Agenda
ECCNA, INC (AB)
August 3rd, 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	Rosemary	GA	7/2025	7/2026	10/2026	E
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	A
Webmaster	Mark S		7/2026	7/2026	10/2026	X
Policy	Noel F	NJ	7/2025	5/2026	10/2026	X
Director	Guy B	MI	09/2025		09/2027	X
Director	Bob F	FL	12/2025		12/2027	X
Director	Steve M	PA	4/2026		4/2028	X
Director	Katie P	NJ	5/2026		2/2028	L
Director	Shawna B	GA	7/2026		7/2028	A
Director	Peter V	NC	7/2026		7/2028	X
Director	Ben F	VA	7/2026		7/2028	X
ECCNA 29	Rosemary H	GA	7/2025		Host Chair	E
ECCNA 30	Elwood	NY	7/2025		Host Chair	X
Guests	Janina, Diane M, John	NY				

III. OPEN FORUM – none

IV. MINUTES – CHANGES/APPROVAL – approve – Noel, 2nd Guy, approved

V. REPORTS:

- PRESIDENT - attached
- VICE PRESIDENT – no report
- CFO – attached. No budget prepared for next year. Also requested was a formal income statement for ECCNA 29 by the AB president, that shows categories and totals
- ALTERNATE CFO – no report
- WEBSITE - attached
- POLICY - attached
- ECCNA 29 CHAIR - attached
- ECCNA 30 CHAIR - attached
- NOMINATIONS/ELECTIONS:
  - Director/Officers - none

VI. OLD BUSINESS: none

VII. NEW BUSINESS:

- Approval ECCNA 30 - proposed day rate – includes all days at the convention $35, flat rate, no processing fees. Motion passes.
- Approval- Motion to approve revised ECCNA Host Policy, includes Proposed Amendment, Section 5.2, edit to C. Convention Information, clarifying "timely information to NA members and public relations regarding the convention." and H. Programming adding . – rescind motion, to be discussed next month – READ AND SEND COMMENTS BY AUGUST 19TH.
- Board Liaisons discussion – tabled to next month.
- Hosting and Domain Migration quote – Motion to use Namecheap as domain and hosting as recommended by webmaster by Heidi, 2nd by Peter. PASSED
- Square Payments and Web Story Migration quote- per Debbie this does not need to be a motion

VIII. NEXT MEETING – Heidi motion to move to Sept 14th, Katie 2nd. Passed – 14th at 7pm.

IX. CLOSE 8:48

Gmail Heidi Drees <heididrees@gmail.com>

President's Report

1 message

DEBBIE FEDER <dbragg700@comcast.net> Sun, Aug 2, 2026 at 9:59 PM
To: Heidi Drees <heididrees@gmail.com>
Cc: "rosemaryleighpeek@gmail.com" <rosemaryleighpeek@gmail.com>

Here is my report for tomorrow's meeting.

I speak with Elwood on a regular basis and have been available to him and his committee for questions as they come up. We are waiting to receive a contract from the college. Members in the Staten Island area and surrounding areas have been asking how they can register now for the convention. Although we haven't done so historically, I'd like to discuss approving a day registration rate now and start selling it as soon as we can. My hope is to have something in place prior to the Staten Island area picnic which is being held on August 22nd.

ILS,
Debbie

July 31, 2026

CFO Report

Old Account

We still have over $3800 in the bank account from 2024 for the St. Augustine convention held in 2025

I Failed

I did not prepare a budget for the upcoming year. The amount available to HOST 2026 for literature purchase will be reduced by the budget amount when determined.
Below is an excerpt from the Host Policy that I downloaded from the convention website. It details the procedure to be followed for the changing of the guards. And we need to change the dollar amount in HOST bank account to **$1500.00**

New Convention Year

- *The Host Committee's bank account shall maintain an operating balance of no more than **$1,000.00.** ...*
- *After paying all expenses from the convention, the remaining funds will be divided as follows:*
- *40% (not to exceed $5,000.00) to be held by the AB for the following year's convention.*
- *Operating expenses (to include taxes, insurance, legal fees, etc) for the AB as determined by the AB budget*
- *Remaining funds will be used to buy Basic Texts for jails and prisons in the Host Area and the East Coast regions.*

Tuffy Hampton
ECCNA CFO
404-434-1000
CFO@ECCNA.ORG

ECCNA, INC Balance Sheet as of July 31, 2026

ASSETS		LIABILITIES & EQUITY	
Advisory Board	$67,166.69	AB Prudent Reserve Equity	$5,000.00
Literature 2025	$3,837.62	Literature money remaining from 2025	$3,837.62
Host Committee 2026	$551.02	Host Committee 2026 Equity	$54,836.94
Host Committee 2027	$1,500.00	Host Committee 2027 Equity	$9,429.77
Paypal	$44.27		
Square	$4.73		
TOTAL ASSETS	$73,104.33	TOTAL LIABILITIES & EQUITY	$73,104.33

$0.00	=	$0.00

ECCNA Inc

$44.27 USD

Available balance

Manage money

[Simplify sales with PayPal POS]

Discover PayPal POS to help grow sales with flexible tools and fast access to available funds

Feedback

Quick access

Business Tools

Recurring Payments

Invoicing

Request money

Send money

Online checkout

Balances

ECCNA 2026

$4.73

Available

Transfer out

Recent transfers

Transfer to Wells Fargo ••••475	$14,991.75
Transfer to Wells Fargo ••••475	$1,000.00
Transfer to Wells Fargo ••••475	$1,500.00

Transfer settings

View all transfers

Square Checking

Get instant access to your sales. No monthly fees or minimums.

Learn more

WELLS FARGO

Account Summary

ECCNA, INC Accounts ▾ Set as default

Customize

Advisory Board
...1475

$67,166.69
Available balance

Young Harris 2026
...1434

$551.02
Available balance

Staten Island 2027
...2121

$1,500.00
Available balance

Get started with deposits, alerts, transfers, and more.

Set up your account →

St Augustine 2025
...1483

$3,837.62
Available balance

Security Tools

Visit the Security Center

Manage your mobile number

Planning & Tools

East Coast Convention of Narcotics Anonymous

eccna.org

Webmaster Report to the Host Committee

Summary of items for tonight's meeting, submitted for committee review and vote

Submitted by:	Mark S, Webmaster Chair
Date:	August 2, 2026
Purpose:	Present four Webmaster-related documents for committee review and vote, and provide a status update on work already underway.

1. Overview

Four documents are attached for tonight's meeting. The first three require committee review and, where applicable, a vote. The fourth is a reference document for the Webmaster role itself and does not require a vote — it is meant to be retained by the AB Secretary and handed to the incoming Webmaster Chair at the next transition.

2. Documents for Review & Vote

A. Hosting & Domain Migration Quote

Compares three hosting providers (Namecheap, Bluehost, GoDaddy) for moving the ECCNA WordPress website and eccna.org domain, and for standing up Gmail-based email through Google Workspace for Nonprofits. Recommends Namecheap for lowest 3-year cost and free lifetime WHOIS privacy, consistent with NA's anonymity principle. Requires Board approval of provider and budget before migration begins.

B. Square Payments & Web Store Migration Quote

Proposes consolidating all convention money collection — on-site and online — under Square, replacing the FreeWebStore-powered site (eccnawebstore.com). Recommends Square Online Free, since the Board has confirmed the eccnawebstore.com domain does not need to be retained, and quotes the cost of migrating the existing product catalog. Requires Board approval of the Square plan tier and migration approach.

C. Proposed Amendment to Host Committee Policy, Section 5.2

A simple, one-line addition to the Host Committee Policy's AB Liaisons section, naming the Webmaster as liaison to the Registration, Merchandise, and Arts & Graphics Subcommittees for website, online store, and payment portal matters. Closes a gap between the Bylaws (which already define the Webmaster's duties) and current Policy (which does not mention the role). Requires a Host Committee motion to forward to the AB for approval, per Policy §2.3.

3. Reference Document — No Vote Required

D. Webmaster Guidelines & Trusted Servant Transition Handbook

Documents the Webmaster's ongoing responsibilities and lays out a repeatable, six-week handover process — including a systems/access inventory, the AB and Host Committee members involved in any transition, and a realistic timeline tied to ECCNA's actual election cycle (Bylaws §7.03).

This document should be retained by the AB Secretary as part of the corporate record and passed on to whoever is elected as the next Webmaster Chair, effective for the 2028 transition and every transition thereafter. It is intended to prevent the kind of undocumented, informal handoff that left the Webmaster role missing from current Host Committee Policy in the first place.

4. Status Update — Work Already Underway

Independent of tonight's votes, the following is already in progress or complete:

- Square Online store created: the free Square Online store is already live at eccna-inc.square.site. This fulfills the store-replacement piece of Document B ahead of the Board's final decision on plan tier, so registration and merchandise items can begin being built out once approved.
- Hosting migration: pending approval of Document A, I will begin working directly with Colin and our current (past) hosting provider to coordinate the technical migration of the website to the new host with minimal downtime.
- Email migration: I will begin the Google Workspace for Nonprofits application process using ECCNA's 501(c)(3) determination. This runs in parallel with the hosting migration and typically takes 2–14 business days for approval, so starting it promptly keeps it off the critical path.

None of the above locks in a provider or commits funds beyond what is being voted on tonight — the Square store setup used the no-cost Free tier, and the hosting/email work will proceed once the Board approves a provider and budget under Document A.

5. Action Requested Tonight

- Vote to approve a hosting provider and budget (Document A).
- Vote to approve the Square plan tier and migration approach (Document B).
- Motion to forward the proposed Policy Section 5.2 amendment to the AB (Document C).
- Acknowledge receipt of the Webmaster Guidelines & Transition Handbook (Document D) for the corporate record; no vote needed.

East Coast Convention of Narcotics Anonymous

eccna.org

Website Hosting & Domain Migration — Provider Quote & Recommendation

Submitted for review by the ECCNA Hosting Committee and Executive Board

Prepared by:	Mark S, Webmaster Chair
Date:	August 1, 2026
Purpose:	Evaluate and recommend a hosting provider for migrating the ECCNA WordPress website, transferring the eccna.org domain, and moving fellowship email accounts to Gmail (Google Workspace for Nonprofits).
Decision needed:	Board approval of provider selection and budget prior to migration scheduling.

