

**Agenda
ECCNA, INC (AB)
December 2nd, 2024**

I. OPEN MEETING @ 7:02 p.m.

II. ROLL CALL/RESIGNATIONS/VACANCIES

Position	Name	State	Term End Date	Notes
President	Greg F	VA	09/2025	Present
Vice-President	Debbi B	NJ	09/2025	Present
Secretary	Eliesha J	CT	09/2025	Present
CFO	Tom K	FL	11/2025	Present
CFO Alt	Tuffy H	FL	11/2025	Present
Webmaster	Julie B	PA	11/2025	Present
Director	Nancy U.	PA	09/2025	Present
Director	Duwan	PA	12/2025	Present
Director	Nick R	PA	09/2025	Absent
Director	John R	PA	07/2025	Absent
Director	Guy B	MI	09/2025	Absent
ECCNA 27	Debbie	NJ	Host Chair	Present
ECCNA 28	Bob F	FL	Host Chair	Present
ECCNA 28	Elizabeth E	FL	V-Chair	Present

**Need to address absences.*

III. OPEN FORUM

IV. MINUTES – CHANGES/APPROVAL - Minutes tabled for approval until January, awaiting Tom’s new report from November.

V. REPORTS:

- PRESIDENT - Read report accepted

- VICE PRESIDENT - Read report accepted

- CFO - Shared new template and discussed the spread sheet. Will continue using the original excel report using the figures from the new spreadsheet. Read report and accepted.

- ALTERNATE CFO - No separate report, CFO & Alt CFO worked together.

- WEBSITE - Read report, accepted.

- ECCNA 27 CHAIR - Read report, accepted.

- ECCNA 28 CHAIR - Read report and shared the new amounts for the package price for the
Tom K asked Bob to amend his report. Bob sent it before the end of the meeting, please see attached. Accepted.

- NOMINATIONS/ELECTIONS:
 - Director -

VI. OLD BUSINESS:

- ADHOC committee to work on the new policy.

-

VII. NEW BUSINESS:

- Debbie made a motion to approve the new pricing Bob brought with his report and to charge \$125 for Thursday night additional, Julie asked to see the margin / markup again... Seconded by Tom. Passed.

- Tom asked when we could review the contract and vote. Bob is going to send the contract out so we can see it and be prepared to vote and approve next month.
- Tom made a motion to accept the proposed budget from Bob for ECCNA 28 Bob seconded it. Passed.

IX. NEXT MEETING – January 6th

VIII. CLOSED @ 8:32

To the Board,

I hope everyone had an amazing Thanksgiving weekend. Hopefully everyone received Bob's email with the revised numbers for packages, and our minutes and tonight's agenda.

I have been in contact with several members discussing any issues and answering questions. Please reach out to myself or other members if there is ever a question or some way we can help.

I did reach out to Rosemary from Georgia. She said that they are still interested in putting in a bid for the next convention but have been having difficulty with the college they are trying to secure. More will be revealed.

Please use our open forum to bring up any concerns or questions or suggestions. That's all I have for now.

Greg F

VICE CHAIR REPORT

December 2, 2024

The ad hoc committee met on Monday Nov 25th – present were Guy, Tuffy, Greg and me. Work continues! Our next meeting is scheduled for Monday Dec 30th. I talked to Bob about the treasury part of his report. I emailed him a template to share with the Host Treasurer and suggested that he talk to Tom regarding how to get access to PayPal information for reporting on actual registration “income”. Tom and Tuffy were copied on the email.

CHAIR, EAST COAST 27 REPORT

Attached this the mailing list for the 1st order – the estimated cost is \$10,202 which does not include shipping costs. I’d like to request that the board review and approve the attached so I can contact World and place the order. I am still working with NJ Department of Corrections to get approval to send the literature into the State Prisons.

EAST COAST FUNDS FOR LIT		
Starting Balance	32,732.21	
BT purchase pmt for Regions	(14,026.33)	
Estimated Lit Cost-Order #1	(10,202.40)	<i>estimate</i>
Estimated Lit Cost-Order #2	(3,937.50)	<i>estimate</i>
REMAIN TO SPEND	4,565.98	for postage??

As always, thank you for allowing me to service.

