

ICYPAA Advisory Council
Conference Call Minutes
November 22, 2009

1. Opened meeting at 12:05 EST with Moment of Silence followed by Serenity Prayer.
2. Roll Call:
Tom, Todd, Taryn, Matt, Whitney, Mark, Jennifer, Lauren, Jules. Carlston, James, Robyn, Jonathan. Ron said he would not be able to call. Berry is in Australia and will try to Skype in. Tommy is MIA.
3. Minutes approval from the Conference Call 2009-08-16 will be moved to the February Conference Call since the Secretary sent them at 10:30 am this morning. *[Sorry! - Jennifer]*

Reports

4. Chair's Report
 - a. See attached report for more detailed information.
 - b. Hotel Contract - signed.
 - c. Relationship between Host Committee, Advisory and GSO.
 - d. Insurance claim from Atlanta.
 - e. Portland amends letter. Letter had copies of 3 checks but letter mentioned 4. Fourth check written, just not included in letter.
 - f. See attached report for more detailed information.
 - g. Question from James - Is the hotel not available for Monday room rate? Tom - Sunday, Monday, Tuesday before conference is sold out. If you need a room for those nights, email the Host Committee Hotel folks, and they can contact the hotel to see if they can get the room nights changed. James - What about the Monday after? Tom - 9 of 39 rooms are sold
5. Announcement from Todd - Activated starting today (for a year) and will probably deploy in about 25 days. David N. is first alternate from Atlanta. He is ready to fill for Todd until he comes back. *[We'll miss you and will be thinking of you! - Jennifer]*
6. Co-Chair Report.
 - a. See attached report.
 - b. Tom - Talked about bidder's we've heard from.
7. Treasurer's Report - Mark
 - a. See attached report for more information.
 - b. Money from the Host Committee was previously considered a donation, but the accountants said it was actually income and we must include the spreadsheets from the Host Committee with our taxes.
 - c. Motion to accept 2010 Budget - passed.
 - d. Motion to send GSO \$21,500 from Treasurer - passed unanimously.

8. Secretary's Report
 - a. Nothing to report [*Couldn't remember if I had anything by the time I typed this - Jennifer*]
9. Archivist Report - Tommy
 - a. No report.
10. Website Report- Jonathan
 - b. Report given at conference call.
11. Outreach Committee Report- Whitney
 - a. See attached report.
12. Finance Committee Report - Jules
 - a. See attached report.
 - b. Motion to send \$10,000 to GSO was withdrawn since Treasurer made motion of \$21,500 based on more information after he and Finance Committee came up with \$10,00. (There was much discussion)
13. Mailing Committee Report - Taryn
 - a. See attached report.
14. By-Laws Ad-Hoc Committee Report - Carlston
 - a. Bylaws Committee met but has nothing to this time.
15. New Member Orientation Ad-Hoc Committee - James
 - a. See attached report.
16. Site Selection Ad-Hoc Committee - Jonathan
 - a. Report given at conference call.

Unfinished Business - No unfinished business to discuss.

New Business

17. Intellectual Property concerns regarding ICYPAA name and logo.
18. Discuss need for vendor services agreement, requiring certificate of insurance, hold harmless agreement, etc.
19. Meeting closed with the Serenity Prayer.

ICYPAA Advisory Council
Conference Call–November 22, 2009
11 AM CST

Agenda

1. Roll Call
2. Approval of minutes from August 16 call
3. Reports
 - a. Chairman (Tom)
 - b. Co-Chairman (Michelle)
 - c. Treasurer (Mark)
 - i. report
 - ii. disbursement recommendation
 - d. Secretary (Jennifer)
 - e. Archivist (Tommy)
 - f. Website (Jonathan)
 - g. Outreach Committee (Whitney)
 - h. Finance Committee (Jules)
 - i. Mailing *Ad Hoc* Committee (Taryn)
 - j. Bylaws *Ad Hoc* Committee (Carlston)
 - k. New Member Docs *Ad Hoc* Committee (James)
 - l. Site Selection Process *Ad Hoc* Committee (Jonathan)
4. Unfinished Business
5. New Business
 - a. intellectual property concerns regarding ICYPAA name and mark
 - b. discuss need for vendor services agreement, requiring certificate of insurance, hold harmless agreement, etc.
6. Close