1. Background & Scope

The ECCNA website currently runs on WordPress with a domain and hosting arrangement inherited from prior committee terms. As incoming Webmaster Chair, I was asked to obtain quotes for consolidating our web presence with a single, cost-effective, nonprofit-friendly provider. This quote covers three components:

- Website hosting: migrating the existing WordPress site and its database/media to a new host.
- Domain name: transferring registration of eccna.org to the same provider (or a complementary registrar) for simplified billing and renewal.
- Email: retiring any existing @eccna.org mailboxes on the old host and standing up Gmail-based email (Google Workspace) for board and subcommittee positions (e.g., chair@eccna.org, webmaster@eccna.org, treasurer@eccna.org).

Three hosting providers were evaluated at the Board's request: Namecheap, Bluehost, and GoDaddy. All three support one-click WordPress hosting, domain registration/transfer, and cPanel-based site management.

2. Hosting Provider Comparison

Pricing below reflects publicly advertised rates as of mid-2026. All three vendors use introductory pricing that renews significantly higher after the first term — this is standard industry practice and is called out explicitly so the Board is budgeting for the true ongoing cost, not just the first-year price.

	Namecheap (EasyWP)	Bluehost	GoDaddy
Entry WP plan	EasyWP Starter	Basic Shared/WP	Hosting for WordPress – Basic
Intro price	~$1.88–$6.88/mo	~$2.95–$3.99/mo	~$5.99/mo
Renewal price	~$6.88–$9.88/mo	~$8.99–$9.99/mo	~$14.99/mo
cPanel included	No (custom panel)	Yes	No (custom panel)
Free domain / SSL	SSL free; domain via registrar	Free domain (yr 1) + free SSL	Free SSL; domain separate

	Namecheap (EasyWP)	Bluehost	GoDaddy
Migration assistance	Self-service / paid migration	Free guided site migration	Assisted migration available
Domain registrar reputation	Best-in-class; low renewal fees	Adequate, not a specialty	Largest registrar; upsell-heavy
Known drawback	Weaker hosting performance/support at scale	Steep renewal jump (up to ~150%); add-ons for backups	Aggressive upsells; email/SSL often unbundled

Domain-Specific Considerations for a 501(c)(3) Fellowship

- WHOIS privacy protection: consistent with NA's spiritual principle of anonymity, the registrar should include free WHOIS/domain privacy so no individual member's name, address, or phone number is publicly listed as the domain registrant. Namecheap includes this free for life on all domains; Bluehost and GoDaddy typically bundle it free for year one only, then charge for renewal — worth confirming before signing.
- Registrant of record: regardless of provider, the domain should be registered to “East Coast Convention of Narcotics Anonymous” (the entity) using a role-based contact such as webmaster@eccna.org, not an individual member's personal name or email, so control does not depend on any one person's continued involvement.
- 501(c)(3) discounts: none of the three hosting providers offer a standard nonprofit discount on hosting or domains; nonprofit pricing benefit is concentrated in the email/productivity layer (Section 3 below).

3. Email Migration — Gmail via Google Workspace for Nonprofits

The Board's request to move fellowship email addresses to Gmail is best fulfilled through Google Workspace for Nonprofits rather than a hosting provider's bundled email, for cost and reliability reasons:

- Verified 501(c)(3) organizations qualify for Google Workspace Business Starter at no charge — this includes Gmail at the eccna.org domain, Google Drive, Calendar, Meet, and Docs for all committee positions.
- Eligibility is confirmed through Google for Nonprofits, which validates 501(c)(3) status via a third-party verification partner. Approval typically takes 2–14 business days, so this should be initiated early in the migration timeline.
- Paid upgrade tiers (Business Standard, Business Plus) remain heavily discounted for nonprofits if the fellowship later needs larger mailbox storage or advanced admin controls, but are not required at ECCNA's likely scale.
- None of Namecheap, Bluehost, or GoDaddy's bundled email products match Gmail's spam filtering, mobile app support, or storage — using their native email is not recommended once Google Workspace for Nonprofits is confirmed eligible.

Action item: apply for Google for Nonprofits under ECCNA's 501(c)(3) determination as soon as possible, since this approval runs in parallel with (and does not depend on) the hosting/domain decision below.

4. Estimated 3-Year Cost Summary

Figures below combine hosting + domain renewal for a single WordPress site with modest traffic (a regional convention site), using publicly listed rates. Email is $0 assuming Google for Nonprofits approval.

	Namecheap	Bluehost	GoDaddy
Year 1 (intro rate)	~$85–$120	~$75–$95	~$95–$110
Years 2–3 (renewal rate, avg/yr)	~$110–$135/yr	~$130–$175/yr	~$195–$220/yr
Domain privacy (after yr 1)	Included, all years	~$10–$15/yr add-on	~$10–$15/yr add-on
Email (Gmail nonprofit)	$0	$0	$0
Approx. 3-year total	**~$305–$390**	**~$335–$440**	**~$495–$565**

Note: these are budgetary planning estimates based on publicly advertised rates, not binding quotes. Actual pricing should be confirmed at checkout before purchase, as promotions change frequently.

5. Recommendation

For a small, volunteer-run 501(c)(3) fellowship site with modest, seasonal traffic (spiking around convention registration periods), I recommend Namecheap for hosting and domain consolidation, for the following reasons:

- Lowest total 3-year cost among the three options.
- Free lifetime WHOIS/domain privacy, which best supports NA's anonymity principle without an ongoing add-on fee.
- Namecheap is consistently rated the strongest, most transparent domain registrar of the three, which matters since we are also moving the domain itself.
- EasyWP's Turbo tier is sufficient for a WordPress convention site and includes free migration tools to move the existing site.

Trade-off to flag: Namecheap's shared hosting performance and support responsiveness are rated slightly below Bluehost's. If the Board prioritizes guided, white-glove migration support and cPanel familiarity over lowest cost, Bluehost is a reasonable second choice — it offers free-assisted migration and a more traditional cPanel environment that may be easier for future volunteer webmasters to learn. GoDaddy is the least cost-effective of the three for this use case and is not recommended as the primary option.

6. Proposed Next Steps

- Board approves provider selection and budget (this document).
- Submit ECCNA's 501(c)(3) determination letter to Google for Nonprofits for verification (2–14 business days).
- Purchase hosting plan; take a full backup/export of the current WordPress site and database before any changes.
- Migrate the WordPress site to the new host and test thoroughly on a temporary/staging URL before pointing the live domain to it.
- Initiate domain transfer (requires unlocking the domain and obtaining the auth/EPP code from the current registrar; transfers typically take 5–7 days).
- Once Google Workspace is approved, create role-based mailboxes (e.g., webmaster@, chair@, treasurer@) and update MX records.
- Decommission the old hosting account and old email inboxes only after confirming DNS propagation and a successful trial period on the new setup.

7. Board Approval

Approved provider:	☐Namecheap ☐ Bluehost ☐GoDaddy ☐Other: ______________
Board signature / date:	_______________________________________
Webmaster Chair signature / date:	_______________________________________

East Coast Convention of Narcotics Anonymous

eccna.org • eccnawebstore.com (to be retired)

Square Payments Consolidation & Web Store Migration — Quote & Recommendation

Submitted for review by the ECCNA Hosting Committee and Executive Board

Prepared by:	Mark S, Webmaster Chair
Date:	August 1, 2026
Purpose:	Evaluate consolidating ECCNA's money collection under Square as the sole processor for both on-site (in-person) and online sales, and quote the cost of retiring the current FreeWebStore-powered site (eccnawebstore.com) in favor of Square Online. The Board has confirmed the eccnawebstore.com domain name itself does not need to be retained.
Decision needed:	Board approval of the Square plan tier, budget, and migration approach prior to scheduling the store move.

1. Background & Scope

ECCNA currently splits money collection across two systems:

- Square (Free/Basic plan): used for on-site, in-person collection at the convention (registration desk, merchandise, literature) via card reader.
- FreeWebStore, at eccnawebstore.com: a separate, third-party storefront used for online pre-registration, weekend packages, and donations, with its own checkout and payment processing.

The Board has asked to consolidate all money collection — on-site and online — under Square alone, using the Square Online website builder to replace the FreeWebStore site. This quote covers two components:

- Standing up a Square Online store to replace eccnawebstore.com. Since the Board has confirmed the domain name itself does not need to be retained, the new store can run on Square's free built-in address.
- The additional cost of migrating the existing product catalog (convention registration items, room packages, and donation items) from FreeWebStore into Square.

2. Current Store Snapshot (eccnawebstore.com)

A review of the live site shows a small, straightforward catalog typical of a single annual convention store — for example, room-only registration, a weekend package tied to a specific venue (currently The Village Apartments), and a general donation item, each with its own fixed price. This is a favorable profile for migration: there is no large inventory, no complex shipping/variant logic, and no customer account history that needs to be preserved, since NA's anonymity principle means the store is not expected to retain personal purchase history long-term.

3. Square Online Plan Comparison

Square restructured its pricing in late 2025 into three flat tiers. Since the Board has confirmed the fellowship does not need to keep the eccnawebstore.com address, Square Online Free is the natural fit — the site will simply live at a Square-branded subdomain (e.g., eccna.square.site) at no monthly cost. The Plus and Premium tiers are included below only for reference, in case the Board later wants the lower online processing rate or the option to attach a domain again.

	Square Free	Square Plus	Square Premium
Monthly fee	$0	$49/mo	$149/mo
Custom domain (eccnawebstore.com)	Not supported – square.site only	Supported	Supported
In-person card rate	2.6% + 15¢	2.5% + 15¢	2.4% + 15¢
Online card rate	3.3% + 30¢	2.9% + 30¢	2.9% + 30¢
Products / items	Unlimited	Unlimited + variants	Unlimited + advanced
Site branding	Square ads/branding shown	Removed	Removed
POS + Online sync	Yes, same account	Yes, same account	Yes, same account

No nonprofit discount is currently offered by Square on any tier or on processing rates; 501(c)(3) status does not reduce these fees. All figures are Square's current published rates as of mid-2026 and are subject to change without notice.

4. Consolidating to a Single Square Account

ECCNA currently operates two separate Square accounts/systems (on-site collection and, implicitly, the disconnected FreeWebStore checkout). To get the full benefit of consolidation — one shared item library, one combined sales report, and one bank deposit schedule — the on-site device and the new Square Online store should run under the same single Square account and location profile.

- If the two existing accounts were opened under different logins/emails, they will need to be merged or one retired, with all historical transaction records exported first for the treasurer's records.
- Once merged, products created for the online store (registration tiers, room packages, donation item) can be reused at the on-site register with no duplicate data entry, and vice versa.
- This also simplifies year-end 990 reporting, since all convention revenue routes through one processor and one settlement account instead of two.

