

ICYPAA Advisory Council
Conference Call Minutes
May 23, 2010

1. Meeting opened at 11:05 am (CST) with a Moment of Silence followed with the Serenity Prayer.
2. Roll Call:
Tom, Carlston, Whitney, Strawberry, Mark, Robyn, Jennifer, Taryn, David (for Todd), Jules, Ron, Lauren.
Missing: Jonathan, James (Calling in late - Water went out in house), Tommy, Matt
3. Minutes Approval:
 - a. February 28, 2010 Minutes - Minutes were submitted in advance. Dispensed with reading of the minutes with no objections.
 - b. Corrections to February 28 minutes - Noted and corrected. Minutes are approved as corrected.

Reports:

4. Chair's Report - Tom
 - a. See attached report.
 - b. James dinged into call - he'll be after Lauren.
5. Co-Chair's Report - Strawberry
 - a. Jonathan and Strawberry have been talking about the Bidder's Page on the Website. Hopefully that will be up and running next week.
 - b. Will be sending out a letter to bidder's.
 - c. Tom - Any new bidders? Strawberry - I don't think so. Computer is being fixed. Louisville is being shown as a token bid on the host website.
 - d. Run down of bidders so far: Louisville (token), AZ, BAYPAA, GSDYPAA (Greater San Diego), Montreal, Vancouver, FL Chicago, IN, MD, SMICYPAA (St. Louis), TN, TX, WI. London is absent from list, OH is absent from list. Berry reports London is active.
 - e. Outreaching to bid committees.
6. Treasurer's Report - Mark
 - a. See attached report.
 - b. Tom - We don't approve Treasurer's report but is hoping we will have an Audit done by the Finance Committee for August. Finance Committee will present report at ICYPAA.
7. Secretary's Report - Jennifer
 - a. Will get minutes out a week after download is received.
 - b. Will do research on recorder for business meeting at ICYPAA (since the conference calls are recorded).

- c. Tom - We should let people know those conference calls are also available for anyone's listening pleasure.
8. Archivist's Report - Tommy
 - a. No report.
 - b. Tom - Tommy asked if we would reimburse him travel expenses equal to the shipping the archives to the conference. Tommy has not gotten in touch with Mark about this. Tom will touch base with Tommy about this. The 52nd ICYPAA would like to have the banner for San Antonio for World.
9. Outreach Report - Whitney
 - a. See attached report.
 - b. Taryn - OK sent Whitney a list of contact information for International contacts. This was sent last year. (Strawberry confirmed).
 - c. Jonathan dinged in. He'll be after James in rotation.
 - d. Jules - Does Whitney still need \$1000 for suite in San Antonio? Whitney - The only expenses so far is equipment rental and any hotel expenses. She'll go to Finance Committee for any gap between donations and actual costs. Doesn't expect it to be close to \$1000.
10. Finance Committee - Jules
 - a. See attached report.
11. Website Report - Jonathan
 - a. See attached report.
 - b. Will work in bidder's page with Strawberry. Will add San Antonio YP Suite to website.
12. Mailing Committee Report - Taryn
 - a. See attached report.
 - b. New information (not in report). Henry Wurst Friday emailed to say they already have unforwarded mailers. This should be mailed to either Taryn or Matt (unless the volume is low and then can be scanned and sent).
 - c. Tom - Did we ever make a motion to make the Mailing Committee permanent instead of an Ad-hoc Committee? Jennifer and Carlston chimed in, "No."
 - d. Jennifer - Are mailing list removal requests going through okay? Taryn - yes.
13. By-Laws Ad-Hoc Committee Report - Carlston
 - a. See attached report.
14. New Member Documents Ad-Hoc Report - James
 - a. See attached report.
 - b. Will present documents in NYC for approval. Tom threatens to beat anyone with a ruler like a nun if they try to make changes in NYC. Do changes via email before NYC.

