Agenda
ECCNA, INC (AB)
May 4th, 2026

I. OPEN MEETING w/Serenity Prayer and read 12 Concepts

II. ROLL CALL/RESIGNATIONS/VACANCIES

Position	Name	State	AB Start Date	Position Start Date	Position End Date	Present
President	Debbie B	NJ	10/2024	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					
Policy	Noel F	NJ	7/2025	5/2026	5/2027	x
Director	Guy B	MI	09/2025		09/2027	x
Director						
Director	Bob F	FL	12/2025	12/2025	12/2027	x
Director	Steve M		4/2026	4/2026	4/2028	
Director	Katie P	NJ	5/2026	5/2026	5/2028	x
ECCNA 29	Rosemary	GA			Host Chair	
ECCNA 29	Lisa	GA			Vice Chair	x
Guests	Elwood & Janina					x

III. OPEN FORUM –

IV. MINUTES – CHANGES/APPROVAL – Noel motion, 2nd Bob, approved.

V. REPORTS:

- PRESIDENT
- VICE PRESIDENT
- CFO – We now have a Registered Agent for state filing to ensure continuity when new CFO's are elected.
- ALTERNATE CFO – Debbie requests for Treasurer dept to create a budget June mtg
- WEBSITE
- ECCNA 28 CHAIR – waiting on DOJ to get the remainder of literature sent out
- ECCNA 29 CHAIR – Debbie requests time for Open Board mtg in the Program. Mtg Fri with CFO to establish cash drops at convention.
- NOMINATIONS/ELECTIONS:
    - Vice President
    - Webmaster
    - Policy Chair – Noel F - elected
    - Director/Officers – Katie P - elected

VI. OLD BUSINESS: Motion to enroll in Google Workspace (Noel), Colin 2nd. approved

VII. NEW BUSINESS:

- ECCNA 29 merchandise vendor approval. Approved as presented.
- AB Operating Policy (motion to approve) Colin 2nd. Approved as presented.

VIII. NEXT MEETING – June 1st at 7pm

IX. CLOSE

ECCNA, INC Balance Sheet as of April 30, 2026

ASSETS		LIABILITIES & EQUITY	
Advisory Board	$45,096.34	Prudent Reserve Equity	$3,468.21
Host Committee 2026	$4,932.59	Host Committee 2026 Equity	$49,445.18
Literature 2025	$3,837.62	Literature 2025	$3,837.62
Paypal	$2,512.50		
Square	$371.96		
TOTAL ASSETS	$56,751.01	TOTAL LIABILITIES & EQUITY	$56,751.01

$0.00	=	$0.00

April 2026
Alt CFO Report

State of Florida Annual Report

Annual report filed.

Board of Directors updated per instruction.

Northwest Registered Agent contracted to handle all registered agent mail and function as the registered agent for ECCNA. This is a $125 annual fee that will allow for easy management of the rotation of our trusted servants.

Florida Tax Exempt

I've been in Maine and not monitoring my mail in Gainesville, more will be revealed. I'll be back home after May 13th with updated info

New York Sales Tax Exemption

Form ST119.2 has been downloaded and started to be reviewed for tax exempt purposes for NY. Application will be done following winning the formal bid.

Colin H
352-642-2680 - email
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.

New York Sales Tax Exemption

BACKGROUND & PURPOSE

This memorandum evaluates whether ECCNA, a Florida-domiciled 501(c)(3) nonprofit organization, can obtain a New York State sales or use tax exemption for convention-related purchases when the East Coast Convention is held in New York. The analysis also applies to the broader question of whether ECCNA can claim New York exemption status for purchases from Amazon and other online retailers shipping goods to a New York venue.

