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

**Advisory Board Meeting Minutes**

**Sept 12th, 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 | Absent |
| 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  | Greg F | VA | 08/2023 | Present |
| Director | Duwan | PA | 12/2022 | Present |
| ECCNA 26 | Steve | PA | Host Chair | Present |
| ECCNA 24 | Nick | MD | V-Chair | Present |

# III. OPEN FORUM – None

# IV. MINUTES – Minutes from September meeting approved

**V. REPORTS** –

**President Report (Rob U) –** I attended Greater Philadelphia Regional meeting in August. I announced the upcoming ECCNA Convention scheduled for Pittsburgh and invited new members to join the Board. I believe we have an interested NA member who wants to join and should be here tonight. Also, Jeff, the past ECCNA Convention Chair, contacted me and was concerned that the latest AB minutes are not posted on the web site.

Hugz,

Rob U

**Vice-President Report (Mike R)** – Absent

**CFO Report (Deb B)** - Hi All-

Below is the FINAL income/expense report for East Coast 25. I still unable to close the bank account as the expenses are still being incurred for mailing. I just transferred $500 into the East Coast 25 Host Account to ensure the funds needed are available. Any further expenses will be covered by the Reserves for Basic Text, so the numbers below won’t change

|  |  |  |
| --- | --- | --- |
|  |  | **Jun 26, '21 - Sep 11, 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** | 811.09 |
|  | **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** | 107,246.00 |
|  |  |  |
| **Expense** |  |
|  | **ECCNA25- Meals** | 3,491.00 |
|  | **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** | 7,157.25 |
|  | **ECCNA25 - Misc Cost** | 1,796.68 |
|  | **ECCNA25 - Programming** | 24.60 |
|  | **ECCNA25 - Registration Cost** | 928.68 |
|  | **ECCNA25 - Registration Refund** | 1,662.52 |
| **Total Expense** | 56,277.73 |
|  |  |   |
| **FUNDS AVAILABLE FOR BOOKS** | **50,968.27** |

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

|  |  |  |
| --- | --- | --- |
|  |  | **Jun 12, '21 - Sep 11, 22** |
|  |  |  |
| **Income** |  |
|  | **ECCNA26-Merchandise Preconv** | 140.30 |
|  | **ECCNA26-Registration Deposit** | 595.30 |
|  | **ECCNA26-Virginia PreReg** | 3,732.30 |
|  | **ECCNA26 - Fundraising** | 498.00 |
| **Total Income** | 4,965.90 |
|  |  |  |
| **Expense** |  |
|  | **ECCNA26-Campus Cost** | 500.00 |
| **Total Expense** | 500.00 |
|  |  |   |
| **Net Income** | **4,465.90** |
|  |  |  |

A snapshot of our current financial position is shown below. The Reserve for Basic Text has decreased a bit from last month due to additional expenses incurred.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Sep 11, 22** |
|  |  |  |  |
| **Current Assets** |  |
|  | **Checking/Savings** |  |
|  |  | **Host 25 - Wells Fargo** | 695.76 |
|  |  | **PNC - AB new** | 62,357.84 |
|  |  | **PNC - Host new** | 1,500.00 |
|  | **Total Checking/Savings** | 64,553.60 |
| **Total Current Assets** | 64,553.60 |
|  |  |  |  |
| **Equity** |  |  |
|  | **Fund Balance** | 402.74 |
|  | **Reserve for AB Taxes, etc.** | 7,600.00 |
|  | **Reserve for Basic Text** | 50,968.27 |
|  | **Unallocated Reserves** | 5,000.00 |
|  | **Net Income** | 582.59 |
| **Total Equity** | 64,553.60 |

Comments:

* Marc has been working on obtaining our PA sales tax exemption and will provide a report
* The IRS finally responded to our request to waive our penalty fees. Our request was not granted. Per the IRS, the returns were not completed correctly. Our Accountant replied with a very detailed letter and provided corrected returns. Still no resolution and we continue to wait.
* I have forwarded several files with registration information to the Host Treasurer. I also sent the registration file used for last year’s convention which has most of the email / phone # information and I hope will be helpful to the registration committee
* Our fiscal year is coming to an end 9/30/22. I plan to submit our financials to the accountant in early October and hope to have the taxes filed by mid-November.

To the Host Committee – I love the logo and colors and cannot wait for the Convention!!!! Looking forward to enjoying more of it this year since we have Mark on board!!!!!

ILS,

Debbie

**CFO Alt Report:** I am currently working on obtaining the Pennsylvania Tax Exempt Status. I am waiting on one more document, 2021 IRS form 990, and then will submit all Docs. Timeline should be 2-3 weeks and then we will get exemption. I was also asked to help submit the Request for payment of the Basic Text for ECCNA25 to our CFO. Looks like Greg and crew are doing well and should have more information tonight on the Advisory Board Meeting. Huge thanks to Debbie F. for her guidance in my position.

In Loving Service,

Mark C

**Webservant Report (Julie B) –**

**Actions Completed:**

* Updated the cover photo to reflect the newly chosen logo for ECCNA 26
* ECCNA 26 Host minutes uploaded
* AB minutes uploaded

I hope to have something to show the board next month regarding some proposed website updates.

In loving service,

Julie

**Host Chair 26 Report (Stevie) –** Verbal report given

**Host Vice 26 Chair (Nick)**- No report

**Host Vice Chair 25(Greg F)-**

We are ready to send out our package to the regions. Jeff has negotiated a discounted rate which included shipping! I sent Rob, Elizabeth, and Jacquelin what we want to send minus the registration flyer from ECCNA 26. We just need to approve the letter and mailing labels.
  Our next Book meeting is tomorrow evening on Zoom. We are creating a questionnaire for all of the jails we need to contact about receiving the books. We also need to purchase supplies and make copies of the info we are sending each region. We will update you next meeting with where we are on everything. We have and will fill out order forms for eachregion.

**VI. NOMINATIONS/ELECTIONS - None**

# VII. OLD BUSINESS - None

**VII. NEW BUSINESS -**

Motion passed for the cost of the full package for ECCNA 26 Single $270.00 Double 250.00

Motion passed for the letter to be send to regions.

**VIII. NEXT MEETING**

* Our next meeting is on October 2nd @ 7pm.

# IX. MEETING CLOSED