

**Minutes
ECCNA, INC (AB)
December 1st, 2025**

I. OPEN MEETING 7pm

II. ROLL CALL/RESIGNATIONS/VACANCIES

Position	Name	State	AB Start Date	Position Start Date	Term End Date	Present
President	Debbie B	NJ	10/2025	10/2025	10/2026	x
Vice-President	Vacant					
Secretary	Heidi D	FL	9/2025	10/2025	10/2026	x
CFO	Tuffy H	FL	10/2024	10/2025	10/2026	x
CFO Alt	Collin H	FL	9/2025	10/2025	10/2026	x
Webmaster	Vacant					
Director	Duwan	PA	12/2021		12/2025	x
Director	Guy B	MI	09/2025		09/2027	x
Director	Michelle D	NJ			01/2027	x
Director	Noel F	NJ	7/2025		07/2027	x
Director	Bob F	FL	12/2025	12/2025	12/2027	x
Director						
ECCNA 28	Bob F				12/2025	x
ECCNA 29	Rosemary	GA			Host Chair	x
ECCNA 29	Lisa	GA			Vice Chair	x

III. OPEN FORUM – Joining us tonight as guests: Elwood is Staten Island bid, Mark is website temp, also here. Debbie encouraged us to all find Directors willing to join the ECCNA Advisory Board.

IV. MINUTES – CHANGES/APPROVAL – Guy, Rosemary

V. REPORTS: attached to email

- **PRESIDENT**
- **VICE PRESIDENT - vacant**
- **CFO**
- **ALTERNATE CFO**
- **WEBSITE – vacant**
- **ECCNA 28 CHAIR**
- **ECCNA 29 CHAIR**
- **NOMINATIONS/ELECTIONS:**
 - Policy Chair
 - Vice President
 - Webmaster
 - Policy Chair
 - Director – Bob F elected to two years on AB

VI. OLD BUSINESS:

VII. NEW BUSINESS:

- **Motions:**

- i Approve Contract for Young Harris College – 2nd by Bob. Approved.
 - ii Approve pricing for ECCNA 29 – Edit costs to \$295 for Traditional Dorm, \$350 Suite/ Jack and Jill style and \$400 Apartment Style. Day Rate to \$35 – Noel 2nd – Motion passes.
 - iii Policy ad-hoc Motion – Motion passes.
- VIII. NEXT MEETING – January 5th at 7pm
- IX. CLOSED 8:22 pm

PRESIDENT'S REPORT

Dec. 1, 2025

I hope everyone had a good Thanksgiving.

Staten Island is moving forward with preparing a bid for 2027. A motion to sponsor the Convention was presented at the November ASC and it passed!!!! A site visit to the college is being planned for January. I have offered to attend if need be.

The Policy ad hoc committee met Nov 24 and prepared another motion with proposed language changes. The motion will be presented in New Business. I want to thank Lisa for the time she has spent helping the committee and getting the bylaws up to date. She will be stepping off the committee now as she has limited time available due to her Host committee duties. Our

Mark, our temp webmaster, has spoken to Julie and got the credentials so he can work on the website and help get us current. Below is the list of action items I'd like him to focus on over the next several months:

- ECCNA 28 Recordings → very difficult to navigate. I'd like to see if we can fix that
- Emails → Email account forwarders – I need the list so I can review and confirm it is current
- AB Minutes → see email from Julie (8/20/25 RE: Minutes) – need to get as much as we can uploaded to the website
- Host Minutes → Rosemary has sent me the minutes for this years convention. These need to get uploaded to the webiste
- Need to get 28th convention onto website – I like the way the recording are on 27 ☹ why are years missing?

Pittsburgh held their annual Dinosaur Dinner fundraising event for the East Coast Convention on Sat Nov 29. They raised over \$3,700. A check will be mailed to Rosemary.

As always, if anyone has any issues/concerns not discussed during this meeting, please reach out to me.

ILS,
Debbie

November 2025

CFO Report

CFO Alt In Training

Colin Hines will be making the financial report this month.

Tuffy Hampton

404-434-1000

ECCNA CFO

CFO@ECCNA.org

Collection of your social security number is authorized under state and federal law. Visit the Department's website at floridarevenue.com/privacy (<https://floridarevenue.com/Pages/privacy.aspx>) for more information regarding the state and federal law governing the collection, use, or release of social security numbers, including authorized exceptions.

