



ICYPAA Advisory Council Board of Directors Annual Business Meeting Minutes

September 1, 2016 @ 8:00 AM CDT

1. Opening
2. Roll Call
 - a. Present: Lauren A.C., Lindsay S., Talbot G., Darren F., Kevin N., Mike P., Stacy B., Matt D., Jamie P., Joel S., Trey V., Rachel R., James H., Spencer W., Jackie K., Kirk W.
 - b. Absent: Ian S.
3. Review & approval of minutes from May 15, 2016 Quarterly Business Meeting
 - a. Approved by unanimous consent
 - i. Questions/Comments
 - none
4. Reports
 - a. Chair – Lauren (see Report A)
 - i. Questions
 - Pre-Registrations as of now: 1744
 - Hotel Room Nights as of now: 2419
 - Pre-Con Event: 54-ish
 - b. Co-Chair – Lindsay (see Report B)
 - i. Questions
 - Q: none
 - c. Treasurer – Talbot (see Report C)
 - i. Questions
 - Q: How much of the annual spend will be dispensed this weekend?
 - A: all of it, pretty much
 - Q: What about the other allocations we have approved?
 - A: Website allocation is older, sitting there if we need it.
 - PI allocation is related to AdWords, we haven't spent it.
 - Young People's Video Project money got spent this year, an animated video was produced and will be screening on Saturday night at the 58th ICYPAA.
 - The GSO Contribution will be made after the 58th ICYPAA
 - The budget for attorney's fees is available if needed, no planned expenditures
 - Grapevine expenditure is beginning this weekend. The host committee has a plan for what to purchase and how to distribute. As usual, it will take awhile to actually spend this money.
 - d. Secretary – Darren (see Report D)
 - i. Questions
 - Q: none
 - e. Archivist – Kirk (see Report E)
 - i. Questions
 - Q: none
 - f. Hotel & A/V Subcommittee Chair – Lindsay (see Report F)
 - i. Questions
 - Q: Do we have the leverage we need with the properties?
 - A: It's market dependent. Some markets have the competition, others don't. We rely on the bidders to bring the best contracts, but we open it up when awarded to all the properties in the market. Our process is pretty good. Our bidders have access to a lot of information. Our RFP is very detailed.



- Q: Is there any talk about moving away from resorts because they are expensive? I think we are cutting out a portion of our demographic due to the costs.
 - A: We have been at resorts 3 of the last 4 years. This is due to the quality of the contracts. Expenses are definitely considered. We don't think of trying to go to a resort or not, it depends on the contracts that are presented in the bid and what exists in the market. We definitely think of the cost per attendee.
 - g. Bid Development Subcommittee Chair – Trey (see Report G)
 - i. Questions
 - Q: Why did you decide not to do the summit?
 - A: We were running low on time and general interest. There was mixed feelings about it. Ultimately, the committee decided that the value was better with the committee's working with each other.
 - Q: what was the response from the prospective bids? We had 12 possibles, but only 7 actual bids.
 - A: Response from bidders wasn't great. It felt awkward that we kept calling them. We wanted to be a resource, but they should initiate the contact? The outreach plan didn't work as well as we had hoped.
 - What about the blog? How is it working?
 - We receive some submissions. Boston is doing their own newsletter, and are producing content, they just don't send us the submissions. We outreached it, but still only got one submission, from Bethany, an alternate AC member.
 - h. General Service Subcommittee Chair – Matt, for Ian (see Report H)
 - i. Questions
 - Q: Service Program with the host committee, what was it like working with host?
 - A: The service program chair from host attended one call with us. We worked with Phillip. The program structure came from host.
 - i. Finance Subcommittee Chair – James (see Report I)
 - i. Questions
 - Q: Did we apply for credit this year at Gaylord Opryland?
 - A: We probably didn't.
 - Q: Isn't that part of the point of getting the credit card?
 - A: Yes
 - Q: And we got a new tax preparer?
 - A: Yes, moving forward for next year with a new person.
 - Q: What is our budget for a tax preparer?
 - A: \$1500 or \$1700 a year in our budget
 - Q: Is our preparer being paid a flat rate?
 - A: Yes it's flat. We get a breakdown of the actual expenses from the preparer.
 - j. Web Subcommittee Chair – Rachel (see Report J)
 - i. Questions
 - Q: none
 - k. Ad Hoc International Participation and Communication Subcommittee Chair – Stacy (see Report K)
 - i. Questions
 - Q: none
 - l. Ad Hoc Structure Subcommittee – Lindsay (see Report L)
 - i. Questions
 - Q: none
5. New Business
- a. Motion A (Operating Committee): Update the attendance policy in the ICYPAA Bylaws (page 3, paragraph 2).



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- i. Rationale: This motion comes from the Operating Committee. In reviewing our attendance policy, we felt that a medical exemption should be included in our policy.
 - ii. Questions:
 - Q: On the change of maternal/paternal status, what's the thinking?
 - A: Childcare, child loss, appropriately vague. We don't want to be determining the legitimacy of someone's claims.
 - Q: What about illness?
 - A: Same approach.
 - Q: What about misuse? How would that be handled?
 - A: The chair or operating committee would handle it
 - Q: Did we consider or is there a line about natural disaster?
 - A: We didn't consider it. There is no language concerning it.
 - Q: So if there was a hurricane in my town and I couldn't make it, how would that be handled?
 - A: Discretion of the chair.
 - Q: Are there any other exemptions?
 - A: Not in the policy.
 - Q: Would the OC consider an amendment to the motion now?
 - A: No
 - iii. Discussion:
 - Nothing to discuss
 - When we reviewed the attendance policy, it seemed weird that we didn't have a medical exemption. We didn't want to have a policy that would lose a member due to a medical situation out of their control
 - In favor x 10
 - More questions addressed above...
 - iv. Vote: 13 yay, 1 nay
 - v. Minority Opinion: A more vague policy mentioning extenuating circumstances would be more appropriate.
 - o One vote changed
 - o Vote to reopen discussion: 12 nay 2 yay. Motion fails.
 - vi. Motion: Passes 13-1
- b. Motion B (Structure Committee): Utilize the updated version of the NDAH policies with suggested changes from our retained attorney at Sparkman and Foote (see Motion B Addendum).
- i. Rationale: After the NDAH policy was updated by the Structure Committee, the Operating Committee forwarded the document to our attorney for review. The attached policy is the document in its final form with all suggested changes implemented.
 - ii. Questions:
 - Q: Has this new version been distributed to us?
 - A: Yes, in May as a discussion point and two weeks ago in preparation for this meeting.
 - Q: on page 4, what used to be ICYPAA, now the OC is named as group which will handle the complaints
 - A: The OC was always the group that handled the complaints, but now the full body decides on the corrective action
 - Q: If the OC handled the initial complaint, would everyone get notification of the complaint? This year, I felt in the dark about it.
 - A: A complaint comes in to the OC, the recordings and minutes are available to the full council, you can also sit in. When discussing the complaint, we have limitations based on the confidentiality of the persons involved, so we are treading a line between transparency and confidentiality. This was our first time handling a



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

complaint using our policy. We do report on these things, all of the information is available to the full council.

iii. Discussion:

- AC takes the disciplinary actions: But the document says that the OC initiates the disciplinary process.
- Appreciate the work put into this, in favor
- This version is just the changes that the lawyer recommended. The rest of it we have approved before, including the process.
- The policy is more clear and concise. Would like a change to add that a complaint would be reported immediately to full council when it's made.
- Most of this we have approved many times. How things are reported and handled may not have a place in the public document. Do we need to tell the world in our public policy exactly when/how the full council is informed?
- In favor of giving the policy more teeth. In favor of changes about how the OC operates and how information is disseminated.
- In favor of changes, no new comments.
- In favor, more concise. If it's the current practice, we aren't changing procedure, just updating language.
- I worked on this document, I think it's the right way to go.
- I appreciate the time and effort spent on this.
- Strongly in favor, the procedure hasn't changed since the last time we approved the policy. It's stronger if the policy is challenged. It's a good balance between transparency and confidentiality.
- This is cleaned up language, the procedure has been in place. If there are concerns about the procedure, we can consider it going forward. In terms of this motion and this document, I'm in favor of following our attorney's advice.
- In favor
- Round 2:
- I don't exactly recall the procedures that we approved before. But I don't think this is just a cleaning up of language. This is a change that extends the power of the OC. I disagree with the argument that this is just about language.
- This policy sucks, it's hard and deals with things we don't want to deal with. This is an improvement because it has been considered by our lawyers. It can certainly be improved. Please make your ideas and concerns known to the OC so that we can incorporate them. Either way this motion goes, this should be a living document that we continue to work with and change. If we haven't made our ideas on this known, it's on us. It's not a big surprise. The information has been available to us all year.

iv. Vote: 14 yay - 0 nay

v. Motion: Passes 14-0

c. Motion C (Structure Committee): Obtain written acknowledgment from all Advisory Council members regarding NDAH Policy and Conflict of Interest Policy.

i. Rationale: Due to the gravity of the NDAH and Conflict of Interest policies it is a best practice to insure all Council members are fully aware of their responsibilities and potential consequences contained within each document.

ii. Questions:

- Q: Is this yearly or one-time?
- A: One time
- Q: Is this a sample? The addendum? Are we approving the exact form, or the policy of signing and acknowledgement?
- A: open to some interpretation