Chairman's Report – November 22, 2009

- The hotel contract is signed. Some of the delay was the hotel; the rest was me pushing for a few specific things. I wasn't able to get the hotel to agree to expand the room block if the occupancy rate was below a certain level. It went all the way to the General Manager, but to no avail. I also tried hard to get the hotel to offer the group rate at least three days before and after the major conference dates, but we were only able to get a small number of rooms the days leading up to the conference and for the Sunday/Monday after the conference, because Canon moves into the hotel as we are moving out.
- Folks who are interested in the details have probably already read the contract. But the high points are \$189/night single-quad, no F&B minimum, no meeting space charges, and no banquet.
- There are already 488 room nights booked:

SUN 22	MON 23	TUE 24	WED 25	THU 26	FRI 27	SAT 28	SUN 29	MON 30
10/10	13/10	17/16	35/131	110/340	125/480	124/480	40/116	9/35

So Wed, Fri, Sat, & Mon ~ 25% sold; Thu & Sun, 30%+ sold; average length of stay, 3.9 days

- 383 pre-registered so far
- I'm comfortable with the host committee's general operations. In the past the advisory council has taken the lead on any interaction with GSO. I am OK with the host committee working with GSO directly, and have asked that they keep us in the loop. The folks in this year's host committee are in the unique position of having better relationships with folks at GSO than we do.
- Nothing to report in re the insurance claim—the investigation is still ongoing—the insurance company has my info and will contact me when the investigation is complete.
- The Portland matter is concluded. You may recall that the Portland host committee approved four disbursements, but Portland's treasurer only provided copies of three checks. She told me that the 'missing' disbursement had already been made, shortly after the Portland host committee made the final disbursement decision. Days of Sobriety was anxious for its money, apparently...
- For those of you who don't know, Todd has been called up for active duty and will be deployed to Afghanistan sometime soon. We don't yet know if he will be back in time to continue his service to the council, but David is ready to fill in as needed. Todd has agreed that if it appears obvious he will no longer be able to serve on council he will resign, but until then we will still count him among the members of council.
- Of the eight returning bidders, we know that at least six of them are active—Chicago, SMICYCAA, Tennessee, Texas, Vancouver, and Wisconsin. It looks like BAYPAA is probably active too, because the BAYPAA website is up and running, but we haven't heard anything from them yet. And no news yet about Arizona.
- There are at least two new bid committees—Maryland and Montreal.
- And of the six token bids from last year, at least three are active—Florida, Indianapolis, and London. Boston is busy with EACYCAA, Louisville with SERCYCAA, and Ohio with OYPAA, so we probably won't know until those conferences are over whether those three committees will bring a formal bid to NYC.

In love & service,

Tom M.
Chairman, ICYPAA Advisory Council

Strawberry

Co-Chair Report

November 22, 2009

Brisbane, Australia

Upon my travels the last few months, I attended an ICYPAA bid committee meeting in London, Chicago and in Texas. I also got an opportunity to spend some time with some Florida folk who said they were going to bid for ICYPAA. It's definitely interesting being an advisory council member at these meetings, brings me back some years.

My goal is to reach out to all ICYPAA bid committee's and make myself available to them. I will be drafting an email to send out to each bidding city. I look forward to getting to know all our bid cities/ states.

November 22, 2009

All,

As I mentioned in my email earlier this week I finally received my first re-shipment of mail forwarded from our PO Box on Tuesday. I think that is the last of the transition from Dalton to me. I apologize for the delay. I have balanced the checking and savings accounts in QuickBooks. A summary of our current finances

Checking	\$37,784.68
CD	\$14,265.93
Money Market	<u>\$24,925.48</u>
Total	\$76,976.09

I have attached a copy of my revised 2009 budget. This revision was done to add a \$1,000 budget for the Outreach Committee. This revision will need your approval.