5. Cost to Migrate the Product Catalog from FreeWebStore

There is no official automated import tool between FreeWebStore and Square (unlike, for example, Shopify-to-Square, which has third-party connector apps). Because ECCNA's catalog is small — a handful of registration, room, and donation items, each with a simple fixed price and description — this is a manual rebuild rather than a data migration project, which keeps the cost modest either way.

Option A — Self-migration (volunteer/committee time)

- Estimated effort: roughly 4–8 hours total to recreate each item (title, description, price, product photo) directly in Square Online's item library, plus time to rebuild the site's pages, logo, and checkout/tax settings.
- Direct cost: $0 beyond the chosen Square Online subscription (Section 3). This is the most budget-friendly path and is realistic given the small number of items.

Option B — Paid freelance/agency setup

- For a store this size (comparable to a small Squarespace/basic-platform storefront), independent freelancers on platforms like Upwork typically charge in the $300–$800 range for a full manual rebuild: recreating items, uploading images, and configuring payment/tax settings.
- This option trades committee volunteer time for cash cost and is worth considering only if no committee member has bandwidth before the next registration cycle opens.

Recommendation: given the catalog size observed on the live site, Option A (self-migration) is realistic for a volunteer webmaster and avoids an unnecessary cash expense for the fellowship.

6. Estimated Annual Cost Summary

With no requirement to keep eccnawebstore.com, Square Online Free covers the full scope at no subscription cost. The table below shows Free against Plus for reference only, in case sales volume later justifies the upgrade.

	Square Free (recommended)	Square Plus (for reference)
Subscription	$0/yr	$588/yr ($49 × 12)
Store address	eccna.square.site (free)	Custom domain, if wanted later
Migration labor (self, Option A)	$0 (volunteer time)	$0 (volunteer time)
Online processing rate	3.3% + 30¢/txn	2.9% + 30¢/txn
Approx. total (excl. processing)	**$0/yr**	**$588/yr**

Break-even note: the 0.4% online rate reduction on Plus (3.3% → 2.9%) only offsets the $49/mo fee once online sales exceed roughly $12,250/month — well above ECCNA's likely volume outside of active registration windows. Without a domain requirement, there is no reason to pay for Plus at ECCNA's scale.

7. Recommendation

Since the Board has confirmed that keeping eccnawebstore.com is not required, I recommend Square Online Free. It carries no monthly subscription cost, supports an unlimited product catalog, and syncs directly with the same Square account used for on-site collection — the store will simply be reached at a free eccna.square.site address instead of eccnawebstore.com.

- The only trade-off versus a paid tier is a slightly higher online processing rate (3.3% + 30¢ vs. 2.9% + 30¢) and Square's own branding shown on the site — neither is significant at ECCNA's likely sales volume, and neither justifies a $49–$149/month subscription.
- Consolidate on-site and online sales into a single Square account (Section 4) and complete the product migration in-house (Option A) rather than paying a freelancer, given the small catalog size.
- Set up a simple redirect or updated link from any place the old eccnawebstore.com address is printed or posted (flyers, past emails, social media) to the new eccna.square.site address so returning members can still find the store.
- If online sales volume grows substantially in future years, the Board can revisit Plus at that time — there is no long-term commitment or penalty for starting on Free.

8. Proposed Next Steps

- Board approves the Square plan tier (Free vs. Plus) and migration approach (self vs. paid).
- Identify and consolidate the two existing Square accounts into one; export historical transaction data from both before merging.

- Build the Square Online store: recreate registration, room package, and donation items with descriptions, images, and pricing.
- Configure payment settings, applicable sales tax, and order/donation receipt emails.
- Publish the site to its free eccna.square.site address and confirm checkout works end-to-end.
- Run the new Square store in parallel with FreeWebStore briefly to confirm everything works, then retire the FreeWebStore account and let the eccnawebstore.com domain registration lapse (or repurpose/release it, per the Board's preference).
- Update any flyers, past emails, social media links, or printed materials that reference eccnawebstore.com to point to the new eccna.square.site address, and communicate the change to the fellowship ahead of the next registration opening.

9. Board Approval

Approved Square plan:	☐Free (eccna.square.site) ☐ Plus ☐Premium
Approved migration approach:	☐Self-migration (volunteer) ☐ Paid freelance/agency
Board signature / date:	____
Webmaster Chair signature / date:	____

East Coast Convention of Narcotics Anonymous

Proposed Amendment to Host Committee Policy, Section 5.2 (AB Liaisons)

Submitted by:	Mark S, Webmaster Chair
Date:	August 1, 2026
Affects:	Host Committee Policy, Section 5.2 (AB Liaisons) — no change to Bylaws required.
Action requested:	Host Committee motion to submit this addition to the AB for approval, per Policy Section 2.3.

The Gap

ECCNA Bylaws §7.02(f) and §7.07(f) establish the Webmaster as an elected AB officer responsible for maintaining eccna.org, the online store, and the online payment portal on behalf of the convention. However, the current Host Committee Policy (Revised July 24, 2026) does not mention the Webmaster anywhere in its text.

Section 5.2 of the Policy assigns an AB liaison to every Host Committee function that intersects with an AB officer's duties — for example, the AB CFO is liaison to the Host Treasurer, and the AB President is liaison to the Host Site Liaison and Host Chair. No equivalent line exists for the Webmaster, despite the Registration and Merchandise Subcommittees depending directly on the website, online store, and payment portal the Webmaster maintains every convention cycle.

Proposed Addition to Section 5.2 — Liaison Assignments

Add the following as a new item C, immediately after the existing items A and B:

> *C. The AB Webmaster shall serve as liaison to the Host Committee for all matters involving the convention website, online store, and online payment portal, coordinating directly with the Registration, Merchandise, and Arts & Graphics Subcommittees as needed.*

Rationale

- Closes an existing gap rather than creating a new position — the Webmaster role and its duties are already defined in Bylaws §7.02(f) and §7.07(f).
- Follows the exact format already used for the AB CFO and AB President liaison assignments in Section 5.2, so it fits the Policy's existing structure without restructuring anything.
- Directly benefits the Registration and Merchandise Subcommittees, which rely on the website, online store, and payment portal each cycle but currently have no defined point of contact with the AB officer who maintains those systems.
- Does not duplicate or alter the Webmaster's qualifications or duties as already defined in the Bylaws, avoiding any risk of the two documents drifting out of sync.
- Carries no budget, staffing, or voting impact — it is a liaison/communication clarification only.

Approval Path

Per Host Committee Policy Section 2.3, this addition must be approved by the AB and then by the Sponsoring Body before it takes effect. The request today is for the Host Committee to approve a motion to forward this proposed language to the AB for consideration.

Host Committee Action

Motion result:	☐Approved to forward to AB ☐ Tabled ☐Not approved
Chairperson signature / date:	____
Secretary signature / date:	____

East Coast Convention of Narcotics Anonymous

eccna.org

Webmaster Guidelines & Trusted Servant Transition Handbook

A reference for the current Webmaster, the incoming Webmaster, and the AB/Host Committee members involved in each transition

Prepared by:	Mark S, Webmaster Chair
Date:	August 2, 2026
Authority:	ECCNA Bylaws §7.02(f), §7.07(f); Host Committee Policy §5.2(C) (proposed)
Purpose:	Define the Webmaster's ongoing responsibilities and establish a repeatable, documented handover process at the end of each Webmaster's term.

1. Authority & Scope

This guideline implements the Webmaster position as defined in the ECCNA Bylaws and clarifies how that position interacts with the Host Committee, consistent with the proposed addition to Host Committee Policy Section 5.2.

- Bylaws §7.02(f): sets the Webmaster's minimum qualifications — five (5) years clean time, one (1) year service experience at the ASC or RSC level, computer/website literacy, and a working knowledge of the Twelve Steps and Twelve Traditions.
- Bylaws §7.07(f): defines the Webmaster's core duty — maintaining the website (eccna.org), the online store, and the online payment portal, and requires the Webmaster to “provide current access to the website hosting and domain registration information to the AB secretary” and to “turn over all information needed to fulfill these duties to the next Webmaster.”
- Host Committee Policy §5.2(C) (proposed): establishes the Webmaster as AB liaison to the Host Committee for website, online store, and payment portal matters, coordinating directly with the Registration, Merchandise, and Arts & Graphics Subcommittees.

This document exists to make that last Bylaws sentence — “turn over all information needed… to the next Webmaster” — a concrete, repeatable process rather than an informal handoff.

2. Ongoing Responsibilities of the Webmaster

Website

- Maintain eccna.org: content updates, uploading approved AB meeting minutes and officer reports (in coordination with the AB Secretary), and general site health.
- Maintain the hosting account and domain registration, and keep both current on renewal.

Online Store & Payment Portal

- Maintain the convention's online store and payment portal (currently transitioning to Square Online), including the product/registration catalog used by the Registration and Merchandise Subcommittees each cycle.
- Coordinate with the Host Treasurer and AB CFO on reconciling online payments with financial reporting, though the Webmaster does not hold banking authority.

Email

- Administer the fellowship's Google Workspace domain (Gmail at eccna.org) and role-based mailboxes for AB and Host Committee positions.

Liaison Coordination

- Serve as the AB's point of contact to the Registration, Merchandise, and Arts & Graphics Subcommittees for anything touching the website, store, or payment portal, per Policy §5.2(C).

3. Systems of Record (Access Inventory)

The incoming Webmaster must receive administrator-level access to each of the following, along with documentation of any renewal dates. This table also serves as the checklist for Section 6.

System	What it covers	Renewal / review cycle
Domain registrar	eccna.org registration, DNS records, WHOIS privacy	Annual — confirm auto-renew and current card on file
Hosting account	WordPress hosting, site backups, SSL certificate	Per plan term — confirm auto-renew
WordPress admin	Site content, plugins, theme, user accounts	N/A — transfer admin login at handover
Google Workspace admin	Gmail, Drive, Calendar for all @eccna.org mailboxes	Nonprofit status re-verification, per Google's schedule
Square account	Online store, product catalog, on-site card reader, payment portal	N/A — transfer admin login; coordinate banking-linked settings with Treasurer
Site backup / export	Most recent full WordPress export, taken before any migration or major change	Before every major change; otherwise quarterly

4. Who Is Involved in the Transition

The handover is not a private exchange between outgoing and incoming Webmaster — the Bylaws and Policy involve several other trusted servants who either need to be informed, need to update their own records, or depend directly on these systems.

