

ECCNA 29 Host Committee Meeting 7.8.25

*Open with the Serenity Prayer

Twelve Traditions – Estelle

Housekeeping:

1. Theme: **“Awakening the Spirit.”**
2. This meeting is for the host committee's business. All subcommittee business should be conducted offline.
3. [ECCNA 29 Website](#) (registrations, general information, etc.)
4. Join the Facebook Group.

Roll Call – (quorum is half +1 from last mtg)

P: Present A: Absent L: Late A/E: Absent Excused		
POSITION	NAME	7/8/2025
Chair	Rosemary H.	P
Vice Chair	Lisa Sparks	P
Treasurer	Shawna Barr	P
Alt Treasurer	Jason Whitener	P
Secretary	Anita Sweet	P
Alt Secretary	Johnna Anderson	P
Site Liaison	David Hicks	A/E
Arts & Graphics Chair	Michael Stone	P
Arts & Graphics Vice Chair	Don Knapp	P
Auction Chair - Lisa	Ben Beaumont	P
Auction Vice Chair	VACANT	
Convention Information Chair	Susan Harris	P
Convention Information Vice Chair	VACANT	
Entertainment/Fundraising Chair	Joe Toal	P
Entertainment/Fundraising Vice Chair	Bobbie Jo D.	P
Hospitality Chair	Estelle Hilfstein	P
Hospitality Vice Chair	Frank Jones	P
Marathon Chair	Natasha Mullinax	P
Marathon Vice Chair	VACANT	
Merchandise Chair	John Phelps	P
Merchandise Vice Chair	Vote Pending	*Pdg Ray S.
Program Chair	Tony Owens	P
Program Vice Chair	Lindsey Page	P
Registration Chair	Sherry Hopkins	P
Registration Vice Chair	Bill McWhorter	P
Serenity Keeper Chair	Richard Esco	P
Serenity Keeper Vice Chair	Fred H	P

Agenda:

1. Minutes – Changes/Approvals – did everyone receive them?
2. Reports — Attached and included with the minutes.
3. Vote in all remaining committee members —
 - Alt Secretary – Johnna A. — Passed
 - Merchandise Chair – John P. — Passed
 - Marathon Mtg Chair – Natasha M. — Passed
4. Review vacancies —
 - Auction Vice-Chair
 - Convention Information Vice-Chair
 - Marathon Vice-Chair
 - Merchandise Vice-Chair – Pending Ray S.
5. Next Meeting –
 - a. **Aug 12th** at 7 pm, via zoom.
 - b. Rosemary will send the link prior to meeting.

Chair report

The convention in Saint Augustine was really wonderful. The bid meeting went well, and a HUGE thanks to Michael and Lisa who helped to make it perfect. Georgia was very represented and it was an incredible honor to represent us for the bid.

ECCNA 28 raised between 40-50,000. WHOA. Fun little tidbit, we broke the record with the most pre registrations on site with 215. It was madness but we pulled it off thanks to everyone who helped!!

Shawna and I have been added to our host committee bank account at Wells Fargo. This is where we will make our deposits.

Lisa and I have divided the committee as follows: Lisa will help Auction, Programming, Serenity Keepers, and Merchandise.

Rosemary will help Registration, Arts and Graphics, Hospitality and Convention Information. We will be reaching out to you and offering help every step of the way. Fundraising is a group effort. Please be ready to give reports next month.

I attended the board meeting last night. All is well with them. They are very excited to come to Georgia and are available to help in any way they can. The website has been changed over to ECCNA 29 and our facebook group is live and going. The board was very helpful with these things, along with helping Sherry get going on all the registration and web store stuff.

I am just so happy I get to serve with you all.
In Loving Service,
Rosemary H

Old Guard Graphics
290 Dairy Pak Rd. Athens, GA 30607
haywood@oldguardgraphics.com
(706) 549-5058
EIN #: 26-2287110



Tax ID: 305462145

Invoice 73122

Awakening the Spirit Reprint

SALES REP INFO
Zach Carlson
Sales Associate
zach@oldguardgraphics.com
QT#
51105

INVOICE DATE
06/17/2025
INV.DUE DATE
06/17/2025

TERMS
COD
SHIPPING METHOD
Pickup

ORDERED BY
East Coast Convention of NA

CONTACT INFO
Rosemary Hancock
rosemaryleighpeek@gmail.com

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
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1 **Awakening the Spirit Tees SP**

17 Each - \$121.13 Y

Part #32
64000 Gildan Softstyle® T-Shirt 32 0.0

	2XL	3XL
Color: Mint Green	9	3
	\$5.20	\$6.56

Part #3214
3600 Next Level Cotton T-Shirt 3214 0.0

	M	L	XL	2XL
Color: Cool Blue	1	1	2	1
	\$10.93	\$10.93	\$10.93	\$10.93

2 **Upcharge**

XXL & Larger Items

13 Each \$2.50 \$32.50 Y

Payment is expected prior to or at time of pick up. Payment is expected prior to shipping. Visa, MasterCard and American Express accepted.