I also attached a proposed budget for 2010. It will also need your approval.

The proposed budget sets 2010 expenses at \$18,455. I have used this number to set our prudent reserve. We have established our prudent reserve at two years operating expenses. Therefore, I have set our prudent reserve at \$36,910.

In order to establish our proposed disbursement to General Service I have subtracted our prudent reserve (\$36,910), and our proposed 2010 budget (\$18,455) from our current position. In total I propose we keep \$55,365 for prudent reserve and 2010 operating expenses. This would allow us to disburse \$21,611 (rounded to \$21,500) to General Service.

Motion: to disburse \$21,500 to General Service.

Our 2008 tax return was mailed Monday, no taxes were due. It took longer than expected to get the tax return completed because the first draft of the tax return raised a number of questions about our accounting. Tom and I held a conference call with our accountants and it was decided that it was not appropriate to consider money given to Advisory from the host committees as a contribution. The money given to Advisory from the host committees is to be considered income. This means that the host committee's financials must be incorporated into our tax returns. Going forward the Advisory Treasurer will be required to be much more involved in the host committees and their finances, because they will be required to sign tax returns including the host committee's finances.

I have been in regular contact with the host committee treasurer and am aware of their financial position. They have been unexpectedly successful so far and I am confident in their financial position.

Thank you

Mark H.

2009 Budget
ICYPAA Advisory Council
Projected Operating Budget
Revised 11/19/2009

INCOME

51 st ICYPAA Actual Donation:	\$31,051.58
Return of Seed Money from 51 st	\$2,000.00
Projected Interest Income:	\$100.00
Total Project Income:	\$33,151.58

EXPENSES

Projected Expenses	
*Bank Charges:	\$25.00
*USPS Charges	
(Including PO Box, return mail, express mail, postage)	\$450.00
Shipping Charges:	\$500.00
Seed for 52 nd ICYPAA:	\$2,000.00
Archivist:	\$1,500.00
Travel Reimbursement:	\$8,000.00
Insurance:	\$3,080.00
Accountant:	\$500.00
Renaissance Incident:	\$1,830.00
Miscellaneous:	\$400.00
Web Site:	\$1,000.00
Outreach Committee:	\$1,000.00
Total Projected Expenses:	\$20,285.00

GSO Donation: **\$5,000.00**

Projected Net Income: **\$7,866.58**

2010 Budget
ICYPAA Advisory Council
Projected Operating Budget
Created 11/19/2009

INCOME

52 nd ICYPAA Projected Donation:	\$15,000.00
Return of Seed Money from 52 nd	\$2,000.00
Projected Interest Income:	\$100.00
Total Project Income:	\$17,100.00

EXPENSES

Projected Expenses	
*Bank Charges:	\$25.00
*USPS Charges (Including PO Box, return mail, express mail, postage)	\$450.00
Shipping Charges:	\$500.00
Seed for 53 rd ICYPAA:	\$2,000.00
Archivist:	\$1,500.00
Travel Reimbursement:	\$8,000.00
Insurance:	\$3,080.00
Accountant:	\$500.00
Miscellaneous:	\$400.00
Web Site:	\$1,000.00
Outreach Committee:	\$1,000.00
Total Projected Expenses:	\$18,455.00

Projected Net Income: **(-\$1,355.00)**

Advisory Council Outreach Committee Report
November 22, 2009

There are three main objectives of the Outreach Committee for the Advisory Council.

1. Assist the current Host Outreach Committee
2. Establish long term 'relationships' with Area's and Intergroups, both domestic and International.
3. Seek out areas that are not represented at ICYPAA

National/Domestic:

1. Our first conference call was held November 21, 2009. We had the chair, co-chair and national outreach chair from the host committee on the call (Meg, Colleen and John) and Tom, Jen, James and I from council.
2. Jen and Tom are going to be using the Mapland software to give us a better understanding of where we have a strong attendance nationally. They will also be using the software to determine areas of representation within 500 miles of New York City for John to use on the host committee.
3. We are in the process of tracking down a digital copy of all of the Intergroups e-mail addresses domestically. James will be using that list to determine which are already on the constant contact list, those that are not will be receiving an email from the Advisory Council Outreach Committee to ask permission to add them to the constant contact database.

