



WELCOME!

ICYPAA University 2015-2016 Cycle
Session 6 – Sunday, April 24, 2016

Bid Requirements 5 (Host Committee Guidelines) &
6 (Area Activities)



How To Participate In ICYPAA University

- Register by clicking the link sent via email or posted on Facebook.
- If your computer does not have a microphone or you are having other technical difficulties, you may participate by dialing in on your phone.
 - The dial-in number is located in your registration confirmation email.
- It is recommended that everyone use a headset.
- During the webinar you are able to ask questions by typing them out into the questions box or by utilizing the hand-raising function.
- When asking questions, please identify which committee you are on.
- Questions will be answered at the end of each section.
- If a presenter is unable to answer all questions in the time allotted, the presenter will email you an answer to your question.



Introduction To ICYPAA University

- Bidders and Advisory Council members frequently have informal conversations at ICYPAA, where we discuss several important topics. These conversations are a great way for individuals to gain insight to Council's experience and expectations. ICYPAA University was created so that this information could become more widely available to anyone seeking it.
- The Bid Development committee intends to present a series of educational webinars, providing an interactive environment for Bidders and Council members to learn from each other.
- Each webinar will be recorded and available for viewing on the ICYPAA website. The full schedule of ICYPAA University webinars can be found here: <http://www.icypaa.org/bid-center/icypaa-university>.
- Please understand that the individual presenters are sharing their qualified experience and not representing the Advisory Council as a whole.



Personal Introductions:

Council members, when prompted, please introduce yourself:

- First name and last initial **only**
 - This webinar is being recorded and will be posted to our website
- Current position on the Advisory Council
- Which ICYPAA Host Committee you served on
- What position you served on your Host Committee

Bidders, when prompted, please introduce yourself:

- First name and last initial **only**
 - This webinar is being recorded and will be posted to our website
- Which Bid Committee you serve on
- Current position on your Bid Committee



ICYPAA University

Session 6 Agenda

- Bid Requirement #5: Produce a copy of the committee's proposed host committee guidelines, operating procedures and/or structure.
- Bid Requirement #6: Present a list of large-scale AA and non-AA activities scheduled to take place in your bidding region near the proposed conference dates.
- Bid Committee Roundtable
- Advisory Council Testimonial: Spencer W. (57th ICYPAA Co-Chair-Miami, FL)
- Bid Committee Timeline: List of important upcoming dates



Bid Requirement #5

Produce a copy of the committee's proposed host committee guidelines, operating procedures and/or structure.



Bid Requirement 5- Things to Consider

- How does your committee currently operate?
 - Pros/ Cons
- Host Committees are larger in size than Bid Committees
- The HC is an agent of ICYPAA, Inc
- Large financial responsibility
- The HC acts as the face of ICYPAA during the host year



Bid Requirement 5- Getting Started

- Host Committee Responsibilities
- Service Manual
- Robert's Rules of Order
- HC knowledge of Bylaws



Bid Requirement 5- Bylaws

- Voting- who can vote?
- Membership- who is a “member”?
- Attendance- physical attendance vs. virtual attendance
- Committee procedures- how will meetings (main and subcommittee) be run?
- Elections- 3rd Legacy vs. Simple Majority (no current mandate by Advisory Council)



Bid Requirement 5- Structure

- Past Bid Books available as an example
- Varying forms of structures to consider
- What works best for your committee?
- What has worked as a bid?



Bid Requirement 5- Committee Positions

- Officers
 - What are the Officers' responsibilities?
- Steering Committee
 - What is the Steering Committee responsible for?
 - What positions should/ should not be on the Steering Committee
- Most positions should have a Co or Alt Chair
- Statewide Vs. City Bids
 - Consider Subcommittee roles/ scope
 - Financial responsibility



Bid Requirement 5- Subcommittees

Consider how core hosting duties will be delegated

- Hotel/ transportation
- Program/ Entertainment
- Outreach
- Service (GSO, Intergroup, Grapevine participation)
- Pre-Conference/ Events leading up to ICYPAA
- Merchandise



Bid Requirement 5- Position Descriptions

- Should include sobriety requirements and main deliverables

Example: (58th ICYPAA Host Committee Chairperson)

Chair

Must be able to join Host Committee Meetings in person.

Ultimately responsible for the conference.

Responsible for the overall functioning of the committee.

Must have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts for World Service

Should have A.A. committee service experience in a leadership role.

Responsible for ensuring that all tasks assigned to all chair positions are accomplished.

Takes on responsibility for positions which are vacant or tasks that are incomplete.

Responsible for keeping up-to-date with committee activities in order to guide and steer.

Arranges the agenda for all Host Committee business meetings.

Acts as liaison between the Host Committee and the ICYPAA Advisory Council.

Submits a monthly report to the Advisory Council Chair including a financial report, room night pickup, registration and scholarship numbers, pre-conference event ticket and merchandise sales, and general Host Committee progress for the month, including what was approved at the last Host Committee meeting, when the next meeting is, and what is pending approval at the next meeting.

Shall be a signer on the Host Committee bank account.

Shall have a solid understanding of the Twelve Traditions and Twelve Concepts of World Service.