Role	Why they're involved
Outgoing Webmaster	Bylaws §7.07(f) obligation to turn over all information needed to fulfill the duties to the next Webmaster.
Incoming Webmaster	Receives access and documentation; confirms independent control of every system before the outgoing Webmaster is released from duty.
AB Secretary	Per Bylaws §7.07(f), must receive current hosting and domain registration information directly; keeps the corporate record of who holds access.
AB President	General oversight of AB officers per Bylaws §7.07(a); confirms the transition is complete as part of standard AB business.
AB CFO / Host Treasurer	Needs continuity on how online payments (Square) reconcile with financial reporting; any banking-linked settings should be confirmed with the Treasurer, not held solely by the Webmaster.
Registration Subcommittee Chair	Directly depends on the online payment portal and registration items in the store; per Policy §5.2(C), the Webmaster is their AB liaison.
Merchandise Subcommittee Chair	Depends on the store's product catalog for merchandise sales; also a named liaison relationship under Policy §5.2(C).

Role	Why they're involved
Arts & Graphics Subcommittee Chair	Supplies digital graphics for the website (Policy §10.5.A.5) and coordinates with the Webmaster on site imagery; also named under Policy §5.2(C).

5. Transition Timeline

Officers are chosen at the first AB meeting following the end of the fiscal year (Bylaws §7.03; fiscal year ends September 30, per Article 15). The timeline below starts on that election date (“Day 0”) and is meant to be realistic for a volunteer position — it spreads the handover over about six weeks rather than requiring an instant handoff, while still ensuring the outgoing Webmaster's access is not left active indefinitely.

When	What happens
Day 0 (Election)	New Webmaster is elected at the AB meeting. The AB Secretary records the transition in the minutes and shares incoming/outgoing contact information with both parties.
Days 1–7	Outgoing Webmaster delivers a written Systems of Record inventory (Section 3) to the incoming Webmaster and the AB Secretary, satisfying the Bylaws §7.07(f) requirement to provide current hosting and domain registration information to the Secretary.
Days 7–14	Credential transfer: incoming Webmaster is added as admin/owner on the domain registrar, hosting account, WordPress, Google Workspace, and Square. Two-factor recovery contacts are updated to the incoming Webmaster, with the AB Secretary as a documented backup.
Days 14–21	Shadow period: outgoing and incoming Webmaster complete at least one real task together (e.g., a site update, a store item change) so the incoming Webmaster has hands-on practice before working solo.
Days 21–30	Incoming Webmaster introduces themselves to the Registration, Merchandise, and Arts & Graphics Subcommittee Chairs per Policy §5.2(C), and reviews any open items tied to the website, store, or payment portal.
Days 30–45	Formal handover confirmation with the AB President and AB Secretary. Outgoing Webmaster's access is removed from all systems in Section 3. AB Secretary updates the corporate record to reflect the incoming Webmaster as sole admin.
Day 45+ (ongoing)	Incoming Webmaster reviews and calendars upcoming renewal dates from Section 3 (domain, hosting, Google Workspace verification) so nothing lapses during their term.

If an outgoing Webmaster becomes unreachable or the position is vacated outside a normal election (Bylaws §7.06), the AB Secretary and AB President should compress this timeline and prioritize Days 1–14 immediately, since those steps restore fellowship control of the systems.

6. Handover Documentation Checklist

- Domain registrar login and account recovery details; process for obtaining the auth/EPP transfer code if ever needed.
- Hosting account login and current plan/billing details.
- WordPress admin login and a note of any custom plugins, themes, or site quirks.
- Google Workspace admin console access and a current list of active mailboxes and their forwarding rules, if any.
- Square account login, current product/registration catalog, and confirmation of who holds any banking-linked settings (coordinate with Treasurer).
- Most recent full site backup/export.
- List of upcoming renewal dates (domain, hosting, SSL, Google Workspace verification).
- Contact list for the Registration, Merchandise, and Arts & Graphics Subcommittee Chairs.

- Any open issues, pending changes, or in-progress projects (e.g., an active migration, per the current Hosting and Square Migration Quotes on file).

7. Security & Anonymity Notes

- All accounts should be registered to role-based contacts (e.g., webmaster@eccna.org) rather than an individual member's personal email, so access does not depend on any one person's continued involvement or clean time.
- Use a password manager to store and transfer credentials rather than sending them by plain email or text; share the manager's vault access with the AB Secretary as a documented backup, consistent with Bylaws §7.07(f).
- Domain WHOIS privacy should remain enabled at all times, consistent with NA's anonymity principle.
- Immediately deactivate the outgoing Webmaster's individual access once the Day 30–45 handover is confirmed — shared/role logins should be rotated, not left active “just in case.”

8. Transition Confirmation

Outgoing Webmaster signature / date:	____
Incoming Webmaster signature / date:	____
AB Secretary confirmation / date:	____

EAST COAST CONVENTION OF NARCOTICS ANONYMOUS (ECCNA)

HOST COMMITTEE POLICY

Revised July 24, 2026

TABLE OF CONTENTS

Section 1. PURPOSE

1.1 Mission

The purpose of the East Coast Convention of Narcotics Anonymous (ECCNA) is to:

- **A.** Make accessible a convention that is cost-effective for members to attend.
- **B.** Carry the NA message of recovery by raising funds to facilitate the distribution of Narcotics Anonymous approved literature to correctional facilities.
- **C.** Coordinate and conduct a convention that brings our fellowship together in a celebration of recovery and unity.

1.2 Scope

ECCNA operates in accordance with the Twelve Traditions and Twelve Concepts of NA Service. All activities of the Advisory Board and Host Committee shall further the primary purpose of NA: to carry the message to the addict who still suffers.

Section 2. DEFINITION AND FUNCTION

The East Coast Convention of Narcotics Anonymous (hereinafter referred to as "ECCNA") functions with the support of the Host Area and ECCNA, Inc. Advisory Board (hereinafter referred to as "AB").

2.1 Roles

- **A. Advisory Board (AB)** – The AB is the corporate, administrative, legal, and financial "going concern" of ECCNA. The AB handles overarching matters that extend beyond the life of any single convention cycle, including corporate filings, legal compliance, financial accounts, contracts, insurance, and long-term policy.
- **B. Sponsoring Body** – The Area or Region that was chosen to sponsor a given year's ECCNA. The Host Committee runs the convention on its behalf.
- **C. Host Committee** – The Host Committee is the executive body for the current convention cycle. It plans and executes the yearly convention on behalf of the Sponsoring Body.

2.2 Relationship & Communication

The AB and Host Committee shall operate concurrently in a spirit of unity, cooperation, and integrity to achieve ECCNA's Purpose.

- **A.** The Host Chair is the primary liaison from the Host Committee to the AB.

B. The Host Vice Chair is the secondary liaison and acts only in the Chair's absence or at the Chair's request.
C. The AB President is the primary liaison from the AB to the Host Committee.

2.3 Policy Changes

The AB, Host Committee, or Sponsoring Body may submit a motion to the AB to add or amend Host Committee Policy.

A. The AB must approve the change.
B. The Sponsoring Body must then approve the change before it takes effect.

If a situation arises that is not addressed by current Bylaws or Policy, the AB shall be the final authority.

2.4 Dispute Resolution

If the AB and Host Committee cannot reach consensus on a matter essential to the convention, the issue shall be submitted to a mediation panel consisting of one (1) AB member, one (1) Host Admin member, and one (1) neutral member selected jointly. The panel shall review the matter and submit a written recommendation to the AB for final determination consistent with ECCNA Bylaws and Policy.

2.5 Binding Agreement

Acceptance of a bid constitutes a binding agreement whereby the Sponsoring Body agrees to abide by existing ECCNA Bylaws, Policy, and Fund Flow Guidelines.

Section 3. BID PROCESS

3.1 Eligibility

Any NA Area or Region may submit a bid to host ECCNA. The bidding entity becomes the "Sponsoring Body" if selected.

3.2 Bid Package Requirements

To be considered, a bid package must be submitted to the AB at least thirty (30) days prior to the first day of the current year's convention. The bid is for the convention to be held the following calendar year. The bid package must include:

A. **Letter of Intent** – A written statement reflecting the group conscience of the Area Service Committee (ASC) or Regional Service Committee (RSC). The letter must be signed by the Chairperson and Vice-Chairperson of the ASC/RSC.

B. **Contact Information** – Name, phone number, and email address of a primary contact person for the Area/Region.
C. **Host Committee Admin** – Names and service resumes of the proposed Host Committee Administrative members: Chairperson, Vice-Chairperson, Secretary, Treasurer, and Site Liaison. These members must meet the requirements in Section 8.
D. **Site Information** – At least one (1) letter of intent from a proposed facility must be submitted. The letter should include the proposed event date.
E. **Financial Statement** – A statement confirming the Area/Region understands it will abide by existing ECCNA Policy and Fund Flow Guidelines.

3.3 AB Review

Upon receipt of a bid package, the AB shall:

A. Confirm receipt in writing within seven (7) days.
B. Assign an AB member to contact the bidding Area/Region to verify information and answer questions.
C. Review the bid for completeness. Incomplete bids will be returned with a list of deficiencies.

3.4 Bid Proposal Meeting

A. **Scheduling** – The AB shall facilitate a Bid Proposal Meeting during the current year's convention. The time and location shall be published in the convention program.
B. **Presentation** – Each Area/Region submitting a complete bid must attend the meeting and present its bid. Presentations are limited to fifteen (15) minutes, followed by a question-and-answer period. Each presentation should include:
   1. event dates
   2. estimated guest bed capacity
   3. meeting space/capacity
   4. food & beverage availability
C. **Attendance** – The meeting is open to all NA members attending the convention.

3.5 Selection of Host Area/Region

A. **Voting** – After all presentations and Q&A, the members in attendance at the Bid Proposal Meeting shall select the Host Area/Region for the following year's convention.

1. Voting shall be by show of hands or paper ballot. Each NA member present receives one (1) vote.
2. The bid receiving a simple majority of votes cast shall be selected.
3. If no bid receives a majority on the first ballot, the bid with the fewest votes is eliminated and voting continues until one bid receives a majority.
4. In the event of a tie, the AB President shall cast the deciding vote.

B. **Notification** – The selected Area/Region's contact person shall be notified immediately.
C. **Announcement** – The selection shall be formally announced from the stage during the Saturday Night Speaker Meeting of the current convention.

3.6 Acceptance and Formation

A. **Host Committee Activation** – Upon selection, the proposed Host Committee Admin becomes active and may begin conducting business.
B. **Mid-Cycle Policy Changes** – Any mid-cycle changes to Host Committee Policy or Fund Flow Guidelines must be approved by the AB and approved by the Sponsoring Body before taking effect.

3.7 Region Bids

A Region may submit a bid by following the same process outlined above.