International:

1. Our second conference call was held November 22, 2009. We had the chair, co-chair and International outreach chair from the host committee on the call (Meg, Colleen, Chris) and Tom, Lauren and myself from council.
2. Lauren is going to be working on getting a digital copy of the International Intergroup list. Once we have this the Outreach committee will be sending e-mails to all of these Intergroups introducing ICYPAA and asking permission to add them to our constant contact list.
3. Tom and I spent some time with Chris discussing International outreach efforts, Chris is going to be working through out the year to attain as many International contacts to add to the constant contact database.
4. In an attempt to give the YPAA International community a forum to share information and experience we have started a Google Group called World YPAA. Because it is not feasible to be able to host conference calls internationally this appears to be the most conducive option to give people an opportunity to communicate what is going on their areas. The first conference/area's that we will be reaching out to will be Australia, South Africa, EURYPAA and London. Because there are already YPAA movements in these areas we would like to start there and then work out from there.

Conference Calls:

The outreach committee will be having monthly conference on the third Saturday of every month at 11am EST. These calls have already been scheduled through the conference in New York. Previously I have separated the Domestic and International, going forward it will be the entire Advisory Council Outreach Committee and the entire Host Committee Outreach team.

World Hospitality Suite:

There is no new information to report here. The rooms are going to be assigned in January. Once we have an assigned room and an idea of the space that we will have available to us we can proceed forward with the planning for the suite.

In Service,
Whitney

FINANCE COMMITTEE Minutes
November 15, 2009

Jules, Mark, Ron, Tom attended

1. Contributions v. Income

We discussed treating contributions as income in the future at the suggestion of our Accountants. This will cause some changes in how we interact with the Host Committee. i.e. Host Committee income and expenses need to be on our tax returns therefore we will need reports periodically.

2. Turn over excess \$'s to GSO

We would like to recommend to the AC that we turn over \$10,000 to GSO. We will come back at our next Con Call with another recommendation to turn over additional money.

3. Best Practices with Vendors.

We began the discussion of whether or not we should only be using only license and insured vendors. Also, the idea of accepting competitive bids for services i.e. accountants, lawyers.

Discussion was tabled to next Committee Con call.

ICYPAA Conference Call

Sunday, November 22nd, 2009

MAILING COMMITTEE REPORT

Summary:

During our last two conference calls we clarified our responsibilities, set our objectives for the year, and created a plan of action to ensure our objectives are met.

Go over committee objectives:

- Henry Wurst

Taryn will introduce herself to Linda Keefer at Henry Wurst. Taryn will also inquire about alternative options and pricing for mass mailers for future committees.

- Excel Mailing List

Matt & Taryn will add the mail in and walk in registrations from Atlanta into Excel mailing list, send list to www.listcleanup.com to prepare for physical mail out before January 2010.

- ACS (USPS Address Change Service)

Post mass mail out(s), Matt & Taryn will process the ACS (USPS Address Change Service) returns, deleting or changing invalid mailing addresses from the Excel list.

- Constant Contact

Robyn will check the Constant Contact database regularly for bounce backs, and delete invalid e-mail addresses.

- 52nd ICYPAA Registration Data Entry

We would like to request that Shelly (NY registration chair) backs up the master list once per month and sends us the Excel file so that Matt & Taryn can add it to the master list as it comes in.

- Host Committee Responsibility Recommendation

We would like to make a recommendation that the host committee responsibilities require host committees to hand over all of the slips from walk-in registrations on Conference Sunday to Advisory so that we can give them to Henry Wurst for data entry for a budgeted cost of \$400.00.

ICYPAA ADVISORY COUNCIL MAILING COMMITTEE
COMPOSITION, SCOPE, AND PROCEDURE FOR 51ST ICYPAA HOSTING YEAR

COMPOSITION

Taryn G. (chairman); Matt R.; Robyn G.