Must be able to dedicate a large amount of personal time to the commitment.

Ensures that Advisory Council elections are held the evening prior to the opening of the 58th ICYPAA.

Chair of Steering Committee

Suggested minimum of 5 years continuous sobriety.

Suggested minimum of 1 year on TN Bid for ICYPAA committee.



Any Questions?

- Please ask questions by typing them out into the questions box or by utilizing the hand-raising function.



Bid Requirement #6

Present a list of large-scale AA and non-AA activities scheduled to take place in your bidding region near the proposed conference dates.



Bid Requirement 6

- Demonstrate your awareness of both the AA calendar and your market's cultural events by creating a calendar of events for both.
- Avoid conflicts with major AA events in your region.
- Date selection: ICYPAA has often taken place on summer holiday weekends -- Memorial Day, July 4th and Labor Day.
- Your ICYPAA should take place on the weekend that makes the most sense in your market, but the general expectation is a summer weekend, between Memorial Day and the end of September.



Bid Requirement 6

- Research your market: Find out what big events occur in your market on each weekend. The hotels and convention centers large enough to accommodate ICYPAA are booked by many other kinds of cultural events – music festivals, sporting events, professional conferences etc. These other events are your competition. Avoiding scheduling conflicts with other major events will help your hotel negotiations.
- Feel free to innovate the form of this requirement. Include all the information that you believe is pertinent.



Bid Requirement 6

- Here is an example of Bid Requirement 6 from a recent winning bid:

EVENT NAME	AA EVENTS IN FLORIDA											
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2014 Florida State Convention avg. att. - 2000							16th-20th					
FCYPAA avg. att. - 900 - 1000					TBD							
2014 Area 14 Assemblies avg. att. - 250 - 300	17th-19th			11th-13th			11th-13th			17th-19th		
2014 Area 15 Assemblies avg. att. - 700 - 900	3rd-5th			4th-6th			DATE TBD			DATE TBD		
Miami Intergroup Founders Day Picnic - avg. att. - 200						8th - Tntv.						
2014 Miami District Gratitude Dinner - avg. att. - 500 - 600											DATE TBD	
2014 Miami Intergroup Banquet - avg. att. - 400			22nd									
2014 Florida Roundup avg. att. - 1000 - 1200			12th-16th									
Tentative 56th ICYPAA Downtown Hyatt								27th-1st				
Tentative 56th ICYPAA Doral Golf Resort								20th-25th				



ICYPAA

Bid Requirement 6

•continued:

EVENT NAME	LARGE SCALE NON-AA EVENTS IN MIAMI AREA											
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Miami International Boat Show		13th-17th										
SoBe Food and Wine Festival		20th-23rd										
Miami International Film Festival			7th-16th									
Sony Open (Tennis Tournament)			17th-30th									
Ultra Music Festival			28th-30th									
ArtBasel												DATES TBD
56th ICYPAA Downtown Hyatt								27th-1st				
56th ICYPAA Doral Golf Resort								20th-25th				



Any Questions?

- Please ask questions by typing them out into the questions box or by utilizing the hand-raising function.



Bid Committee Roundtable

Please select ONE question to answer

Question 1: What specifics about your Bid Committee can you reflect in the creation of your Host Committee By-Laws?

Question 2: What was your favorite event that you've done as a Bid Committee and why?

Question 3: What impact has your Bid Committee had in your local A.A. area?



Advisory Council Testimonial

Spencer W.

57th ICYPAA Miami, FL– Co-Chair



Bid Committee Timeline

- Monday, July 4, 2016:
 - No formal reviews of the Bid Requirements after this date.
 - Council will announce the number of printed Bid Books needed.
- Wednesday, July 13, 2016:
 - All requested feedback from Council will be received by this date.
- Thursday, August 4, 2016:
 - No Individual Bid Committee webinars will be scheduled after this date.
- Saturday, August 20, 2016:
 - Deadline for final PDF of Bid Package (no changes allowed between this PDF and printed Bid Books).
 - Deadline for redacted PDF of Bid Package for sharing with other Bid Committees (all names, phone numbers, email addresses, and signatures removed). Participation is voluntary based on your committee's group conscience.



Thank you for attending ICYPAA University Session 6

This webinar has been recorded and will be available on the ICYPAA website for viewing along with a PDF copy of the presentation material.

We look forward to your continued participation with ICYPAA University!

- Our next webinar will be Session 7: Bid Requirements 8 (Theme & Graphics) & 9 (Program), on Sunday, May 22nd, 2016 @ 1:00 PM PDT / 2:00 PM MDT / 3:00 PM CDT / 4:00 PM EDT.
- If your committee would like a private, one-hour webinar meeting with available Council members, please contact us at biddev@icypaa.org with your requested dates and times (no individual webinars will be scheduled after August 4th, 2016). We will do our best to accommodate. There is a limit of one individual webinar per Bid Committee per year.

Feel free to contact us with any further questions or comments:

- Subcommittee emails: <http://www.icypaa.org/bid-center/bid-related-questions>
- Individual emails: <http://www.icypaa.org/council/roster>