Debbie

TYPE OF LITERATURE	QUANTITY	COST	INSTITUTION	C/O		TOWN	STATE
Intro Guide & Behind the Walls	125 each	368.75	Cape May County Jail	Mike Curninsky	601 Virginia Ave	North Wildwood	NJ
Intro Guide & Behind the Walls	125 each	368.75	FCI Fort Dix	Joe Varcadipane	328 McKinley St	Brisol	PA
Intro Guide & Behind the Walls	125 each	368.75	SCI Camp Hill Range	S Knarr	DATSS SCI PHOENIX	Bellefonte	PA
Intro Guide & Behind the Walls	125 each	368.75	State Correction Facility Dallas	S Knarr	DATSS SCI PHOENIX	Bellefonte	PA
Intro Guide & Behind the Walls	125 each	368.75	SCI Chester	S Knarr	DATSS SCI PHOENIX	Bellefonte	PA
Intro Guide & Behind the Walls	125 each	368.75	SCI Phoenix	S Knarr	DATSS SCI PHOENIX	Bellefonte	PA
Intro Guide & Behind the Walls	125 each	368.75	SCI Muncy	S Knarr	DATSS SCI PHOENIX	Bellefonte	PA
Intro Guide & Behind the Walls	125 each	368.75	Curran-Fromhold Correctional Facility	Debby Fortunato	3676 Friar Road	Philadelphia	PA
Intro Guide & Behind the Walls	125 each	368.75	Riverside Correction Facility	John Mitchel	7901 State Rd	Philadelphia	PA
Intro Guide & Behind the Walls	125 each	368.75	George W. Hill Correctional Facility	Meg Lipchok	740 Michell Street	Ridley Park	PA
Intro Guide & Behind the Walls	125 each	368.75	Philadelphia Industrial Correctional Facility	Debby Fortunato	3676 Friar Road	Philadelphia	PA
Intro Guide & Behind the Walls	125 each	368.75	Corrections Department Chester	Mr Costello	500 E. 4th Street	Chester	PA
Intro Guide & Behind the Walls	125 each	368.75	Montgomery County Correction Facility	Chris Lenox	130 Hawthorne Court	Collegesville	PA
Intro Guide & Behind the Walls	125 each	368.75	Mid-State Correctional Facility	Jim W	48 Harvey Circle	East Brunswick	NJ
Intro Guide & Behind the Walls	125 each	368.75	Burlington County Jail	Bill Jackson	21 Middlebury Lane	Willingboro	NJ
Intro Guide & Behind the Walls	125 each	368.75	Juvenile Medium Security Facility	Bill Jackson	21 Middlebury Lane	Willingboro	NJ
Intro Guide & Behind the Walls	125 each	368.75	Ocean County Jail	Jeff Fink	10 Kettle Creek Road	Toms River	NJ
Intro Guide & Behind the Walls	125 each	368.75	Bucks County Jail	Dave DiPaola	4331 Elk Ave	Trevouse	PA
Intro Guide & Behind the Walls	125 each	368.75	Atlantic County Jail	Mickey Riggan	5961 Harley Avenue	Mays Landing	NJ
Intro Guide & Behind the Walls	125 each	368.75	Atlantic City Jail	Mickey Riggan	5961 Harley Avenue	Mays Landing	NJ
2 cases Basic Text	56	761.60	Cape Atlantic Region	Debbie Bragg	885 Ramcoas Road	Westampton	NJ
1 case Basic Text	28	380.80	Botswana	Obotsang Raborokgwe	PO Box 41752	Gaborone	Botswana
Intro Guide & Behind the Walls & Little White Books	300 each	1,185.00	Behind the Walls Step Writing Committee- NJ Region	Eddie Leonard	112 Stone Road	Hazlet	NJ

**does not include NJ State Prisons*

Little White Book	cost per webstore	125 of each	3 cases
Intro Guide	2.15	6,020.00	
Behind the walls	1.00	2,800.00	
Little White Book	0.80	240.00	
Basic Text	13.60		1,142.40
TOTAL		10,202.40	

dbrag:
for step writing
subcommitte only - 300
pieces

Everything is going well. Tuffy and I, Tuffy really, made a template which allows us to confidently keep track of our finances and will be easy enough to transfer over to the future CFOs. All reports are reconciled to the penny, with all numbers matching. The two deposits noted for Dec are pending . ISS Tom & Tuffy

ECCNA 27					
ECCNA 27	DATE	AMOUNT			
BOOK MONEY 27		\$32,732.21			
GNYRSO	9/1/2024	\$10,000.00			
	10/7/2024	\$4,026.33			
	12/2/2024	\$18,705.88			
ECCNA 28					
ECCNA 28	DATE	AMOUNT			
Pre Registrations		\$7,712.09			
Gulf Coast FR	9/1/2024	\$525.00			
	9/6/2024	\$1,705.25			
Registrations	9/9/2024	\$495.86			
Paypal	11/15/2024	\$548.88			
Deposit	12/2/2024	\$4,414.02			
Deposit	12/2/2024	\$197.34			
BALANCE	12/2/2024	\$15,598.44			
AB RESERVES					
AB RESERVES	DATE	AMOUNT			
Shipping	9/10/2024	-\$224.65	Banners Etc.	Steve M	
Shipping	10/7/2024	\$438.77	Banners Etc.	Steve M	
BALANCE	12/2/2024	\$9,318.95			
ECCNA SUMMARY					
ECCNA	DATE	AMOUNT			
27		\$18,705.88			
28		\$15,598.44			
AB		\$8,761.61			
TOTAL IN BANK	12/2/2024	\$43,065.93			
TOTAL IN BANK					

AB Webmaster Report December 2, 2024

Update:

- The AB minutes and host committee minutes are not currently available. I am working with the member who built the website to figure out what the problem is.
- Clarification as to if minutes or minutes and all reports should be uploaded. Historically, it has just been the minutes and yearly CFO report in July.
- Events tab has been updated. As events are added they will be added to this page.