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- Q: If this not the actual document, who makes the actual policy?
 - A: The secretary
 - Q: In my industry, email is not considered written documentation
 - A: The form and certification would be digital and stored online
- iii. Discussion:
- In favor, my concern is that because the form is a sample and not the actual policy.
- iv. Amendment to the Motion: Using the provided sample as the actual document to be signed with a wet or digital signature.
- v. Discussion:
- I'm fine with this
 - I'm in favor, but does this removes the discretion of the secretary to make changes in the document. I appreciate the desire for a concrete form, but it's not necessary.
 - The form looks good.
 - My concern is: Is this the actual language that we want? I'm not sure it is.
 - I'm for the motion, but I would be more interested in approving the original motion, then producing the document for approval.
 - The document is solid, I'm for it, good housekeeping.
 - Amendment is fine. The sample was legitimate, we can use it. No problems with the new motion.
 - In favor
 - In favor, should be included in other documents. I'm concerned that we have too many documents to sign.
 - This would be just like any other policy, which are approved specifically by the full council. If we need to work on it further, we can and will.
- vi. Vote: 14 yay - 0 nay
- vii. Motion: Passes Unanimously
- d. Motion D (Structure Committee): Update the Host Committee Responsibilities document. (see Motion D Addendum)
- i. Rationale: In an effort to insure our documents reflect our current practices, the HCRs were updated to include position responsibilities for the Host Committee Chair as well as language around post-conference reporting.
- ii. Questions:
- Q: No description of chair existed in this document previously?
 - A: No
 - Q: Why is it important that the chair be the registered agent?
 - A: Someone has to do it. Serving as chair means everything goes through you.
 - A: Some of us have securities approvals, and being on this board means we have to report to our commissions that we are on this board.
 - A: It's best practice for the chair to do it. Chairs are named as president on most legal documents, it just makes sense.
- iii. Discussion:
- For it. Hilarious oversight. Curious to know whether the past chairs think this policy is accurate and effective.
 - Opposed to line 7, which requires the chairs to be the registered agent. Some chairs may not want to do that part, why not have someone else on the committee be the registered agent if needed?
 - These make sense to me as a past chair.
 - I worked on this, seems good.
 - Number 8 is specifically important to me as a past chair.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- In favor of the document as a past chair, number 7 is important so that the potential chairs know it's important to be the registered agent.
 - This was worked on by 4 past chairs. The registered agent consideration is important to us. If someone doesn't want to do that, they shouldn't stand for chair.
 - iv. Vote: 13 yay - 1 nay
 - v. Minority Opinion: I don't think that being a registered agent should be a requirement for being chair.
 - No votes changed
 - vi. Motion: Passes 13-1
- e. Motion E (Web Committee): The Web Committee motions to make the following changes to the ICYPAA Facebook Group guidelines
- i. Rationale: We saw an influx of self-promoting (GoFundMe, rehab fundraisers, etc.) posts and wanted to encompass all "outside issues" as not acceptable on the FB page.
 - ii. Questions:
 - Q: This is stuff we are already doing?
 - A: Yes
 - Q: What is the criteria for a personal attack on a person?
 - A: If it's name calling, foul language, obvious things. We use our discretion. We consult the policies. As an admin, there is a large gap between opinion and attack. It's not subtle.
 - iii. Discussion:
 - In favor, there might see some push back from the community on this since it's a vague policy.
 - Important to be specific, but room for discretion is needed. We can't over-police.
 - 2 concerns: that our admins change practice, then ask approval is a concern going forward. At some point, we need to settle this down so that changes to policy come to the AC for approval first. Second, I thought we had a requirement for documentation of the offenses, is this still happening.
 - iv. Vote: 14 yay - 0 Nay
 - v. Motion: Passes 14-0
- f. Motion F (Web Committee): The Web Committee motions to discontinue the Google AdWords program.
- i. Rationale: At the annual meeting in Miami, Council discussed continuing the Google AdWords program for another year and for web to present data collected at the this year's annual meeting in Nashville. The campaign has reached a few people but overall it has a small success rate. Our ad is presented often however it has only had a few hits and people frequently don't stay on the page very long. The web committee feels that this project is not very impactful/successful and it seems to be bringing more confusion than harmony
 - ii. Questions:
 - Q: Statement in the rationale: confusion/harmony. Has there been communication regarding this topic other than the forum question and the WSCYPAA request for more information?
 - A: No.
 - Q: Was there a response back from WSCYPAA
 - A: Yes
 - Q: How much labor does this project require? Is it set it and forget it?
 - A: In order to maintain eligibility, we need to sign in monthly or so.
 - Q: Do we set the words that we search?
 - A: Yes.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- Q: Have we considered an update to the words that we use?
 - A: specific words cost an amount. A lot of the beneficial phrases cost more. Our list of words is what we can afford and can use.
 - Q: Is the data in the report the basis of the claim that the program is unsuccessful and reaching few people?
 - A: Yes.
 - Q: Do we know what the standards of success would be for a non-profit Google AdWords Campaign?
 - A: No.
 - Q: Can you give examples of bringing more confusion than harmony?
 - A: The current web committee isn't the one that made motion. We have read the minutes, and it seemed to us to be split. On our current committee, we are split on what to do. We went with the majority, but we aren't certain. It's polarizing.
 - Q: Under website, do we know how many interactions we get through organic search?
 - A: Bounce rate is 47% -- they show up on the site and leave.
 - Q: Do we have comparison numbers for conversion between ICYPAA.org and the Google AdWords splash page.
 - A: No.
 - Q: Be have a budget that's provided by Google. Do we "pay" for the budget for impression or for click? Click? Then when we say terms are too expensive for our budget, what does that mean?
 - A: For our 195 clicks, the cost of \$357.
 - Q: But is the budget set on a ceiling?
 - A: Certain words that will not let you use on the grant.
 - Q: What does Unique View mean?
 - A: It is the first time a computer comes to a website.
 - Q: What in the data shows the unique views?
 - A: the 50k number
 - Q: How much time is spent on this project?
 - A: very little
 - Q: If we spend more time and attention on this, would our results improve?
 - A: possibly, hard to know without data
- iii. Discussion:
- In favor, I never wanted it anyway. It looks like .4% click on it, and .07% do something. Less than a percent is not successful. We never should have done this anyway.
 - Even if we did more work, we wouldn't generate as much traffic as we would if we paid for it. I don't know that it's our place to do this.
 - Against the motion, it seems that someone could get help this way, why not keep it going. No cost.
 - Abstain from discussion
 - Good idea to end it. Too much trouble for it's own good.
 - Initially, the numbers look like it's not worth it. But given how much confusion there is, and that over a year, 1 person every other day clicked on the add, it seems useful. And 20 of those people continued on to click. Seems useful if it's not a lot of work.
 - I was on web committee when we started this, wasn't certain, I don't think we should have done it. Was interested to see what would come of it. Nothing really came of it. Shouldn't pursue.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- Originally, I wanted to abstain. This is similar in scope to a public service announcement. If it carries the AA message it's good. The comment that it is causing disunity is incorrect.
 - Not in favor of this motion. My interpretation of the data is not a failure. We spent nothing in money, a few minutes a month, and 35 people got some information. Confirmation bias is seeping in, since the people involved didn't agree with the original decision.
 - Opposed to the motion. Nothing but minimal time is put into this. If someone can get info and learn about AA from it, it's a win. The numbers don't indicate a small success rate. For this kind of ad, this could be a success. Not sure what else needs to be tweaked, but we should look into it.
 - I am feeling split on this. I was for the motion, but not because I don't like the project, but because all the concerns weren't addressed.
 - We voted on this as a 1-year experiment. We haven't completed it. We have an obligation to complete the experiment, gather the data, and make a report. Including our difficulties, our disagreements and our discussions. The project doesn't have to have big numbers or be "successful" to have been important.
 - Opposed to the motion. The discussion from the Yays are all about we shouldn't have done it. We decided to do it. It's a service we can offer for little expense. We do a lot of work in AA to reach one person.
 - Round 2:
 - If it wasn't a good idea two years ago, it's still not a good idea. WE have spent hours on this over the last few years. It has come up over and over and eaten up our time as a council. We serve AA and help drunks, but our purpose is to serve ICYPAA, not this.
 - Could there have been different words, sure. If you want more clicks, pay more money. We discussed and discussed this, we are split. I would rather see substantial unanimity on something.
 - I still feel this has become too problematic for the return. If the web committee is in favor of this, then I want to support them.
 - My hesitation is giving work to a committee that I don't work on. If we resolve the idea on whether we should or shouldn't, we can go forward, get better data, know more.
 - First AA groups tangled with these issues about broadcast media probably wrestled with the same issues. This is valuable.
 - For the motion, want to support the web committee. I still have difficulty on why we are doing this. We would never spend money on this, so why are we doing it.
 - My concern is that we have repeated false statements that we don't have substantial unanimity on this motion. We do. We did at the time the motion was approved or it wouldn't be on our agenda. We had vocal minority opinion. That is a strength of this motion, not a weakness. It's important that we disagree. It's also important that once 2/3s of us vote to do something, we do it. That has not happened in this case. We have people on the web committee who haven't carried out the motion, apparently due to their disagreement with the original motion. That's an abnegation of the responsibilities of being on this council.
 - Thanks to the committee. AA used to put ads in phone books. How many people saw those and decided not to call? Maybe similar to the number of people who see a telephone ad and not call the number.
- iv. Vote: 6-yay 7-nay 1-abstain
- v. Minority opinion: (non-prevailing side, yay's) I believe that this campaign is being done the best it can be. These are the best words. It's diligent. I just feel that it is not enough to continue doing it. I would feel more comfortable if it was tied to our specific website and



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

generate more data for our the project. // In almost every situation we trust the committee that brought the motion, and that the committee which did the work knows best. Why isn't this the case now? I default to the expertise of the committee.

- No votes changed

vi. Motion: Fails, 6-7-1

6. Discussion Points

a. Discussion Point A: That IPCC continue as an ad hoc committee for a third consecutive year.

i. Questions:

- Q: IPCC has little do other than ISMYPAA? What has been considered? Could there be other things for IPCC to do?
- A: Possibly. Anything that comes up the forum we would handled. We did the YPAA documents and the FUZE account (FUZEYPAA). Right now there is nothing else for the committee to do.

ii. Discussion:

- Sounds Great
- I appreciate the work IPCC is done. I attended ISMYPAA both times. This one blew my mind. When I saw how many committees and countries were represented, I was amazed. I encourage people to get involved with it.
- Good idea. If the main goal is for ISMYPAA to be a separate entity, then an ad hoc committee is perfect for that, rather than a standing committee. Let's keep checking on it each year.
- In support of the IPCC continuing for at least another year. The progress we made in making it a collaboration was astounding. If we keep this rate of progress, we might only be providing infrastructure and support.
- I wish I had invited more council members to attend. It's something you shouldn't miss. ICYPAA can make a big difference in international YPAA through ISMYPAA.
- I think the vision in the document is tremendous. An independent autonomous ISMYPAA is a great goal. Let's keep supporting it.
- Sorry I missed it. What you guys did with the feedback from the forum is great. I support the continuation of IPCC and ISMYPAA.
- This is great work. I support it.
- No regression in ISMYPAA, the growth has been amazing. Having been on the General Service committee, I think it might be a good place to eventually take over the management of our relationship with ISMYPAA.
- In the grander scheme of things, it's amazing. The FB page for ISMYPAA was blowing up this year. People are excited about it.
- This work is amazing. If you haven't been a part of this committee before, please consider it. This came out of a criticism of us, and we've responded with ISMYPAA. I'm proud of ICYPAA for this. The fact that we are inviting our peers from around the world to participate with us as equals is attractive. To watch versions of YPAA start around the world, in our image, but with incredible cultural variations is amazing.
- In favor of the continuation of the work. The two discussions of the committee are an interesting take on our FAP. Does it fit?
- Putting the "I" back in ICYPAA. So concisely and complete that there's nothing to discuss.

b. Discussion Point B: Please review the How To Start A YPAA document and consider its use. (see Discussion Point B Addendum)

i. Questions:

- Q: Is the document intentionally vague about a service committee or conference?
- A: We left it broad on purpose.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

ii. Discussion:

- Kicking butt
- Good work
- Funny, informative. Maybe put it into a pamphlet with cool graphics?
- Good document, more effective at answering the question than what was submitted to us. Most of the submissions were anecdotal, telling their story -- not that helpful if you're a kid, alone, trying to figure this out. The document gives suggestions that are practical and effective.
- The concern around this document is that ICYPAA is telling others how to do YPAA. This was asked of us. People are looking to us for a collection of experience, strength and hope. We reached out aggressively and didn't get much back. This is what we came up with.
- Good summation of how to start a YPAA. Valid to send this out upon request. Important to present as the compiled suggestions/experiences of our community. Not the definitive guide. Consider publishing on our website. Might make some suggestions for it.
- Thanks for your work. Current form, good, put it out as a blog entry? Not sure about distributing as an "ICYPAA document" since that come with a lot of weight. Might have some input for it.
- I like the topics covered. "My area doesn't like YPAA, what do I do?" In particular. That's a real question for many.
- Good resource. Like the idea of making a pamphlet from it. No problem distributing as an ICYPAA document. People are overwhelmed by this sometimes, this can help.
- It's hard to do start a YPAA. Good document.
- One of the weakness of the document is that is comes out of our committee only. I would welcome more input from the full council.
- Highlight some of the legal and business things more specifically. Maybe organize differently? I didn't notice the legal stuff upon first skimming. Sections. Maybe discuss committees vs. conference. Opposed to distributing as an ICYPAA document.
- How many times have we been asked these questions. Great to have it collected. Make a blurb at beginning that this isn't the word of ICYPAA, that these are suggestions.
- Like it, would be cool to create it as a digital pamphlet. Suggestions for language. A good resource for people to use. Whether it's a bid committee or service committee or whatever.

c. Discussion Point C: The Web Subcommittee has briefly discussed using our surplus funds to create our own ICYPAA App and give the website a facelift.

i. Questions:

- Q: Who is the quote from?
- A: They do IT and web solutions for churches and non-profits. They build several apps, we would have all of them in our app. The price is pretty low since the template is build out.
- Q: The two questions are whether or not to use the website for improvements, instead use an app, then also whether to refresh the look of the website?
- A: Yes.
- Q: this is an app for the conference. Not to be used year around.
- A: Yes.
- Q: Connection to our website would be...
- A: Not connected. Inspired by the world convention app.
- Q: the world app had a big security issue, have you addressed that?



- A: we haven't discussed that. Obviously we wouldn't want that to happen. Shouldn't need to include personal info. Advantage is that what we are using now is web-based. If we don't have service, we can't access it. With the app, the content is downloaded. If the website goes down, the app still runs.
 - Q: Are there licensing or ownership issues that would come up with this? Do we need to renew a license or will we own it?
 - A: Typically, they would own the structure, we would own our content. If we stop working with them, the app would end, but they wouldn't own our stuff.
 - Q: We would update this yearly?
 - A: Yes, we send them the data, they update it. Nominal fee.
 - Q: this is for informational purposes only, correct?
 - A: Yes
- ii. Discussion:
- Yes, explore app. I lose mine.
 - Both ideas are good. More cost effective for a host committee if this can replace some of the printed programs.
 - Great idea. We should have had it by now.
 - Website is fine, on the app side, this is going to become required. We do it or the host committees will. Don't want to have the bidders solve this. This this needs to be bid in a good way with growth in mind.
 - Good to think of this. We need at least 3 quotes. For a custom app. We need to think about what we want/need exactly. And get a quote that looks at all these details.
 - App is a great idea.
 - I would like that when we log into our website we get a mobile version of our site.
 - Time for an app.
 - Refresh yes. Skeptical about an app. We should turn away from custom products and consider purchasing off the shelf solutions.
 - Refresh yes. If we contract for an app, it may limit the host committees about how they want to present their convention. Consult with AAWS about this.
 - We need an app. It's necessary to stay current. We should be doing something better than YAPP. We should do a app like the big music festivals. We should use that. An app that works year around.
 - Wants to have an app. We discussed if creating our own, the cost. Emailed GSO, haven't heard back. Our website needs a facelift so bad.
 - Really excited about this. This is putting me into a great mood. The branding of ICYPAA is good, we should not lose that if we do a facelift.
- d. Discussion Point D: 2017 budget preparation.
- i. Questions:
- Q: We were caught off guard last year about the timing of the budget. Is this a reaction from that?
 - A: Historically, it seems like each treasurer communicated to the next about this stuff. By attaching it to the finance committee, we are just confirming to what was already in our bylaws. This should also prevent the reoccurrence of the confusion we had last year.
- ii. Discussion:
- none
- e. Discussion Point E: How can we encourage overall participation with all aspects of Council service, including ICYPAA University, early bid reviews, and Service Manual Concepts study? How can we better handle the workload and support each other? Do we need to do a group inventory?
- i. Questions:
- Q: none