Business Officer

Provide the following information for each director, officer, managing member, grantor, personal representative, or trustee of the business entity.

Name	Person	Business/Organization	
	Debbie	Middle Name	Bragg
	President		
Identifier	SSN (last 4)	Visa	
	Social Security Number (last 4)		
Telephone Number	(609) 980-7633	EXT	
Existing Addresses on Record	New Address... ▼		
Street Address	Required		
Apt/Suite/Other	Optional		
City	Required		
Country	USA ▼		
State/Region	Florida ▼		
Postal Code	Required		
<div>Add Officer</div>			

Existing Officers				
Name	ID	Title	Address	
No Existing Officers Found				

December 2025

Alt CFO Report

Alt-CFO in training

I am working with Tuffy to understand the processes and regular aspects of the Alt-CFO position. Tuffy has been including me on all of his cfo correspondence and we have our first more formal meeting on Dec 7th.

Financial Status

The \$51,090 from the 2025 literature fund is still around but the order has been made with the Florida RSO for \$42,867.21 so that should be reflected in next month's report. We maintain a prudent reserve of \$4,350 and the PayPal and Square have \$1,016 and \$1,815 respectively.

East Coast Convention Literature Order

The spreadsheets used for working with the Florida RSO for this year's literature donation order have started to be templated. This should be done at the next meeting.

Temporary public location for minutes and report files and distro-list?

Until the website issues are addressed, is the body OK with me creating a storage location for the files that I am retaining and making it available?

Any objection to creating a "board@eccna.org" that automatically includes everyone?

Updates

Please let myself and/or Tuffy know if you'd like any additional information in this report.

Colin H
352-642-2680
CFO Alt

REMINDER: Please direct all financial related information and inquiries to the cfo@eccna.org mailbox, as it will get to both the CFO and Alt-CFO.

ECCNA, INC Balance Sheet as of November 30, 2025			
ASSETS		LIABILITIES & EQUITY	
Advisory Board	\$17,980.78	Prudent Reserve Equity	\$4,350.20
Host Committee 2026	\$1,500.27	Host Committee 2026 Equity	\$17,962.74
Literature 2025	\$51,091.06	Literature 2025	\$51,091.06
Paypal	\$1,016.25		
Square	\$1,815.64		
TOTAL ASSETS	\$73,404.00	TOTAL LIABILITIES & EQUITY	\$73,404.00

\$0.00

\$0.00

Account Summary November 30, 2025

Customize | [Icons]

ECCNA, INC Accounts ▾ Set as default



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HOST Committee \$1,500.27
...1434 Available balance

Earn a \$500 cash rewards bonus

Advisory Board \$17,980.78
...1475 Available balance

Literature Account \$51,091.06
...1483 Available balance

A savings offer
Enjoy a limited-time promo rate. See how.

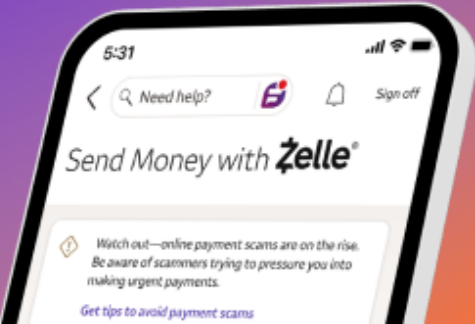
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ECCNA 2026 ▾




\$1,815.64

Available

⚡ Transfer \$1,783.87 now

Upcoming transfers



	Transfer 11/30/2025 (Pending)	\$846.54
	Transfer 11/30/2025 (Pending)	\$933.70
	Transfer 11/30/2025 (Pending)	\$35.40

[Transfer settings](#)

[View all transfers](#)

SQUARE CHECKING **NEW**

Business checking that gives you instant access to your sales. No monthly fees or account minimums.

The following represents an agreement (“**Agreement**”) between Young Harris College (“**Institution**”) and the East Coast Convention of Narcotics Anonymous (“**Organization**”) entered into as of November 20, 2025 (“**Effective Date**”) and outlines specific conditions and services to be provided.