15. Site Selection Ad-Hoc Committee - Jonathan
 - a. See attached report.
 - b. **Motion** from Committee: Strike the words "for the 52nd and 53rd ICYPAA" from the following: "Remove the BCR voting privileges during the site selection process for the 52nd & 53rd ICYPAA, but allow BCRs to continue to participate in the verbal discussion process" adopted on July 3, 2008. Based on discussion, Tom asked for any objections to motion. **Motion carried by unanimous consent.**

16. Unfinished Business
 - a. PDF Bid Books (sunsets this year) - Mark makes **motion** to strike "52nd and the 53rd ICYPAA" from the following: "That each bid committee for the 52nd & 53rd ICYPAA be required to submit its final bid package in PDF format no later than ten days prior to the bid session; that the advisory council provide all BCRs with a PDF copy of each bid package once all packages have been submitted; that no unsolicited feedback be given by the advisory council or the BCRs; and that each bid committee continue to provide a hard copy of its bid package at the conference." Seconded by Carlston and Jennifer. Tom asked for any objections. No objections. **Motion carried by unanimous consent.**
 - b. **Motion** - The Advisory Council may remove a council member by a three-fourths vote of the total Advisory Council. (Carlston). Seconded by Mark. Clarification - Total Advisory Council means voting Advisory Council members. **Amended motion** - The Advisory Council may remove a council member by a three-fourths vote of the total voting Board Members of the Advisory Council. Tom asked for objections to skipping discussion and moving ahead to vote. No objections. Tom asked for objections to amended motion. No objections. **Motion carried by unanimous consent.**

17. New Business
 - a. **Motion** - The advisory council strongly suggests that bid cities regularly submit minutes of their meetings to the advisory council. (Carlston/Mark). Whitney seconds. **Amended motion** - The Advisory Council suggests that bid cities regularly submit minutes of their meetings to the Advisory Council. Tom asked for objections to motion. **Motion carries by unanimous consent.**
 - b. **Motion** - That the document NON-DISCRIMINATION AND ANTIHARASSMENT POLICY be adopted as ICYPAA's anti-defamation policy and that it is a standalone document. (Carlston) David seconds motion. Matt joined conference call. Tom takes a roll call vote. **Motion passes unanimously 14-0.**
 - c. **Motion** - Council members are expected to adhere to the anti-defamation policy. (Carlston). Clarification: Motion will be added to the Bylaws. Tom asked for objections to motion passing. No objections. **Motion carried by unanimous consent.**
 - d. **Motion from Floor** - Make the Mailing Ad-Hoc Committee a Standing Committee. (Taryn) Mark and Jennifer seconds. Clarification - No budget changes unless the Advisory Council decides to change the budget. This motion doesn't change the budget. Tom asks for objections to motion. No objections. **Motion carried by unanimous consent.**

- e. Whitney asked for roll call of those attending the International Conference in San Antonio.
 - f. David asked for New Member Docs from James if it is appropriate. Tom thinks this is an excellent idea. In James' email that just went out to advisory@icypaa.org.
 - g. Whitney makes motion to adjourn.
 - h. Tom asked for Alternates' position on the Host Committee to add to the roster.
 - i. Carlston asked if the Bylaws Committee can keep David when Todd comes back. Tom said it's up to the Bylaws Committee unless there is a motion for limiting the number of people on a committee.
 - j. James, Mark and a bunch of people second motion to adjourn. No one objects to motion.
18. Meeting adjourned at 2:10 pm CST.

Approved

**ICYPAA Advisory Council
Conference Call–May 23, 2010
11 AM CDT**

Final Agenda

1. Roll Call
2. Approval of minutes from February 28 call
3. Reports
 - a. Chairman (Tom)
 - b. Co-Chairman (Michelle)
 - c. Treasurer (Mark)
 - 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)
 - i. Amend the motion “Remove the BCR voting privileges during the site selection process for the 52nd & 53rd ICYPAA, but allow BCRs to continue to participate in the verbal discussion process”—adopted on July 3, 2008—by striking the words “for the 52nd & 53rd ICYPAA.”
 - m. YPAA Hospitality Suite update (Whitney)
4. Unfinished Business
 - a. PDF bid books; sunsets this conference year
 - b. The Advisory Council may remove a council member by a three-fourths vote of the total Advisory Council. (Carlston)
5. New Business
 - a. Motion - the advisory council strongly suggests that bid cities regularly submit minutes of their meetings to the advisory council. (Carlston/Mark)
 - b. Motion - that the document NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY be adopted as ICYPAA's anti-defamation policy and that it is a standalone document. (Carlston)
 - c. Motion - that Council members are expected to adhere to the anti-defamation policy. (Carlston)
6. Close