SCOPE

The Committee agreed upon the following list by unanimous consent, in order of priority from highest to lowest:

- a. Taryn will introduce herself to Linda Keefer at Henry Wurst. Taryn will also inquire about alternative options and pricing for mass mailers for future committees.
- b. Matt & Taryn will add the mail in and walk in registrations from Atlanta into Excel mailing list, send list to listcleanup.com to prepare for physical mail out before January 2010.
- c. Post mass mail out(s), Matt & Taryn will process the ACS returns, deleting or changing invalid mailing addresses from the Excel list.
- d. Robyn will check the Constant Contact database regularly for bounce backs, and delete invalid e-mail addresses.
- e. Request that Shelly (NY registration chair) backs up the master list once per month and sends us the Excel file so that Matt & Taryn can add it to the master list as it comes in.
- f. Make recommendation that host committees responsibilities require host committees to hand over all of the slips from walk-in registrations on Conference Sunday to Advisory so that we can give them to Henry Wurst for data entry for a budgeted cost of \$400.00.

PROCEDURE

The Committee met by teleconference August 30th, 2009 at 3:00pm (CST) and November 15th at 3:00pm (CST). We have scheduled a conference call on December 13th at 3:00pm (CST) to go over methods of data entry, list clean up and Constant Contact over a shared desktop with Tom M.. Following this call, the mailing committee will be equipped to move forward with the master lists maintenance/data entry responsibilities. We will continue to hold conference calls quarterly. The Committee will make a recommendation to the Advisory Council regarding a particular issue when the Committee has substantial unanimity on that issue.

New Member Orientation Report - November 22, 2009

Minutes from Conference Call - November 15, 2009

Open with Serenity Prayer

Roll call, Tom, Whitney, Jennifer, James

James, welcomed everyone to the call. And was excited to finally being able to feel useful in doing something on advisory.

James advised of the Agenda

1. Discuss new members needs
Idea's explain to new members what is expected in the coming year.
2. Discussion on when new advisory members need to be on a conference call.
There was great comments made by Tom and Whitney on how we should handle who should lead the conference call & when it should take place.

It was deiced that the Advisory chair should the one responsible to designate an advisory council member to host new members orientation. The host must have served on ICYPAA Advisory Council through 3 conferences

3. Discussion on how to make new members feel comfortable.
Put information on the website on what is expected of ICYPAA advisory members so that they will know in advance of what is expected of advisory members.
4. So a suggestion was made to have a doc put on the ICYPAA advisory website.

Whitney – asked James if he would work on the verbiage that should be used & have a rough drafter read for the next new orientation conference call for the 1st of the year .

James- Agreed to do so.

James- so when this doc is ready we will present it to council.

James- inquire if it would be a good idea to have new members on a conference call when the new orientation chair is elected. This is another tool that would be new members feel comfortable and not just tossed into advisory.

Tom- suggested also that this may be a way of helping new members get a feel of what advisory is like.

There was lengthy discussion on how and when the conference call should be made.

If it should be done 1 month after the Conference or 2 months.

Whitney- advised that the conference call should be with in 6 weeks of the conference so the it would give new members time to get life back together and this will allow time for them to finish any business from there conference.

Tom- also agreed that this would allow new member time to relax but yet still be ready for action.

James- thanked everyone for there much needed help and ended conference call with Serenity Prayer

Welcome to Council!!!

At a time to be determined during the conference weekend all newly elected Advisory Council members and Alternates elected will take a few minutes to meet with the current Advisory Council Co-Chair. This is for a brief 'orientation' and to answer any questions that you might have about your new commitment.

<Discussion for possible 'mentoring'>

Commitment to the Council:

- Travel to the next 5 consecutive ICYPAA conferences.
- Participate in 3 conference calls through out each conference year, or more depending on position that you hold on council.