DESCRIPTION OF GROUP AND EVENT:

Organizing Group: East Coast Convention of Narcotics Anonymous
Contact: Rosemary Hancock
 316 Christopher Drive
 Gainesville, GA 30501

Phone: 404-889-2142
Email: rosemaryheccna29@gmail.com

Name of Event: ECCNA 2026
Arrival Date June 19, 2026
Departure Date June 21, 2026

Number of Anticipated Attendees/Staff: ~~250~~

HOUSING COMMITMENT:

The Institution will provide and Organization agrees that it will be responsible for utilizing residence hall space outlined below:

	DATE	TRADITION AL DOUBLE ROOMS	TRADITIONAL SINGLE ROOMS	SUITE STYLE DOUBLE ROOMS	SUITE STYLE SINGLE ROOMS	APARTMENT STYLE SINGLE ROOMS	TOTAL
RATE		\$30	\$35	\$35	\$40	\$45	
THURSDAY	6/18/26	100		25		20	145
FRIDAY	6/19/26	100		25		20	145
SATURDAY	6/20/26	100		25		20	145

Residence Hall rates listed are per person/per night. Rooms will be committed on a definite basis upon receipt of the executed agreement. Institution will make every effort to honor specific Residence Hall requests, but cannot guarantee any assignments.

Organization agrees to inform the Institution of the estimated number of attendees with gender breakdown when confirming its event with the Institution. Reservation List or Rosters with Room

Assignments along with changes to check-in and check-out times will need to be received in writing thirty (30) days prior to Organizations arrival date.

Anticipated Residence Hall charges as outlined above are \$15,500.00.

Organization understands that the Institution is relying upon Organization's commitment that 250 attendees will utilize its residence halls for 2 nights (for a total of 500 bed nights). Organization acknowledges and agrees that a loss will be incurred by the Institution in the event there is a reduction of total bed nights greater than 25%.

If the total number of bed nights actually used by the Organization is less than 75% of the anticipated total of 500, Organization agrees to pay, as liquidated damages, and not as a penalty, the difference between 75% of the total bed nights and Organization's actual number of bed nights used, multiplied by the traditional double per person/per night rate.

LINEN RENTAL:

Linen service is available for conference participants upon request. Each linen set includes one (1) fitted sheet, one (1) flat sheet, one (1) pillow with pillowcase, one (1) blanket, and one (1) towel set (bath towel, hand towel, and washcloth). The linen package is provided at a rate of \$35 per set.

Linen sets will be placed in each assigned room prior to arrival. Organization is responsible for returning all linens upon departure; unreturned or damaged items will incur a replacement charge.

The Organization is responsible for confirming the total number of linen sets required no later than 30 days prior to arrival. Anticipated Linen Fees will be \$8,750.00

FUNCTION INFORMATION:

Based on the requirements outlined by Organization, Institution has reserved the function space set forth in the Function Information Schedule.

DATE	START	END	EVENT	VENUE	PLANNED	VENUE RENTAL
FRIDAY JUNE 19, 2026	3:00PM	8:00PM	REGISTRATION	RCC LOBBY	FLOW 350	INCLUDED
FRIDAY JUNE 19, 2026	3:00PM	11:00PM	MERCHANDISE	RES HALL LOBBY, 257 OR BARROW	FLOW	INCLUDED
FRIDAY JUNE 19, 2026	4:00PM	12:00AM	WELCOME / OPENING SPEAKER / ENTERTAINMENT	SUBER BANQUET HALL GLENN MCGINNIS HALL	350	INCLUDED