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

ii. Discussion:

- I'm a perfect example of being overworked and not a great example this year. I get that some get to a point that they can't get help with their job. I was able to ask for help and I got relief.
- More lengthy discussion is beneficial. There is never a bad time to do a group inventory. How could that be bad. I'm another person who fell short around early bid review.
- Group inventory is a great idea
- I was concerned when two people resigned. The workload feels like it gets more every year. It was a lot different when we were bidding. I have a light load, but I have kids and other stuff to do. So do other people. I love this, but it's not good for us to feel overwhelmed. I have at least one breakdown pre-ICYPAA, and one the weekend of.
- The two big changes I've seen is: preparation for site selection is more than it used to be; and the council is doing more. I wonder if it's too much work for 15 people. Would more people be better suited to do this work.
- I would love a group inventory. Servicing on council is not the level of intensity as hosting, but we need to reserve a level of the brain all the time. The amount of work we do makes us very effective. I'd hate to become less effective.
- This is my first time. Setting expectations as a team is something that helps us remain accountable. Participating in a group inventory would help us get to the expectations that we have for our committee.
- In favor of a group inventory, whoever administers it should be from outside from ICYPAA and ACs, past and present. I need more than one week to do IGR with multiple committee assignments.
- We all take on work loads by choice, by position and sense of personal responsibility. Now that I'm council, I'm willing to do more.
- We are doing more than any service committee that I know of. We do a depth and breadth of work that outstrips any other single committee that I know of. We are in a better situation than before. Our subcommittee structure is great, everyone is involved and if you want to step up and do something you have the opportunity.
- An inventory would be beneficial. It's worrisome to see the amount of work that the officers do. It's changed to much since we were bidding. So many changes in the past 5 years, even just the last two years.
- I'm against a group inventory. It's just more work. We don't need to step back on the amount of work we do. We are all on at least 2 committees. We have this idea that we always have to do something. What about stop doing things that don't need to be done? What about a 15 minute conference call instead of the full hour?
- I had more time for early bid review, but with the bid books my schedule was pinched. During the year I can do it, but the push before ICYPAA was tough.
- We had low participation on things because we don't have time. The inventory would be good.
- The inventory would be a lot of work. I want to do it, but being realistic, it seems overwhelming and things don't get done. I need more time for the bid books. It was too fast.

f. Discussion Point F: Surplus Funds: what is our vision for use of surplus funds? Ideas: ICYPAA app, plan for next level upgrades to website, including data collection, merch site, etc.? Invest in translation equipment/ accommodations for non-English speakers?

i. Questions:

- Q: none

ii. Discussion:



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- Surplus funds are best used for streamlining our conference and making our processes more efficient for our committees.
 - Translation equipment might be beneficial.
 - Data collection and management is a good idea. Take costs out of the budget so that hosts don't have to spend it every year. Translation might be one of those.
 - Support the equipment purchases that could be beneficial. We can't neglect our data management. Need to dig in, get quote, figure out what we can afford.
 - I like the idea of investing in things that host committees pay for year after year.
 - Buying equipment is cool, but we have these cash registers that we don't use that we transport each year. I am reluctant to purchase more gear.
 - I'm afraid to buy gear, since they become anchors quickly. I'm super pro data management. I want us to think about our next 5 years of data rather than the last 5 years of data.
 - Are we asking our committees to budget too prudently? Why do we have so much excess funds? Be a little more risky and then we can spend this money on the conference.
 - Not convinced that we should buy more stuff unless it's a 15 year purchase. Should look into an archives service.
 - Invest in tech. Saving money by not printing programs, build an app and save money. Archives is important.
 - Spend the money and be broke again. We should have anything we don't absolutely need. We can make mistakes, let's spend it. Have we considered accessibility as an area for investment?
 - Data collection is important. Invest in tech, but not physical. Host should get these services each year, and purchasing services allows us to get the best stuff each year.
 - We have \$4k to spend that is unallocated. Maybe we will get a little more here this weekend.
- g. Discussion Point G: SnapChat filter: how does this relate to larger question of anonymity breaks at conferences?
- i. Questions:
 - Q: What is snapchat? What does it help? Does it solve anything?
 - A: Not really. It could be a deterrent to anonymity breaks.
 - ii. Discussion:
 - It's a stretch to say that posting on my FB wall is the equivalent to press radio and films. Snapchat would be cool, but 3k is too much. We should continue to be a forum for discussion around technology and anonymity.
 - I had snapchat for 5 minutes because it's annoying. If that's what the kids want, fine. Snapchat doesn't have anything to do with anonymity.
 - Snapchat filters are cool. I don't use them, but it was nice that FCYPAA and SERCYPAA had them for their users. It's like a photo booth with a kind of branding. I don't post anything on my wall about anything recovery-related. I work in IT and people research the shit out of each other. I'm trying to blow up my spot at work.
 - Not going to address the anonymity. Snapchat is fine. I'm worried about setting this kind of precedent. I don't see the value in this. If we have it, others will need it.
 - Different perspective on anonymity. I don't blast my stuff on the FB. I don't use snapchat.
 - Think it's a cool idea as a photobooth for our attendees. But we shouldn't be talking about this as a solution for online anonymity.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- We shouldn't take a position on the online anonymity thing. I'm sensitive about anonymity and wouldn't want ICYPAA to come out as insensitive about it.
- FB has been a shit show for us. SnapChat would be a total cluster. Most of the people in AA don't know much about the traditions. So many misconceptions. People get super mad and don't even understand what they are mad about.
- I don't think we should spend money on this. Absolutely not. Advisory is all old, we don't get snapchat.
- In no way did the web committee think that \$3k for this was reasonable. Snapchat isn't the answer for online anonymity. We aren't taking a position on this in any official way.
- I love snapchat. Best thing ever. I will be snap chatting this weekend. It all disappears. If we had a filter, we would be super hip. But no one would think it protects their anonymity. It would be cool in the future, but is unrelated to anonymity.
- Huge fan of snapchat. Add me. I don't believe that snapchat filters are a responsible use of AA money. Period. If a host committee wanted to do it, irresponsible, but their choice. Not an anonymity issue or protection in any way.

7. Announcements

- a. Next quarterly business meeting: TBD

8. Closing



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

Advisory Council Chair

Annual Report

9/1/17

Committee/Position Responsibilities:

- 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.

Report:

Summary of actions since the 57th ICYPAA in Miami:

- Host Committee
 - Made myself available to answer any questions/concerns that came up throughout the year
 - Facilitated Host Committee Elections, attended site visits, advised regarding Host Committee Guidelines, budget, outreach strategy, graphics, website, program, service activities, pre-conference event, merchandise sales, and committee unity
- Bid Committees
 - Made myself available to answer any questions/concerns that came up throughout the year
- Advisory Council
 - Met with the Operating Committee monthly: minutes and recordings are available for download through council_user login on icypaa.org and on the Advisory Council Google Drive
 - Appointed Committee chairs and members
 - Updated the ICYPAA Advisory Council Google Drive with general Advisory Council documents, and subcommittee and bid committee minutes
 - Sat in on subcommittee meetings and did my best to keep up to date with the activities of those I couldn't make
 - Worked with the Operating Committee to review a sexual harassment claim, engage legal counsel, and determine an appropriate response
 - Attended the monthly Service Manual Study
 - Worked with the Secretary and the Bid Development and Web subcommittees to clarify and improve the ICYPAA University recording process
 - Assigned various document revision tasks to the Structure Committee
 - Served as one of the Admins for the ICYPAA Facebook Group, reviewed posts, removed posts and sent warnings and/or removed members as necessary
 - Requested Alternate Advisory Council members to step up into vacated Principal spots, and reassigned subcommittee members and chairs



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- Ordered an extra banner and had it shipped to the Host Committee in Nashville
- Finalized letter of support for IREYPAA as drafted by Secretary
- Organized this year's Past & Present Advisory Council Breakfast for the 58th ICYPAA in Nashville
- Met with the Advisory Council quarterly: seven motions were passed at these meetings:
 - 2016 Advisory Council Operating Budget was approved (11/15/15)
 - Updated version of the Non-Discrimination and Anti-Harassment Policies was approved (02/21/16)
 - Sentence regarding diversity requirement was added to the Host Committee Guidelines (02/21/16)
 - \$5,000 was allocated for attorney's fees (02/21/16)
 - An individual was banned from coming to the Conference due to violations of the NDAH Policies (05/15/16)
 - Approval to obtain a secured credit card for the purposes of building ICYPAA's credit was given (05/15/16)
 - \$5,000 was allocated to the 58th ICYPAA's Grapevine Project (05/15/16)

Summary of actions since the May Quarterly Meeting:

- Host Committee
 - Called Host Chair weekly and communicated about final details leading up to Conference
 - AV provider was chosen
 - GSO representatives confirmed
 - Pre-Conference Event announced
 - Program finalized, approved and printed
 - Merchandise ordered and presales were made available online
 - Security and AV Chairs elected and plans developed
 - 20% surplus disbursements agreed upon
 - Registrations: 1,347 as of 8/25/16
 - Gold Rush Bounce Carnival Jamboree tickets sold: 35 out of 240 as of 8/25/16
 - Scholarships: \$1,843.50 as of 8/25/16
 - Gaylord Opryland Hotel Pickup: 2,723 room nights, 162% of original block as of 8/25/16

- Advisory Council
 - Discussed attendance requirement in the Bylaws, and made sure all Council members were aware of the provisions
 - Signed up for MailChimp account, but decided to wait to transition to new system until after the Conference
 - Sent important reminders, timelines, number of printed bid books, and other information to Bid Committees
 - Compiled a list of Early Bid Review emails that need response, broken down by Subcommittee
 - Attended and gave introductory welcome for ISMYPAA
 - Sat in on subcommittee meetings and did my best to keep up to date with the activities of those I couldn't make



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- o Observed and/or participated in final bid package IGR meetings

Thanks for letting me serve

In Love & Service,

Lauren C.-A.

ICYPAA Advisory Council Chair

advisory-chair@icypaa.org



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

Advisory Council Co-Chair

Annual Report

9/1/17

Committee/Position Responsibilities:

- 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.

Report:

This year I have attended all Operating Committee conference calls, have kept to up to date on all subcommittee and bid committee emails and have been available to assist as needed with items that LAV has needed. I was also appointed to serve as one of the 3 admins on the ICYPAA Facebook group and have assisted in monitoring and resolving issues that have come up.



Advisory Council Treasurer

Annual Report
9/1/17

Dear Council,

We continued to improve and maintain our financial record keeping this year, and accomplished various other tasks. Thank you to the Finance Committee for all their help.

Current state of affairs (this information is current as of August 23, 2016):

1. **ADVISORY BUDGET & CURRENT SPEND:** Below is a summary of our 2016 Budget vs. Actuals.

2016 SUMMARY			
	BUDGET	ACTUALS	VARIANCE
INCOME	\$20,122.00	\$0	\$-20,122.00
EXPENSE	\$19,303.42	\$2443.29	\$-16,860.13
NET SURPLUS	\$818.58	-\$2443.29	

2. **ADVISORY ACCOUNTS & ASSETS:** Below is a summary of our current assets. We still have several allocations of surplus that have not been spent, including \$1,000 for a Public Information campaign, \$5,000 for a Grapevine donation, \$5,000 for website improvements, \$5,000 GSO donation. We also have an additional \$4,913.02 in surplus funds that has not been allocated.

OUTSTANDING ALLOCATIONS	
Website Improvements	\$5,000.00
Public Information Campaign	\$1,000.00
YPAA Video Project	\$2,500.00
2016 GSO Donation	\$5,000.00
Attorney Fees	\$3,125.00
Grapevine Donation	\$5,000.00
ALLOCATED SUBTOTAL	\$21,625.00
Remaining Surplus to Spend	\$4,913.02
UNALLOCATED SUBTOTAL	\$4,913.02

Current Account Balance: \$116,116.92



Account Summary

Business Accounts

Deposit accounts

\$98,287.12

▶ Create a list of your favorite accounts

Business Accounts

Deposit Accounts

Total balance: \$98,287.12

Account

PLAT BUS CHECKING (...1379)

Present balance **\$2,000.00**
Available balance \$2,000.00

▶ See statements ▶ Make a transfer ▶ See routing/account numbers

PLAT BUS CHECKING (...3219)

Present balance **\$3,206.70**
Available balance \$3,206.70

▶ See statements ▶ Make a transfer ▶ See routing/account numbers

PLAT BUS CHECKING (...5965)

Present balance **\$36,076.88**
Available balance \$36,076.88

▶ See statements ▶ Make a transfer ▶ See routing/account numbers

PLAT BUS CHECKING (...6955)

Present balance **\$2,000.00**
Available balance \$2,000.00

▶ See statements ▶ Make a transfer ▶ See routing/account numbers

BUS SELECT HY SAV (...2596)

Present balance **\$55,003.54**
Available balance \$55,003.54

▶ See statements ▶ Make a transfer ▶ See routing/account numbers

Cash Accounts

Account	Available Balance
Host Account XXXXXX2057	\$17,829.80
Total	\$17,829.80

Other Points of Interest:

3. 57th ICYPAA: Florida held an amazing ICYPAA! The conference was self-supporting and ended up



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

with a \$3102.55 surplus after all expenses were paid and 20% service contributions were made.

