**East Coast Convention of Narcotics Anonymous, Inc.**

**Advisory Board Meeting Minutes**

**August 11th, 2022**

# I. OPEN MEETING

Meeting opened with moment of silence and serenity prayer by @ 7pm.

Julie read the 12 concepts.

The meeting was held via Zoom and was properly noticed.

# II. ROLL CALL/RESIGNATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position | Name | State | Term End Date | Notes |
| President | Rob U | PA | 10/2022 | Present |
| Vice-President | Mike R | MD | 11/2022 | Present |
| Secretary | Jacqueline T | CT | 10/2020 | Present |
| CFO | Debbie B. | NJ | 10/2022 | Present |
| CFO Alt | Mark C | VA | 08/2023 | Present |
| Webmaster | Julie B | PA | 12/2023 | Present |
| Director | Nancy U. | PA | 07/2023 | Present |
| Director | Tom K. | FL | 07/2023 | Present |
| Director | John A | PA | 10/2022 | Present |
| Director | Eliesha J | CT | 08/2023 | Present |
| Director | Mark C | VA | 07/2023 | Present |
| Director | Duwan | PA | 12/2022 | Present |
| ECCNA 26 | Steve | PA | Host Chair | Absent |
| ECCNA 24 | Nick | MD | V-Chair | Present |

# III. OPEN FORUM – None

# IV. MINUTES –Approved

**V. REPORTS** –

**President Report (Rob U) –No report**

**Vice-President Report (Mike R)** – **No report**

**CFO Report (Deb B)** – Hi All-

Below is the final income/expense report for East Coast 25. The last check to VCU still has not cleared so I am unable to close the account:

|  |  |  |
| --- | --- | --- |
|  |  | **Jun 26, '21 - Jul 31, 22** |
| **Income** | |  |
|  | **ECCNA25- Hospitality** | 45.00 |
|  | **ECCNA25- Auction** | 7,629.90 |
|  | **eccna25-Coffee** | 65.08 |
|  | **ECCNA25-Meals** | 3,557.40 |
|  | **ECCNA25-Parking** | 259.07 |
|  | **ECCNA25 - Donation** | 6,552.70 |
|  | **ECCNA25 - Full Registration** | 4,553.75 |
|  | **ECcNA25 - Fundraising** | 11,662.75 |
|  | **eccna25 - Host $$** | 96.90 |
|  | **ECCNA25 - Linens** | 1,691.45 |
|  | **ECCNA25 - Merchandise** | 12,236.01 |
|  | **ECCNA25 - Misc Deposit** | 800.00 |
|  | **ECCNA25 - PreReg @ Wash College** | 5,083.10 |
|  | **ECCNA25 - Registration** | 46,353.08 |
|  | **ECCNA25 - Sat Only** | 3,428.72 |
|  | **ECCNA25 - Thurs Nite Reg** | 3,200.00 |
|  | **ECCNA25 Vendor $** | 20.00 |
| **Total Income** | | 107,234.91 |
|  |  |  |
| **Expense** | |  |
|  | **ECCNA25- Meals** | 3,203.00 |
|  | **ECCNA25- Misc** | 445.55 |
|  | **ECCNA25- Parking** | 146.00 |
|  | **ECCNA25-Arts & Graphics** | 81.61 |
|  | **ECCNA25-Auction** | 90.00 |
|  | **ECCNA25-Hospitality** | 1,031.47 |
|  | **ECCNA25 - Campus Costs** | 37,477.13 |
|  | **ECCNA25 - Convention Info Cost** | 214.45 |
|  | **ECCNA25 - Fund Raising Cost** | 655.79 |
|  | **ECCNA25 - Linen** | 1,075.00 |
|  | **ECCNA25 - Merchandise Cost** | 7,136.50 |
|  | **ECCNA25 - Misc Cost** | 1,796.68 |
|  | **ECCNA25 - Programming** | 24.60 |
|  | **ECCNA25 - Registration Cost** | 928.68 |
|  | **ECCNA25 - Registration Refund** | 1,662.52 |
| **Total Expense** | | 55,968.98 |
|  |  |  |
| **Net Income** | | **51,265.93** |
|  |  |  |