FRIDAY JUNE 19, 2026	3:00PM	12:00AM	HOSPITALITY	RCC RECREATION AREA / RCC ORG LOFT	FLOW	INCLUDED
FRIDAY, JUNE 19, 2026	5:00PM	6:30PM	DINNER	GRACE ROLLINS DINING HALL	350	INCLUDED
SATURDAY JUNE 20, 2026	7:30AM	9:00AM	BREAKFAST	GRACE ROLLINS DINING HALL	350+	INCLUDED
SATURDAY JUNE 20, 2026	8:00AM	4:00PM	CONCURRENT SESSIONS	RCC 258, WILSON, HATCHER, SUBER, SENATE CHAMBER, & MAXWELL CLASSROOMS	500	INCLUDED
SATURDAY JUNE 20, 2026	8:00AM	12:00AM	GENERAL SESSIONS	GLENN MCGINNIS HALL	500	INCLUDED
SATURDAY JUNE 20, 2026	11:30AM	1:00PM	LUNCH	GRACE ROLLINS DINING HALL	350+	INCLUDED
SATURDAY JUNE 20, 2026	5:00PM	6:30PM	DINNER	GRACE ROLLINS DINING HALL	FLOW 200+	INCLUDED
SUNDAY JUNE 21, 2026	7:30AM	9:00AM	BREAKFAST	GRACE ROLLINS DINING HALL	FLOW 200	INCLUDED
SUNDAY JUNE 21, 2026	8:00AM	12:00PM	CLOSING SESSION	SUBER BANQUET HALL	250	INCLUDED

Based on the program details provided including the estimated number of attendees, facility fees will be \$7,500 for use of facilities listed above. The Institution reserves the right to modify meeting space, facility space and residential space as required. Anticipated charges for Facility Function Space use as outlined above are \$7,500.00.

CAMPUS DINING:

All Food and Beverage service on campus will be provided by Sodexo, Institution's Dining Services Partner. Exceptions must be preapproved.

The Meal Prices for ECCNA for June 2026 are outlined below:

Breakfast: \$ 8.88
Lunch: \$ 11.44
Dinner: \$ 11.44
Daily Rate \$31.76 (\$34.31 including tax)

In addition to the meal plan rates listed above, Sodexo's talented culinary team offers a variety of catered options from coffee breaks and box lunches to formal receptions and plated dinners. Custom menus can be created to meet the taste, budget and dietary needs of attendees.

Organization Meal Estimates are outlined below:

	DATE	BREAKFAST	LUNCH	DINNER
		\$8.88	\$11.44	\$11.44
FRIDAY	6/19/26			250
SATURDAY	6/20/26	250	450	250
SUNDAY	6/21/26	150		

Organization must update Institution of anticipated attendees and meals that will be included as part of the Organizations final event agenda no less than 60 days prior to arrival.

Signed Meal Guarantees are due no later than 10 business days prior to the event. User must commit to the meal plan outlined in this Meal Guarantee and may not cancel scheduled meals after the first Meal Guarantee has been submitted.

A second and final Signed Meal Guarantee is due on June 19, 2026. The Second Meal Guarantee may adjust the attendance at the scheduled meals outlined in the First Meal Agreement by no more or less than five percent (5%). Anticipated charges for Dining as outlined above are \$22,163.00.

DEPOSIT:

A deposit of twenty (20%) of the estimated residence hall, dining and facility charges is due along with the signed agreement. The deposit amount for Organization is \$7,484.00.

Thirty Percent (30%) of the total estimated residence hall, dining and facility charges are due sixty (60) days prior to the event. The remaining estimated balance of residence hall, facility and dining charges is due ten (10) business days prior to arrival.

DATE	DEPOSIT	COMMENT
AGREEMENT DUE DATE	\$9,234.00	20% DEPOSIT
60 DAYS PRIOR	\$13,851.00	30% DEPOSIT
30 BUS DAYS PRIOR	\$13,851.00	30% DEPOSIT
FINAL DAY OF CONFERENCE		REMAINING BALANCE

INSURANCE:

Organization shall provide a certificate of insurance for the coverages listed in the paragraph below no less than sixty (60) days prior to the event. The Institution should appear as an additional insured on all policies of insurance except for any required auto and worker's compensation insurance. The certificate of insurance shall also indicate that there is no applicable cross suits liability exclusion (allows an insured to sue another insured). Organization and its insurers agree to waive their right of subrogation against

the Institution for any general liability, auto liability and worker's compensation claims made against Organization's policies. All such insurance should not include any restrictions or governmental immunities built into the insurance coverage and policies.