Chairman's Report – May 23, 2010

- The host committee continues to do an excellent job. Their registration pick-up is still ahead of budget, with close to 900 pre-registered three months out. The outreach poster mailed recently to about 9000 snail mail addresses and over 2500 email addresses, which should create a bit of a spike in registration activity. They have 70 pre-con event tickets sold already, and are thinking about whether to add a second boat, if demand warrants it. The program is coming together, and the program committee has kept to its contractually-required commitments to the hotel.
- As everyone should know by now, the 1600-room block at the Marriott Marquis is sold out. There are 250 reservations on the Marquis waiting list, and there were 310 room nights booked at the Millennium as of last week.
- I discussed advisory council elections with the host committee chairman. He asked that I send an email to the host committee letting folks know about the eligibility requirements and what it means to be a council member. I plan to send it in the next couple of days. If anyone has anything in particular they would like me to convey to the host committee about being a council member, please email me and I'll include your thoughts in my email.
- The host committee's council elections will be held as usual, sometime that Wednesday evening before the conference. All council members are encouraged to be there to help facilitate the elections and share their experience.
- Our annual meeting in NYC will begin promptly at 8:00ish on Thursday morning, August 26 and will be set to adjourn at 5:00 PM. (If we have business we must conduct that would run past 5:00, a motion to extend would prevail with a simple majority.)
- Nothing new to report in re the insurance claim.
- The operating committee has met twice since the last conference call, but has nothing substantive to report at this time. We will be looking into some matters of overall policy (e.g., intellectual property, conflict of interest, contracts, etc.) that we will make recommendations about when we have given them a full and careful consideration and have reached substantial unanimity about them. We have set our meeting schedule for the rest of the calendar year.
- David [REDACTED] joins us today as a voting member in Todd's absence. None of the alternates have taken us up on the offer to join today's call in listen-only mode, which may not come as much of a surprise to anyone. However, I hope that it signals our sincerity about trying to keep our alternates in the loop as best we can, and I hope that we continue to think of ways to maximize participation and involvement.
- Finally, a non-ICYPAA item that may be of interest to y'all nonetheless...I was at Area 65's assembly yesterday, where the delegate gave his report. He mentioned that YPAA inadvertently got a lot of airtime on the Conference floor at this year's General Service Conference. There was a new YP video being considered, and it mentioned something about "look up YPAA on the internet" and it got the dervishes whirling. Interestingly, little of the discussion was about whether YPAA is or isn't AA, but was more about what kind of stuff comes up when you Google "YPAA". (The first hit happens to be the 'unofficial' YPAA Intergroup page, www.vpaa.info.) I think it would be interesting for y'all to ask your respective delegates for their perspectives on this particular discussion.

In love & service,

Tom M [REDACTED]
Chairman, ICYPAA Advisory Council

Treasurer's Report

May 22, 1010

I have balanced the checking and savings accounts in QuickBooks. A summary of our current finances

Checking	\$14,215.30
CD	\$14,388.54
Money Market	<u>\$24,944.05</u>
Total	\$53,547.89

We have submitted our 2009 financial information to the accountant and the accountant has returned a first draft of the tax return to me this week. I have not had a chance to review the return but I will shortly. Once I have made my changes to the first draft I will submit the return to the finance committee and Tom for further review. Once the return has been reviewed by these folks I will submit it back to the accountants for any necessary changes. I hope our return will be completed shortly.

After the return is completed and submitted to the IRS, I will send a redacted version to Jonathon for addition to the website, per our decision in our last conference call.

I have updated our Directors and Officers insurance for the upcoming year. The insurance agent and I have begun talking about insurance for the conference.

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.

Our books are open and available for inspection to anyone.

In service,
Mark

Outreach Report

May 23, 2010

National:

Jennifer is working with the mapland software to determine which areas are not well represented at ICYPAA's. This should all be done by July 1st.

James is calling Intergroups through out the nation that we do not have e-mails for to try an get them added to the Constant Contact list. There are over a hundred Intergroups that do not have e-mail addresses so I will be helping him get through this list.

International:

Berry, Lauren and Chris (host committee) are creating an International database so that we can send out e-mails inviting them to be part of the constant contact list.

Host Committee:

Things are great. I have spoken with Meg and Daniel regarding San Antonio. They are going to have a meeting with just the members that are going to be in San Antonio so that they have all their plans in place for the International.

San Antonio:

Things are moving along nicely. The e-mail blast went out and I have already received quite a few responses.