Section 4. RESPONSIBILITIES OF THE AB

The AB shall:

A. **Contracts & Vendors** – Review and approve all contracts for facilities, merchandise, outside vendors, entertainment, and other services necessary for the convention. The AB is the signatory on all facility and insurance contracts.
B. **Pricing & Inventory** – Set the prices and quantities for pre-registration, registration, merchandise, and all activities held at the convention.
C. **Insurance** – Obtain and maintain all necessary insurance for the convention and for convention-related fundraising events.
D. **Budget** – Review, amend as needed, and approve the final budget submitted by the Host Treasurer and AB CFO.
E. **Financial Reporting** – The AB CFO provides a monthly financial accounting report to the AB and all participating board members.
F. **Financial Oversight** – Ensure the Host Committee handles all funds, receipts, and contractual obligations responsibly. If a loss is incurred, the AB is responsible for satisfying those obligations.

G. **Records Custodian** – Serve as the owner and steward of all financial accounts, corporate and legal documents, executed contracts, Bylaws, Policies, and Guidelines related to ECCNA.
H. **Policy Approval** – Approve all changes to Host Committee Policy, subject to approval by the Sponsoring Body per Section 2.3.

Section 5. AB LIAISONS

5.1 Purpose of Liaisons

The AB shall create liaison positions to establish direct lines of communication between the AB and the Host Committee. Liaisons provide experience, guidance, and oversight to their assigned subcommittees and report issues to the AB as needed.

5.2 Liaison Assignments

The AB shall appoint a liaison to each Host Committee Subcommittee: Arts & Graphics, Auction, Convention Information, Entertainment & Fundraising, Hospitality, Marathon, Merchandise, Program, Registration, Serenity Keepers, and Literature Distribution.

In addition:

A. The AB Chief Financial Officer (CFO) shall serve as liaison to the Host Treasurer.
B. The AB President shall serve as liaison to the Host Site Liaison and Host Chair.

5.3 Duties of Liaisons

AB Liaisons shall:

A. Provide experience and support to their assigned Host Committee member or subcommittee.
B. Monitor progress on timelines, budgets, and planning for their area of responsibility.
C. Identify problems, conflicts, or concerns that require AB attention and report them promptly.
D. Review and provide input on contracts, major purchases, or policy questions within their area of responsibility before they go to the full AB.
E. Maintain regular contact with their Host Committee counterpart via phone, email, or virtual meetings. Attendance at Host Committee meetings is not required.

5.4 Authority

Liaisons do not have authority to make binding decisions for the AB or to direct Host Committee members. Their role is advisory and communicative. All formal approvals must come from the AB per Section 4.

5.5 Vacancies

If a liaison position becomes vacant, the AB shall appoint a replacement at its next meeting to ensure continuity of support.

Section 6. BUDGETING AND FINANCIAL GUIDELINES

6.1 Budget Preparation and Approval

A. **Preliminary Budget** – Immediately following the bid award, the Host Treasurer and AB CFO shall collaborate to prepare a preliminary budget. This budget must detail all projected expenses for each subcommittee.
B. **Approval Process** –
    1. The preliminary budget shall be submitted to the AB for review, amendment, and approval.
    2. Upon AB approval, the budget shall be submitted to the Sponsoring Body. While the Sponsoring Body may provide input, any changes to line items require subsequent AB approval.
    3. No funds shall be expended prior to budget approval, except for essential administrative costs under one hundred dollars ($100). Such expenditures require approval from the Host Chair and must be reported at the next Host Committee meeting.
C. **Budget Authority** – Following AB approval, the Host Treasurer or AB CFO is authorized to disburse funds for budgeted items, provided sufficient funds are available.

6.2 Non-Budgeted Expenses

Any request for funds exceeding an approved line item, or for items not included in the original budget, must be submitted in writing to the AB. Disbursement of these funds is prohibited until written approval is received from the AB.

6.3 Bank Account and Operating Balance

A. **Account** – The Host Committee shall participate in the management of the Host Committee checking account. The Host Committee shall provide authorized signers which shall be the Host Chair, Host Vice Chair, and Host Treasurer. All checks require two signatures.
B. **Operating Balance** – The Host Committee account shall maintain an operating balance not to exceed fifteen hundred dollars ($1,500).
C. **Fund Transfers** – To replenish funds, the Host Treasurer shall submit a written request to the AB CFO, including:
    1. Current bank account balance.
    2. List of expenditures since the last transfer.
    3. Requested amount and specific purpose.

    Funds shall be transferred by the AB CFO only after this report is reviewed and approved.

6.4 Financial Controls and Reporting

A. **Documentation** – A valid receipt or invoice is mandatory for all expenditures. Cash transactions should be avoided; if unavoidable, a signed receipt from the recipient is required for reimbursement.
B. **Monthly Reporting** – The Host Treasurer shall present a written Treasurer's Report at each Host Committee meeting.
C. **Audits** – The AB reserves the right to audit Host Committee financial records at any time. All requested records must be provided within seven (7) days of a formal request.
D. **Misuse of Funds** – Misuse, theft, or misappropriation of funds is grounds for immediate removal from service per Section 7.5B and may result in further disciplinary or legal action.

6.5 Post-Convention Fund Flow

Distribution shall occur within sixty (60) days of the convention's close. Before distribution, the Host Treasurer must ensure that all outstanding invoices, taxes, and contractual obligations have been fully satisfied.

The Distribution Waterfall

Funds shall be allocated in the following order of priority:

Priority	Allocation	Description
1. Seed Money	40% (Max $5,000)	Retained by the AB to fund the next year's convention startup costs.
2. Operating Expenses	As Budgeted	Funds required for AB's administrative needs (taxes, insurance, legal, filings) for the upcoming fiscal year.
3. Literature	Remaining Balance	Purchase of Basic Texts for donation to jails and prisons.

Literature Distribution Hierarchy
Remaining funds designated for literature shall be used to purchase and distribute Narcotics Anonymous approved literature, prioritized as follows:

Tier A: Facilities within the Host Area.
Tier B: Facilities within East Coast regions, as per policy.
Tier C: Other NA regions upon request and subject to AB approval.

6.6 Asset Management

The current Host Committee Chair and the incoming Host Committee Chair must coordinate to exchange equipment. It is the responsibility of the current Host Committee to cover any needed costs for logistics and delivery, if necessary.

6.7 Record Retention

The Host Treasurer shall submit all financial records, including bank statements, receipts, and the final financial report to the AB within forty-five (45) days of the convention's conclusion. The AB shall retain these records for a minimum of seven (7) years for tax and audit compliance.

Section 7. HOST COMMITTEE

7.1 Purpose

The purpose of the Host Committee is to coordinate and conduct the East Coast Convention of Narcotics Anonymous (ECCNA). The Host Committee operates under the authority of the AB and in service to the Sponsoring Body.

7.2 Structure

The Host Committee consists of two parts:

A. **Administrative (Admin) Body** – Chairperson, Vice-Chairperson, Secretary, Treasurer, and Site Liaison. The Admin members are elected by the Host Area prior to the bid proposal meeting, per Section 3. The Chair and Vice Chair automatically serve as voting members of the AB during their term.
B. **Subcommittees** – Arts & Graphics, Auction, Convention Information, Entertainment & Fundraising, Hospitality, Marathon, Merchandise, Program, Registration, Serenity Keepers, and Literature Distribution. Subcommittee Chair positions are elected by the Host Committee at its first meeting after the bid is awarded.

No member of the Host Committee may be compensated for services rendered to the convention, whether as an employee, independent contractor, or otherwise.

7.3 Meetings

A. **Schedule** – The Host Committee shall meet at least once per month from formation until one month before the convention, at which time it shall meet weekly. All meetings shall be held at a regularly scheduled time and place announced in advance. Meetings are open to all NA members, and participation is encouraged.
B. **Format** –
    1. Opening Prayer
    2. Reading of the Twelve Traditions
    3. Roll Call
    4. Establishment of Quorum
    5. Open Forum
    6. Approval of Minutes
    7. Chair's Report
    8. Treasurer's Report
    9. Subcommittee Reports
    10. Nominations/Elections
    11. Old Business
    12. New Business
    13. Announcements & Next Meeting Plans
    14. Closing Prayer (Serenity Prayer)
C. **Agenda** – The Chairperson, in conjunction with the Secretary, shall prepare and distribute the agenda at least seven (7) days prior to each meeting. Committee members may request additions.

7.4 Motions and Voting

A. **Voice** – Any attending board or committee member has a voice on the floor.
B. **Motions** – The following may make or second motions: Standing Subcommittee Chairs or Vice-Chairs (one vote per subcommittee), Vice-Chairperson, Treasurer, Secretary, and Site Liaison. The Chair votes only in the event of a tie.
C. **Quorum** – Quorum shall be established at the beginning of each meeting and consists of 50% + 1 of all filled voting positions, with a minimum of six (6) voting members present. If quorum is not met, no binding business may be conducted but reports and discussion may proceed.
D. **Voting** – All decisions require a simple majority of voting members present once quorum is established, unless otherwise specified by Policy.

7.5 Attendance & Removal

A. **Absences** – Any Admin member or Subcommittee Chair who is absent for two (2) consecutive meetings without prior notice to the Chair or Vice-Chair, or who exceeds three (3) total absences during their term, shall have their position automatically opened for re-election at the next Host Committee meeting.
B. **Removal for Cause** – Any Host Committee member may be removed for: relapse, theft or misuse of NA funds, or failure to fulfill duties. Removal requires a motion, discussion, and a majority of the Host Committee at a meeting where quorum is present. The member shall be given an opportunity to respond before the vote.
C. **Vacancies** – Vacancies in Admin positions shall be filled by election of the Sponsoring Body. Vacancies in Subcommittee Chair positions shall be filled by election of the Host Committee.

7.6 Responsibilities & Reporting

A. **Initial Duties** – The first responsibilities of the Host Committee are to select a theme and logo and begin work on a pre-registration flyer. Subcommittee Chairs shall form their subcommittees and coordinate with their AB liaison on timelines and budgets.
B. **Reporting** – Subcommittee Chairs shall submit written reports at each Host Committee meeting. All Host Committee bank statements must comply with the AB CFO reporting requirements defined in the financial reporting best practices.
C. **Records** – The Secretary shall maintain minutes of all meetings and ensure copies are distributed to the Host Committee, AB, and Sponsoring Body within fourteen (14) days.

Section 8. REQUIREMENTS OF THE HOST COMMITTEE ADMIN

All Host Committee Administrative members must be members of Narcotics Anonymous and demonstrate an understanding of and commitment to the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.

