

## NEFACNA-4 CHAIR REPORT for APRIL

We met on Tuesday April 20, 2010 at 7 pm. We had 7 people in attendance.

We still have positions open at this time. Positions open are Merchandising chair, Registration chair and programming chair. Clean time min. is 3 years. Flyers are on the table listing all sub-committee meeting times and places. We need support in all sub-committees.

We need all themes turned in for the convention by next month. Whoever wins the theme they will win a free registration for the upcoming convention.

The hotel contract has been finalized at this time for the meeting space. We are still in negotiations with the hotel for room rates. Meeting spaces are set at last year's prices. We need a deposit of \$1000.00 by May 1<sup>st</sup> to reserve the hotel.

Attached you will find this year's budget. The final audit will be this month and we will have the results for next month's meeting.

In Loving Service

Lisa Nichols

4443-829-8382

# 2011 Convention Budget

*Denotes Changes	Budget 2010	Spent 2010	Profit 2010	Budget 2011
<b>Entertainment</b>	\$5,000.00	\$4,292.00	\$708.00	\$5000.00
<b>Programming</b>	\$2,320.00	\$1,367.09	\$952.91	\$2320.00
<b>Registration</b>	\$1,695.00	\$1,310.70	\$384.30	\$1695.00
<b>Hospitality</b>	\$900.00	\$538.80	\$361.20	\$900.00
<b>Merchandise</b>	\$1,420.00	\$1,000.17	\$419.83	\$1420.00
<b>Conv. Committee/Hotel</b>	\$8,765.00	\$7,966.89	\$798.11	\$9445.00
<b>Hotel Refund</b>			\$252.00	
<b>Consignments</b>			\$615.00	
<b>Total</b>	<b>\$20,100.00</b>	<b>\$16,475.65</b>	<b>\$4,491.35</b>	<b>\$20,780.00</b>
<b>ENTERTAINMENT</b>				
Fri. & Sat. Events	\$4,500.00	\$4,150.00	\$350.00	\$4500.00
Misc. / Prizes	\$500.00	\$22.00	\$478.00	\$380.00*
Rent	\$0.00	\$120.00	(\$120.00)	\$120.00
<b>Totals</b>	<b>\$5,000.00</b>	<b>\$4,292.00</b>	<b>\$708.00</b>	<b>\$5,000.00</b>
<b>PROGRAMMING</b>				
Travel For Speakers	\$1,000.00	\$329.40	\$670.60	\$1000.00
Speaker Rooms	\$0.00 - 3 Comp.	\$0.00	\$0.00	\$0.00 - 3 Comp
Speaker Gifts	\$125.00	\$95.40	\$29.60	\$125.00
Programs	\$1,000.00	\$755.00	\$245.00	\$1000.00
Misc./Flyers	\$75.00	\$87.29	\$7.71	\$75.00
Rent	\$120.00	\$120.00	\$0.00	\$120.00
<b>Total</b>	<b>\$2,320.00</b>	<b>\$1,367.09</b>	<b>\$952.91</b>	<b>\$2,320.00</b>
<b>REGISTRATION</b>				
Registration Forms	\$300.00	\$150.00	\$150.00	\$300.00
Badges & Magnets	\$900.00	\$784.20	\$115.80	\$900.00
Flyers/Postage	\$150.00	\$119.00	\$31.00	\$150.00
Miscellaneous	\$100.00	(\$116.32)	(\$20.00)	\$100.00
Receipt Books	\$125.00	\$21.18	\$103.82	\$125.00
Rent	\$120.00	\$120.00	\$0.00	\$120.00
<b>Totals</b>	<b>\$1,695.00</b>	<b>\$1,310.70</b>	<b>\$384.30</b>	<b>\$1,695.00</b>





### **Speaker Selection Guidelines Continued**

Typically, there has been one main speaker meeting on each day of the convention. There have also been many variations of this at different conventions. The Convention Committee will work out the format for each convention with input from the Program Sub-committee.