Limits of Insurance: Organization shall provide evidence of **a)** Commercial General Liability (CGL) insurance or Organization's Liability Insurance (TULIP or Special Events) of an amount of not less than \$1 million per occurrence. If the use of facilities includes physical activities, such as sports camps, the CGL limit shall be \$2 million per occurrence with no athletics activity's exclusion. **b)** Owned, Non-owned and Hired Auto Liability insurance of an amount of not less than \$1 million per occurrence. **c)** Any Organization with employees on campus shall provide evidence of statutory Workers Compensation insurance and \$100,000 of Employers Liability insurance. **d)** Any Organization with minors on campus shall provide evidence of Sexual Misconduct / Abuse Liability insurance of an amount of not less than \$1 million per occurrence. Coverage endorsed onto the General Liability policy is acceptable. **e)** Any Organization serving liquor on campus shall provide evidence of Liquor Liability insurance of an amount of not less than \$ 2 million per occurrence / \$ 2 million in the aggregate. Coverage endorsed onto the General Liability policy is acceptable. **f)** Any Organization providing Athletic Trainers on campus shall provide evidence of Medical Professional Liability insurance of an amount of not less than \$ 2 million per occurrence / \$ 2 million in the aggregate. Coverage endorsed onto the General Liability policy is acceptable.

Youth:

All youth programs require on-site, live-in supervision with a ratio of not less than one (1) adult chaperone for every ten (10) students aged seventeen (17) and under. Chaperones must be housed in accommodations on the same floor in the same area as the students they are responsible for supervising.

These adults are responsible for the conduct of their assigned students and will serve as the liaison between the Institution and the students.

An on-call / on-site contact list will be required upon arrival outlining the appropriate contacts for emergency and discipline throughout the conference/camp that can be reached 24 hours a day from the beginning of the event until it concludes.

All chaperones should have completed a criminal background check as well as appropriate training in interacting with minors, including instruction regarding Georgia's Child Abuse Reporting Law.

Organization must provide a medical release for hospital treatment or treatment by a physician for every minor child unaccompanied by a parent. This release must be signed by one or both of the parents or guardians to allow for treatment should injury or accident occur.

SPECIAL ACCOMMODATIONS

The institution is committed to providing meaningful access to qualified persons with disabilities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws. Accordingly, the Organization must notify the Institution in writing at least thirty (30) days before their arrival on campus of any disabilities that may require reasonable accommodations.

PROHIBITED

The following are prohibited from the residence halls and all other Young Harris College Property. Leaders and/or participants will be required to leave campus if they are found to be in possession of any of the following:

Illegal drugs

Fire Arms

Smoking is also prohibited from the residence halls and other campus buildings. Smoking must be at least thirty (30) feet from any campus building entrance.

Alcohol is prohibited in the residence halls. Alcohol may be served to groups where the majority of attendees are twenty-one (21) years of age or older and meets municipal, state and federal laws and regulations. Alcohol must be served and consumed within a defined area with appropriate signage indicating where those boundaries end. Alcohol may only be served by a Sodexo bartender.

COMPLIANCE WITH LAW:

This Agreement is subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws, disability laws and the like. Institution and Organization agree to cooperate with each other to ensure compliance with such laws.

CHANGES, ADDITIONS AND OTHER MODIFICATIONS:

Any changes, additions, addendum, stipulations or deletions including corrective lining out by either Institution or Organization will not be considered agreed to or binding to the other unless such modifications have been initialed or otherwise approved in writing by the other.

INDEMNIFICATION:

The Organization agrees to protect, defend and hold harmless the Institution, its trustees, officers, employees and representatives from any and all claims, suits, actions, damages and liability of any character arising, or alleged to arise, out of any injuries or damages sustained by any person, persons, or property on account of, or as a consequence of, any act or omission, neglect or misconduct or violation of any law, ordinance or regulation by the Organization that was caused or occurred during the use of Institutions' facilities.



LITIGATION EXPENSES:

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

IMPOSSIBILITY:

The performance of this Agreement is subject to any circumstance making it illegal or impossible to provide or use the Institutions facilities, including acts of God, war, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities. The Agreement may be terminated only for any one of the above reasons by written notice from either Institution or Organization to the other within ten (10) days of learning of the basis for termination.

CANCELLATION:

Executing this Agreement, the Institution has removed the residence halls and function space from the marketplace and has relied upon such commitment provided for in this agreement to the exclusion of other business opportunities. It is understood and agreed by the Organization that cancellation of the event will result in the loss of substantial revenue that the Institution will not recover.