We received a few registrations since our last Board mtg. Below is the most current income/expense summary for ECCNA26:

|  |  |  |
| --- | --- | --- |
|  |  | **Jun 12, '21 - Jul 31, 22** |
| **Income** | |  |
|  | **ECCNA26-Merchandise Preconv** | 140.30 |
|  | **ECCNA26-Registration Deposit** | 247.97 |
|  | **ECCNA26-Virginia PreReg** | 3,732.30 |
| **Total Income** | | 4,120.57 |
|  |  |  |
| **Expense** | |  |
|  | **ECCNA26-Campus Cost** | 500.00 |
| **Total Expense** | | 500.00 |
|  |  |  |
| **Net Income** | | **3,620.57** |
|  |  |  |

A snapshot of our current financial position is shown below. The Reserve for Basic Text dollar value should be $51,265.93 however I cannot figure out how to move money from the “Fund Balance” line to the reserve account. I emailed the accountant for direction and hope to have this resolved before our next meeting.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Jul 31, 22** |
|  |  |  |  |
| **Current Assets** | | |  |
|  | **Checking/Savings** | |  |
|  |  | **Host 25 - Wells Fargo** | 975.76 |
|  |  | **PNC - AB new** | 61,785.29 |
|  |  | **PNC - Host new** | 1,247.97 |
|  | **Total Checking/Savings** | | 64,009.02 |
| **Total Current Assets** | | | 64,009.02 |
| **TOTAL ASSETS** | | | **64,009.02** |
|  |  |  |  |
| **Equity** | |  |  |
|  | **Fund Balance** | | 5,014.84 |
|  | **Reserve for AB Taxes, etc.** | | 7,600.00 |
|  | **Reserve for Basic Text** | | 46,356.17 |
|  | **Unallocated Reserves** | | 5,000.00 |
|  | **Net Income** | | 38.01 |
| **Total Equity** | | | 64,009.02 |
| **TOTAL LIABILITIES & EQUITY** | | | **64,009.02** |

Comments:

* Someone from the East Coast 25 Host committee should reach out to VCU to inquire about our check.
* I researched obtaining a sales tax exemption in PA and will submit the online application prior to our next meeting

**CFO Alt Report:** No report

**Webservant Report (Julie B) – Actions Completed:**

* ECCNA 24 AB minutes uploaded
* ECCNA 25 Host minutes uploaded
* Broken links and addresses updated

In loving service,

Julie

**Host Chair 26 Report (Stevie) –** Absent

**Host Vice 26 Chair (Nick)**- Verbal report

**Host Chair 25(Jeff H)-**

Hello Family,

This past month the ECCNA 25 host committee met July 18th on zoom. We discussed the final number of the proceeds from the 25th and how to start to distribute the Basic Text. They decided to break up the mailings into different mailings. Our first mailing will be to the 22 regions on the east coast. We decided to send 84 books or 3 cases of English and 12 books or ½ case Spanish, for a total of 96 books to each region. This first mailing would be a total of 2,112 books, we have been in touch with world service and the price we negotiated so far is $11.36 per book which includes shipping. This mailing would use 23,992.32 of our proceeds. We decided to mail stickers to each region and ask the regions to place the stickers in the books themselves. There will me a mailing cost the send the regions the stickers that hasn’t been determined yet.

Since the host meeting, I thought it might be a good opportunity to send the Bid Guidelines to each region along with the stickers. What does the Advisory Board think about that?

At our last meeting we also divided a few duties. One assignment was to create and letter to send to the regions and a letter to correctional facilities asking a few questions, like who is a contact, do they allow books, do they a therapeutic community, and so on. I was asked to be the contact to World Service and negotiate the book price. We will have our next meeting on August 8th at 6:30 pm to continue the business to distribute the books.

I received Debbie’s request to contact VCU about the checks sent to VCU, I was going to let Tee, our site liaison address the with VCU. I will contact Debbie with an answer when I get one.

We still have a dispute about the parking charge. VCU says we owe for the parking that was charged from the lanyards; we have an email stating we will pay only for parking from the QR code. I’ll keep the AB posted on the outcome.

ILS

Jeff H

**VI. NOMINATIONS/ELECTIONS - None**

# VII. OLD BUSINESS - None

**VII. NEW BUSINESS -**

Motion passed for VCU parking bill to be paid.

**VIII. NEXT MEETING**

* Our next meeting is on September 12th @ 7pm.

# IX. MEETING CLOSED