I got the PO Box, unfortunately everything has to be sent in my name because of the stupid Post Office laws.

I will be getting the information to Jonathan to put up on the website with the suite information and events that we have going on.

The facebook has over 113 members. I have tried to repost the e-mail that was sent out on the group but am having Facebook issues. If I can not repost this e-mail I will try and give a summary of what was sent out.

My contact has been changed AGAIN at the hotel. I do not anticipate being able to offer food and beverages in the suite. The prices are far too high and I do not think that it would be a prudent use of our money. I am going to attempt to have the hotel set up a 'buffet mart' outside the suite, similar to what was available in Okalahoma.

I have sent out a few e-mails to line up equipment for the suite. I hope to have this finalized by the beginning of June.

I have 2 databases started for groups that want to host the suite, and groups that want a table at the suite. I have guaranteed the host committee that they will have their own table, others may have to share because of a lack of space.

I am planning of having dances both Friday and Saturday night.

Berry suggested on our last Outreach conference call that we have a Young People's Forum in the suite. The best time for this would be Saturday at 1pm (this would be following the Young People's Panel). The purpose of this panel would be to share about Young People's issues/goings-on in their area and also to share ideas about how we can streamline the flow of information amongst sober young people.

In Service,
Whitney

We have had 1 con call since we met as a Council on February 28 and March 14.

We met with Whitney to discuss money needed for San Antonio - Still unresolved. Not sure what expenses we will have with the Westin. We agreed to put \$1000 toward the Suite. We are willing to spend more if Whitney can put together actual expenses.

- 1) Between now and July 21 we will create an operating budget proposal for review and approval.
- 2) Between now and the Conference we will review our tax forms.
- 3) Discussion of vendor best practices has been tabled. We will discuss between now and the Conference.

Website Report

May 23, 2010

I've made a few graphical changes to the website since our last call, nothing major. During our last conference call, I offered to investigate website design companies that can offer a design and service greater than the Godaddy platform. I have not yet received any quotes worth our while to consider, I hope to have some viable quotes at the New York conference. I've spoken with Strawberry about creating a bidders page, which her and I will talk about later this week. Now that we have some information on the World Hospitality Suite I'd like to get that information on the website as well.

Also, what is your correct email address? I've been sending mail to both the addresses I have for you. Thanks!

--

Jonathan M [REDACTED]
ICYPAA Website Chair
Site Selection Ad-Hoc Committee Chair

[REDACTED]

[REDACTED]

MAILING COMMITTEE REPORT
For the Sunday, May 23rd, 2010
ICYPAA Conference Call

Summary:

During our last several conference calls and shared desktop trainings with Tom we have discussed constant contact maintenance, list clean up, and ACS (USPS Address Change Service) returns.

Updates:

Due to certain communication issues and printing delays with both Henry Wurst and the host committee we feel it is best for the current mailing committee chair to be Henry Wurst's primary contact effective the next conference year. This will mean that the host committee will communicate their printing needs to me and I will communicate them with Linda and visa versa. In the meantime both the host committee and Linda have agreed to "cc" me on all correspondence so that I am in kept the loop.

Linda from Henry Wurst suggested that we have something in writing on the entire printing process to pass on to the host committee so they know what to expect. For instance, when they sent a proof to the host committee, they didn't know they were supposed to sign off on it, send it to our committee for review and return it to Henry Wurst. I have asked Linda if she could draft something for us.

Current Objectives:

- Matt will be processing the ACS (USPS Address Change Service) returns, deleting or changing invalid mailing addresses from the Excel list and working on any other mailing list removal or change requests.
- Robyn is continuing to check the constant contact database regularly for bounce backs, and is deleting invalid e-mail addresses.
- I will be getting with the host committee Sunday morning following the conference to collect all paper registration slips so that I can send them to Henry Wurst following the conference. Since this was included in the host committee's budget I am assuming Henry Wurst will invoice them once we have a final count of paper slips.

Sincerely,

Taryn G [REDACTED]
ICYPAA Advisory Mailing
Committee

The Bylaw Committee Report
5-16-2010

There is no official report from the bylaws committee as we did not meet the requirements that constitute a committee meeting. As per Tom's email of April 28, 2010 which states, "if you would like to bring any motion out of committee (*i.e.*, a motion that would not require a second, and that would come before any old or new business) it would need to be approved by your committee before the submission deadline, in a committee meeting to which all committee members (including the *ex officio* chairman) were timely invited." The bylaws committee met 2 times in the last quarter however one of the committee members was accidentally left off the con-call invite list. (So this more of a Chair's report) This is my fault and not the fault of the bylaw committee.