4. **BANKING:** Chase Bank does not have a branch in Tennessee, so other banking arrangements had to be made to supplement our banking at Chase. After an exhaustive search of nationwide banks, a comparison was made and another account was opened at Wells Fargo. This decision was based on many factors but came down to Wells Fargo not charging any fees for a non-profit account, no account minimum being required and the fact that Wells Fargo has branches in many locations that Chase does not. This will hopefully help streamline processes in the future, if/when ICYPAA is awarded to cities without a Chase Bank.
5. **TAXES:** Our 2016 taxes have been filed with the IRS.
6. **QUICKBOOKS/ACCOUNTING:** Our QuickBooks account is up to date, with all information from our Advisory Council checking and savings account recorded.
7. **MERCHANT ACCOUNT:** This year we continued our inquiry into other merchant account providers that may have offered us better rates or reporting mechanisms. Once again we found that our merchant account has an incredibly competitive rate and the reporting options our current company provides are the industry standard. So, our merchant account is unchanged since last year.
8. **BUDGET:** In the past our budget process was where the Advisory Treasurer developed a projected budget based on past expenditures and future need and then presented this budget to the whole Advisory Council for a vote. In order to achieve greater oversight and collaboration, while at the same time adhering to the Council Bylaws, the process has been slightly altered. Now, the budget creation will begin in the Finance Committee and then be presented to entire Council for a vote.
9. **HOST:** This year I helped review the Host budget this year, stayed in contact with the Host treasurer and purchased GL insurance for the conference.
10. **MISCELLANEOUS ACTIVITIES:** I filed our “periodic report” with the Colorado Secretary of State to maintain our non-profit status, and renewed our Directors & Officers insurance bill for the year, I have worked with the finance committee to add credit building services through acquiring a secured business credit card.

Please let me know if you have any questions. It's been an honor to serve on council this year.
Talbot G.

Advisory Council Secretary

Annual Report

9/1/17

Secretary's Responsibilities (short version):

- Keep minutes of all Council and Operating committee meetings
- Maintain the post office box and e-mail address for all correspondence
- Furnish letterhead for use by all Council members for Council communications
- Be responsible for the revision and printing of all Council documents and literature

Report:

1. Worked with previous secretary to learn various aspects of the Secretary position, including Constant Contact emails, updating minutes and documents on icypaa.org and the Google Drive, uploading the OC recordings, etc.
2. Updated ICYPAA Bylaws and Host Committee Responsibilities to reflect motions approved at the 57th ICYPAA.
3. Sent out the 2015 ICYPAA Forum Report via Constant Contact and uploaded it to ICYPAA.org.
4. Responded to various emails, including the WSCYPAA questions about the Google AdWords Campaign
5. Received the audio files of the 57th ICYPAA speakers and panelists. Began processing the audio files, preparing them for upload to icypaa.org/media.
6. Uploaded the four Main Speaker audio recordings to icypaa.org/media and sent a Constant Contact email to announce it.
7. Visited Nashville on the way home from NCCYPAA and attended an Interim Host Committee Meeting. Encouraged robust communication between AC and Host, emphasizing the partnership between us.
8. Attended the Host Committee Elections for the 58th ICYPAA, recording minutes of each elected position.
9. Participated in the Site Selection Process for the 58th ICYPAA.
10. Posted the approved 2015 annual meeting minutes to the website.
11. Took minutes of and recorded the December, January and February operating committee meeting
12. Emailed December, January and February operating committee minutes to the advisory council
13. Posted the recording of the December, January and February operating committee meeting to the secure area of the website for advisory council review and reference
14. Drafted a letter for ICYPAA's response to GSO's request for experience utilizing social media
15. Tracked down recordings of Grapevine sessions from the 57th ICYPAA and made them available to AA Grapevine staff via Google Drive
16. Prepared and posted all available panel recordings from the 57th ICYPAA to the Media section of the website
17. Posted the recording of the ICYPAA Forum to the Media section of the website
18. Updated the Hotels RFP document for 2016 and posted it in the RBD section of the website
19. Posted the presentation document and recording for the 1st ISMYPAA to the ISMYPAA page of the website



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

20. Communicated with Trey about the proper recording format for ICYPAA University sessions
21. Communicated with Lindsay about 2014-2015 ICYPAA University recordings, secured sessions 1, 4, 5, 7, 8
22. Communicated with Daniel about hosting video on ICYPAA.org
23. Set up the ICYPAA Fuze account and worked on the communication pitch
24. Drafted the Diversity Motion for IPCC
25. Edited ICY U Session #3 | Bid Requirements 11&12 - Hotel & A.V. video file
26. Researched pro bono legal services for non-profit organizations registered in the state of Colorado. Forwarded information about this to Operating Committee
27. Contributed to discussion about whether ICYPAA should accept pro bono services based on our financial well-being
28. Researched law firms for non-profit and sexual harassment law
29. Sent letter of inquiry to 8 law firms
30. Received responses from 3 firms: Sparkman Foote LLP, Pearson & Paris, P.C., Fennemore Craig, who are asking for a phone call and/or documents to estimate the expenses.
31. Posted the approved November 2015 quarterly meeting minutes to the website.
32. Took and prepared the February 2016 quarterly meeting minutes
33. Took minutes of and recorded the March, April and May operating committee meeting
34. Emailed March, April and May operating committee minutes to the advisory council
35. Posted the recording of the March, April and May operating committee meeting to the secure area of the website for advisory council review and reference
36. Updated the Host Committee Responsibilities document to incorporate the diversity statement to the Program Chair Responsibilities
37. Posted the new HCR document to the Documents section of icypaa.org
38. Edited the ICYPAA University Sessions 3 and 4 for anonymity breaks
39. Drafted letter to three potential law firms in Colorado
40. Created a law firm cost comparison chart
41. Responded to a complaint letter about ISCYPAA
42. Visited the Opryland in Nashville and walked the property with members of the host committee
43. Attended a Host Steering Committee meeting
44. Initiated conversation with our new law firm, Sparkman + Foote LLP
45. Spoke with Christina Saunders from Sparkman + Foote who will be handling our case.
46. Communicated with Sparkman + Foote to review the NDAH document, prepare draft letter and draft legal assessment documents
47. Responded to a query regarding GSO approval of ICYPAA.
48. Responded to request for information about YPAA from the Bahamas.
49. Responded to a request for feedback about expansion from NECYPAA Advisory Council
50. Drafted a letter of recognition and congratulations to IREYPAA
51. Posted the approved February 2016 quarterly meeting minutes to the website.
52. Took and prepared the May 2016 quarterly meeting minutes



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

53. Took minutes of and recorded the June, July and August operating committee meeting
54. Emailed June, July and August operating committee minutes to the advisory council
55. Posted the recording of the June, July and August operating committee meeting to the secure area of the website for advisory council review and reference
56. Communicated with Sparkman + Foote to send out the approved letter related to the ongoing NDAH complaint
57. Communicated with Rachel R. about ICYU recordings
58. Circulated to the ICYPAA FB group the request received from GSO regarding stories for the Young People and AA pamphlet
59. Communicated with the host committee about the possibility of programming related to the Young People and AA pamphlet at the 58th ICYPAA
60. Communicated with Sparkman + Foote regarding steps we can take to send a certified letter to the person barred from attending icypaa due to harassment complaints.
61. Converted available ICYU webinars recordings from 2014-2015 and 2015-2016 seasons to audio-only versions and posted them to the website.
62. Researched anonymity issues related to web committee's Snapchat question.
63. Posted the presentation document and recording of the 2nd ISMYPAA to the ISMYPAA section of icypaa.org
64. Updated the Archives section of ICYPAA.org to include 57th and 58th ICYPAA
65. Prepared documents for IGR, Annual Business Meeting, Site Selection, ICYPAA Forum
66. Responded to advisory@icypaa.org emails



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

Advisory Council Archivist

Annual Report

9/1/17

Archivist's Responsibilities:

- 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.
- Act as custodian of the conference banner and be responsible for its storage between conferences and for the banner's delivery to the current Host Committee at its convenience.
- 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.

Report:

- The archive materials are safe and sound.
- I've started photographing materials. I'm excited to catalog all the materials and add to the online archive "slider".
- At the conference, I'll be connecting to all the bid committees to solicit their help with gathering archive materials. In so many ways, the bid committees are the eyes and ears of ICYPAA, and it's possible that they might have contact with folks who are willing to share their items.
- I'm attending the National Archives Workshop the weekend after Nashville.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

Advisory Council Hotel & AV Committee

Annual Report

9/1/17

Committee/Position Responsibilities:

- Conduct the hotel contract negotiation and signing processes.
- Conduct the AV contract negotiation and signing processes.
- IGR for Bid Requirements 11 (hotel contracts), 12 (AV contracts), and 9 (program), utilization of the function space only.

Report:

1. The hotel committee conducted the contract negotiation for Nashville and selected the Gaylord Opryland resort.
2. We contributed content and presented on this year's ICYPAA U Hotel and AV session.
3. Hotel committee members provided feedback to bidders throughout the year regarding hotel contracts, AV proposals and general inquiries regarding bid requirements 11 and 12.
4. We provided detailed feedback to bidders who submitted contracts as a part of the early review process.
5. The hotel committee conducted our AV selection process and send an RFP for this year's conference to 7 vendors. This year we selected Miller Pro Audio due to several factors such as overall price, willingness to provide equipment necessary and ability to respond to the RFP in a timely manner.
6. The committee has discussed at length ways to expand our AV vendor relationships, even discussing multi-year partnerships as a potential solution (no action was taken).



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

Advisory Council Bid Dev Committee

Annual Report

9/1/17

Committee/Position Responsibilities:

- . The purpose of the ICYPAA Advisory Council Bid Development Subcommittee shall be:
 - ◆ Maintain ongoing communications with current and potential bid committees.
 - ◆ Plan, manage and execute the ICYPAA University curriculum.
 - ◆ IGR for Bid Requirements 5 (Host Committee Guidelines) and 9 (program), content only.

Report:

1. This year the Bid Development Committee has focused on creating webinars that encourage participation and interaction as well as content that is geared towards the bid requirements and engaging the bid committees one on one to build a rapport between individual AC members with their assigned committees.
2. In each session of ICY U, in addition to covering bid requirements in most sessions, we continued to incorporate a Bidder Forum where we propose 3 questions to Bidders and allow them to choose one to share on. We have also continued the structure of having an Advisory Council Testimonial in which a Council member shares their experience as a Bidder, Host Member or AC member for 5 minutes.
3. This year the Bid Development integrated a new topic in Session 2 - providing an overview on the Advisory Council's Process for Site Selection throughout the Bid Year.

The 2015-2016 ICYPAA U Schedule was as follows:

Session #1 - Bid Requirements & Navigation of Website

Session #2 - Advisory Process for Site Selection

Session #3 - Bid Requirements 11 & 12: Hotels & A/V

Session #4 - Bid Requirement 2 & 10: Financial Records & Budget

Session #5 - Bid Requirements 1 & 7: Roster & Tax Laws

Session #6 - Bid Requirements 5 & 6: By-Laws & Area Activities

Session #7 - Bid Requirements 8 & 9: Theme & Graphic

4. The Bid Development Committee continued the tradition of offering to host a 1-hour individual webinar with the Bid Committees who requested these sessions. This year we hosted 3 individual webinars with Bid Committees from Boston, Philadelphia and Chicago. We elected to not host the Bid Summit this year with the focus remaining on building relationships individually between Bid Dev AC members and bid committees.
5. Attendance numbers for live ICYPAA U calls fluctuated between a high of 52 attendees and a low of 14 attendees. There were dates where conflicts such as Easter and local YPAA conferences



