

**ICYPAA Advisory Council Business Meeting**  
**ICYPAA, Inc. Annual Directors Meeting - San Francisco Marriott Marquis**  
**September 2, 2011, 8:00 AM - 3:15 PM**

1. Meeting opened at 8:07 AM (PDT) with a Moment of Silence followed with the Serenity Prayer.
2. Roll Call:  
Tom, Mark, Carlston, Jules, Jennifer, Jonathan, Strawberry, Ron, Taryn, Robyn, Billy (filling in for James), Todd, Matt, Lauren, Daniel, Darren and Laura.
3. Agenda: Approved unanimously.
4. Minutes Approval:
  - a. June 6, 2011 Minutes - Minutes were emailed two days ago. Minutes were read silently and reviewed. Daniel had a question about 18.c. - Jennifer did not finish the statement from the recording. Minutes approved with correction of adding Daniel's statement in 18.c. about how many Advisory Council members have been contacted by the current bidders.

Reports:

5. Chair's Report - Tom
  - a. See attached report.
  - b. **MOTION** from Operating Committee: The Advisory Council accept the proposed 2012 Operating Budget. **Motion passed unanimously.**
  - c. **MOTION** from Operating Committee: Budget approval (Agenda Supplement item 3.a.ii.). **Motion passed unanimously.**
6. Co-Chair's Report - Strawberry
  - a. Thank you for letting me serve as Co-Chair.
7. Treasurer's Report - Mark
  - a. See attached report.
8. Secretary's Report - Jennifer
  - a. Did not have a chance to go through minutes to redact last names and give to Webmaster for posting to website. This will be done in the lame duck week before the next Secretary takes over.
9. Archivist's Report - Tommy
  - a. Gave verbal report.
10. Website Report - Taryn
  - a. See attached report.

11. Outreach Report - Lauren
  - a. No report.
  
12. Finance Committee - Jules
  - a. See attached report.
  - b. **MOTION:** To spend \$2,000 to hire as a consultant the company that puts on World (Talley Management Group) and put the leftover \$2,300 back into the operating budget. **Motion passed unanimously.**
  
13. Mailing Committee Report - Matt
  - a. See attached report.
  
14. By-Laws Ad-Hoc Committee Report - Carlston
  - a. See attached report.
  - b. **MOTION:** Veto procedure (Agenda Supplement item 3.j.i.). Added "approval of" before 2/3 of Advisory Council members in attendance at the meeting. **Motion passed 15-1.** Minority opinion chose not to make a statement.
  - c. **MOTION:** Operating Committee responsibility (Agenda Supplement item 3.j.ii.) **Motion passed unanimously.**
  - d. **MOTION:** Bid Requirement #10 (Agenda Supplement item 3.j.iii.). **Motion passed unanimously.**
  - e. **MOTION:** Alternate Advisory Council members (Agenda Supplement item 3.j.iv.). **Motion passed unanimously.**
  - f. **MOTION:** Discharge the Bylaws Ad Hoc Committee. **Motion passed unanimously.**
  
15. Site Selection Ad-Hoc Committee - Jonathan
  - a. See attached report.
  
16. General Service Ad-Hoc Committee - Darren
  - a. See attached report.

Elections:

17. Chair:

Name	First	Second	Third	Fourth	Fifth
<b>Carlston</b>	12				
Todd	5				

18. Co-Chair

Name	First	Second	Third	Fourth	Fifth
<b>Jonathan</b>	8	10	10	12	
Michelle	3	1	X	X	
Matt	1		X	X	
Lauren	5	6	7	5	

19. Secretary

Name	First
<b>Lauren W.</b>	(By Acclamation)

20. Treasurer

Name	First
<b>Ron</b>	(By Acclamation)

21. Web Chair

Name	First	Second	Third	Fourth	Fifth
<b>Daniel</b>	15				
Taryn	2				

New Business:

22. **MOTION** (Laura): Revise the Bid Requirement Preamble regarding PDF submissions (Agenda Supplement item 5.a.) Amended motion - strike "even earlier" and replace with "at least ten days prior to the deadline." **Refer to Site Selection Ad Hoc Committee - 14-1.** Minority opinion expressed by Michelle.

23. **MOTION** (Mark): Minutes of all Advisory Council meetings shall be posted in a public area of the icypaa.org website no later than 30 days after approval. **Motion passed unanimously.**

24. **MOTION** (Carlston): Bid Requirement #7 (Agenda Supplement item 5.c.). **Motion passed unanimously.**

25. **MOTION** (Carlston): Bid Requirement #10 (Agenda Supplement item 5.d.). **Motion passed unanimously.**

26. **MOTION** (Mark): At this bid presentation, give Texas and Vancouver 5 minutes to present. **Motion passed - 11-5.** Minority opinion expressed by Daniel and Taryn. **Motion to reconsider fails 7-6.**

27. Floor Motions

a. **MOTION (Michelle):** See Attachment. Motion to refer to committee (Mark) - passed unanimously.

28. Open Forum

a. Darren had question about Officers' Election for the Advisory Council.