There were 3 motions that the bylaw committee planned to bring for the council's consideration, "the Anti-Defamation motion, Council members are expected to adhere to The Anti-Defamation Policy, The Advisory Council may remove a council member by a three-fourths vote of the total Advisory Council." The Council received these motions at our last business meeting as drafts and we hope you have had ample time to consider them.

Due to my Error these motions cannot be brought to you out of committee. However the bylaw committee has allowed me to bring the motions to Council in new business as an individual member of the Advisory Council. Tom was good enough to allow 2 of the motions to be heard in new business.

Though the motions do not come to Council out of committee, they are nonetheless the work of the bylaw committee. Again this mess is my fault and only my fault.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The International Conference of Young People in Alcoholics Anonymous (ICYPAA) is committed to the spiritual principles of Alcoholics Anonymous (AA), its 12-steps, traditions, and concepts. ICYPAA is proud of its diversity- we not only attract attendees of every age, race, orientation and creed but our trusted servants are comprised from these communities. Therefore, it is our policy to provide a safe and protected environment for all persons without regards to age, race, color, religion, sex, national origin, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. In keeping with this policy, ICYPAA is committed to an environment that is free of discrimination and harassment, including sexual harassment. At the same time, the ICYPAA Advisory Council recognizes and respects members and participants personal opinions. Our wish is that all individuals be aware of how their personal opinions and behaviors can affect others and in some instances, create a harassing and hostile experience. To this end, all advisory Council members agree to follow our anti-discrimination guidelines. Moreover, we hope that all will treat each other with dignity and respect and carry with them our code of love and tolerance.

For more information, definitions, and coverage, please see the specific non-discrimination and anti-harassment procedures.

ANTI- DISCRIMINATION AND ANTI-HARASSMENT GUIDELINES

Definitions

Harassment is unwelcome or unwanted conduct, whether verbal, physical or visual, toward an individual because of his or her age, race, color, religion, sex, national origin, creed, disability, veteran's status, sexual orientation, gender identity or gender expression, when the conduct creates an intimidating, hostile or offensive environment. Examples of harassment include words, gestures, stories, jokes or nicknames that are derogatory, demeaning or insulting to a person based upon his or her protected attribute as stated above.

Sexual harassment or gender-based harassment is a form of harassment that is when anyone in a position of authority, either male or female, ties conditions to a request or demand for sexual favors. Specifically, it is sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of advisory Council member's vote or approval, (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an attendee experience by creating an intimidating, hostile, or offensive environment. Examples of sexual harassment include (1) offensive sex-oriented verbal kidding, teasing or jokes; (2) repeated unwanted sexual flirtations, advances or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about a person's appearance or sexual activity; (5) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons or posters; (6) unwelcome pressure for sexual activity; (7) offensively suggestive or obscene letters, notes or invitations; or (8) offensive physical contact such as patting, grabbing, pinching, or brushing against another's body.

Reporting

Everyone can help assure that ICYPAA is free from discrimination or harassment. We ask all individuals to be aware of how their personal opinions and behaviors can affect others and in some instances, create a harassing and hostile experience. Our hope is any person who finds another's conduct unwelcome will inform that individual. We understand this request might not always be possible. Therefore, all are encouraged to report directly to any ICYPAA Advisory Council member conduct they feel is in violation of this policy. Moreover, any ICYPAA Advisory Council member who is aware of or who receives a report of conduct inconsistent with this guideline is to report immediately to the ICYPAA Advisory Council Chair or ICYPAA Advisory Council Co-Chair. This guideline does not require reporting harassment or discrimination to any person who is creating the harassment or discrimination.