Schedule for Conference: (Based on a Thursday – Sunday Conference)

- Wednesday night participate in Advisory Elections for current Host Committee
- Thursday – Attend the Council Business meeting 8:00am – 5:00PM, Schedule permitting Council usually attends the pre-conference event.
- Friday – Continuation of the business meeting 8:00am -? Friday afternoon Council participates as a whole on two panels, Q & A and How To Bid. Friday night Council is expected to visit all the Bid Committees after the main speaker meeting
- Saturday – Bid session starts at 7am and continues until voting is complete. We usually get an hour for lunch in between the bid session and voting ☺ After the main speaker meeting there is a debriefing session with the BCRs
- Sunday – Meet with new host committee usually around 9am.

Council is now getting the bid books 10 days before the conference. It is each member's responsibility to review each book and find time before the bid session to meet with each bid committee.

Conference Calls:

There are 3 conference calls that all Council members participate in during the conference year. The chair schedules them, we each dial in and the time varies depending on how much we have on the agenda. Usually calls last 2-4 hours.

Attendance:

It is strongly recommended that council members attend all of the above but we do have the following attendance policy:

<Insert Attendance Policy – I believe that the by-laws committee has the most up to date policy>

Advisory Council Information:

The past minutes of Council meetings and conference calls are now on the website. Rather than put hundreds of pages in this book of our past minutes, here is a copy of our current practices.

<Insert Current Practices>

<Insert link to website for past minutes>

Conduct:

- As a former bid/host participant you are probably aware of how seriously people take the things we say. Our words are sometimes over analyzed and taken out of context. We have adopted a common phrase “please remember that I am speaking for myself and not on behalf council. Anything I say is based on my own experience and not necessarily representative of the conscience of the Council”... please note that the only person that can ever speak for Council as a whole is the chairman.
- It is important to **not** approach vendors/hotels in the capacity of an Advisory council member. Any contract/negotiation is done with the Chairman and Treasurer of the Advisory Council.

<Insert Compliance Committee Director Responsibilities>

Communication:

While it is encouraged as an Advisory Council member that we share our experience/strength/hope with any bidders or the current host committee, all official communication goes through the chairman. i.e.: When the host committee sends the rough draft of the program to Council we feed all of our comments/suggestions to the chairman and they provide a concise response to the host committee.

<possible elaboration of contact between host and advisory>

E-Mail:

Once elected you will be added to the advisory@icypaa.org address. Any mail that comes into that address is forwarded on to all Council members. **The secretary is the only person that responds to those e-mails.** If you have something to add/comment you can forward it to the secretary.

Reimbursement:

Each council member is reimbursed for up to \$500 of their travel expenses for each conference that they serve. The Treasurer writes checks on Sunday for each council member, please note the only way you will receive a check is if you have receipts to submit to the treasurer. If you do not have the necessary receipts at the conference you can mail them to the Treasurer and he/she will mail you a check. If you are driving to a conference mileage is reimbursed using the current IRS calculations. (At the time of writing this document is was .55 cents a mile)

Hotel Contracts:

Many of Council members have prior experience, either as a bidder or a host working with/reviewing hotel contracts, and many council members do not. Understanding the hotel contracts in bid packages is very important, attached is the hotels 101 document which might provide some useful information when reviewing contracts.

Please note that if you have any questions please make sure that you reach out to other council members so you can better understand what it is that we are dealing with. (There is a wealth of information available through the all of the members of the Advisory council)

<Hotels 101 Doc>

Host Committee Elections:

Although not required, you are encouraged to travel to the new host city for their elections. Elections are usually held about a month after ICYPAA and it gives Council members a weekend to get to know the new host committee and check out the hotels. The only Council members that participate in negotiating with the hotels are the council Treasurer and council Chairman. If you are ever looking at sites please do not approach any hotel as an Advisory Council Member.

Advisory Council Positions:

<The following are description from the by-law document on the website that was last updated in 2007, I am not sure if the by-laws committee has made any changes to this. Also We need to add website and outreach.>

Chair – officer:

- Plan, announce the agenda for, and chair all Council and Operating Committee meetings.
- Maintain a working relationship between Host Committees and the Council to ensure that the best interests of ICYPAA are being served.
- Be a signatory on all facility contracts and bank accounts including Host Committee accounts.
- Work jointly with the Treasurer to maintain a working list of all financial obligations, and ensure that all are being met.
- Keep the Operating Committee informed on all ICYPAA matters of importance.
- Be responsible to support all members in the completion of their duties.
- Act as liaison between ICYPAA and the General Service Office and ensure that the General Service Office has a current list of Council members including addresses.