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- probably impacted live attendance.
6. The committee discussed alternative ways to announce upcoming ICY U Sessions to encourage participation. Decided to incorporate FB EVENT Invites which Spencer executed.
 7. We experienced some struggles while attempting to convert and edit the recorded sessions and thus not all sessions were available on the ICYPAA website in a timely manner. We discussed the need/benefit of continuing to record our sessions for the sake of our Bidders looking to review information as well as for archival and oversight of Council as a whole. We made a decision as a committee to provide audio recordings of presentation with PDFs of slides in lieu of the fully recorded video sessions as had previously done. The reasons for change were: time to convert live feeds, storage and protection from anonymity breaks. We worked with and relied on the Advisory Secretary and the Web Committee in this decision and execution.
 8. The Bid Development Committee instituted an outreach program to our bids and token bids where each Bid Dev member was assigned a minimum of two bid committees and possibly token bids. Four times, in middle of year, each member proactively reached out to the committee members to discuss how we might help or provide guidance and upcoming timelines or announcements. These calls had mixed results. There was some genuine receptivity of calls that led to relationship building and opportunity to provide guidance on specific items committees were working through. Largely, it was felt unnecessary at times and not received as valuable in many circumstances. In addition to the full participating bid committees of LA Orange County San Diego (LOSD), Desert Cities (DCCYPAA), Philadelphia, Louisiana, Maryland, Chicago, Boston & Michigan – we also communicated with token bidders from Kentucky, Montreal, North Carolina, New York as well as interested committees that actively held meetings with intention to bid from London, Georgia, Ohio and Oregon. We were also in contact with previous bidders from Washington State (WSCYPAA). Pairing was with committees that the assigned Bid Dev Member was less familiar with on a personal level.
 9. The Bid Development Committee created, effort led by Jackie, a digital flyer with help from Jared M on Web Committee, for persons interested in bidding for ICYPAA or learning more about process. Posted in Facebook group monthly starting in February. Discussed having physical copies printed and available at different venues/conferences. The intention was to have one side outreach to potential bidders and the flip side have another flyer encouraging contributions to our ICYPAA Blog. Ultimately, we did not make a decision to proceed with a motion necessary for expenditure in quarterly meeting due to lack of cost information provision in advance of final quarterly meeting.
 10. Continued to Outreach the blog on ICYPAA.ORG website as a resource for Alcoholics everywhere.
 11. While attending LASCYPAA in Lafayette, I was asked to attend the Louisiana Bid Committee meeting onsite, which I did as an observer, except when asked specifically to contribute or answer questions.
 12. The Committee received several Bid Requirement submissions at the deadline for early review from Maryland, Boston, Philadelphia and Chicago. We compiled detailed and specific feedback for each Bid Requirement and returned our notes to the Bid Committees in a timely manner.
 13. Bethany compiled a list of items/topics to consider for next year's Bid Development Subcommittee



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

from our monthly Bid Development Monthly Meetings. We discussed these as a group and finalized the list below:

Proposed suggestions from the 2015-2016 Bid Development Committee

1. Rearranging bid requirement presentations

- Split Hotel and AIV section into two to allow further explanation
- Have the program content be one icy u to allow for more Q&A time
- Combine requirements that are not as content heavy
- Order webinars into content related groups as opposed to numerical order

2. Create a Facebook event in the icypaa bid committee page for each icy u. We found this very helpful in reminding attendees about the time.

3. Create an outline for presenters to go along with the slides for each icy u. This aides them in staying on subject and organizing key points.

4. Meet early before each icy u to iron out technical issues and have back-ups in place before each webinar starts.

5. Create a 'How to start a bid' webinar for new bid committees.

6. Put a slide about the icypaa blog in each icy u.

Challenges for 2015-2016 cycle:

1. Encouraging participation of younger bids (the ones who needed the information the most) on ICY U.

2. Monthly calls made to bid committees became monotonous and did not reap what was intended.

3. Time consuming for all involved.

4. Two years of presentations now with current bid requirements and how to be innovative going forward. Would suggest discussion or thought into how ICY U might evolve or innovate beyond the Bid Requirements in years to come.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

Advisory Council General Service Committee

Annual Report
9/1/17

Committee/Position Responsibilities:

The purpose of the ICYPAA Advisory Council General Service Subcommittee shall be:

- Communicate with GSO on issues related to young people (including ICYPAA's participation in the A.A. International Convention).
- Collaborate with AAWS and The Grapevine to increase the awareness and involvement by attendees of ICYPAA in General Service.
- IGR for Bid Requirements 3 (engagement in AA's Three Legacies), 4 (Host Committee Responsibilities), and 6 (activity schedule).

Report:

Since the last Advisory Council Meeting at the 57th ICYPAA, the General Service Subcommittee met eleven (11) times, and took the following actions:

1. Donation to GSO
 - We requested allocation of surplus funds to make "the usual" donation of \$5,000.00 to GSO by submitting a surplus spend plan to AC Treasurer.
2. Twelve Concepts Education / Service Manual Study Group
 - We put together a plan for doing the Twelve Concepts education / Service Manual study group that had been talked about by the Subcommittee last year. The plan involved monthly meetings for current and past Council members, with speakers from the AA General Service world and discussion on material covered.
 - We carried out the plan, covering all 12 Concepts, and all sessions featured speakers who were past Trustees/Directors/GSO managers. We invited all AC and past AC.
 - Attendance was pretty light at all meetings. At the conclusion of the sessions, we decided that, whenever the series is begun again, the sessions should be recorded and uploaded to the secure portion of icypaa.org so they may be reviewed whenever.
3. Doors PSA "Marketing" Campaign
 - We discussed and ultimately undertook a collaborative effort with the Trustees P.I. Committee, and GSO/AAWS that had its roots in the work of the Subcommittee toward the end of last year.
 - The idea was to develop and implement a "marketing" campaign for the "Doors" PSA, which had been launched by AAWS July 2015. We quickly re-opened communication with our GSO contacts so work on this may proceed.
 - We worked with ACM Josh E., who put us in touch with Trustee Beau B. Before sharing the PSA to ICYPAA Nation, the Subcommittee wanted to be sure that we clear it with the General Service Board, and obtain whatever license/permission may be needed. We understood there was some anxiety at the GSB about sharing videos. Beau had an item on this subject added to the agenda for the Board's Technology/Communication/Services Committee meeting in January. According to Beau, the item set off a great conversation that perfectly illustrated the need for changing the way PSAs are made available by GSB,



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

and pushed the GSB to stretch the AA comfort zone and to stay relevant in communications and access. We were told we would be hearing from the IP desk shortly. A few months later, AAWS granted ICYPAA license to post the PSA to icypaa.org with a disclaimer; it appeared AAWS might someday post all PSAs to sites like youtube, vimeo, etc., but it might be a while.

- We decided to post the video on ICYPAA.org pursuant to the license, and then, with the help of the Host Committee, we would try to get the word out about the post on Facebook.
 - Web Subcommittee posted the PSA, and one of our Subcommittee members posted a link on the ICYPAA Facebook group. That generated only a small number of views. To help get more views, we talked to the Host Committee and they decided to place a link to the video as a secondary focus of one of their email blasts. The blast went out and resulted in a decent number of hits, so Host Committee agreed to continue to carry the link in email blasts going forward. We are unsure of the exact percentage of uptick in views our campaign promoted, but we believe we were helpful in getting the PSA viewed by a wider audience than otherwise would have.
4. Grapevine/ La Viña Opt-In
- We considered and moved forward on a request from GV/LaViña for ICYPAA to consider communicating an opt-in question to ICYPAA Nation that GV/LaViña hoped might build their distribution list.
 - Albin, a Trustee and current Chair of the GV Board, contacted ICYPAA last October (via the 57th Host Committee), requesting that Council reach out to ICYPAA Nation and ask them "Would you like to hear from Grapevine / LaViña?" The Subcommittee decided to move forward, and agreed on some possible language, which GV subsequently approved. The Subcommittee's thought was that this language could be included as a secondary topic of an upcoming Constant Contact email blast from Council or Host, and then, perhaps, included as "boilerplate" on the bottom of all such emails for a while. We talked to the Host Committee, and they agreed to include the language in an upcoming email blast. The first blast resulted in about fourteen (14) unique click-throughs to the GV pages that were linked, which was not bad compared to other links in the email. Albin was pleased with the result, commenting that the ICYPAA audience is an essential segment for GV and LV efforts. We discussed the matter with the Host Committee and decided to continue to feature the opt-in language as a secondary item in future email blasts, leading up to the Conference. Click throughs did increase a bit. At this writing, we have not received a report from Grapevine/LaViña staff as to whether they realized an increase in subscriptions related to the effort.
5. Crowd-Sourced Animation Project
- Throughout the year, we discussed the crowd-sourced animation project idea that carried over from the Subcommittee's work last year. This proved to be a difficult thing to get off the ground, and no one had any new solutions, but we kept it on our idea list so we might pick it up if we became inspired. We never did find the inspiration.
6. Video Project
- Throughout the year, we discussed continuing efforts to pull off a video project idea that had carried over from the Subcommittee's work last year. \$5k of surplus funds had been allocated for this, and we decided to keep them allocated. About half way through the year we were able to convince the Host Committee to run with it for the 58th ICYPAA. They took the "one-sheet" for the crowd-sourcing idea that the Subcommittee put together last



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

year, and sent out an RFP to professional and freelance animators in their local area. They were able to find an animator who would do it within a \$5k budget. After reviewing the raw/sketch material the freelancer submitted, the Subcommittee gave the green light to Host to move forward. It is expected that the video will premiere at the 58th ICYPAA.

7. Service Program for 58th

- Throughout the year we worked with the Host Committee to develop the Service Program at the 58th ICYPAA. We reviewed and commented upon the proposed service program, and subsequent updates and changes made. We monitored their progress obtaining participation AAWS/GV staff, and selecting and scheduling GSO speakers. We gave feedback on the workshops and presentations planned.

8. Grapevine Program for 58th

- Throughout the year we worked with the Host Committee to develop Grapevine Project at 58th ICYPAA. From the beginning, the Host Committee wanted to do a recording workshop and a writing workshop, as well as give out subscriptions. They decided they would like Council to allocate \$5k toward their GV program, and split it between giving GV subscriptions/products to winners of GV games/activities at the 58th ICYPAA (10% going here), giving subscriptions to local treatment facilities that serve young people (45% going here) and giving subscriptions to local correction facilities (45% going here).
- The Subcommittee brought the motion for the above allocation at the last quarterly Council meeting, and it was approved. The Host Committee immediately began locating TX centers and correctional facilities for distribution, through coordination with Area 64 committees, which also agreed to help Host with implementation.

9. IGR

- We held one IGR-related conference call on 8/23/16 to review bid packages submitted by bid committees for the 59th ICYPAA.

As always, your questions and comments are welcomed. Thank you.

Respectfully Submitted,
Ian S., Chair, General Service Subcommittee



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

Advisory Council Finance Committee

Annual Report

9/1/17

Committee/Position Responsibilities:

- Manage all ICYPAA Advisory financial accounts.
- Prepare the yearly ICYPAA Advisory Council Budget.
- IGR for Bid Requirements 2 (financial records), 10 (proposed conference budgets), and 7 (tax laws).

Report:

Summary of Actions Since 57th ICYPAA in Miami, FL

- Submitted a budget to the Advisory Council for approval at our first quarterly committee meeting
- Transitioned Chair duties from Talbot to James
- Welcomed Jamie P to the Finance Team (Welcome Jamie!!!)
- Answered questions and request for feedback directed to finance@icypaa.org. The bulk of these requests were from bid committees looking for assistance with various bid requirements. The Finance Committee had 100% participation in Early Bid Review from our members!
- Participated in early bid review; reviewing bud requirements from 4 bid committees across three bid requirements
- Conducted a search of accountants familiar with AA and ICYPAA to handle general bookkeeping duties and prepare and file ICYPAA's Annual Tax Return
- Considered two proposals for bookkeeping services and hired a Troy S., a Phoenix, AZ-based accountant familiar with ICYPAA and AA's traditions and concepts to handle part time bookkeeping and to prepare ICYPAA's tax return – this engagement will begin in the next council year under the supervision of the Advisory Council Treasurer and will cost \$1500
- Conducted extensive research into ways to build credit as a small not-for-profit that would be in keeping with AA tradition
- Discussed and agreed to acquire a secured small business credit card to be used to pay recurring bills – this would require no individual council member to use their personal credit and would not be used to borrow money .
- Acquired a small business secured credit card and began paying three annual bills with this credit card



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

Advisory Council Web Committee

Annual Report

9/1/17

Committee/Position Responsibilities:

- Update and maintain the ICYPAA website and email addresses
- Respond to any web related inquiries
- Communicate with host regarding web needs

Report:

1. Committee met monthly
2. Updated committee email distribution lists
3. Created @icypaa.org email accounts for new council members and alternates
4. Responded to all website committee related emails
5. Made updates to the website has needed/requested
6. Continued online search campaign to reach people who are looking to stop drinking; A webpage on ICYPAA.ORG links searchers to pamphlets, meeting lists, and AA live chats
7. Submitted requests to our programmers to make updates to the website improving the function of the registration process and other general features; All features should be done by ICYPAA this year
8. Got a quote for the credit card swipers
9. Conducted a Constant Contact training with the Host Committee
10. Conducted training for the new back end with the Host Committee
11. Discussed possible idea for our own ICYPAA App and reached out to developers to gather quotes
12. Discussed blog ideas; reached out to multiple committees nationally and internationally to see if they would like to participate
13. Uploaded ICY U videos and PDFs to the website
14. Reviewed and updated website to ensure all information is complete and up to date
15. Approved new members into the Facebook group; Monitored comments and post; Deleted comments and posts that did not adhere to the group guidelines; Conducted an emergency meeting along with the Operating Committee to determine what actions to take in regards to trolling, disrespectful comments, and repeat offenders; Updated the guidelines to specify that discrimination, harassment, and trolling will not be tolerated and repeat offenders will be removed from the group; Created a step by step process for the Facebook Administrators to follow
16. Presented for ICYPAA U on topics related to the Web Committee
17. Held multiple calls with Host Committee and programmers regarding the functionality of their website and merchandise data to get it integrated with our database
18. Will meet with the new Host Committee to review the registration system



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

Advisory Council Ad-Hoc International Participation and Communication Committee

Annual Report

9/1/17

Committee/Position Responsibilities:

- Examine the international service responsibilities and authorities held by ICYPAA. Work to improve participation and communication between ICYPAA and other international YPAA organizations.