NEW YORK'S STATUTORY FRAMEWORK: A FUNDAMENTALLY DIFFERENT STANDARD

Unlike Georgia, which denies sales tax exemption to general nonprofit and charitable organizations, New York takes a markedly more permissive approach. New York Tax Law § 1116(a)(4) grants sales tax exemption eligibility to organizations organized and operated exclusively for one or more of the following purposes:

- Religious or charitable purposes
- Scientific, literary, or educational purposes
- Testing for public safety
- Preventing cruelty to children or animals
- Fostering national or international amateur sports competition

ECCNA's mission — organizing an annual recovery convention in support of the fellowship of Narcotics Anonymous — squarely falls within the charitable purposes category under § 1116(a)(4). Critically, New York does not restrict this exemption to organizations incorporated in New York State. A Florida-domiciled 501(c)(3) organization meeting the purpose criteria may apply.

Key distinction from Georgia: New York extends sales tax exemption to general charitable 501(c)(3) organizations. Georgia does not. ECCNA is likely eligible to apply for a New York Exempt Organization Certificate.

APPLICATION PROCESS

To claim New York sales tax exemption, ECCNA must proactively apply with the New York State Department of Taxation and Finance. Exemption is not automatic upon 501(c)(3) status. The required steps are:

1. File Form ST-119.2: Submit the Application for an Exempt Organization Certificate to the NY Department of Taxation and Finance. Budget 1–2 months for processing.

2. Attach documentation: Include ECCNA's IRS 501(c)(3) determination letter, Certificate of Incorporation, and organizational bylaws.

3. Receive Form ST-119: Upon approval, New York will issue an Exempt Organization Certificate containing a unique six-digit NY sales tax exemption number. Note: ECCNA's federal EIN is not a valid substitute for this number.

4. Use Form ST-119.1 at point of purchase: ECCNA must present the Exempt Purchase Certificate (Form ST-119.1) to vendors at the time of each transaction. For online purchases, retailers such as Amazon have exemption enrollment portals where the NY certificate number can be registered.

5. Pay with organizational funds: New York requires the exempt organization to be both the direct purchaser and direct payer of record. Purchases made with personal funds — even if reimbursed — are taxable and the exemption does not apply.

SCOPE OF EXEMPTION IF GRANTED

A New York Exempt Organization Certificate is broad in coverage. Once issued, ECCNA's qualifying purchases would be exempt from both New York State and applicable local sales and use taxes on the following, provided purchases are made for exempt purposes:

- Tangible personal property (supplies, merchandise, materials, equipment)
- Taxable services
- Food and beverages purchased by the organization
- Admission charges and hotel/motel occupancy charges paid by the organization

For Amazon and online retailer purchases shipped to a New York venue, the destination-based tax would be relieved once ECCNA's NY exemption certificate number is registered with the retailer's tax exemption enrollment portal prior to placing the order.

KEY LIMITATIONS & COMPLIANCE REQUIREMENTS

- The certificate may only be used for purchases on behalf of ECCNA — never for personal purchases.
- ECCNA must maintain the certificate's validity and renew as required by the Tax Department.
- Misuse of an exempt organization certificate is a criminal offense under New York law, punishable by imprisonment and fines up to $20,000.
- The exemption applies only to purchases for the organization's exempt purpose — office supplies or items tangentially related to the event may face scrutiny.
- If ECCNA makes taxable retail sales at the convention (e.g., merchandise), it must separately register for a New York Certificate of Authority and collect and remit sales tax on those sales.

CONCLUSION & RECOMMENDATION

New York presents a viable and actionable path to sales tax exemption for ECCNA, in stark contrast to Georgia's restrictive framework. ECCNA's status as a Florida 501(c)(3) charitable organization does not disqualify it from obtaining a New York Exempt Organization Certificate under § 1116(a)(4).

It is recommended that ECCNA initiate the Form ST-119.2 application process as early as possible, given the 1–2 month processing window. Once the certificate is in hand, ECCNA should register the exemption number with Amazon's Tax Exemption Program (ATEP) and any other regularly-used online retailers before convention-related purchasing begins. ECCNA should also establish clear internal controls ensuring all exempt purchases are paid directly with organizational funds.

