

**Minutes**  
**ECCNA, INC (AB)**  
**November 7th, 2022**

I. OPEN MEETING

II. ROLL CALL/RESIGNATIONS/VACANCIES

Position	Name	State	Term End Date	Notes
President	Mike R	MD	10/2023	Present
Vice-President	Jeff H	VA	10/2023	Present
Secretary	Eliesha J	CT	10/2023	Present
CFO	Debbie B	NJ	10/2023	Present
CFO Alt	Mark C	VA	10/2023	Present
Webmaster	Julie B	PA	12/2023	Present
Director	Barbara W	WV	10/2024	Absent
Director	Nancy U.	PA	07/2023	Present
Director	Elizabeth E.	CT	10/2023	Present
Director	Tom K	FL	07/2023	Present
Director	Duwan	PA	12/2022	Present
Director	John A	PA	10/2022	Absent
Director	Pat C	PA	10/2024	Absent
Director	Greg	VA	09/2024	Present
ECCNA 26	Steve D	PA	Host Chair	Absent
ECCNA 26	Nick	PA	V-Chair	Present

*\*Need to address absences.*

III. OPEN FORUM

IV. MINUTES – CHANGES/APPROVAL (approved)

V. REPORTS:

## **PRESIDENT -**

Re: questions from October meeting / adhoc on Audio Archives

I spoke with Kim A who hosts our website in regards to the question about hosting our audio archives. She said we are good for the free hosting package but that probably there are better hosting plans. I agree. I will work with Julie to get all of our audio archives in hand and then we will figure out the best hosting plan, and linking that to our website. Anyone who also wants to help with getting the audio together, let me know. I don't want to be the only one to have all the fun

Mike

## **VICE PRESIDENT -**

25 ECCNA Report

November 7,2022

Hello Family.

First, I want to apologize for not sending a written report in last month. I'll try to do better.

We have been meeting weekly to work on shipping out the books. We completed the orders for all the regions a few weeks ago. We have had 9 confirmations of orders already sent; the rest will be done soon. This order to the 23 regions includes 84 English and 12 Spanish with a total of 2,208 books. We are paying 10.69 per book, 1,020.60 per order for a total of 23,473.80.

We are now working with the VDOC to supply books to all of VA, state corrections. We have found a great contact to help us and will made this an easier job. Once that is done, we have 3 Federal facilities and 71 local facilities to contact. This may take a while, so we are going to just keep chipping away at it till it is done.

ILS

Jeff H

## **CFO-**

### **November 2022 CFO REPORT**

Hi All- Below is the most current income/expense summary for ECCNA26:

	<u>Jun 12 - Nov 3, 22</u>
Income	
ECCNA26-Merchandise Preconv	180.28
ECCNA26-Registration Deposit	397.33
ECCNA26-Virginia PreReg	3,732.30
ECCNA26 - Fundraising	<u>3,033.00</u>
Total Income	<u>7,342.91</u>

Expense

ECCna26-Admin Cost	292.29
ECCNA26-Campus Cost	500.00
ECCNA26-Fundraising	891.55
ECCNA26-Merch Preconvention	2,617.20
Total Expense	<u>4,301.04</u>
Net Income	<u>3,041.87</u>

A snapshot of our current financial position is shown below.

Nov 6, 22

Current Assets

Checking/Savings

PNC - AB new	61,424.90
PNC - Host new	1,500.00
Total Current Assets	<u>62,924.90</u>

Equity

Reserve for AB Taxes, etc.	7,155.12
Reserve for Basic Text	50,769.78
Unallocated Reserves	5,000.00
Total Equity	<u>62,924.90</u>

ECCNA 25 Book Distribution:

FUNDS AVAILABLE FOR BASIC TEXTS	50,968.27
Less Mailing Expenses Oct 2022	(201.58)

Book distribution to 23 Regions (pmt pending) (23,607.89)

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BALANCE LEFT TO SPEND 27,158.80