Report:

1. IPCC committee met 11 times since Miami, and met 6 times with the ISMYPAA organizing committee.
2. This year we had an organizing committee for ISMYPAA. This was a collaborative effort to put together the 2nd ISMYPAA call. We had participation from committees/members from AZYPAA, EACYPAA, ITALYPAA, SAYPAA, IREYPAA, EURYPAA, VSCYPAA, SCCYPAA, SWECYPAA and more.
3. The IPCC planned, organized and hosted the 2nd International Service Meeting for YPAA. The 2nd ISMYPAA had 42 participants from 18 committees on 5 continents. The theme for the event was "Small Part of a Greater Whole". There were 2 five minute speakers and 1 ten minute speaker on the topic. Each committee had the opportunity to share their committee highlights. There was also a timed sharing session to ensure that all of the attendees had the opportunity to participate.
4. Some participants included:
 - a. 58th ICYPAA — Phillip C.
 - b. ACTYPAA — Jesse B.
 - c. AZYPAA — Hiromi K.
 - d. EDYPAA — Kyle F.
 - e. EURYPAA Board — Noel P.
 - f. EURYPAA Host — Paul G.
 - g. FINYPAA — Antti L.
 - h. FNQYPAA — Aven C.
 - i. ICEYPAA — Ings V.
 - j. IREYPAA — Robbie M.
 - k. ITALYPAA — Michelle R.
 - l. KIWYPAA — David B.
 - m. MONQYPAA — Simon H.
 - n. SAYPAA — Caitlin H.
 - o. SCANCYPAA — Jo R.
 - p. STOCKYPAA — Peter S.
 - q. SWECYPAA — Anders H.
 - r. TOYPAA — Caitlyn L.
 - s. UKYPAA — Gemma B.
 - t. WACYPAA — Cait C.
 - u. 5th Dimension YPAA Group — Fred M.
5. We received recognition from the Chair of the General Service Board for ISMYPAA. He said that some of Trustee's would like to participate in next year's call.
6. Addressed feedback from Forum in Miami:



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- a. Has Council given any type of thought to making a bylaw change for firm guidelines to ensure diversity? Every year we start this again, and every year it's reinventing the wheel
 - b. Diversity – we have a hard time locally engaging with Spanish-speaking alcoholics. How do we utilize the resources and reach of ICYPAA to help slowly start to affect some of those changes?
 - c. Addressed the diversity question by presenting motion to council: To add the following paragraph to the Host Committee Guidelines under the Program Chair Responsibilities: The ICYPAA Advisory Council values the principle of diversity and believes the ICYPAA program should reflect a broad variety of experiences. We hope that every ICYPAA attendee finds an AA message that resonates with their own experience. Please consider race, sex, gender, sexual orientation, language, nationality, ability, etc. when selecting main speakers, panelists, entertainment and activities.
7. Started the Fuze account to assist YPAA's to communicate via conference call.
- a. Posted on Facebook and reached out to individuals to share their experience with "How to start a YPAA" to provide this information to people trying to begin YPAA in their areas. IPCC will be bringing this to council as a discussion point.
 - b. Updated and organized "What is ICYPAA" on the ICYPAA website in hopes that it will be easier to navigate and find all pertinent info for ICYPAA on icypaa.org. There are links to Grapevine articles as well.
8. IPCC will also be discussing the future of IPCC and continuing on for 3rd year as an adhoc committee.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

Advisory Council Ad-Hoc Structure Committee

Annual Report

9/1/17

Committee/Position Responsibilities:

- Review and update ICYPAA documents

Report:

1. The Structure Committee completed an overhaul of the Non-Discrimination and Anti-Harassment policy creating an updated policy that better reflects our practices. The updated doc was approved by Council during our February Quarterly call.
2. Reviewed and updated the Host Committee Responsibilities, submitted a discussion point to Council and drafted a motion to update language to reflect current practices.
3. Created a standardized report template for Council to utilize when submitting reports for Quarterly and Annual business meetings.
4. Updated the language in the Advisory Council Bylaws to reflect current practices and drafted a motion for approval.
5. Created a document to capture written acknowledgement that members have read the NDAH policy. Submitted as a discussion point and later as a motion.
6. Submitted a motion to update the NDAH policy after receiving feedback from Council's retained law firm.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

MOTIONS

Motion A

Operating Committee Motion

Motion: update the attendance policy to include the following sentence, new text in red:

Deployment with the uniformed military service, **significant illness, or pregnancy and/or change in maternal/paternal status**, shall not be counted as an absence.

Rationale: This motion comes from the Operating Committee. In reviewing our attendance policy, we felt that a medical exemption should be included in our policy.

Motion B

Ad-Hoc Structure Committee Motion

Motion: Utilize the updated version of the NDAH policies with suggested changes from our retained attorney at Sparkmann and Foote.

Rationale: After the NDAH policy was updated by the Structure Committee, the Operating Committee forwarded the document to our attorney for review. The attached policy is the document in its final form with all suggested changes implemented.

Motion C

Ad-Hoc Structure Committee Motion

Motion: Obtain written acknowledgment from all Advisory Council members regarding NDAH Policies and Conflict of Interest Policies (see below).

Rationale: Due to the gravity of the NDAH and Conflict of Interest policies it is a best practice to insure all Council members are fully aware of their responsibilities and potential consequences contained within each document.

Policy Acknowledgement

I, _____, hereby acknowledge and declare that:

Print Name



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- (i) I am aware that International Conference of Young People in Alcoholics Anonymous, Inc. (ICYPAA)'s policies are available to me on the internet at www.icypaa.org. It is my responsibility to familiarize myself with these policies.
- (ii) In addition, I confirm that I have received, read and understood the following policies:
 - Non-Discrimination and Anti-Harassment Policy
 - Conflict of Interest Policy
- (iii) I agree to conduct my activities in accordance with ICYPAA's policies and understand that breaching these standards may result in disciplinary action up to and including dismissal or other corrective action as outlined in these policies.

Signed: _____

Date: _____

Motion D

Ad-Hoc Structure Committee Motion

Motion: Update the Host Committee Responsibilities document (see attached redlined doc for complete changes)

Rationale: In an effort to insure our documents reflect our current practices, the HCRs were updated to include position responsibilities for the Host Committee Chair as well as language around post-conference reporting.

DISCUSSION POINTS

Discussion Point A

Submitted by the IPCC

Discussion Point: That IPCC continue as an ad hoc committee for a third consecutive year.

Rationale: The IPCC's principle activity is organizing ISMYPAA (The International Service Meeting of Young People in Alcoholics Anonymous). In its first year of existence, IPCC created, organized and hosted ISMYPAA. The 1st ISMYPAA had 43 attendees from 10 international YPAA committees on 5 continents.

In our second year, we expanded the organizing committee to include as many members from international YPAAs as possible. For the 6 months leading up to ISMYPAA, the IPCC hosted this international organizing committee's meetings, engaging in full collaboration with our international partners to make decisions about ISMYPAA.

It is our hope that in its third year, the IPCC will continue to collaborate with international YPAAs to organize ISMYPAA with the long term goal of ISMYPAA functioning without direction from ICYPAA, perhaps has its own entity.

Since IPCC has little to do other than activities related to ISMYPAA, it is our position that the IPCC should not become a standing subcommittee in ICYPAA's formal structure. Rather, at a future point to be determined, ISMYPAA should be handed over to the General Service subcommittee for the purposes of providing structural support (i.e. webinar services, communications assistance, and committee participation) while ISMYPAA evolves into an autonomous and self-organizing AA committee.

However, we believe that it is too soon to initiate this handoff now. To do so would create harmful instability to ISMYPAA that would stifle its growth and perhaps destroy its chance at an autonomous future.

Discussion Point B

Submitted by the IPCC

Discussion Point: Please review the How To Start A YPAA document and consider its uses.

Rationale: A request was received at the 1st ISMYPAA for a document containing suggestions about how to start a YPAA committee. This request was explored as a discussion point at our yearly meeting at the 57th ICYPAA in Miami. There was broad support to explore the request, with notable concern that the project might be outside of our scope or too difficult.

Over the past year, the IPCC considered the request and decided to solicit experience, strength and hope from the YPAA community about starting YPAAs. Over several months of actively soliciting responses, we



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

received perhaps a half dozen anecdotal submissions that were not, in the opinion of the subcommittee, suitable for publication. We were not able to secure submissions from several individuals known to have played significant roles in founding YPAAs.

A submission was received by one of the IPCC members as a list of practical suggestions about how to start a YPAA committee. This document was reviewed, edited and expanded by the subcommittee. In its current state, it may be suitable to distribute upon request and make available through our website.

Feedback and suggestions about how to improve and utilize this document are encouraged. Submissions of content for inclusion will be welcomed.

Discussion Point C

Submitted by the Web Subcommittee

Discussion Point: The Web Subcommittee has briefly discussed using our surplus funds to create our own ICYPAA App and give the website a facelift.

The ICYPAA app functionalities include: interactive program with the capability to save specific items to a schedule, map with GPS, and other information about the conference. We are in the beginning stages of talking about this idea but have reached out to a developer who provided us with a quote (attached below).

The web facelift would include: updating the graphics and functionalities of the site.

We wanted to include this discussion point to see what the interest and/or concerns of the committee are.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG



WIN enterprises

Winning People. Enterprising Solutions.

APP PROPOSAL

Attention: **ICYPAA Advisory Council Web Sub-Committee**
June 12, 2016

407-922-6083
johnnyhoneycutt@mac.com

WIN Enterprises LLC
1420 Celebration Blvd #200
Celebration, FL 34747

Description	Cost
Tier 1 includes:	\$ 550
Training for your staff and 24/7 Support	
Apple and Android Compatibility	
500,000 Push Notifications and Alerts	
Submission to Apple app and Google Play store	
Mobile Optimized Content	
Photo & Video Gallery	
Events Calendar/Schedule and "My Schedule"	
Interactive Map/Geo Fencing	
One Touch Phone Call/Email/Text	
Statistics and Analytics	
Connect your Social Media Facebook, Twitter, Instagram, Youtube	
Optional Tier 2 includes	\$ 150
iBeacons	
Registration for Events	
Live Streaming	

This Proposal is effective for 30 days

Thank you for your consideration,

Johnny Honeycutt



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

ADDENDA



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

The International Conference of Young People In Alcoholics Anonymous, Inc.

NON-DISCRIMINATION AND ANTI-HARASSMENT ~~POLICIES~~POLICY

The International Conference of Young People in Alcoholics Anonymous (“ICYPAA”) adheres to the spiritual principles of Alcoholics Anonymous (“AA”), its 12 Steps, Traditions, and Concepts. ICYPAA is committed to an environment that is free of discrimination and harassment, including sexual harassment. To this end, ICYPAA requires the ICYPAA Advisory Council (“Advisory Council”), ICYPAA Host Committee (“Host Committee”) members, Bid Committee members, ~~general ICYPAA~~ attendees of the annual conference or events, and all participants in ~~ICYPAA~~ ICYPAA-operated or -moderated websites, ~~Internet internet~~ forums or social media pages (including but not limited to: icypaa.org, the private ICYPAA Facebook group and Facebook groups maintained by the Host Committee) to adhere to ~~the policies and guidelines set forth below~~ this Policy.

NON-DISCRIMINATION POLICY

~~ICYPAA is proud of its diversity. ICYPAA’s annual conference and events attracts attendees and trusted servants from many different backgrounds. Accordingly,~~ ICYPAA expressly prohibits any form of discrimination by or against its Advisory Council Members, Host Committee members, Bid Committee members, or attendees of the annual conference or events, and all participants in ~~ICYPAA~~ ICYPAA-operated or -moderated websites, ~~Internet~~ internet forums or social media pages, based on age, race, color, religion, sex, national origin, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Discrimination is adverse treatment of any individual based on their said protected attribute, rather than on the basis of his/her individual merit.

ANTI-HARASSMENT POLICY

~~Both harassment and sexual harassment, of any kind, is strictly against the ICYPAA's~~ ICYPAA expressly prohibits any form of harassment or sexual harassment by or against ~~policy for~~ any Advisory Council members, Host Committee members, Bid Committee members, ~~general ICYPAA~~ attendees of the



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

annual conference ~~or other~~ events, and ~~any~~ all participants in ~~ICYPAA~~ ICYPAA-operated or moderated websites, ~~Internet~~ Internet forums or social media pages.

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.