Returns:

Please verify artwork is correct before approving the final proof; be sure to check spelling, grammar and design. Please verify your sales order is correct; check shirt style, color and quantities are accurate. Old Guard Graphics is not responsible for any errors overlooked once a proof and sales order have been approved.

We do not accept returns but we do strive to satisfy our customers and will accept responsibility for any errors made on our end. We allow the industry standard of 72 hours from the time of pick up to notify us of any issues.

Old Guard Graphics will not be responsible for shirts left unattended after pick up; please be sure to leave them in a safe place such as a locked room. If you'd like to verify shirt quantities are accurate when you pick up, we will be happy to provide a place for you to count.

Subtotal:	\$153.63
Sales Tax (8%):	\$12.29
Total:	\$165.92

SIGNATURE:

DATE:

Old Guard Graphics
290 Dairy Pak Rd. Athens, GA 30607
haywood@oldguardgraphics.com
(706) 549-5058
EIN #: 26-2287110

Tax ID: 305462145



Invoice 73036

Awakening the Spirit Tees

SALES REP INFO
Zach Carlson
Sales Associate
zach@oldguardgraphics.com

INVOICE DATE
05/22/2025
INV.DUE DATE
05/22/2025

TERMS
COD
SHIPPING METHOD
Pickup

QT#
51022

ORDERED BY
East Coast Convention of NA

CONTACT INFO
Rosemary Hancock
rosemaryleighpeek@gmail.com

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE										
1	<div><div><div>Awakening the Spirit Tees</div><div><div>Part #32 64000 Gildan Softstyle® T-Shirt 32 0.0</div><div><div>Color: Mint Green</div><table><tr><th>S</th><th>M</th><th>L</th><th>XL</th><th>2XL</th></tr><tr><td>3</td><td>17</td><td>20</td><td>20</td><td>5</td></tr></table></div></div></div></div>	S	M	L	XL	2XL	3	17	20	20	5	65	Each	\$6.63	\$430.95	Y
S	M	L	XL	2XL												
3	17	20	20	5												
2	<div><div><div>Upcharge</div><div>XXL & Larger Items</div></div></div>	4	Each	\$2.50	\$10.00	Y										

Payment is expected prior to or at time of pick up. Payment is expected prior to shipping. Visa, MasterCard and American Express accepted.

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Subtotal: \$440.95
Sales Tax (8%): \$35.28
Total: \$476.23

SIGNATURE:

DATE:

Hospitality

ECCNA-29

1st RePort

Was able to get with previous hospitality chair Kristy from

ECCNA-28

Kristy supplied her closing notes of how much she ordered I did not have these notes at the time of our first meeting .

Through some text messages in the area is close to me, which includes Blueridge Blairsville and Young Harris I found that people already had the message about the upcoming

ECCNA-29

They are excited and already asking what they can do .

More will be revealed Thank you

in

loving service

Estelle

Item	Qty	Pack Size	Costco	TOTAL	Donation
Coffee					Deb
Maxwell House	18	42.5 oz	\$ -	\$ -	
Creamer					Deb
Coffee Mate	6	56 oz	\$ -	\$ -	
Sugar					Deb
	3	10 lb	\$ -	\$ -	
Equal	2	2,000 ct	\$ -	\$ -	Deb
12 oz Cups	1	1,000 ct	\$ -	\$ -	Kristy
Coffee stirrers	1	500 ct	\$ -	\$ -	Bri
Coffee filters	1	pack	\$ -	\$ -	Bri
Water	12	40/16.9 oz	\$ -	\$ -	Deb
Apples				\$ 23.92	
Red Delicious	8	8 ct	\$ 2.99		
Bananas				\$ 19.37	
Fresh Green Tip	1	40 lb	\$ 19.37		
Mandarin Oranges				\$ 17.97	
Mandarin Oranges	3	5 lb	\$ 5.99		
Chips				\$ 93.96	
Lays Variety (6 flavors)	4	54 ct	\$ 23.49		
Snacks				\$ 388.90	
Lance Crackers	4	1.29 oz/40 ct	\$ 9.99	\$ 39.96	
Nabisco Cookies & Crackers	4	1 oz/40 ct	\$ 14.99	\$ 59.96	
Kellogg's Nutri Grain Bars	4	1.3 oz/64 ct	\$ 18.79	\$ 75.16	
Mini Muffins	2	2.6 oz/16 ct	\$ 14.99	\$ 29.98	
Pastry Assortment	4	20 ct	\$ 29.97	\$ 119.88	
Rice Krispie Treats	2	60 ct	\$ 15.99	\$ 31.98	
Welch's Fruit Snacks	2	90 ct	\$ 15.99	\$ 31.98	
Misc					
Trays/Containers/Pitchers			\$ -	\$ -	Kristy
5 Gal Insulated Cooler			\$ -	\$ -	Kristy
Plastic Table Cloths			\$ -	\$ -	Kristy
Total Cost - Hospitality				\$ 526.15	

