue. First, we didn't have a count on the old inventory, The difficulty was mostly from poor record keeping. This is not on any one person. We are going to improve our accountability by having the Treasurer write receipt for all money turned in, Fundraising will improve their reporting on inventory and funds. In the future we need to adhere to the host policy about who can handle the money. Only officers and subcommittee chairperson can handle our funds.

Fundraising and Entertainment is such a big job that I suggest that we elect a Co-chair to help. David said he thought it was a good idea and that he has been overwhelmed with his responsibility. I would like to talk about it in new business.

I made a deposit into our host account for the Living Clean Group in the amount of \$2006.00

I have spoken with Nar anon about using a small room in the Student Commons. They held a business meeting agreed to use the space at their expense.

I attended New Dominion Area Service last week and gave a report for the ECCNA. They were able to elect not just one but two representatives. I also attended NDANA Special Events and asked them to do a fundraiser for the ECCNA, they voted to do a Valentine's Day Dance on February 12,202

I realize the convention planning is a difficult job. Please ask for help if you are having trouble meeting timelines or unable to complete the task. I'm willing to help or find you the help needed. We can work as team.

In Loving Service,
Jeff H

Vice Chair:

Dearfamily,

I have been working with the chair and executive committee to stay abreast of current events and activities of subcommittees. I did not attend the last Advisory board meeting. No excuses, just forgot! I attended the executive committee meeting on Zoom as well as Convention Information meeting on Thursday night.

I also checked the POBox and was excited to find a CD which I will give to Program Chair.

As far as the Timeline goes, we selected the Theme for the convention but still waiting on the logo design. Nothing is due by December; however, Convention Information needs to submit info to areas and regions by January and again in May. Direct mailing to registrants from prior ECCNA's in January and May. I am also willing to lend a hand to any subcommittees who need help. Feel free to give me a call if you need anything.

In Loving Service,
Greg F

Secretary:

All is well! Thank you to all who have sent your reports to the 25theccna@gmail account. I just have one question for the committee. For me to take accurate minutes, would it be okay if I voice record the monthly meetings? Once I am finished with the minutes, I will dispose the recordings.

In Loving Service,
Tina S

Treasurer:

Good morning balance 4706.93. Received 380 today will deposit. 2080 withdraw down from the eccna administration board.

In Loving Service,
Arnold S

Site Liaison:

Hello all. Unfortunately, I can't be there again this month due to my recent surgery and my inability to travel. I am doing a lot better and intend on being at the next host committee meeting in December. I was able to attend the last executive meeting on zoom.

Since the last host committee meeting, I have received the initial proposal from VCU on Friday 11/12/21, after several calls to my contact at VCU. I talked to my contact on Monday, 11/15/21 to make some adjustments and I am waiting on the updated proposal. I have reached out several times to my contact at VCU and haven't had a response yet. I will keep trying.

Our area is hosting a holiday party on Saturday December 18, 2021, from 1PM-4PM. Our area is using this as a fund raiser towards the ECCNA. Half the donations received will be donated to our host committee.

I also have sold 5 pre-convention tee-shirts and will bring the remaining tee-shirts and the \$100 back to the next host committee meeting that I am able to attend.

In Loving Service,
Tee T

Area Representatives

New Dominion:

Hello all, All is well in the New Dominion we are planning a Valentine's Dance with Special Events where proceeds will go to ECCNA. Living clean had a successful Brunswick Stew raising over \$2000.

ILS,
Chelsea R.

Peninsula:

Oral report.

In Loving Service, Dave H

Piedmont:

Absent

Subcommittee Reports

Arts & Graphics:

Good day family. I apologize in advance if this email doesn't make a lot of sense. Got hurt at work Thursday and have a concussion. Arts and graphics is working on getting designs for our theme. I myself have been designing one a on my computer. Chelsea R my secretary has an idea also and will get it drawn up and present it at next meeting. Jeff made mention of getting with registration for a new flyer. Plan to get with Craig for info on registration flyer and if we need a new design for this or not. Jeff had told me also about a guy in Israel who is willing to assist with idea for banner. I will try to reach out to that person as soon as I'm able. Chelsea R has agreed to sit in for meeting today since I'm unable attend in person. Also, David L never contacted me about tie dye party. Chelsea may have an idea for an indoor place for tie die party she will get back with us on this. I posted on Facebook for people to reach out with ideas or sketches for theme and to email me. So far nothing. That's all have for today.

In Loving Service,
Jenn S

Auction:

Hey family,

I am Vice Chair and here in the chairs place as he is at his son's baseball game.

We met this morning at 10. We are busy inventorying the donations. We plan to be talking to the webmaster for the webpage to see if we can provide a list of the auction items so all can get an Idea before the Auction occurs.