8.1 General Requirements

- **A.** Active NA Membership – Each Admin member must have a home group, an NA sponsor, and be actively working the NA program.
- **B.** Willingness to Serve – Each Admin member must have the time, resources, and willingness to fulfill the duties of their position for the full convention cycle.
- **C.** Conflict of Interest – No Admin member may hold a financial interest in any vendor, facility, or service being considered by the convention. All potential conflicts must be disclosed to the Host Committee and AB immediately.

8.2 Position-Specific Requirements

- **A. Chairperson**
  1. Minimum of four (4) years continuous clean time.
  2. Minimum of two (2) years prior service experience on an NA convention committee, or prior experience as a chairperson or Vice-Chairperson.
  3. Working knowledge of ECCNA Policy and Bylaws.
  4. Strong organizational, leadership, and communication skills.
- **B. Vice-Chairperson**
  1. Minimum of four (4) years continuous clean time.
  2. Minimum of two (2) years prior service experience on an NA convention committee, or prior experience as a chairperson or Vice-Chairperson.
  3. Willingness and ability to assume Chairperson duties if needed.
  4. Working knowledge of ECCNA Policy and Bylaws.
- **C. Secretary**
  1. Minimum of one (1) year continuous clean time.
  2. Prior service experience at the group, area, or regional level is suggested.
  3. Proficiency in written communication, minute-taking, and record-keeping.
  4. Access to a computer and ability to distribute minutes electronically within fourteen (14) days of each meeting.
- **D. Treasurer**
  1. Minimum of four (4) years continuous clean time.
  2. Prior experience as a Treasurer at the group, area, or regional level, or professional experience in accounting/bookkeeping.

3. Proficiency with basic spreadsheets and willingness to use the financial reporting format approved by the AB CFO.
4. Access to a computer and ability to participate in shared financial document management.

E. Site Liaison

1. Minimum of four (4) years continuous clean time.
2. Minimum of two (2) years prior service experience on an NA convention committee, or prior experience as a Chairperson, Vice-Chairperson, or Site Liaison.
3. Experience negotiating contracts or working with facilities is preferred.
4. Ability to travel to potential sites and attend walk-throughs with facility management.

8.3 Verification & Waivers

A. All Admin members shall state their clean date and service experience when standing for the position.

B. The Host Area may waive service requirements, but not clean-time requirements, by a majority vote, provided quorum is established under Section 7.4C, if no qualified candidates are willing to serve. Any waiver must be documented in Host Area minutes and reported to the AB.

C. Clean time is considered “continuous” unless there is a break. If a candidate has had a break in clean time, their current continuous clean time must meet the minimum requirement.

Section 9. DUTIES OF HOST COMMITTEE ADMIN

The duties of the Host Committee Administrative members begin upon acceptance of the bid by the AB and Sponsoring Body and continue until the final financial report is accepted by the AB, no later than the September AB meeting following the convention.

9.1 Chairperson

The Chairperson shall:

A. Preside at all Host Committee meetings and maintain order using Robert’s Rules of Order as needed.

B. Prepare and distribute a written agenda in collaboration with the Secretary at least seven (7) days prior to each meeting.

C. Serve as the primary liaison between the Host Committee and the AB. Communicate all motions, concerns, and requests from the Host Committee to the AB, and report AB decisions back to the Host Committee.
D. Attend all AB meetings as a voting member of the AB during their term.
E. Ensure all committee members are notified promptly of changes to meeting times, locations, or urgent matters.
F. Serve as a co-signer on the Host Committee bank account with the Treasurer and Vice-Chairperson per Section 6.3A.
G. Vote only to break a tie at Host Committee meetings per Section 7.4B.
H. Provide a written or verbal update at each Host Area Service Committee meeting.
I. Coordinate the overall planning and execution of the convention in cooperation with Admin and Subcommittee Chairs.
J. Secure facility/event insurance for convention weekend.

9.2 Vice-Chairperson

The Vice-Chairperson shall:

A. Assume all duties and authority of the Chairperson in the Chairperson's absence.
B. Serve as the secondary liaison to the AB. Acts in the primary liaison role only when the Chairperson is unavailable or delegates the task per Section 2.2.
C. Attend all AB meetings as a voting member of the AB during their term.
D. Assist the Chairperson with overall coordination of the convention.
E. Serve as a co-signer on the Host Committee bank account per Section 6.3A.
F. Attend as many Subcommittee meetings as possible. Maintain regular contact with Subcommittee Chairs to identify needs, resolve issues, and provide support.
G. Perform other duties as assigned by the Chairperson or Host Committee.

9.3 Secretary

The Secretary shall:

A. Record accurate minutes of all Host Committee meetings, including attendance, motions, votes, and action items.
B. Distribute draft minutes to Host Committee members within seven (7) days of each meeting for review.
C. Distribute final approved minutes to the Host Committee, AB, and Sponsoring Body within fourteen (14) days of each meeting per Section 7.6C.

D. Maintain a current contact list of all Host Committee members, Subcommittee Chairs, and AB liaisons.
E. Handle all Host Committee correspondence as directed by the Chairperson.
F. Notify members of upcoming meetings per Section 7.3C.
G. Secure and maintain the Host Committee post office box. Collect mail weekly and distribute to appropriate members.

9.4 Treasurer

The Treasurer shall:

A. Custody of Funds & Bank Account
1. Serve as custodian of all Host Committee funds and manage the shared Host Committee bank account per Section 6.3A.
2. Serve as a co-signer on the Host Committee bank account with the Chairperson and Vice-Chairperson. Two signatures are required on all checks per Section 6.3A.
3. Maintain the operating balance not to exceed fifteen hundred dollars ($1,500) per Section 6.3B.

B. Budget Responsibilities
1. Work with the AB CFO to prepare the preliminary and final convention budgets per Section 6.1A.
2. Submit budgets to the AB for approval per Section 6.1B.
3. Disburse funds only for approved budget items, provided sufficient funds are available, per Section 6.1C.
4. Submit written requests to the AB for any non-budgeted expense and receive written approval before payment per Section 6.2.

C. Deposits & Fund Transfers
1. All monies received by the Host Committee shall be deposited into the Host bank account within 72 hours (3 business days) of receipt. Upon deposit, the Host Committee shall notify the AB CFO.
2. When additional operating funds are needed, submit a written request to the AB CFO per Section 6.3C including: current account balance, list of expenditures since last transfer, amount requested and purpose, and remaining budget for each line item. Funds shall be transferred by the AB CFO only after the report is reviewed and approved.

D. Convention-Day & Event Cash Handling
1. At the convention, work with the AB CFO to collect all funds from Registration, Merchandise, Auction, and Entertainment & Fundraising subcommittees.

2. All monies shall be counted and deposited daily during the convention.
3. At all fundraising events, ensure two (2) NA members are present whenever money is accepted.
4. When accepting a check at any event, ensure the check includes the name, address, and phone number of the person writing the check.

E. Financial Records & Controls

1. Keep accurate, current financial records of all income and expenses utilizing the reports and forms found in the AB CFO best practices.
2. Require a receipt or invoice for all expenditures. Cash transactions are discouraged. If cash is used, a signed receipt from the recipient is required per Section 6.4A.
3. Submit all receipts, invoices, and supporting documentation to the AB CFO monthly per Section 6.4B.

F. Reporting

1. Provide a written Treasurer's Report at each Host Committee meeting per Section 6.4B.
2. Make all records available within seven (7) days for any audit requested by the AB per Section 6.4C.

G. Post-Convention Duties

1. Prepare the final financial report within sixty (60) days of the convention's close and submit to the AB and Sponsoring Body per Section 6.7.
2. Submit all financial records and the final financial report to the AB within sixty (60) days of the convention per Section 6.7.

H. Accountability

1. Cooperate fully with any financial audit requested by the AB or Sponsoring Body per Section 6.4C.
2. Misuse, theft, or misappropriation of NA funds is grounds for immediate removal per Section 7.5B and may result in legal action per Section 6.4D.

9.5 Site Liaison

The Site Liaison shall:

A. Serve as the primary point of contact between the Host Committee and all convention facilities, hotels, and contracted venues.

B. Work with the AB President, who serves as AB liaison to the Site Liaison per Section 5.2B, on all facility negotiations.

C. Obtain competitive bids for facility contracts from several sites when possible and present them to the Host Committee.

D. Coordinate site visits and walk-throughs with Admin members and relevant Subcommittee Chairs.
E. Maintain copies of all facility contracts, floor plans, and certificates of insurance. Provide copies to the AB.
F. Communicate facility rules, restrictions, and deadlines to all Subcommittee Chairs.
G. Be on-site during the entire convention to resolve facility issues and serve as liaison to facility staff.
H. Prepare a final site report after the convention, including recommendations for future use, and submit to the AB.

Section 10. SUBCOMMITTEES

10.1 Formation and Authority

A. Subcommittees are formed by the Host Committee to carry out specific functions of the convention. Each subcommittee operates under the direction of the Host Committee and within the budget approved by the AB.
B. Subcommittee Chairs are elected by the Host Committee at its first meeting after the bid is awarded, per Section 7.2B.
C. Each Subcommittee Chair may appoint a Vice-Chair and form a working committee of NA members.
D. All subcommittees shall meet at least monthly and weekly within one (1) month of the convention.

10.2 Requirements for Subcommittee Chairs

All Subcommittee Chairs must meet the following requirements:

A. **NA Membership** – Must be a member of Narcotics Anonymous with a home group, an NA sponsor, and be actively working the NA program.
B. **Clean Time** – Minimum of three (3) year continuous clean time.
C. **Service Experience** – Prior service experience at the group, area, or regional level is suggested. Prior convention committee experience is preferred.
D. **Willingness** – Must have the time, resources, and willingness to fulfill all duties of the position through the convention cycle.
E. **Conflict of Interest** – Must disclose any financial interest in vendors or services being considered by their subcommittee to the Host Committee and AB immediately.
F. **Verification** – Must state a clean date and service experience when standing for the position.

G. **Waivers** – The Host Committee may waive service requirements, but not clean-time requirements, by a majority vote, provided quorum Section is established under Section 7.4C, if no qualified candidates are willing to serve. Waivers must be documented in minutes.