This analysis is informational and does not constitute legal or tax advice. ECCNA is encouraged to consult with a New York-licensed CPA or tax attorney to confirm eligibility and manage the application.

ECCNA 29 April Chair Report

Hey everyone!

Everything is moving along nicely. We are getting everything set with speakers(all confirmed), the program and we have our final walk through May 30th.

This month, Debbie and I discussed insurance. That has now been purchased and all the information sent to the college.

I sent our first round of numbers for food and dorm rooms. I plan on giving our final numbers at our walk through on May 30th. Our registration committee will do a final push for registrations and we will blast the deadline all over social media.

The current registration totals are as follows:

Village Rooms-Sold Out=20 Beds, 9 arriving Thursday
Appleby-50 beds
Tower Double-79 beds
Tower Single-18
Thursday arrivals-69
Day Registrations-90
Meal Tickets-86

This translates to 167 full weekend packages.

Today we are putting in a motion to approve the merchandise vendor, quantity and price to sell the merchandise at.

Thank you so much!
In loving service,
Rosemary H
ECCNA 29 Chair.

Motion

To approve the following for ECCNA 29 onsite merchandise:

To use Basic stuff 4U as the vendor for the shirts:Small-XL $9.89,2XL $11.69, 3XL-5XL $12.89.
4 imprints for mugs @ $3.45 per mug.

We suggest a price of $25.00 per shirt and $10.00 per mug.

We suggest ordering 150 shirts and 72 mugs.

Old Guard Quote

Gildan Soft Style
1 Color Front/5 Color Back + under base

Quantity	Price Each
12-23	$30.01
24-35	$20.13
36-47	$17.02
48-59	$15.19
60-71	$14.02
72-95	$13.42
96-119	$12.45
120-143	$11.61
144-287	$11.14
288-431	$10.27
432-575	$9.88

Please add $2.50 sizes XXL and up

Gildan Soft Style (proof #3 on Natural)
1 Color Front/4 Color Back

Quantity	Price Each
12-23	$23.64
24-35	$16.55
36-47	$14.32
48-59	$12.98
60-71	$12.11
72-95	$11.68
96-119	$10.95
120-143	$10.28
144-287	$9.91
288-431	$9.26
432-575	$8.95

Please add $2.50 sizes XXL and up

Blue Moon Quote

COFFEE MUG

11 oz – White with Full wrap Digital print for Full Color on both sides.

Imprint size is 3" high x 7.75 wide which means you can have image on each side of mug

Qty 72 – $4.53 e $326.16 + $45 set up + $180 shipping from vendor = **$551.16 total**

Qty 150 - $4.31e $646.50 + $45 set up + $310 shipping from vendor = **$1,001.50 total**

T-SHIRTS

– *See mock ups attached we made to show for Reference showing both Design Color Versions for Front left Chest & Back.*

Printing Front side in 1 Color for front left Chest & Printing Full Color DTF on the Back side centered in middle of the back.

Qty ***72*** *up to* ***Qty 150*** would be same unit price **- $8.00 e +**

+ you will need to add the **T-shirt Cost** from which ever option you choose from below.

Unit cost listed beside the sizes

See spec sheets attached for each one.

GILDAN - SOFT STYLE – Item# 64000 **Unisex Light Cotton T-Shirt –**

only goes up to 3XL size in Antique Cherry Red color

Size S up to XL size - $4.30 e

Size 2XL - $6.05 e

Size 3XL - $7.50 e

GILDAN – 5000 - Unisex Light Cotton T-Shirt -

Size S up to XL size - $6.00 e

Size 2XL - $8.05 e

Size 3XL - $9.50 e

Size 4XL - $12.00 e

Basic Stuff 4 U

P. O. Box 165
Hartsville, IN 47244
Phone (812) 371-9967
info@basicstuff4u.com

April 6, 2026

ECCNA 2026

1. **Mugs:** 11 oz. Sublimation Mug. Crafted using the sublimation printing process, ensures vibrant, full-color reproductions of digital artwork, photos, or logos. The mug's coating is specially designed for sublimation for a durable, long-lasting, and dishwasher-safe finish. 4.75" L x 3.25" W x 3.75" H. Imprint area: 8.38" W x 3.75" H. **Price includes a full color imprint on both sides, setup and shipping.**