Total Donations	\$ 400.00
Deb's Homegroup	\$ 400.00

ECCNA 29 – Registration Report

Submitted by Sherry H

Date: 7/8/25

Please make a note – Registration email is GeorgiaEccna@gmail.com

I received a registration pull from Heidi and she was helpful to make sure that I received data. Dates of pull was 6/27 – 7/5, 2025

I trained on webstore with Julie Brewer – learned the following:

- Export Data by date range, select criteria
- Product information and updating when we are ready
- Coupon codes vs Invoices

Registrations:

Onsite Pre-Registrations (in St. Augustine at ECCNA 28)

- Saturday Night = 146
- Sunday morning = 69

Total On-Site Pre-Reg = 215

(these receive the early reg gift and 10% off total registration cost)

Additional pre-reg online received from 6/27/25 – 7/7/25 = 5

Total Registrations are at 220 as of 7/7/25

Donations:

- Received 2 donations = 1 for \$25 onsite and 1 online for \$70
- These will be recorded separately as to not count as beds needed

Budget Information:

- Expenditures – none
- Receipts – none

Upcoming Tasks to be completed:

- Dorm room pictures & descriptions
- Obtain prices set by AB for full reg & meal tickets
- Set-up webstore with product / prices
- CAP quantities set for each room type (to not oversell)
- Pre-reg flyers (policy, 8 months prior to convention)
- Distribute flyers to all Regions on East Coast, and additional
- Upload flyer to NAWA Events & Calendar
- Email invoicing for remaining balances due, 10% off list
- Email invoicing for remaining registrants with full balance due

Fundraiser Operations

- Prepare square for event onsite registrations
- Booth set up with information flyers and forms
- Equipment set-up & testing prior to event
- Back-up forms (just in case)
- Extension Cords & secure electrical outlet location

Direct Mailing:

- To all previous NA members on attendance roster
- Purchase envelopes

Budget for Registration Packets

- Set quantity with options for overage
- Registration badges
- Work with the Merchandise committee to gain three (3) bids for each item
- Registration items
- Pre-reg gift for 215
- Map of Facility / Parking
- Registration Packet Assembly

Registration Assignments – Beds / Dorms

- Update list with all shared names
- Room assignments based on bed types / registration / shares
- Reconcile all registrations fully paid

Registration Operations

- Registration hours set – Host Committee & AB Approval
- Schedule – review with Programming Committee
- Dorm Room Keys signature forms created / received from YHC

ECCNA 29 Treasurer Report

Meeting Date: 7/8/2025

Beginning Balance: -

Less Adjustments: -

Starting Balance: -

Money In	June	July	August
Registration	10,950.00	150.00	
Merchandise	-		
Fundraising	949.00		
Newcomer Donation	115.00		
Total Income	12,014.00	150.00	-

Money Out:	June	July	August
Registration			
Merchandise			
Fundraising			
Hospitality			
Admin			
Arts & Graphics			
Total Expense	-	-	-

Net Profit:	12,014.00	150.00	-
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Ending Balance:	12,014.00	150.00	-
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Notes:

4 additional pre-reg for June added after July meeting concluded; adjusted newcomer donation amount to \$115 due to clerical typo

ECCNA 29 Treasurer Report

Revenue

Date	Registration	Merchandise	Fundraising	Newcomer Donation
July	57 cash @ \$2,850, 162 Square @ \$8,100	none	Bid Shirts @ \$949.00	\$20 cash; \$95 Square
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				