10.3 Duties of Subcommittee Chairs

All Subcommittee Chairs shall:

A. **Meetings** – Schedule and chair regular meetings of their subcommittee. Provide agenda and notify members in advance.
B. **Reporting** – Provide a written report at each Host Committee meeting including progress, budget status, needs, and concerns.
C. **Budget** – Operate within the approved budget created and agreed to by the AB CFO and the Host Chair. Obtain AB approval for any non-budgeted expense per Section 6.2.
D. **Records** – Keep accurate records of all activities, inventories, correspondence, and expenditures. Submit all receipts to the Host Treasurer monthly.
E. **Volunteers** – Recruit, train, and schedule sufficient volunteers to carry out subcommittee functions at the convention. Maintain a contact list.
F. **AB Liaison** – Maintain regular contact with their assigned AB liaison per Section 5.3 and include the liaison in major decisions.
G. **Attendance** – Attend all Host Committee meetings or send the Vice-Chair as alternate. Absences are subject to Section 7.5A. Must be on-site during the duration of the convention.
H. **Coordination** – Coordinate with other Subcommittee Chairs when functions overlap, especially Arts & Graphics, Registration, Convention Information, and Site Liaison.
I. **Final Report** – Submit a final written report, including financial accounting, inventory, and recommendations, to the Host Committee within fourteen (14) days of the convention.
J. **Equipment** – Ensure all equipment is in working order and tested two (2) weeks prior to the start of the convention. This includes Square cash register equipment, voice recorders, walkie-talkies, etc.

10.4 General Requirements for All Subcommittee Members

A. All subcommittee members must be NA members.
B. All subcommittee expenditures must be within the approved budget per Section 6.

C. No subcommittee may enter contracts or financial commitments without AB approval.

D. Subcommittees shall dissolve after submitting final reports and inventories, no later than thirty (30) days after the convention.

10.5 Subcommittee Descriptions and Specific Duties

A. Arts & Graphics

Purpose – To create and produce all convention-related artwork, printed materials, and digital media in a manner consistent with NA's Twelve Traditions that carry the theme and message of recovery.

The Arts & Graphics Subcommittee shall:

1. Theme & Logo Development – Work with the Host Committee to finalize the convention theme and design an original convention logo.
   The Subcommittee should try to solicit the fellowship for logo ideas once the theme has been selected. This should be done at least eight (8) months in advance of the convention. Submit all theme and logo concepts to the Host Committee for a vote and approval prior to use.
2. Flyer Design & Production – Design the pre-registration flyer, registration flyer, and any other promotional materials. Coordinate with Convention Information on content and with Registration on mailing timelines. All flyers require Host Committee approval prior to printing or distribution.
3. Signage & Banners – Design and produce all on-site signage including directional signs, meeting room signs, main stage banners, and welcome banners. Ensure signage is professional and consistent with the theme.
4. Merchandise Artwork – Provide camera-ready artwork for all merchandise items as requested by the Merchandise Subcommittee. All merchandise designs require Host Committee approval.
5. Website & Digital Graphics – Provide any digital graphics necessary for use on the ECCNA.org website.
6. Estimates – Provide estimates for all printing, supplies, and production costs. Obtain at least two (2) competitive bids for major printing jobs and submit to Host Committee for approval.
7. Ensure all artwork complies with NA World Services' Fellowship Intellectual Property Trust (FIPT). Do not use copyrighted, clip art, or infringing AI-generated images.
8. Coordination – Collaborate with Registration, Convention Information, and Merchandise to meet deadlines. Maintain consistency across all platforms.

B. Auction

Purpose: To solicit, collect, and display donated items and to conduct the convention auction in a fiscally responsible manner consistent with NA's Twelve Traditions to help fund the convention.

The Auction Subcommittee shall:

1. Solicit, collect, and inventory donated items for the convention auction. The Auction Subcommittee will receive at least one (1) of each item of merchandise from previous years convention.
2. Coordinate auction displays, bidding process, and payment collection at the convention.
3. Maintain accurate records of all donated items, winning bids, and funds collected.
4. Provide a final auction report including total funds raised within fourteen (14) days of the convention.

C. Convention Information

Purpose: To serve as the central point of contact for all convention-related inquiries and to provide accurate, timely information to NA members and the public regarding the convention.

The Convention Information Subcommittee shall:

1. Act as the central point of contact for all information requests regarding the convention.
2. Develop a list of frequently asked questions (FAQs) for use by all committee members.
3. Coordinate with Arts & Graphics to ensure all flyers contain accurate dates, times, locations, and contact information.
4. Prepare information packets including local meeting lists, area maps, restaurant guides, and 12-Step contact information.
5. Staff the convention information table during all hours of the convention.
6. Prepare signs directing attendees to meetings, registration, hospitality, and other convention areas.
7. Submit all printed materials to the Host Committee for approval prior to distribution.
8. Maintain a log of all inquiries and submit a final report to the Host Committee after the convention.

D. Entertainment & Fundraising

Purpose: To plan and conduct approved fundraising events prior to the convention and to coordinate recovery-oriented entertainment and fellowship activities during the convention in a manner consistent with NA's Twelve Traditions.

The Entertainment & Fundraising Subcommittee shall:

1. Plan and execute fundraising events prior to the convention to help defray convention expenses.
2. Submit a cost estimate for any fundraising event to the Host Treasurer prior to the event.
3. Ensure that all entertainment is consistent with NA's Twelve Traditions. No outside enterprises may be promoted.
4. Negotiate contracts for DJs, bands, or other entertainment. All contracts must be submitted to the AB for approval. No contracts may be signed by the subcommittee.
5. Work with the Site Liaison to schedule entertainment in appropriate rooms and time slots.
6. Submit all monies collected to the Host Treasurer within 72 hours (3 business days). At fundraising events, two (2) committee members must be present when accepting money.
7. Submit a final report including income, expenses, and recommendations to the Host Committee after the convention.

E. Hospitality

Purpose: To provide a welcoming, recovery-oriented environment for convention attendees by coordinating the hospitality room and offering refreshments and fellowship space throughout the convention.

The Hospitality Subcommittee shall:

1. Coordinate the hospitality room and provide refreshments for convention attendees.
2. Obtain donations of coffee, snacks, and supplies, when possible, to reduce costs.
3. Maintain the hospitality room during all posted hours of operation.
4. Ensure the hospitality room is kept clean and that all health department regulations are followed.
5. Recruit and schedule volunteers to staff the hospitality room.
6. Coordinate with the Site Liaison regarding room setup, equipment, and access.
7. Post hours of operation and any rules for use of the hospitality room.

F. Marathon

Purpose: To ensure continuous NA meetings are available throughout the convention by coordinating marathon meetings for the fellowship.

The Marathon Subcommittee shall:

1. Coordinate marathon meetings during the convention from the last official meeting of the day to the first meeting on the next day.
2. Recruit NA members to chair marathon meetings. Ensure all chairs have at least one (1) year clean time.
3. Prepare a schedule of marathon meetings and submit to Programming for inclusion in the program book.
4. Provide marathon meeting format and readings.
5. Ensure the marathon meeting room remains open and staffed during all scheduled hours.
6. Coordinate with the Site Liaison for room setup and signage.
7. Maintain order in the marathon meeting room. Marathon meetings are closed, for NA members only.

G. Merchandise

Purpose: To select, obtain, and sell convention-related merchandise in a fiscally responsible manner to help fund the convention and provide members with memorabilia.

The Merchandise Subcommittee shall:

1. Select merchandise items for sale at the convention, subject to AB approval per Section 4B.
2. Obtain at least three (3) competitive bids for all merchandise items and submit to the Host Committee for approval.
3. Coordinate artwork with Arts & Graphics.
4. Maintain an inventory of all merchandise purchased and sold.
5. Designate a Subcommittee member to be at fundraisers and other NA functions to sell merchandise.
6. Set up and staff the merchandise sales area during posted hours at the convention.
7. Ensure two (2) committee members are present when money is collected for merchandise sales.
8. Display prices and merchandise in a professional manner.
9. Submit a final report including sales, inventory, and recommendations to the Host Committee after the convention.

H. Programming

Purpose: To plan and coordinate the convention program, including selection of speakers, workshops, and meetings, to carry NA's message of recovery at the convention.

The Program Subcommittee shall:

1. Select NA speakers for all events.
2. Friday night, Saturday night and Sunday morning main speakers must have at least ten (10) years clean time.
3. Workshop speakers must have at least two (2) years clean time.
4. No individual may serve as a main speaker if they have held that role at any designated East Coast Regions, World, or East Coast convention within the preceding five (5) years.
5. Speakers must not be members of the AB or the Host Committee.
   Main Speakers may not have a close personal or sponsorship relationship with any AB or Host Committee member, including as a spouse, sponsor, significant other, or sponsee.
6. Submit a minimum of two (2) speaker nominations to the Host Committee for each main meeting and provide a recommendation to be completed no later than three (3) months prior to the convention.
7. Select a pool of backup speakers in the event of no-shows.
8. Submit main speaker selections to the AB for approval prior to extending invitations.
9. Confirm all speakers in writing and provide travel and lodging information as needed.
10. Develop the convention program, to include times and locations of main meetings, workshops, marathon meetings, entertainment, auction, open board meeting, bid meeting and group photo.
11. Assign topics for workshops and panels. Recruit workshop and panel Chairs.
12. Arrange for recording of speaker meetings. No recording without written release from the speaker.
13. Prepare a written schedule of all meetings and events for posting at the convention.
14. Submit a final report to the Host Committee after the convention.

I. Registration

Purpose: To manage all aspects of convention registration, including pre-registration and on-site registration, to accurately record and account for all registrants and funds in accordance with the Seventh Tradition.

The Registration Subcommittee shall:

1. Record System – Establish and maintain a record system for all registrations. The system shall track each registrant's name, address, phone number, email if provided, amount paid, date received, type of registration, and any pre-purchased items. The record system format must be approved by the Host Chair.
2. Registration Materials – Prepare the registration flyer and registration form in coordination with the Arts & Graphics Subcommittee, eight (8) months in advance of convention. Submit all pre-registration, registration and event prices to the Host Committee and AB for approval prior to printing or distribution.
3. Distribute approved materials to all Regions on the East Coast and as many other Areas as possible.
4. Sent direct mail/email to NA members listed on previous convention attendance rosters.
5. Deposit of Funds – Deposit all registration funds with the Host Treasurer within 72 hours (3 business days) of receipt.
6. Monthly Reporting – Provide a written report to the Host Committee at each monthly meeting. The report shall include total number of pre-registrations received to date by category, outstanding items, and any issues or needs. Weekly reports begin two (2) months prior to the convention.
7. Registration Packets – Prepare registration packets for distribution at the convention. Packets shall include name badge, any pre-purchased merchandise, meal tickets, or special event tickets. Prepare registration packets within the allotted budget.
8. On-Site Registration – Set up and staff the registration area during all posted hours at the convention. Post hours of operation in the program book and at the registration area. Registration for the convention is required by all.
9. Designee – Designate a Subcommittee member to attend fundraisers and other NA functions to sell registrations.
10. Name Badges – Issue name badges to all registrants. Lost badges may be replaced for a fee set by the Host Committee and approved by the AB. Instruct, print, and post, 'All badges must be worn while on convention site.'
11. Refunds – No refunds shall be given after the pre-registration cut-off date. All requests for refunds prior to the cut-off date must be submitted in writing and approved by the Host Committee.
12. Final Report – Submit a written report to the Host Committee within thirty (30) days after the convention, including registration totals by type, income, expenses, and recommendations for future conventions.