In loving service,
Russell M

Convention Information:

Convention Info met at 11.00 am on 10/23/21. We elected John M as vice chair and Seamus C as secretary.

We are compiling a list of contact info for local and regional Virginia jails. We have all the contact info for the D.O.C. facilities in Virginia.

The pre-convention flyer was posted to NA.org, RVANA.org and nine recovery oriented social media pages. We also created and posted what was referred to as an interest post for social media on multiple recovery Facebook pages. The committee is looking for creative input for more interest postings possibly with video.

We are grateful to Kermit O and Elizabeth E for their assistance in compiling a list of the Regions and Areas on the east coast.

We also discussed creating a press package and our interactions with the local media.

Our next committee meeting is scheduled for Nov. 18th at 7pm on Zoom. I will post the link on the ECCNA 25 Facebook page and email it to all ECCNA participants on the contact list.

In Loving Service,
Ed C

Entertainment & Fundraising:

Hello Everybody,

I did not have a subcommittee meeting this month. I am sad to report I misplaced 300 dollars. I will give Arnold 300 dollars today. It's from a lack of time needed for this position. I feel what's best for me and my recovery is to step down as chair today.

My life has become so full I have taken on a lot of new responsibilities I won't be able to pull my weight as chair. I love everybody and hope you understand.

Fund Raising Deposits

To Arnold	185.00
Bonfire 10/23	1,100.00
10/25	400.00
Total deposits for fundraising	\$1685.00

Raffle Details:	Total tickets sold was 228 which equals	\$2,280.00
	David turned in	728.00
	Jeff turned in	1080.00
	David paid the Convention Package	472.00
	Profit after expenses	\$1808.00

Fundraising had 58 preconvention T-shirts

Sold 44 x20.00	880.00
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Summary	Total Deposits	\$1685.00
	Raffle sales	- 728.00
	Preconvention T-shirts	-880.00
	Remainer for all other merchandise	\$77.00

In Loving Service,

David L

Hospitality:

Hello NA Family,

The Hospitality subcommittee has had 3 preliminary meetings. Meetings focused on organizing the various areas that the subcommittee is be responsible for, brainstorming best methods for ordering supplies, and coming up with ideas for hospitality suite activities/games.

As of today, the subcommittee has 11 confirmed members. A full subcommittee meeting is being scheduled for next week, exact date and time being solidified. The subcommittee will be meeting monthly. The subcommittee's initial chairperson (Nancy L) has requested to step down and a new chair will need to be nominated. Nancy is remaining on the subcommittee.

There has been discussion on what types of snacks to price out and options of where to purchase. Food items will include individually packaged snacks (also including some healthier options) and fruit.

Next on the subcommittee's agenda will be

- reviewing how many shifts are needed
- Begin identifying least expensive methods of purchasing bulk snacks and water
- Explore costs and viability of a coffee vendor versus maintaining hot beverages ourselves

In order to move forward in some areas, some questions have come up.

- If there were to be any small charges for food or coffee is there a Venmo or Zelle account for
- ECCNA?
- Are we able to see the space now so that we can get a better sense of storage, water supply, seating, etc.?
- How early prior to the convention would we be able to set up the space?
- Are there any supplies that the room will already have such as trash cans/bags, ice machine?
- Is there access to a refrigerator?

That's all for now, folks!

In Loving Service,

Nancy L

Marathon:

Good afternoon,

There is nothing major to report at this time. I have attended 2 conventions since the last host committee meeting and spent a lot of time checking out how the convention did their marathons looking for things to keep in mind for ECCNA. unrelated to the subcommittee, I did canvas the conventions with flyers for ECCNA and engaged people one on one on who we are and what we do. I am attending another convention in January in New York and plan to continue this there.

In Loving Service,

Dan W

Merchandise:

Good afternoon, everyone. Merchandise subcommittee met Tuesday 11-16-21 with 5 members and 1 guest in attendance.

We were able to provide three quotes for the fund-raising tee shirts to the executive committee and they chose the vendor that will be used. The vendor chosen was Basic Stuff 4 U.

On I believe on 11-3-21 we had a multi committee meeting with fund raising and entertainment to discuss the style and sizes of the shirts. It was decided that we would go with white shirts and have a "tie dye" party. We also agreed that fundraising would put together the "tie dye" party, details are yet to come. This could be a really cool event to bring the fellowship together and have a one of a kind shirt that we create ourselves. We decided that the sizes will be as follows. See attached the minutes from our last meeting.

- Small-10
- Medium-10
- Large-20
- X Large-20
- XX Large-7
- XXX Large-5

There is still some confusion with the artwork that hopefully we will work it out today.