Co-Chair – officer:

- In the absence of the Chairperson, shall accept the full duties of the Chairperson.
- Keep completely informed on all ICYPAA matters.
- Be one of three signatures on all Council bank accounts.

Treasurer – officer:

- Keep detailed financial records of all Council business and make the current years financial records, bank statements, account ledgers, check books, tax returns and correspondence available at Council meetings.
- Give financial reports at Council meetings summarizing all income and expenditures.
- Provide a detailed transactions report and balance sheet of the Council's accounts to each member of Council 30 days prior and as soon as is practical 90 days after each conference.
- Be a signatory on all Council bank accounts.
- Work with the treasurer of a host committee to insure the proper maintenance of financial records.
- Oversee the preparation and filing of federal tax returns.
- Shall immediately inform the Operating Committee of any inconsistency in the accounts or records.

Secretary – officer:

- Keep minutes of all Council and Operating committee meetings; maintain and make available at council meetings notebooks of all prior advisory council meeting minutes; furnish minutes of the Council meetings to all Council members within ninety days of the meetings and those of the Operating Committee within thirty days of such meetings.
- Act as custodian of the conference banner and be responsible for its storage between conferences and the banners delivery to the current host committee at their convenience.
- Shall maintain the post office box and e-mail address for all correspondence, answer all correspondence or direct it to the appropriate person promptly, and furnish copies of all correspondence to Council members monthly.
- Furnish letterhead for use by all Council members for Council communications.
- Be responsible for the revision and printing of all council documents and literature including these bylaws, Facts, Aims and Purposes; Bidding Requirements; Host Committee Responsibilities; and Conference Recommendations and Suggestions. These items should all contain accurate revision dates and be made freely available to anyone.

Website:

Outreach:

Archives:

- Act as the caretaker of the archives (documents, memorabilia, traveling showcases, etc.) in such a way that there is no substantial distortion of the material.
- Shall be the liaison between the G.S.O. Archivist and the Advisory Council pertaining to all ICYPAA archives issues and follow, to the best of his or her ability, the Archives Guidelines set forth by G.S.O.
- Shall work with the Host Committee on matters pertaining to the archives including displays for the conference and material to be collected before, during and after the conference. This can include novelties, memorabilia, the Host Committee's written experience, etc.
- Shall have on display the Advisory Council minutes.

There are several ad-hoc committees that council members participate on through out the year. (Mailing, Outreach, Finance, By-Laws) The chairs of each committee are appointed by the current Advisory Council Chairperson.

Please note that while serving on Council as an officer there are additional responsibilities, and conference calls through out the year.

<more elaboration – may come from position descriptions>

Motions:

Any Council member can submit a motion to the Council Chairman for consideration of inclusion on the agenda. All motions must be submitted to the chairman 30 days prior to the conference weekend or conference call.

What is expected of an Advisory Council Member.

At a time to be determined during the conference weekend all newly elected Advisory Council members and Alternates elected will take a few minutes to meet with the current Advisory Council Co-Chair. This is for a brief 'orientation' and to answer any questions that you might have about your new commitment.

<Discussion for possible 'mentoring'>

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<Insert Attendance Policy – I believe that the by-laws committee has the most up to date policy>

Reimbursement:

Each council member is reimbursed for up to \$500 of their travel expenses for each conference that they serve. The Treasurer writes checks on Sunday for each council member, please note the only way you will receive a check is if you have receipts to submit to the treasurer. If you do not have the necessary receipts at the conference you can mail them to the Treasurer and he/she will mail you a check. If you are driving to a conference mileage is reimbursed using the current IRS calculations. (At the time of writing this document it was .55 cents a mile)