The following cancellation fee will be charged to the Organization if it should cancel the event. The cancellation fee will be based on a sliding scale depending on when the Institution receives written notification.

Prior to event date:	Payment:
0 - 30 Days	100%
31 - 60 Days	50%
61 Days to Date Signed	20%

Cancellation fees will be based on estimated total number of Attendees, Residence Hall usage, and Facility Fees. Anticipated Food & Beverage Charges are not included. The Organization's deposit will be applied toward any cancellation fee due.

Organization therefore agrees to pay Institution, within thirty (30) days after any Cancellation. Provided that Organization timely notifies Institution of the Cancellation and timely pays the above liquidated damages, Institution agrees not to seek additional damages from Organization relating to the Cancellation.

ACCEPTANCE:

Prior to execution by both parties, this Agreement represents an offer by the Institution. Unless the Institution otherwise notifies Organization at any time prior to Institution's receipt of the Agreement executed by Organization, the outlined format and dates will be held by the Institution on a first-option basis until January 1, 2026. Upon receipt by the Institution of this Agreement signed by Organization, this Agreement will be placed on a definite basis and will be binding upon the Institution and Organization. If



a signed Agreement is not received by the Institution from Organization by January 1, 2026, at the Institution's option, the arrangements described herein shall be null and void and neither party will have any obligations under the Agreement. In any event, this Agreement shall not be binding on the parties until signed by both parties, including any changes, additions or deletions.

Institution and Organization have agreed to and have executed this Agreement by their authorized representatives as of the Effective Date.

EAST COAST CONFERENCE OF NARCOTICS ANONYMOUS

Signature: _____

Name: Debbie Bragg

Title: Board President

Date: _____

YOUNG HARRIS COLLEGE CONFERENCE SERVICES

Signature: _____

Name: Hayley Burch

Title: Dir. Of Conference & Event Services

Date: _____



CONFERENCE & EVENT SERVICES

1 College Street • PO Box 68 • Young Harris, Georgia 30582
phone 706.379.5016 • 800.241.3754 • www.yhc.edu

ECCNA 29 December Chair Report

Hey everyone!

Our "F" Giving fundraiser was a great success and we raised \$2759 total, including tshirt sales, in the month of November. Our next in person Fundraiser will be in February.

I sent what I hope will be the final contract to Debbie to review and distribute, and I hope you all have had a chance to review. I will be putting in a motion to approve this contract and to set the registration prices in new business tonight.

Each of our subcommittee chairs continue to be on top of everything and are working within their subcommittees to get everything going.

Our preregistration numbers for November were 3.

We sold almost all of our merchandise at our fundraiser and throughout the month so we will order more!

The Treasurer's report from November is attached with my report.
Thank you so much!

In loving service,
Rosemary H
ECCNA 29 Chair.

Motion 1

To approve the college contract

Motion 2 made by Rosemary H, ECCNA 29 Chair to set the registration prices as follows:

Traditional Dorm Room(2 beds per room, shared community bath):

Suggested registration price: \$330

Suite Style Room(2 beds per room, shared bath in the middle with another 2 person room):

Suggested Registration Price \$340

Apartment Style Room: (only 5 available, 4 people per apartment)

Suggested Registration Price: \$360

Day Registration:

\$35

December 1, 2025

Motion submitted by the Policy Ad Hoc Committee:

MOTION TO AMEND THE BYLAWS OF ECCNA, INC. WITH THE CHANGES BELOW:

Remove the language striked out from the duty of the Secretary from Article 7.07.c.ii:

- i) **Notices Seals and Other Duties:** The Secretary shall give, or cause to be given, notice of all meetings of the AB and of committees of the AB required by these Bylaws to be given. The Secretary ~~shall keep the corporate seal in safe custody and~~ shall have such other powers and perform such other duties as the AB or Bylaws may prescribe.

Intent – To remove the responsibility of the corporate seal.

Add the following sentence to Article 6.04 TERM OF OFFICE the following:

If a Director becomes an Officer, the Director term no longer applies, and the Officer term will take precedence.

Intent – To clarify the terms during director transitions to officers.

Replace Article 2 OBJECTIONS AND PURPOSES with the following:

The purpose of the East Coast Convention is to make accessible a convention that is cost effective for attendants and to supply NA approved literature to correctional facilities.