Our next subcommittee meeting will be held at River City Diner on 12-14-21 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:

Though slow starting, this subcommittee is coming together. As of today, I have received 5 submissions for speakers, and we are ready to start vetting. Thanks to Ed C. & Craig R., we now have the Dropbox set up. I will be posting this info along with P.O. Box for submissions. I also plan on scheduling a Zoom meeting within the next 2 weeks and also want to schedule a F2F meeting for January, during which I hope to start narrowing down workshop topics. I appreciate the assistance that I have had during my downtime.

In Loving Service,
Morris B

Registration:

The Registration Subcommittee met on Zoom on October 30, 2021. Jake E, Ginny T, and Craig R were in attendance. We discussed the ECCNA 25 registration roster, confirmation letter, contents of the registration packets, the registration budget, and hours for the registration desk.

The ECCNA 25 Registration Roster was updated today (11/20/21) and the breakdown of registrations is as follows:

Count Net Total

Deferred Registrations/Deposits:	12	\$1,342
ECCNA 25 Deposits:	123	\$6,215.27
TOTAL	135	\$7,557.27

We received the confirmation letter sent to pre-registrants of ECCNA 24. The registration subcommittee will be revising this letter to suit the needs of ECCNA 25 and we plan to submit a draft to the Host Committee at the next Host Committee Meeting (December 2021). Our plan is to send out confirmation letters once we receive final costs from the AB (Jan/Feb 2022).

We also voted on the contents of the registration packet and are recommending that the packet include a pink jelly bracelet with "ECCNA 25" and the NA logo. Pre-registrants will also receive a coffee mug that includes the pre-registration logo "Last House on the Block".

Ginny pointed out that the Registration Packet budget of \$1,200 might be a little low for our goal of 1,000 attendees. I believe the budget will be sufficient, but we will not know for sure until we have had a chance to work with the merchandise chair to get 3 bids for the items to be included.

Finally, we discussed the hours for the registration desk. Initially, we planned on manning the desk Friday-Noon-Main Speaker, Saturday 9-12, 2-main speaker, and Sunday 9-12. However, during our discussion it became clear that additional hours will be needed to hand out room keys on Thursday. It was also mentioned that pre-registration for the next convention (Sunday 9-12) might be handled by the ECCNA 26 Registration subcommittee. Any advice the Host Committee can provide regarding these issues would be greatly appreciated.

In the coming weeks, we will be working with the Arts and Graphics and Convention Information chairs to prepare a registration **form** and the Merchandise Chair to obtain bids for items to be included in the registration packets.

Needs

- None

Expenditures

- \$224. 19 for 1,000 registration flyers **Receipts**

- None

In Loving Service,
Craig R

Serenity Keepers:

Absent, no report.

In Loving Service,
Lee S

OLD BUSINESS

Fundraising Design

- Jeff-confusion with artwork, wrong artwork sent to Merchandise. The pocket design said ECCNA 25th but needs to say ECCNA 25.
- Chelsea-we are working on the design and will send out.
- We were planning on having a fundraising event in December, need to reschedule till spring.
- Butch-Concern that Narcotics Anonymous is spelled out on Artwork design.
- Chelsea-reason we used NA spelled out is because there is another ECCNA overseas, we can change it to East Coast of NA.
- Jeff- Table till next month

Fundraising Vendor and order

- Tabled till next month
- Jeff-the executive has already picked the vendor for fundraising. We have worked with them before.

Pre-convention t-shirt prices

- Jeff-do we want to reduce the price?
- Arnold suggested to table till after piedmont fundraiser, Arnold also will take some to circulate in the west end.

Hospitality Chair

- *Nancy is has resigned*
- *Vice-Chair Deb will step in and help run meeting until next month.*
- *Jeff- take back to areas, will hold elections next month*

NEW BUSINESS

- Jeff-Fundraising Chair has stepped down, take back to areas that this position is open, bring back nominations next month.
- Jeff appointed Greg to pro-temp as Fundraise Chair and hold a meeting over the next month.
- Greg will attend the VRCC open forum on Zoom and ask if they will allow us to sell t-shirts on Sunday morning at the AVCNA in January.

Open Forum:

- Dan-quilts have been made up for auction, will bring them at next months meeting.
- Arnold-does Tee have anymore information on VCU? Jeff-No
- Greg-Chelsea remind Jenn that she needs the convention logo, that should have been completed by now.
- Craig-if we are to have the flyer ready by January we would need to vote on flyer next month. How will we handle this if they are bringing the logo next month?
- Dan-have a friend willing to tape the convention for free. That will fall under Program.

- Greg- reminded that if we have to we have our zoom account and we can meet to get business taken care of.
- Dave-is there no price on registration? Jeff-no, we are still waiting on numbers from VCU.

Announcements

- New Meeting, Wednesday's at 9am VCU Recovery Clubhouse 1183 W. Marshal Richmond, VA

Jeff closed the meeting with the Serenity Prayer

Next Scheduled Business Meeting: Saturday December 18th @ Hatcher Memorial Church @ 1pm