   100 to 144 pieces @$6.59 each
   1.45 + @$6.09 each

   

2. **T-shirts:** Gildan Softstyle t-shirts, 5.4 oz, 100% ringspun cotton (antique cherry is 90/10 cotton/polyester. **Price includes a four color, or 3 color front imprint, setup and shipping.**

   Price based on 150 – 200 shirts
   72 shirts total
   Small to XL @$9.89 each
   2XL @$11.69 each
   3XL to 5XL @$12.89 each

   For less then 150 shirts add .48 pershirt

    

All items subject to availability.
Orders need to be placed at least 6 weeks prior to event to avoid possible rush charges.
We always ask for exact quantities so you have enough for each registration packet but there is a possibility of small over or underruns. Final invoice will be adjusted accordingly.

Thank You,
Mark Imel
812-371-9967
Basic Stuff 4 U

ADVISORY BOARD OPERATIONAL POLICY
Current as of 05/04/26

PURPOSE

This policy establishes the governance, responsibilities, and operation controls of the ECCNA Advisory Board (AB), ensuring proper oversight, financial integrity, and compliance with applicable laws and the Corporations Bylaws.

The following Regions are considered "East Coast" for purposes of this convention:

- ABDC Region
- Alabama/NW Florida Region
- Carolina Region
- Central Atlantic Region
- Chesapeake & Potomac Region
- Connecticut Region
- Eastern NY Region
- Florida Region
- Free State Region
- Georgia Region
- Greater Philadelphia Region
- Greater NY Region
- Mid-Atlantic Region
- Mountaineer Region
- New England Region
- New Jersey Region
- North Carolina Region
- Northern NJ Region
- Northern NY Region
- Northern New England Region
- South Florida Region
- Tri-State Region
- Western NY Region

WHAT IS THE ADVISORY BOARD

The Advisory Board (AB) is the administrative body that oversees the business of the Corporation. The AB is composed of up to 29 Directors. See the Bylaws for Qualifications and Service Terms

How Elections work during the Board Mtg

During the nominations and elections part of the AB meeting, the President will read the application(s). Board members may address questions for the nominee(s) at this time. After nominations are closed, the nominee(s) will be temporarily removed from the conference. AB members can then discuss and vote on the nomination(s). Once the vote is taken, the nominee(s) will be brought back to the conference. Those nominee(s) elected will be allowed to participate in the meeting from that point forward, but they will not have a vote until the next AB meeting.

RESPONSIBILITIES OF THE AB

Please refer to Article 7.08 of ECCNA By-laws.

BOARD MEMBER RESPONSIBILITIES

AB President responsibilities:

1) Presides over AB meeting
2) Primary contact for any correspondence coming thru the Corporation website including applications
3) Signs all contracts between Corporation and any facilities, vendors, etc. approved by AB
4) Primary liaison with the Host Committee
5) Co-Signer on AB bank account
6) Monthly contact with Host Chair
7) Ensure that all tax related filings are completed
8) Prepares monthly report

AB Vice President responsibilities:

1) Assumes responsibilities of President if President is absent or disabled
2) Trains to become future President
3) Ensures Region Literature Distribution contact list is updated and current before August 1st
4) Substitutes for absent/vacant AB positions

AB Secretary responsibilities:

1) Records minutes and distributes to all AB members within 2 weeks
2) Ensures that approved minutes – including all Officer Reports - are uploaded to the Corporation website (eccna.org) within 2 weeks of approval
3) Prepares and sends out agenda for AB meeting
4) Ensures a copy of the Articles of Incorporation and Bylaws, as amended to date, are uploaded to the Google drive

Chief Financial Officer (CFO) responsibilities:

1) Include statements from all bank accounts (AB & Host) and other accounts. (PayPal and Square) must be included in monthly reports to the AB
2) Liaison to Host Treasurer
3) Responsible for preparing the preliminary budget to be sent to the host committee for their review and suggested changes which then get sent to the AB for approval
4) Has the overall responsibility in seeing that the money handling guidelines are being adhered to during the annual convention
5) Responsible for preparing all financial information needed for the completion of our annual tax returns
6) Completes and files online the Florida Corporate Annual Report. (sunbiz.org due by May 1)

7) Responsible for uploading records of tax related filings to our Google Drive in a timely manner
8) Monitors all banking accounts and maintains that the host committee has funds of not more than $1,500
9) Responsible for monitoring and transferring funds from all other financial entities such as PayPal, Venmo, Square, etc. to the A.B checking account. Balances in these 3rd party accounts should never exceed $5,000
10) Meets with Host Chair, Treasurer, Registration Chair, Merchandise Chair and Auction Chair prior to the start of the convention to review money handling during convention

ALTERNATE CFO responsibilities:
1) Assists C.F.O. as needed
2) Trains to become future C.F.O.

WEBMASTER responsibilities:
1) Maintains the eccna.org website
2) Maintains the E.C.C.N.A. online store
3) Uploads approved AB and Host Committee minutes to website
4) Works with Host committee to upload convention and event fliers and any other pertinent information

POLICY CHAIR responsibilities
1) Reads qualifications during elections
2) Responds to policy related questions during AB meetings as needed
3) Update policy as needed
4) Ensure the current policy is stored on the Google Drive

GENERAL DIRECTORS responsibilities
1) Attend monthly board meeting and lend their experience
2) Preferred attendance at each E.C.C.N.A to help where asked and needed

MONEY HANDLING

At the annual convention: The following people can handle money:
- Registration Chair/Committee
- Merchandise Chair/Committee
- Auction Chair/Committee
- Host Committee Admin (Chair, Vice Chair, Secretary, Treasurer, and Alt-Treasurer)
- Advisory Board Members

Registration, Merchandise and Auction: Opening: Banks will be $200 – to be counted upon receipt. Prior to the opening of the convention, the CFO should have available enough funds for opening (2) and replacement (2) banks

Cash Pickups:
- Host Treasurer/CFO (or alternates) collects cash from drawer and replace with new bank
- POS end drawer report printed

- Money taken to secure location where it is counted and reconciled (Host Chairperson counts, confirms it matches POS printout. In case of a discrepancy, CFO counts the money. Host chairperson and CFO must agree on cash amount)
- Money Pick-Up Slip completed and signed by CFO or CFO Alternate and Host Committee Member

Outside Vendors:
CFO/Alt-CFO and Host Committee Member(s) to meet with vendors at closing for final payment.

> **Checks from Vendors will be allowed as payment**: Payable to ECCNA. PLEASE ASK FOR PHONE NUMBER and note on check. Some form of picture identification (drivers license) needs to be presented.

LITERATURE DISTRIBUTION

After allocating a minimum of 1 case of Basic Texts to each of the non-hosting Regions, the Host Committee will decide how to use the remaining funds. The funds must be used to purchase current NA approved literature for distribution to correctional facilities within the host region(s) including but not limited to:

- State and federal prisons
- County and municipal jails, detention centers, and lock-ups
- Juvenile detention and youth correctional facilities
- Court-ordered or state-sponsored residential treatment programs, including those operated by or contracted through a state Department of Corrections
- Work-release centers and re-entry facilities under correctional supervision