Actions Completed:

- Updating web store as needed.

In loving service,

Julie

ECCNA – 28 Chairperson’s Report

12-2-2024

All is well. We are moving forward. Our current focus is –

1. To have AB review and approve the submitted contract.
2. Continuing to execute some fundraisers and ask for help in this area.

Treasurer report

Accounting			
Funds in from AB	\$1500		Transferred to Eric L from Tom K (not verified)
Expenses		\$0	\$300 fundraising seed still being held; no meeting last month
Donation	\$822.14		Was contacted by Wanda Mc. Surrender in the Mountains voted to donate a portion of their proceeds to ECCNA!!
Shirt Sales	\$360		We sold more shirts - Total tee-shirt cash on hand is \$360 with a balance of 19 shirts.
Current on hand			Total \$360 + \$822.14 = \$1182.14

Tom K., Eric L and are all signers on the Host PNC account. Our banker is working on getting Eric electronic access to the account thru the app. Money will be deposited as soon as this is completed.

I was told my report should include Paypal / Square information. I need access and direction.

Registration Report

Total Registered		199	
Pre-registered		108	
Registered Online		91	

We are working on more fundraising events. We would appreciate any and all help. TIA.

Most importantly – I submitted pricing last month to the board. We received 5 yes votes and no other comments. I need to know if this is enough to move forward. I never received any formal notice.

As I continued to research hotel pricing, I saw that the college lodging prices were good, but not competitive enough for us to add much of a profit and still be competitive. I went back to the college and now have a per room/ per night cost vs a per person / per night cost. This reduces prices on double occupancy significantly, but it does raise single occupancy slightly.

I think this best serves more of our attendees. Please see the attached and approve ASAP.

I am also attaching the registration flyer with pricing as submitted.

Thanks for allowing me to serve,
Bob F. - ECCNA-28 Chair

Flagler College budgeting costs

Facility fees	
Flat fee of \$5000	
\$5,000.00	
	plus 2.5%
Total facility cost	\$5,125.00
	Attendees divided by cost per registration
	400
	\$12.81

Lewis Auditorium cost / 6 hrs	\$3,136.00	# days x 2 days		
Total facility cost	\$3,214.40		400	\$8.04
			divided by cost per registration	
			at total	\$45.03
				Total registration price
				\$39.85
				Total registration cost
				13% profit

Host Committee budget	\$7,600.00	attendees	400	
				\$19
Total cost	\$7,600.00		400	\$19.00

Lodging	per room, per day	# rooms	cost PP x 2 nights
Lodging Sebastian singles kg	\$125.00	10	\$1,250.00
Sebastian double qn	\$125.00	75	\$9,375.00
Cedar singles	\$100.00	20	\$2,000.00
Cedar doubles	\$100.00	40	\$4,000.00
			\$16,625.00
			Total lodging cost

Linen	Sheetsets	Towels - WM	sub-total	#needed	Tot cost
Queen - Beantown*	15.00	9.00	24.00		
Queen - Walmart	16.00	9.00	25.00	150	\$3,750.00
King - Walmart	19.00	9.00	28.00	10	\$280.00
Twin XL	9.00	9.00	18.00	100	\$1,800.00
			total	260	\$5,830.00

Food	# times	totals	
Breakfast	\$16.50	2	\$33.00
Lunch	\$16.50	1	\$16.50
Dinner	\$16.50	2	\$33.00
			\$82.50
Minimum food budgt is \$14,000.00			180 x total food pkgs
			\$14,850.00

Total package estimated costs			
Item	margin	profit	Total price
Registration (facilities)	13%	\$5.18	\$45.03
Lodging (single nicer)	10%	\$25.00	\$275.00
Lodging (single cheaper)	10%	\$20.00	\$220.00
Lodging (double nicer)	20%	\$25.00	\$150.00
Lodging (double cheaper)	20%	\$20.00	\$120.00
Food package (full)	23%	\$18.98	\$101.48
Linen package	23%	\$5.16	\$27.58
		AVG PKG PROFIT	\$49.31
		TOTAL PROFIT	\$19,725.05 (for 400)
		PLUS MERCHANDISE PROFIT	

Single Lodging (hotel)	HOTEL		DORM	
	Double (hotel)	Single (dorm)	Double (dorm)	Double (dorm)
\$45.03	\$45.03	\$45.03	\$45.03	\$45.03
\$275.00	\$275.00	\$220.00	\$220.00	\$220.00
\$101.48	\$101.48	\$101.48	\$101.48	\$120.00
\$27.58	\$27.58	\$27.58	\$27.58	\$101.48
\$449.08	\$324.08	\$394.08	\$294.08	\$294.08
		Full package pricing with adjusted profit		
		\$450.00	\$325.00	\$395.00
		ADJUSTED ADVERTISED PRICING		