29. Next Business Meeting – September 2, 2011 in San Francisco!

30. Meeting adjourned at 2:30 pm PST.

### 3.a.i. (Operating Committee)

**2012 Budget  
ICYPAA Advisory Council  
Projected Operating Budget  
Created 8/30/2011**

#### **INCOME**

54th ICYPAA Projected Donation:	\$22,250.00
Return of Seed Money from 54th	\$2,000.00
Projected Interest Income:	\$100.00
<b>Total Projected Income:</b>	<b>\$24,350.00</b>

#### **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 55 <sup>th</sup> ICYPAA:	\$2,000.00
Archivist:	\$1,500.00
Travel Reimbursement	
Airfare (20* x \$250):	\$5,000.00
Hotel (\$86.05** x 4 x 20):	\$6,884.00
Stipend (\$100 x 20):	\$2,000.00
Insurance:	\$3,080.00
Accountant:	\$500.00
Miscellaneous:	\$400.00
Web Site:	\$1,000.00
Outreach Committee:	\$1,000.00
<b>Total Projected Expenses:</b>	<b>\$24,339.00</b>

**Projected Net Income: \$11.00**

\* Reimbursement for 20 people = 16 council members at conference plus 1 archivist plus 3 members travel for hotel negotiations

\*\* \$86.05 = \$149.00 per night plus 15.5% taxes, times 4 room nights, divided by 2 people per room (based on Maryland room rate which is considered the highest room rate we may encounter)

Additional committed funds we have agreed to spend but that have not been spent include...

Website redesign (to include new logo)	\$12,000.00
IP Lawyer, patents and fees	\$2,500.00
Translation of printed material	\$1,200.00
Grapevine Contribution	\$20,000.00
New Banner	\$2,000.00
Total	\$37,700.00

The finance committee is bringing a motion to spend \$2,000.00 to hire the company that puts on World as a consultant and put the leftover \$2,300.00 back into the operating budget. These items would also be considered outside of our yearly budget.

I have not placed these items in the budget because they are onetime expenditures based on the recommendation of the finance committee. To place them in the budget would affect the math of our expected contribution from the 54<sup>th</sup> ICYPAA.

### **3.a.ii. (Operating Committee)**

Change

The [operating] committee shall submit an operating budget proposal to the council at its annual meeting.

to

The [operating] committee shall submit an operating budget proposal to the council at ~~its annual meeting~~ **the last meeting of the calendar year.**

### **3.j.i. (Bylaws)**

Motion: that the advisory council adopt the following in re the veto power given in the bylaws:

The Advisory Council has the chief initiative and the active responsibility in ensuring the integrity and continuity of ICYPAA year after year. Any host committee decision that might be viewed as detrimental to the name of AA or to current or future ICYPAA's would be of utmost concern.

If such a matter comes to the attention of the Advisory Council, all due diligence should be exhausted in communicating the concern to the Host Committee. If after having been informed of the concern the Host Committee chooses to stay the course, the Operating Committee of the Advisory Council can make a recommendation to the full Council that the Host Committee decision should be vetoed.

If no Advisory Council meeting is imminent and time is of the essence, an emergency meeting may be called by the Chairman to address the issue. A vote to veto a Host Committee decision requires 2/3rds of Advisory Council members in attendance at the meeting.

If the veto passes, the Host Committee Chairman should be notified by the Advisory Council Chairman of the decision.

### **3.j.ii. (Bylaws)**

Change

The Operating Committee is responsible for conducting the business of the Advisory Council between conferences and keeping the council informed on the progress of the current year's conference.

to

The Operating Committee is responsible for conducting the business of the Advisory Council between ~~conferences~~ **conference calls and the annual meeting** and keeping the council informed on the progress of the current year's conference.

### **3.j.iii. (Bylaws)**

Change

Provide at least two quotes for audio-visual equipment and services that coincide with the committee's tentative conference program, budget and dates.

to

Provide at least two quotes for audio-visual equipment and services that coincide with the committee's tentative conference program, budget and dates **at each facility**.

### **3.j.iv. (Bylaws)**

Motion: that the advisory council adopt the following in re alternates:

Alternate advisory council members are encouraged to attend all advisory council meetings and conference calls. Alternates may be asked to serve on subcommittees at the chairperson's discretion.

An alternate advisory council member may serve in place of a permanent advisory council member at any advisory council meeting and act as a voting member if the advisory council chairman and secretary are notified in advance.

If a permanent advisory council member is not able to attend an advisory council meeting, it is their responsibility to ask an alternate advisory council member (from their host committee) to attend the meeting in their place. If the 1st alternate is not available, the next alternate in succession must be asked (i.e.: Alternate #1 asked 1st, Alternate #2 asked 2nd, etc.). An alternate may not name another alternate should they themselves not be able to attend.

### **5.a. (New Business)**

Change

A finalized bid package must be provided to the Advisory Council Co-Chairperson in PDF format no later than 10 days prior to the start of the Bid Session.

to

A finalized bid package must be provided to the Advisory Council Co-Chairperson in PDF format no later than ~~10~~ **30** days prior to the start of the Bid Session. **It is recommended that bidders submit even earlier if they wish to receive feedback regarding any issues that may jeopardize the completeness of their bid.**

**5.c. (New Business)**

Change

Please include the proposed dates, room rates, room block, sliding scale, food and beverage prices and commitment, coffee prices, parking fees, electrical charges, taxes and service charges.

to

~~Please include~~ **include** the proposed dates, room rates, room block, sliding scale, food and beverage prices and commitment, coffee prices, parking fees, electrical charges, taxes and service charges.

**5.d. (New Business)**

Change

A/V bids should include line-item costs of equipment, labor, and transportation, as well as needs from the hotel and host committee (insurance, parking, lodging, etc.).

to

A/V bids ~~should~~ **must** include line-item costs of equipment, labor, and transportation, as well as needs from the hotel and host committee (insurance, parking, lodging, etc.).