Investigation

All reports describing conduct that is inconsistent with this policy will be investigated promptly. In investigating and in imposing any discipline, ICYPAA Advisory Council will attempt to preserve confidentiality to the extent that the needs of the situation permit. Any conduct that is believed to be potentially illegal will be reported to the appropriate authorities for investigation and adjudication. ICYPAA's Advisory Council may put interim measures in place, such as a leave of absence or censure, while the investigation takes place. Advisory Council may take further appropriate action once a report has been thoroughly investigated. The investigation may conclude that a violation of policy occurred or that no violation occurred or that it cannot be concluded whether or not a violation occurred. When an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then ICYPAA's Advisory Council will take corrective action. The outcome determination may include discipline, as appropriate under the circumstances. This could include dismissal, regardless of the service positions held by the parties involved. Advisory Council may also decide to instruct any attendee regarding their actions for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy. If the person who engaged in harassment is not an attendee, then Advisory Council will take whatever corrective action is reasonable and appropriate under the circumstances. ICYPAA forbids any person from making retaliation treats against any person for reporting discrimination or harassment, for assisting another person in making a report, or for cooperating in a discrimination or harassment investigation. Any person who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

Acknowledgment

As an ICYPAA Advisory Council member, I have a personal responsibility to conduct myself in compliance with this policy and to report any observations of conduct inconsistent with this policy. Henceforth, standing for Council states that I agree to comply with this policy.

New Members Ad-Hoc Committee Report

May 23, 2010

Update:

Through the help of Jennifer and Whitney we have updated, changed, revised. Several parts of the, "New member and Welcome to advisory documents.

I have had lots of help from Jennifer and Whitney with this project.

We would like to submit to the advisory council a draft of the updated information for advisory to review and to give us any concerns or thoughts.

The goal by our next business meeting in New York, would be to make a motion for these documents to be accepted and made standard practice for ICYPAA advisory for future advisory members.

I have attached these documents to my report.

Thank you all in advance, for taking time to review these documents.

James B.

Welcome to Advisory 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.

(Have selected council members, that have been serving on council for the past two years. Be available for questions from new council members about what advisory council does).

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 **council needs**.

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 **Advisory Chair** schedules them, **The Advisory Chair will send out a conference call notice. This notice will have information on how to dial in for the conference call. the time of the call 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:

Council members are expected to attend the following meetings: the annual business meeting; the quarterly business meetings; the Friday afternoon "how to bid" and "Q&A" sessions, counted as one meeting; and the Saturday bid session and site selection meeting, counted as one meeting. A council member's failure to attend six meetings during her/his term shall be considered a voluntary resignation. Determining whether a council member that comes to a meeting late or leaves a meeting early is considered present or absent for that meeting

shall be at the Chair's discretion. Drinking alcoholic beverages shall be considered a resignation

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. *The Council is the custodian of the Conference and its experience. Its fundamental purposes are:*

- ◆ *to provide guidance to the current Host Committee;*
- ◆ *to provide guidance to Committees who are bidding for the Conference;*
- ◆ *to select future conference sites from bids offered at each year's Conference; and*
- ◆ *to maintain the experience and material of past conferences through its archives.*

The Council will make available, to any AA member who requests it, information regarding ICYPAA and Young

People's AA. It shall make its shared experience available to the General Service Office on a regular basis for use throughout AA.

www.icypaa.org

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.

(it is best that any thoughts or concerns that you may have that are taken by the host committee. That you share them with the advisory chair and this person will relay your concerns to host committee chair.)

E-mail:

Once elected you will be added to the advisory email list @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 serving council member is entitled to reimbursement for travel, hotel and a stipend for food, if our financial position allows. The travel reimbursement is up to \$250.00. The hotel reimbursement is 1/2 of a nights stay including taxes at the host hotel for each night before a required business meeting of the council. Receipts for travel and hotel must be submitted to the treasurer for reimbursement. Additionally, there is a \$100.00 stipend for food. Receipts for food reimbursement are not required.

(this revised reimbursement policy will be in affect after the 52nd ICYPAA in New York).

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.

(instead of saying “you are encouraged”) I would like to replace this with “if you are able to travel to the new host city for their elections. It would show great support to the host city to share your experience and knowledge of hosting ICYPAA.”

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 year's 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:

- The Advisory Council Outreach Chair is responsible for working with the host committee Outreach Chair throughout the year. Where as the host committee main objective is to outreach their conference, the advisory council is more focused on the long term.
- Also Advisory council Outreach is focused on the areas where ICYPAA has not been well represented in the past. The Advisory Council Outreach team is comprised of the Outreach Chair, 2 members for National and 2 members for Domestic

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, New members) 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.

(some ad-hoc committees will have conference calls through the year to discuss any changes that need to be made and will bring those ideas to council during the main council conference calls).

