



# ICYPAA

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

## ICYPAA Advisory Council Board of Directors Quarterly Business Meeting Minutes

May 21, 2017 @ 12:00 PM PDT / 1:00 PM MDT / 2:00 PM CDT / 3:00 PM EDT

1. Opening
2. Roll Call
  - a. Present: Lauren, Lindsay, Darren, James, Joel, Mike, Ian, Jackie, Jamie, Phillip, Rachel, Spencer, Trey, Chris B., Talbot
  - b. Absent: Stacy
  - c. Listen Only:
3. Review & approval of minutes from February 12, 2017 quarterly business meeting
  - a. Questions
    - i. none
  - b. Approved by Unanimous Consent
4. Reports
  - a. Chair (Lauren)
    - i. See Report
    - ii. Questions/Comments
      1. Q: If there's no admins on the FB, how does that work?
      2. A: I'm talking about the Advisory Council Admin. The big ICYPAA FB group has several admins
  - b. Co-Chair (Lindsay)
    - i. See Report
    - ii. Questions/Comments
      1. Q: none
  - c. Treasurer (Talbot)
    - i. See Report
    - ii. Questions/Comments
      1. Q: none
  - d. Secretary (Darren)
    - i. See Report
    - ii. Questions/Comments
      1. Q: none
  - e. Hotel & A/V Committee Chair (Lindsay)
    - i. See Report
    - ii. Questions/Comments
      1. Q: AC members should send their confirmations now, even if they will change?
      2. A: Yes
      3. Q: Won't the cancelled rooms just return to our block, since we have such a bigger block this year?
      4. A: Theoretically, yes, but we expect they will repopulate in our block as Kings rather than double/doubles.



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- f. Bid Development Committee Chair (Trey)
  - i. See Report
  - ii. Questions/Comments
    - 1. Q: A little surprised that we only have 2 individual bid webinars have been scheduled. Any insight on this?
    - 2. A: We expect a few more, but we haven't heard from the bidders yet. We hype it, and bidders are aware of it. We expect Maryland and Desert Cities. Not sure why we aren't having more.
- g. General Service Committee Chair (Ian)
  - i. See Report
  - ii. Questions/Comments
    - 1. Q: none
- h. Finance Committee Chair (James)
  - i. See Report
  - ii. Questions/Comments
    - 1. Q: Does finance have a list of the outstanding allocations?
    - 2. A: Yes, it should have been included in our report. We will send out to council.
- i. Web Committee Chair (Rachel)
  - i. See Report
  - ii. Questions/Comments
    - 1. Q: Have you heard back from the Host Committee Web chair about their website and why it's not up?
    - 2. A: No
    - 3. Q: Is the committee going to change its name to the Technology Committee?
    - 4. A: Not sure.
    - 5. Q: Have the updated Bylaws been uploaded to the website?
    - 6. A: I think yes. Need to double check.
- j. Ad-Hoc International Participation and Communication Committee (Jamie)
  - i. See Report
  - ii. Questions/Comments
    - 1. Q: none
- k. Ad-Hoc Structure Committee Chair (Lindsay)
  - i. See Report
  - ii. Questions/Comments
    - 1. Q:
    - 2. A:

## 5. New Business

- a. Operating Committee Motion: Based on the investigation of the NDAH complaint that was submitted on April 3, 2017, the Operating Committee has determined that no violation of the NDAH Policy occurred. The Operating Committee therefore motions that ICYPAA Advisory Council respond to the complaint as follows: the Advisory Council Chair, Advisory Council Co-Chair, and 59th ICYPAA Host Committee Chair will convene phone calls with the complainant and the person named in the complaint to explain the outcome of the investigation, and suggest that the parties give each other space. The non-retaliation and confidentiality clauses of the NDAH Policy will also be reiterated to both parties. (See Motion A)