Sexual harassment is conduct by male or female, whether of the same sex or opposite sex, which makes or subjects any person to unwelcome sexual advances, unwelcome requests for sexual favors, or engages in any other unwelcome verbal or physical conduct of a sexual nature, where (1) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual, or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's experience by creating an intimidating, hostile, or offensive environment.

Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms-subtle and indirect, or blatant and overt. For example:

- It may be conduct toward an individual of the opposite sex or the same sex.
- It may occur between peers or between individuals in a superior-subordinate relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship.
- It may consist of repeated actions or may arise from only a single incident if sufficiently serious.

For example, any of these ~~elements~~ examples may constitute sexual harassment depending on the circumstances, and whether or not such conduct is perceived to be offensive by the person to whom it is directed or in whose presence it occurs:

- (1) offensive sex-oriented verbal kidding, teasing or jokes;



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- (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, videos cartoons or posters;
- (6) unwelcome pressure for sexual activity;
- (7) suggestive or obscene letters, notes or invitations; or
- (8) unwanted physical contact such as patting, grabbing, pinching, or brushing against another's body.

~~ICYPAA will not condone or tolerate harassment or sexual harassment of its Advisory Council, Host Committee members, Bid Committee members, general ICYPAA attendees, and all participants in ICYPAA operated or moderated websites, Internet forums or social media.~~ ICYPAA will promptly and thoroughly investigate the facts and circumstances of any claim of harassment in any form. If the ~~ICYPAA~~ Advisory Council determines that harassment has occurred, the offending ~~council~~ Advisory Council member, Host Committee member, Bid Committee member, or attendee may be subject to discipline up to and including termination, removal, and/or prohibition from attending future conferences, at ICYPAA's sole discretion.

NON-DISCRIMINATION AND ANTI-HARASSMENT ENFORCEMENT GUIDELINES

Discrimination, harassment, and sexual harassment are unacceptable at ICYPAA's annual conference and all related events, and on ~~ICYPAA-ICYPAA~~-operated or moderated websites, internet forums and social media pages, ~~including but not limited to icypaa.org, the private ICYPAA Facebook group and Facebook groups maintained by the ICYPAA Host Committee.~~ Instances of Discrimination discrimination, harassment, and sexual harassment violates this Policy ~~ICYPAA policies~~ even when ~~it they does do~~ not constitute a violation of law.

Reporting



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

Advisory Council members, Host Committee members, [Bid Committee members](#)~~Operating Committee members~~, conference attendees, ~~volunteers & and~~ participants in ~~ICYPAA~~~~ICYPAA~~-operated or -moderated [websites, internet forums, ~~on the Internet~~ and social media pages](#) should help assure ICYPAA and all related events are free from discrimination and harassment.

~~Any attendee, volunteer, committee member or Advisory Council member should report violations to this policy as outlined in the Reporting section below.~~

Anyone who feels that they are being subjected to [discrimination, harassment, or sexual harassment](#) ~~or discrimination~~ should immediately request the person engaging in such behavior to stop, and should promptly report the behavior to any member of the Advisory Council or Host Committee. If the matter is not resolved to the individual's satisfaction by informal action, they may pursue a complaint of ~~sexual harassment~~ in writing. If at any time an [Advisory Council member, attendee, volunteer, Host Committee member, Bid Committee member, or attendee](#) ~~or Advisory Council member~~ believes he or she has been a victim of or witness to a crime, the police should be notified directly.

Any Advisory Council or Host Committee member who is aware of or who receives a report of conduct which violates this Policy is required to report immediately to the ICYPAA Advisory Council Operating Committee ("Operating Committee"). If an incident occurs in clear violation of the law, ~~ICYPAA~~~~the~~ [Operating Committee](#) shall notify the police directly.

Retaliation

No individual will be subject to, and it is the ICYPAA's policy to strictly prohibit, any form of discipline or retaliation for reporting incidents of [discrimination, harassment, or ~~discrimination~~sexual harassment](#), or [for](#) pursuing with ICYPAA or the appropriate governmental agency or otherwise any claim of [discrimination, harassment, or](#) ~~sexual harassment or discrimination~~. Any such discipline or retaliation is a violation of this policy. Any Advisory Council [member](#), Host Committee member, [Bid Committee member, or attendee](#) ~~or Operating Committee member~~ determined by the ~~ICYPAA~~~~Operating Committee~~ to have engaged in



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

such discipline or retaliation will be subject to discipline, up to and including termination or removal. Intentionally providing false information, however, is also grounds for termination or removal.

Investigation

Reports of discrimination, harassment, and ~~discrimination~~ sexual harassment are to be taken seriously and will be dealt with promptly by the ~~appropriate committee or governing body~~ Operating Committee. The specific action taken in any particular case depends on the nature and gravity of the conduct reported, and may include intervention, mediation, investigation, and the initiation of disciplinary processes as discussed more fully below. Where discrimination, harassment, or ~~discrimination~~ sexual harassment is found to have occurred, ~~ICYPAA~~ the Advisory Council will act to stop the discrimination or harassment ~~or discrimination~~, act to prevent its recurrence, and discipline those responsible.

The Operating Committee will promptly, thoroughly, and impartially investigate the report of discrimination and/or harassment ~~and/or discrimination~~. The Operating Committee may put interim measures in place, such as a leave of absence or censure, while the investigation takes place. Following investigation, the Operating Committee shall make recommendations to the full Advisory Council regarding all reports describing conduct inconsistent with ~~these policies~~ this Policy. At the conclusion of the investigation, the Operating Committee will provide the complainant with an explanation of the investigation results.

The investigation may conclude in one of three ways:

- (1) That a violation of policy occurred;
- (2) That no violation occurred; ~~or~~
- (3) That it cannot be determined whether or not a violation occurred.

Disciplinary or Corrective Action

When an investigation reveals a violation of ~~these policies~~ this Policy has occurred the Advisory Council must take corrective action. Upon a finding of discrimination, harassment, or ~~discrimination~~ sexual harassment, the ~~Operating~~



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

~~Committee~~Advisory Council will take disciplinary or corrective action that it deems appropriate, in its sole discretion, under the circumstances. Disciplinary or corrective action may include, for example, termination, removal, dismissal, or prohibition from attending future ICYPAA ~~sanctioned~~ conferences, events, and/or participation in ICYPAA-operated or -moderated websites, ~~online~~-internet forums and ~~or~~ social media groups. Discrimination, Harassment~~harassment, or discrimination~~sexual harassment need not amount to a criminal violation to be disciplined under ~~ICYPAA policies~~this Policy.

Confidentiality

ICYPAA recognizes that confidentiality is important. Those responsible ~~to~~for implementing this ~~policy~~Policy will respect the confidentiality and privacy of individuals reporting or accused of discrimination, harassment, or sexual harassment ~~or discrimination~~ to the extent reasonably possible. Examples of situations where confidentiality cannot be maintained include circumstances when ICYPAA is required by law to disclose information (such as in response to legal process) and when disclosure is required by ICYPAA's outweighing interest in protecting the rights of others.

For questions, concerns, and reporting of incidences please email operating_committee@icypaa.org.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

HOST COMMITTEE RESPONSIBILITIES

Revised February 21, 2016

Your Committee has been selected to host the International Conference of Young People in Alcoholics Anonymous (ICYPAA.) As such, your Committee is a contracted agent whose individual members will enjoy the protections afforded to those operating under the corporate umbrella of ICYPAA, Inc. The Host Committee has the chief initiative and the active responsibility in preparing for and hosting ICYPAA's annual Conference. In view of this very large responsibility, the Host Committee must therefore be given a correspondingly large grant of authority and freedom with which to discharge it, except in matters affecting other Host Committees, ICYPAA, or A.A. as a whole. The Advisory Council's primary attitude is one of custodial oversight; however, the Council reserves veto power over any Host Committee action that may harm the Conference. This is legally necessary and right in principle.

Host Committee Structure Responsibilities

Your Host Committee, Subcommittee and/or Host Committee members must:

1. Host the Conference. A Bid Committee that has been awarded the Conference should consider itself the Interim Host Committee until Host Committee elections are held.
2. Adhere to ICYPAA's Conflict of Interest Policy and Non-Discrimination and Anti-Harassment Policies.
3. Establish various subcommittees for the performance of specific tasks related to planning the Conference (program, events, outreach, etc.)
4. Elect an Archivist whose responsibility it is to collect archival documents of your Host Committee, research the young people's history of your area, and assist the Advisory Council Archivist as needed.



ICYPAA

International Conference of Young People in Alcoholics Anonymous

1155 BUN 1155 7, 59101, Central Offices, and Area Committees. Experience has

5. Liaise with local Intergroups, Central Offices, and Area Committees. Experience has shown that good communication and integration with the local service structure goes a long way in garnering support for the Conference.
6. Select three Host Committee members to serve on the ICYPAA Advisory Council. Elections will be held the evening prior to the opening of the Conference to ensure the presence of current Advisory Council members to facilitate the meeting.

Conference Timeline Responsibilities

Your Host Committee, Subcommittee and/or Host Committee members must:

1. Assign two qualified Interim Host Committee members to serve with the Advisory Council Hotel Committee for the final phases of site selection, which involves picking a local hotel & negotiating the final contract.
2. Return to your city and hold elections to select your principle officers and subcommittee chairs. Experience has shown that outreaching this election will go a long way toward building a large, unified Committee.
3. Consider dates for elections that are in the least possible conflict with other activities in your area, and wherever possible, in your surrounding region (other state Conferences, etc.) Coordinate with the Advisory Council Chairperson to ensure prospective dates are workable for scheduled site visits.
4. Assign the Host Committee Secretary the responsibility of providing the Advisory Council with meeting minutes and committee reports on a regular and timely basis.
5. Establish a finalized registration flyer including Conference dates, location, contact phone numbers (for the Committee and hotel facility), the sign language interpretation icon, and any other important information a person would need to know about the Conference. The flyer should not be printed or distributed until the ICYPAA Advisory Council Chairperson signs a hotel contract.
6. Designate your Conference with an ordinal number preceding ICYPAA (e.g., 1st ICYPAA, 30th ICYPAA, 42nd ICYPAA, etc.) This is to preserve the autonomy and character of the Conference as well as ICYPAA's continuity.
7. Publicize the Conference, including information about "early bird" pre-registration prices and cut-off dates as soon as possible.



ICYPAA

- International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987 DENVER, CO 80222 WWW.ICYPAA.ORG
8. Provide relevant Host Committee members to serve with the Advisory Council Hotel Committee during the annual Audio-Visual vendor selection process.
 9. Make themselves available after hosting to answer questions about their experience.

Host Committee Chair Responsibilities

As Host Committee Chair you must:

1. Act as the primary liaison between the host committee and the Advisory Council, communicating frequently with the Advisory Council chair; this would include updating the Advisory Council chair on the status of the host committee and any issues the Host Committee is facing.
2. Provide timely monthly reporting to the Operating Committee of the Advisory Council on the status of the host committee including finances, facility, committee morale and progress.
3. Respond or delegate responsibility to respond to emails sent to Host Committee email account.
4. Respond or delegate responsibility to respond to inquiries on the ICYPAA Secret Facebook Group regarding the Host Committee or conference.
5. Responsible for facilitating communication of all business between the Host Committee and the Advisory Council.
6. Be one of the signers on the Advisory Council Host Committee bank account.
7. Be listed as the legal "Registered Agent" of ICYPAA, Inc. in local jurisdiction where necessary.
8. Coordinate final reports from all officers, committee and subcommittee chairs at the end of the conference year (to be passed on to future Host Committees.) The Host Committee will have 30 days from the conclusion of its Conference to forward these reports to the Advisory Council Chairperson. The final report from the Host Committee is to include hotel pick-up, F&B and final merchandise numbers.
9. Responsible for giving the final Host Committee report at the first Advisory Council Quarterly Call following the conference.

Program Chair Responsibilities

Your Host Committee, Subcommittee and/or Subcommittee members must:

1. Contact the Advisory Council Chairperson about where and when to schedule the following events at the Conference: "Bid Committee Meet & Greet," "Bid Table Visits," "ICYPAA Forum," "Bid Presentations," and "Host Committee Debriefing."
2. Plan a Pre-Conference Event.
3. Set aside a room for use by the Advisory Council for its meetings throughout the weekend.
4. Save time for announcements by the Advisory Council Chairperson at the Saturday night meeting.



ICYPAA

- International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG
5. Endeavor to obtain A.A. speakers representative of young people. Many alcoholics travel great distances to ICYPAA to hear and meet with other young alcoholics, and learn how young alcoholics achieve sobriety.
 6. Submit the program and/or schedule of events (including but not limited to: speakers, meetings, workshops, panel topics, and entertainment) for review and approval by the Advisory Council before the program is printed.
 7. The Advisory Council values the principle of diversity and believes the ICYPAA program should reflect a broad variety of experiences. We hope that every attendee finds an AA message that resonates with their own experience. Please consider race, sex, gender, sexual orientation, language, nationality, ability, etc. when selecting main speakers, panelists, entertainment and activities.
 8. Ensure that nothing but Conference-approved A.A. Literature is sold at ICYPAA. Please keep A.A.'s Twelve Traditions in mind at all times.