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 **seven days in advance prior to the** 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.

(We should select council members that have been serving on council for the past two years. Be available for questions from new council members about what advisory council does).

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 council needs.

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 **Advisory Chair** schedules them, **The Advisory Chair will send out a conference call notice. This notice will have information on how to dial in for the conference call.** The time of the call 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:

Council members are expected to attend the following meetings: the annual business meeting; the quarterly business meetings; the Friday afternoon "how to bid" and "Q&A" sessions, counted as one meeting; and the Saturday bid session and site selection meeting, counted as one meeting. A council member's failure to attend six meetings during her/his term shall be considered a voluntary resignation. Determining whether a council member that comes to a meeting late or leaves a meeting early is considered present or absent for that meeting

shall be at the Chair's discretion. Drinking alcoholic beverages shall be considered a resignation

Reimbursement:

Each serving council member is entitled to reimbursement for travel, hotel and a stipend for food, if our financial position allows. The travel reimbursement is up to \$250.00. The hotel reimbursement is 1/2 of a nights stay including taxes at the host hotel for each night before a required business meeting of the council. Receipts for travel and hotel must be submitted to the treasurer for reimbursement. Additionally, there is a \$100.00 stipend for food. Receipts for food reimbursement are not required.

(this revised reimbursement policy will be in affect after the 52nd ICYPAA in New York).

Site Selection Ad-Hoc Report

May 23, 2010

The site selection committee is continuing to work on items that will help streamline and our site selection process. We've had a site selection ad-hoc conference call since our last meeting, where we discussed the BCR voting privileges. We've crafted a motion, which I'll present in a moment. But just to let you all know the direction of the site selection ad-hoc committee, we have more work to do and as we move forward between now and the conference, will be focusing on a few other items, including a more efficient BCR interaction.

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Jonathan M. [REDACTED]

ICYPAA Website Chair

Site Selection Ad-Hoc Committee Chair

[REDACTED]

[REDACTED]

ICYPAA Advisory Council Conference & Site Selection Schedule

- 30 days prior to Bid Session - Bid Committee's declaration of intent to bid and submission of BCR's contact information.
- Co-Chair coordinates time* - BCR Orientation Conference Call with Advisory Council Co-Chair
- 10 days prior to Bid Session - Bids delivered via PDF 10 days / 240 hours prior to the scheduled start of the bid session.
- Operating Committee and Advisory Council downloads and reviews bid packages to see if they meet the Bidding Requirements. Comments are directed to the Operating Committee for consideration.
- 8 days prior to Bid Session - Operating Committee decides if bids are accepted or rejected by whether or not they meet all of the Bidding Requirements. Operating Committee notifies the Advisory Council with their results.
- 7 days prior to Bid Session - The Operating Committee notifies all Bid Committees as to the status of their Bid, i.e. accepted or rejected. The Operating Committee makes Bid Package PDF's available to BCR's.

Between 7 days prior and Thursday, the start of the Conference, Council and BCR's are encouraged to continue reviewing the Bid Packages.

Wednesday

TBD Host Committee Advisory Council Elections

Thursday

TBD Advisory Council Business Meeting (*Start time left to the discretion of the Chair*)

TBD Committees deliver physical bid packages

TBD Committees set up Bid Tables

TBD Committees are encouraged to be present at the Bid Tables, available for the Advisory Council

Friday

8:00-8:30 BCR & Council Meet & Greet

8:30-11:00 Bid Tables: First Session

11:00-12:30 Lunch Break

12:30-2:00 How to Bid / Q & A

2:00-4:30 Bid Tables: Second Session

4:30-7:30 Closed Discussion, AC members only

- 7:30-9:30 Main Meeting time block
- 10:00-12:30 Closed Discussion, AC members only

Saturday

- TBD Bid Session (Start time left to the discretion of the Chair)
- TBD Third Legacy Procedure
(Main Meeting)
- TBD After the conclusion of the main meeting, AC meets in the Bid Tables Room to meet with non-awarded Bid Committees.
- TBD After the conclusion of the main meeting the Advisory Council Co-Chair has a closed BCR debriefing session in Council's room.

Sunday

- TBD After the conclusion of the closing meeting the Advisory Council meets with the Incoming Host Committee.
- TBD After the conclusion of the closing meeting the Advisory Council meets with the outgoing Host Committee for a debriefing session.