Members being considered as speakers for main meetings cannot have been a main speaker at any of the previous conventions held in Maryland for the previous 5 (five) years. However, having spoken at a previous convention does not restrict the ability to be considered to speak at any convention workshops. All members being considered by the Program Sub-committee will have the required clean time and come from any of the following sources:

- Tapes sent to the committee recorded the last 3 calendar years.
- Recommendations from the region or areas with a speaker information sheet submitted.
- NEFA Convention Committee with completed speaker information sheet.
- Sub-committee recommendations with completed speaker information sheet.

*\*NEFA Convention Committee members and all sub-committee members cannot participate as speakers with the exception of emergency situations.*

### **FINANCIAL PROCEDURES AND FORECASTING**

#### **Convention Budget**

Aside the prudent reserve required for the Hotel taken from convention profits, any other profits made from the convention over \$7,000.00 will be donated to either World Service of NA or the Baltimore Service Center. This means, that the convention will hold the amount of the prudent reserve for the hotel plus \$7000.00 made from any convention profits for operation expenses. Anything above and beyond those amounts will be donated. The convention committee at any time may put in a motion at the ASC to decrease or increase this operating budget to accommodate the prudent reserve needed for the Hotel and/or operating expenses.

Each Sub-committee will be given a budget by the March Convention Committee meeting. This budget is detailed income and expense projection for each convention.

*All Board Members, subcommittee members or volunteers that handle any monies must sign an "Accountability Statement" to be held by the Convention Chairperson.*

#### **Annual Audit**

The Convention Committee is responsible for having an annual internal audit conducted of the Conventions Committees financial records occurring within 90 days of the closing of the convention and reported to the ASC once concluded. The Convention Committee is also responsible for filing all necessary tax documents each year to the State of Maryland, the IRS and State Unemployment.



# *NEFA Convention IV* *Sub Committee Meetings*

## ENTERTAINMENT COMMITTEE

Meets the 2<sup>nd</sup> Monday of the month at Waters Edge Baptist Church, Liberty Parkway & Sollers Point Road, Dundalk, Md. 21222 @ 7:00 p.m.. For info call Michelle B., Chair @ 443-250-2246. *(meeting place subject to change, please call)*

## REGISTRATION COMMITTEE

Meets the 2<sup>nd</sup> Monday of the month @ Waters Edge Baptist Church, Liberty Parkway & Sollers Point Road, Dundalk, Md. 21222 @ 7:00 p.m.. For info call Diana S. @ 410-960-8518 or Lisa N. @ 443-829-8382. *(meeting place subject to change, please call)*

## HOSPITALITY COMMITTEE

Meets the 2<sup>nd</sup> Monday of the month at Waters Edge Baptist Church, Liberty Parkway & Sollers Point Road, Dundalk, Md. 21222 @ 7:00 p.m.. For info call Pam S., Chair @ 410-369-8362. *(meeting place subject to change, please call)*

## PROGRAMMING COMMITTEE

Meets the 2<sup>nd</sup> Monday of the month at Waters Edge Baptist Church, Liberty Parkway & Sollers Point Road, Dundalk, Md. 21222 @ 7:00 p.m.. For info call For info call Lisa N. @ 443-829-8382 or Diana S. @ 410-960-8518. *(meeting place subject to change, please call)*

## MERCHANDISE COMMITTEE

Meets the 2<sup>nd</sup> Monday of the month at Waters Edge Baptist Church, Liberty Parkway & Sollers Point Road, Dundalk, Md. 21222 @ 7:00 p.m.. For info call For info call Diana S. @ 410-960-8518 or Lisa N. @ 443-829-8382. *(meeting place subject to change, please call)*

*\*All are welcome to attend.*

*\*Sub committee positions are open to be filled.*

*\*Come and be a part of the planning for Northeast Freedom Areas*

*FOURTH ANNUAL CONVENTION!*



SEE YOU THERE!



# *NEFACNA~4 Programming Committee Needs Your Message!*

The 2010 NEFACNA Programming Committee is  
now accepting Speaker tapes and/or CD's  
for the Main Speaker Meetings  
and Workshops

If you are interested in submitting a Tape or CD  
Please send it to:

**NEFACNA Convention  
P.O. Box 34337  
Essex, Maryland 21221**

All tapes & CD's must be submitted by no  
later than July 15, 2010

For more information and/or questions pertaining  
to tape and/or CD submission, please call  
Lisa, Programming Chair @ 443-829-8382



**Give It Away To Keep It!**