J. Serenity Keepers

Purpose: To help maintain a safe, orderly, and recovery-oriented atmosphere at the convention and all related events by providing guidance and support to attendees consistent with NA principles.

The Serenity Keepers Subcommittee shall:

1. Maintain an atmosphere of recovery and respect through order and safety at the convention and all related events.
2. Assist with crowd and line control as directed by the Site Liaison.
3. Recruit and schedule volunteers to serve as Serenity Keepers. All Serenity Keepers must have at least one (1) year clean time.
4. Work with the Site Liaison and facility security to understand facility rules and emergency procedures.
5. Wear identification as Serenity Keepers while on duty. T-shirts may be designed and must be approved by the Host Committee.
6. Monitor meeting rooms, hallways, and common areas to ensure a safe recovery-oriented atmosphere.
7. Maintain charging walkie-talkies.
8. Address disruptions in a firm but loving manner, consistent with NA principles. Request assistance from facility security or local authorities if needed. Contact the Subcommittee chair, Host committee chair, and AB president immediately if any situations arise.
9. Monitor doors at main speaker meetings and dances to prevent non-registered persons from entering ticketed events.
10. Assist with crowd control and lines at registration, merchandise, and banquet.
11. Ensure smoking/vaping is in designated areas only.
12. Submit a final report to the Host Committee after the convention.

K. Literature Distribution

Purpose: To coordinate the planning, purchase, inventory, packaging, and distribution of NA-approved literature. The Literature Distribution Subcommittee shall ensure literature is distributed in an organized, accountable, and equitable manner to correctional facilities and approved recipients in support of ECCNA's mission.

The Literature Distribution Subcommittee shall:

1. Develop and maintain a distribution plan based on the literature budget approved by the Host Committee and AB.

2. Coordinate with Regional H&I and Corrections Committees, and other appropriate NA service bodies to identify and verify eligible literature recipients.
3. Develop recommended literature packages based on available funding, documented need, and available inventory.
4. Verify recipient information, shipping requirements, and delivery restrictions prior to ordering or shipping literature.
5. Prepare a literature purchase recommendation for approval by the Host Committee.
6. Coordinate the ordering of NA-approved literature through approved vendors.
7. Receive, inspect, inventory, and securely store all literature until distribution.
8. Coordinate the packaging, labeling, and shipment of literature to approved recipients.
9. Maintain accurate records of inventory, distributions, shipping documentation, expenditures and coordinate with the Host Committee Treasurer.
10. Recruit volunteers for packaging, inventory, and distribution activities.
11. Maintain all distribution records, correspondence, inventories, and supporting documentation for inclusion in the final Host Committee records.
12. Submit monthly reports to the Host Committee.
13. Submit a final report, including literature purchased, expenditures, and a distribution summary to the Host Committee at the conclusion of the convention.

Policy Ad-hoc Committee Report

Meeting date: July 8, 2026, at 5:30PM Zoom meeting

Meeting of Policy Ad-hoc Committee.

Committee members attended: Noel F., Chair, Steve Martin, Bob Farris, Colin Hines

Committee members excused: Guy Brown

Actions taken: After sending out the Host Committee Policy to AB for approval and/or revisions to AB members, we received revisions from Debbie, Lisa and Bob. Work began on the revisions and were completed up to Section 9.5.

Next steps: Complete revisions.

Next meeting: Zoom: Wednesday, July 13, 2026 at 7:00PM

Time of adjournment: 7:45PM

Respectfully submitted,

Noel Forrestel, Policy Chair
nforrestel@comcast.net
609.576.8171

Policy Ad-hoc Committee Report

Meeting date: July 13, 2026, at 7:00PM Zoom meeting

Meeting of Policy Ad-hoc Committee.

Committee members attended: Noel F., Chair, Steve Martin, Bob Farris, Colin Hines

Committee members excused: Guy Brown

Actions taken: Continued work on Host Committee Policy from Section 9.5 to Section 10.5 H Programming. We discussed the need for more clarification on some revisions.

Next steps: Bob and Colin will write Literature Distribution Subcommittee duties. Noel will get more clarification on revisions. Complete revisions.

Next meeting: Zoom: Wednesday, July 20, 2026 at 7:00PM

Time of adjournment: 9:23 PM

Respectfully submitted,

Noel Forrestel, Policy Chair
nforrestel@comcast.net
609.576.8171

Policy Ad-hoc Committee Report

Meeting date: July 20, 2026, at 7:00PM Zoom meeting

Meeting of Policy Ad-hoc Committee.

Committee members attended: Noel F., Chair, Bob Farris, Guy Brown

Committee members excused: Steve Martin, Colin Hines

Actions taken: Continued work on Host Committee Policy from Section 10.5 H Programming to end of document. Literature Distribution Subcommittee duties were added to Section 10.5 K.

Next steps: Noel will reformat and proofread the document, incorporating any additional revisions. The Policy Committee will approve the final document, which will then be submitted to the AD and Host Committee for review and approval.

Next meeting: Zoom: TBD

Time of adjournment: 8:42 PM

Respectfully submitted,

Noel Forrestel, Policy Chair
nforrestel@comcast.net
609.576.8171

ECCNA 29 August Chair Report

Hey everyone!

I don’t have much to report this month. Our distribution list is mostly complete, just waiting on a few addresses/contacts to fill in on our spread sheet. We will provide a copy of this spreadsheet to the board when it is complete.
Our area is looking forward to the “stamping” party, and they were so excited to hear our final numbers. Thank you for all of your support.

In loving service,
Rosemary H
ECCNA 29 Chair.

ECCNA 30 HOST CHAIR REPORT

July 31st, 2026

Greetings from Staten Island. We held elections twice in July all positions were filled except for merchandise chair. We are also happy that we secured a place where we can meet hybrid on Wednesdays. The whole committee meets on the last Wednesday of every month at 76 Franklin Ave. Staten Island NY. The landlord charges us $75 a month whether it is a four- or five-week month and we can use the facility for all Wednesdays. I also need to mention that we have a large screen television and Wi-Fi availability provided for us.

It was brought to our attention that the AB is working to incorporate another position into the committee as policy and that would be Literature distribution. Staten Island is taking a proactive approach, and we have appointed a Literature distribution person who has already hit the ground running and contacted key prison officials via phone & email.

Our committee has been in discussion about putting up a simulcast during the main meeting on Saturday night with some local and state jails and prisons including Bedford Hills, a woman's maximum-security prison. looking for direction on who would be the single point of accountability in this endeavor would it be the Literature distribution committee?

Arts and graphics are in full swing and have already created a few logos for pre-convention and convention artwork.

Programing as well have a full committee we need the recorders to do a few dry runs with recording and uploading just so that committee can get acclimated to work that equipment.

Both Programing and arts and graphics will be meeting in person.

Staten Island Area will be hosting their annual cookout Saturday, August 22 and we would love to sell pre-Registration and T-shirts at that event so hopefully we can come up with a price for pre-registrations tonight during the meeting.

I've reviewed. The updated host committee policy looks great however I have two concerns one is convention information regarding public and the other would be Programing regarding Speaker selection.

Diane, the treasurer, Tuffy CFO, and I were on a phone conference with Wells Fargo we had the necessary documents mailed to us signed and returned to the bank. We have received an account number just looking for direction how to go ahead.

John The site liaison and I will be visiting the college Monday morning to introduce him to all the contacts such as cafeteria, dorm Admin, and collage administrators. I also must obtain a copy of the facilities agreement with pricing for Meeting spaces. I apologize that I did not get that to the board earlier I misplaced the document. I will email the document to the president of the AB as soon as I get it.

We are also looking into having a boat ride Thursday evening by the Statue of Liberty and lower Manhattan. that would be a 2-hour cruise. We would also sell tickets to the local fellowship. This would be an extra in pricing per head waiting to hear back from the company for a price. There are boats that can accommodate 200 to 400 people.

Fundraising and entertainment are on the ball and are already planning our first fundraiser.

Well, that is it not much else going on.

In loving service, Elwood K, Chair Host committee.

ck #	July-2026	BALANCE	$9,864.77

INCOME	Date	Amount
Starting Balance	Jul 01	$0.00
Pre- Registrations from Jun 21 on-site	Jul 01	$9,429.77
Pre-Convention Merchandise Sales	Jul 27	$510.00
	Sub Total	$9,939.77

ck #	Expense	Date	Amount Paid
	$75 monthly Rent for ECCNA Meeting Space	Jul/27	$75.00
	76 Frwanklin ave		
		Sub Total	$75.00
		BALANCE	$9,864.77

In Loving Service

Dcim M

Agenda
ECCNA, INC (AB)
September 14th, 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	
Vice-President	Rosemary	GA	7/2025	7/2026	10/2026	
Secretary	Heidi D	FL	9/2025	10/2025	10/2026	
CFO	Tuffy H	FL	10/2024	10/2025	10/2026	
CFO Alt	Collin H	FL	9/2025	10/2025	10/2026	
Webmaster	Mark S		7/2026	7/2026	10/2026	
Policy	Noel F	NJ	7/2025	5/2026	10/2026	
Director	Guy B	MI	09/2025		09/2027	
Director	Bob F	FL	12/2025		12/2027	
Director	Steve M	PA	4/2026		4/2028	
Director	Katie P	NJ	5/2026		2/2028	
Director	Shawna B	GA	7/2026		7/2028	
Director	Peter V	NC	7/2026		7/2028	
Director	Ben F	VA	7/2026		7/2028	
ECCNA 29	Rosemary H	GA	7/2025		Host Chair	
ECCNA 30	Elwood	NY	7/2025		Host Chair	
Guests						

III. OPEN FORUM –

IV. MINUTES – CHANGES/APPROVAL –

V. REPORTS:

- PRESIDENT
- VICE PRESIDENT
- CFO
- ALTERNATE CFO
- WEBSITE
- POLICY
- ECCNA 29 CHAIR
- ECCNA 30 CHAIR
- NOMINATIONS/ELECTIONS:

VI. OLD BUSINESS:

- Host Policy Approval
- Board Liaison discussion

VII. NEW BUSINESS:

VIII. NEXT MEETING – October 5th at 7pm

IX. CLOSE