Treasurer Responsibilities

Your Host Committee, Subcommittee and/or Subcommittee members must:

1. Ensure that the Host Committee is directly involved in any activity from which funds for the Conference are generated. Registrations and funds should be collected by designated Host Committee members only.
2. Ensure that the Host Committee is fully self-supporting, adhering to the Seventh Tradition of A.A. The Host Committee may make contributions of up to 20% of the proceeds from the Conference to the local service structure (Intergroups, Districts, or Area Assemblies.) All other proceeds are to be returned to the Advisory Council.
3. Use the Host Committee Budget Template provided by Advisory Council, prepare a budget for the conference year, and submit it to the Advisory Council for approval within 60 days of being awarded the Conference. The budget should account for both the initial seed money and the Advisory Council's operating expenses for that conference year.
4. Assign the Host Committee Treasurer the responsibility of providing the Advisory Council Treasurer with monthly financial transaction reports. Monthly reports should show income and expense data for all budget line items and should be provided in Excel spreadsheet format. The Host Committee will have 90 days from the conclusion of its Conference to forward a final financial summary to the



ICYPAA

International Conference of Young People in Alcoholics Anonymous

Advisory Council, Treasurer. It is the responsibility of the newly elected Advisory Council members to ensure that these tasks are completed within a 90-day period.

5. Be one of the signers on the Advisory Council's existing Host Committee bank account.
6. Ensure that the amount of scholarship contributions received during the conference year equals the amount of scholarship registrations made available at the Conference.

Registration & Web Chair Responsibilities

Your Host Committee, Subcommittee and/or Subcommittee members must:

1. Monitor registration data that is submitted via the ICYPAA website.
2. Enter any paper registrations received into the master ICYPAA database.
3. Assign and maintain icypaahost.org email accounts.
4. Develop content, including but not limited to registration, facility, and pre-conference event information to be published via the assigned subdomain of www.icypaa.org (e.g. 54th.icypaa.org, 61st.icypaa.org, etc.)

ICYPAA ADVISORY COUNCIL

In 1961 at the Milwaukee Conference, a permanent committee was established as the guardian for the future of the Conference, to be known as the ICYPAA Advisory Council. The ICYPAA Advisory Council is comprised of members from past ICYPAA Host Committees. It is a custodial body that preserves the efforts, experience, and history of ICYPAA. As the guardian of the shared experience of past Conferences, the Advisory Council does not speak for Alcoholics Anonymous as a whole, nor does it propose to be a universal answer or a governing body of young people in A.A. The Council strives to function with the Twelve Steps, Twelve Traditions, and Twelve Concepts of Alcoholics Anonymous as its spiritual guide.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

The Council is the custodian of the Conference and the Board of Directors of ICYPAA, Inc. 501(c)3. It is both the legal guardian and spiritual servant of ICYPAA. Its purposes include, but are not limited to:

- Practice the A.A. Twelve Steps, Twelve Traditions and Twelve Concepts of World Service.
- Make available, to any A.A. member who requests it, information regarding ICYPAA and Young People in A.A.
- Make regular contact with the General Service Office.
- Provide guidance to Committees who are bidding for the Conference.
- Select future conference sites from bids offered at each year's Conference.
- Provide guidance to the current Host Committee.
- Provide custodial oversight of ICYPAA and maintain veto power over the Host Committee.
- Protect the corporation and its assets, and manage the corporation using best practices of not-for-profits.
- Uphold its fiduciary responsibility to the Conference.
- Practice transparency in its affairs.
- Maintain the ICYPAA archives.

The Advisory Council is at your disposal. Please feel free to contact us at any time with questions.

If you would like information regarding ICYPAA, or if you would like to share experience, strength, and hope, please write to the address or email below.

ICYPAA Advisory Council
P.O. Box 22987, Denver, Colorado 80222
advisory@icypaa.org
www.icypaa.org

Addendum for Discussion Point B

Talk to other young people about your desire to start a YPAA Committee.

- Do you have any support?
- This is a difficult thing to do alone.
- Create the fellowship you crave!

Assess whether or not your area needs a(nother) YPAA committee.

- Are young people getting sober in your area?
- Are there enough fun things to do for young sober people in your area?
- Are young people in AA getting involved in AA service at all levels?
- If these things are already happening, your area might not need a YPAA committee.

Go to the local young people's AA group and make an announcement about your desire to start a YPAA committee.

- If there is no local young people's meeting, consider starting one.
- Are young people getting sober in your area?
- If young people are able to get sober without a young people's meeting, your area may not need one.
- If you decide to start a young people's meeting, be mindful of the date and time of your meeting so that you don't adversely affect other groups.

Reach out to other YPAA committees for information and help.

- Many YPAA committees have websites and/or secret Facebook groups where you can find contacts and ask questions.
- Try attending another committee's events to see how they're done, and ask for support for your events.
- Creating unity among YPAA groups by supporting each other's events is a wonderful part of YPAA service.

If your announcements result in a handful of people or more who are interesting in starting a YPAA committee, that's a great start.

- Next, set a date, time and location for your elections.
- The election meeting should be set a few weeks into the future, so that you can outreach the elections as much as possible.
- Make announcements at AA meetings about the elections, and invite all AA members to attend, participate, vote and get involved.
- Consider making a few flyers to help carry the message. Don't overspend!

To prepare for the elections:



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- Ask a couple of experienced AA members to help run the election meeting.
- Reach out to your local DCM or Area officers, or ask your sponsor or some other old-timers who may have gotten sober young. You are looking for someone comfortable running a 3rd Legacy election.
- Decide which positions will be elected, and in what order.
- At the first election meeting, you will want to elect your officers, generally, Chair, Co-chair, Treasurer and Secretary.
- Other positions may include Events, Outreach, In-reach, Website, Graphics, Communications, Service, and Prayer/Unity.

Things to bring to an election meeting:

- Large white board with erasable ink markers
- Paper and scissors for making ballots
- Pens and pencils
- Hats or baskets for collecting votes
- Garbage bags, for throwing away your trash
- Snacks/beverages, to keep your group refreshed, don't overspend!
- Supplies for taking minutes of the election

Establish a regular meeting schedule that will work for your committee.

- Many committees meet on 1st and 3rd Sunday afternoons.
- Twice per month is a good schedule that will keep your committee engaged without overwhelming them.
- Some committees prefer once a week or once a month schedules.

Draft a Statement of Purpose

- What is the purpose of your committee?
- What are you trying to accomplish and how will you do it?
- Don't skip this!

Bid Committee or Standing Committee?

- Standing committees are generally focused on providing AA services for young alcoholics, including throwing fun events, hosting service workshops, providing 12th step calls, participating in district and area level service and bidding for YPAA conventions at the state, regional and national level.
- Bidding committees are generally focused around bidding for a specific YPAA conference and organize their events around bringing attention to the convention and their attempt to win the bid.

- Standing committees are usually established to create a permanent presence for young people in AA, rotating new members into positions each year while building ongoing relationships with intergroup, district and area service entities.
- Bid committees are usually established with a single goal in mind - win a bid to a specific conference. When this task is accomplished, bid committees disband.
- Your committee can be a standing committee that also bids for conferences; you don't have to pick one or the other. Make an informed that makes sense for the situation in your local area.

Pick a name

- Most YPAA committees choose names that end in YPAA. This is a custom, not a requirement.
- Check online to see if other committees already use the name you want. It gets confusing when there are lots of YPAAs around the country with the same name.
- Remember that your committee name will represent you in many situations outside of AA. When you approach the adolescent treatment facility about carrying an AA meeting into their clients, you will want them to take you seriously.

Create and adopt Committee Position Responsibilities and Procedures

- These documents describe in detail what each position on the committee is responsible for, and precisely how your committee will function. They are very important.
- Read documents from several YPAAs to get an idea of how to structure your guidelines.
- Many committee borrow from each other. Be sure to review and adapt these documents to fit your local needs.
- The 12 Steps, 12 Traditions and 12 Concepts each contain vital spiritual principles that can be helpfully applied to your committee business. Study them.

Create a bank account

- Depending on where you are in the world, this can be difficult or complicated.
- In most US states, you must first register online for a Federal EIN.
- Use your committee name to get this number, not your personal name.
- You will probably have to use a postal address of one of your officers to file these documents, since PO Boxes are often not accepted.
- A federal EIN will help you create a bank account that is not connected to anyone's personal finances.
- In most states, you have to register your group with the secretary of state to get a bank account. Check your local secretary of state for specifics. Some YPAA committees try to register as an "unincorporated organization" within their state. This means that you don't have to incorporate or become a legal non-profit.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- Once you have a Federal EIN and are registered with you state, you can go into a local bank and start a bank account.
- Start the bank account using the Committee Name and EIN, not your personal info.

Start a PayPal account

- Many YPAAs like to start PayPal accounts for online transactions
- Make sure you start the PayPal using the committee's name, bank account and Federal EIN
- Do not use a personal PayPal account for committee business

Create a website and email service

- Most committees like to have a .org website in their name, i.e. icypaa.org, nycypaa.org
- An email package that allows committee positions to have their own email accounts has a wonderful long term benefit: when your leadership rotates and new people take over the positions, they will be able to have access to all past email communications.

Host your first event

- Since most committees start out poor, pick something affordable for your first event.
- Some ideas are: House Party, Dance, Traditions Workshop, Service Event, Spaghetti Dinner, Dodgeball, Murder Mystery

Infiltrate your delegate area

- Old AAs love nothing more than seeing young people at the district and area assemblies.
- Rally your committee to show up at these events. They might seem boring, but there's lots to learn. Bring the fun.
- Encourage your committee members to become GSRs at their home groups. This makes assemblies more interesting because you can speak at the microphone, make motions, and vote.
- Stay involved in service long enough and you will find yourself being elected DCM or even area service chairs like Public Information or Corrections.
- Several delegate areas have elected young delegates, some have been in their 20s when they served at the General Service Conference. What is the youngest delegate your area has ever elected?

Handle committee money appropriately

- Make sure your bank accounts have appropriate checks and balances.
- Keep your treasurer and leadership accountable by requiring monthly financial reports that include screen shots of bank statements.
- Plan your events prudently: budget to break even or make slight profits — the goal in AA is not to make a lot money, even if you are trying to host a conference.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

- Resist the urge to fundraise. Some committees become afraid about the expenses of their conference and begin to fundraising to offset costs. Most of the income for your conference will come from registrations. If you are active in local AA service, the local AA's will support you activities.

Get the outside help you need

- If your committee is successful and you events are large, your committee may need to file paperwork with the secretary of state, file taxes and even hire a lawyer.
- These things can be scary at first, but aren't that big of a deal if you take it one step at a time.

What if my local AA community hates YPAA or thinks that YPAA isn't AA?

- This webpage has some resources you can use to help dispel this mistake: <http://www.icypaa.org/council/about-icypaa>.
- Most people who hate YPAA are simply afraid that our conferences drain vital energy out of AA and into something they don't understand.
- It is critically important to build solid connections to your local AA groups and service structure, even if they disagree with you. Your dedicated service to AA will eventually win their confidence and support. Do not fight with them, simply go about your AA service work and convince them through your principled action.
- Consider sending small AA contribution checks to GSO, your local intergroup, districts and delegate area. Since only AA entities can make contributions to other AA entities, any AA organization that cashes your check is agreeing that you are, indeed, and AA group or committee.

No, seriously, my local AA community hates YPAA and won't let us be a part of AA

- You are not alone
- "Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group, they have no other affiliation." — from Tradition Three, The Twelve Traditions of Alcoholics Anonymous, Long Form.
- Regardless of what your local AA says, you can start a young people's group. If you are reaching the hand of AA out to suffering alcoholics and carrying an effective message, people will get and stay sober and your group will grow.
- Under traditions 4 and 9, AA members can create service committees to accomplish tasks larger than an AA group can manage.
- No one can stop you from creating your YPAA committee, however, it's up to you to follow AA tradition in the manner you do this. Consult with other groups. Don't act alone or out of pride or fear.
- Make sure your committee is "directly responsible to those [it] serve[s]." Take minutes, record financial data, make reports, rotate your leadership, etc. Study the AA Traditions and Concepts.



ICYPAA

International Conference of Young People in Alcoholics Anonymous
P.O. BOX 22987, DENVER, CO 80222 WWW.ICYPAA.ORG

OMG, I'm burned out on YPAA!!

- Don't do too much.
- Don't be a martyr.
- Take one YPAA service commitment and one regular AA commitment at a time. There is no rush. You will have plenty of time to try all the positions if you pace yourself and stay sober.

OMG, I'm too old for YPAA, bleh.

- Don't be silly.
- There are no age requirements in YPAA. YPAA is for the young, young at heart, and for those with room to grow.
- It's easier to sit on the side or in the back and criticize than it is to rightly relate ourselves to the committee. Get involved!
- An active mentor and experienced voice is a huge asset to a YPAA committee. Yes it will sometimes be painful and you will want to pull your hair out. That feeling is also a spiritual experience. :-)