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Comments:

- The Host Treasurer and Assistant Treasurer now have online access to the Host checking account. Each with different logon's
- The Wells Fargo account for East Coast 25 is being closed. I have transferred the remaining balance of \$991.09 to the AB account. Once the transfer clears the account will be closed. I have notified all parties accordingly. Any future out of pocket expenses will be reimbursed from the AB account
- Square was updated with pricing for merchandise prior to the Tri-State regional convention however no purchases were made using this platform
- No registrations received through Paypal during the past month
- The IRS has exonerated us from all tax penalties and interest – we owe NOTHING!!!! We need to determine what to do with the \$7,000 we have been holding in reserves. To be discussed in New Business
- We have been granted an extension for filing our Sept 30, 2022 return. The date is Aug 23, 2023. That being said, I still plan on submitting all documentation to the accountant in mid-February.
- I have received 9 of 23 invoices from World for BT to be mailed to the East Coast regions. I have Sylvia (our contact at World) regarding payment
- Mark will report on the status of our PA sales tax exemption

ILS,  
Debbie

**ALTERNATE CFO-**

Advisory Board Report

Alt-CFO

November 7, 2022

Good evening,

I am currently working on obtaining the Pennsylvania Tax Exempt Status. I Resubmitted application electronically and asked for our CFO to review before sending. Waiting for final approval. Should be any day as they have all documentation they need. I might have to send our approval for extension of filing our form 990 until 08/05/2023. The one I submitted this time was for period

10/1/2020 to 09/30/2021

In Loving Service,

Mark C

## **WEBMASTER-**

AB Webmaster Report

November 7th 2022

Actions Completed:

- Host committee minutes for September have been uploaded
- AB minutes for September have been uploaded
- Updated webstore based on feedback received about full packages being located at the bottom of the page. The webstore automatically alphabetizes entries so I added a 1 to the full packages to make them appear first.
- Uploaded host committee flyer

Actions to be Completed:

- Upload AB minutes as they are approved
- Upload Host Committee Minutes as they are approved by the host committee

In loving service,

Julie

## **ECCNA 26 CHAIR -**

ECCNA

Chair's Report

November 7, 2022

Greetings AB members,

All the host committees are meeting at least once a month. We are utilizing past years AB minutes and chair's reports as benchmarks for current years progress. All host committees appear to be on target. As per the AB request our registration flyer has been amended to include suggested changes. I did contact the university to get clarification on children attending the convention and as a result we added the additional lines to the flyer that reads, "Children under the age of 18 years must be accompanied by an adult at all times." "Convention for children overnight 30.00 per night per child will be charged & meals are extra." (see attached amended flyer)

The AB approved the following merchandise by email in October 2022.

Prices are as follows:

Gildan DryBlend 50/50 T-shirt is priced at small to XL @ \$20,  
2XL @ \$25.00.

Gildan Heavy 50/50 pullover hoodie is priced at small to XL @ \$40  
2XL @ \$45.

The Gildan DryBlend long sleeve t-shirt small to XL @ \$25  
2XL @ \$35.

To date, we have currently sold approximately 700.00 dollars in merchandise.

Our Fundraising committee reports that we have sold a 111 tickets for the New Year event I received the mailing list for the East Coast Regions which we will use to distribute the new registration flyer. Thanks Jeff

We currently have 1500.00 in our account.

Thanks for letting me serve,

Steve

VI. NOMINATIONS/ELECTIONS:

PRESIDENT

VICE PRESIDENT

SECRETARY

CFO

CFO ALT

WEBMASTER

VII. OLD BUSINESS: Host 26 committee to bring back information regarding the web auction.

VIII. NEW BUSINESS:

- Motion to charge a Kids Registration of \$30 - PASSED
- Motion to give VA Dept of corrections access to all of our convention speakers - PASSED

IX. NEXT MEETING – December 5th, 2022 @7pm

IX. CLOSE