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- i. Questions
  1. none
- ii. Discussion
  1. supportive of motion
  2. investigation clarified things. Concerned that we are suggesting they give each other space. If we found no discrimination or harassment, why suggest they give each other space? I'm concerned the female will not have to change, due to the nature of the host committee environment, and the male will need to accommodate her.
  3. Thanks for taking comments about previous investigation seriously and conducting this matter thoroughly. Troubled by the fact that there have been 3 NDAH complaints out of this host committee. A big number. Due to more awareness of the policy? Disquieting.
  4. Nothing to add. Detailed. Supportive of motion
  5. Thanks to OC to thoroughness. Supportive of motion. Concerned about the Host Committee Chair's recommendation during the investigation to tell the person to change their service commitment on the committee.
  6. In support
  7. Thorough, good picture of what happened here. Don't support the motion of suggestion to give each other space. In favor of explaining.
  8. It was clear to me that this wasn't a violation of our policy. It's a suggestion, not a sanction, that they give each other space. The Host Committee Chair will be involved in the calls.
  9. I agree and think the motion sounds reasonable.
  10. This level of detail is disturbing. Ugh. Glad we did the work to investigate, but it feels personal and I don't want to know. The spirit behind giving each other space
  11. In support
  12. The details were intense. Thanks go doing the work.
  13. Thanks for the thoroughness. I echo the sentiments of those who are uncomfortable with the suggestion of giving space.
  14. Thorough and complete. Thanks.
  15. In favor of motion, think it's totally appropriate to give each other space. They don't know how to read one another well. We want to avoid another complaint between these two.
- iii. Vote
  1. Yay: 12 Nay: 3
  2. minority opinion
    - a. since no harassment happened, the suggestion to "give each other space" doesn't make sense. Given the environment of the host committee, the woman will get to do whatever she wants. The guy will be alienated. This host committee operates in a way that will alienate him. that shouldn't happen.
    - b. one vote changed
      - i. vote to reconsider
      - ii. Yay: 8 Nay: 7
  3. Discussion:
    - a. The language in the motion is just guidance, works for me.
    - b. Clearly each wants to be of service. They will cross path. This suggesting from us is setting up another NDAH complaint. Direction from AC should be neutral, not give either side power.



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- c. Generally support of the motion, but concerned about the suggestion. We should strive for unanimity. Maybe we need to remove this language of the suggestion to “give each other space.”
  - d. Seems balanced. Feeling torn. Not sure how they would take it. The suggestion is ambiguous, maybe take it out? Or explain more to them?
  - e. The intent is good in the motion, but the repercussions could be bad. I’d support an amended motion with the suggestion removed.
  - f. Ok with doing what we need to do to get to unanimity.
  - g. I’m not discrediting the work of the OC. Reiterating the retaliation clause is a just warning, rather than the suggestion to give each other space.
  - h. Not much to add, but these will be nuanced conversations. I appreciate the feedback and the fear regarding what will happen with the space suggestion. It’s there to provide guidance. If the majority is uncomfortable, I get that.
  - i. Personally, I’d strive not to give advice. But in our role, we need do get to do this. I can go either way. OC needs to be on the same page.
  - j. I voted to re-open the conversation because I find these kinds of discussions fascinating. I’m fine with the motion as is. I think both of them are problematic. I don’t think either one told us the whole truth. The issue we haven’t addressed is the comments in the minority opinion about the environment on host committee that leads to this situation.
  - k. Understand the concern, I don’t think anyone will get alienated. If we don’t make a suggestion, we might be accused of not taking appropriate action.
  - l. I like to get into the details. I’m fine with scratching the language. If it’s not harassment, why are we making a suggestion? It feels like somebody “won.” Best case scenario is that they can amend their relationship. If we keep them apart, they can’t do that.
  - m. Leave the door open. If nothing happened, then no suggestions. Happier if we took it out.
  - n. The second round of discussion is good. I’m ok with the motion either way.
  - o. We are only saying that harassment didn’t occur, not that “nothing happened.” We are an organization. We have two people who change their mind, don’t understand each other well. Why not tell them to stay away from each other.
4. Re-vote: Yay: 4 Nay: 10
  - a. motion fails
5. Proposed an amendment to the motion, remove the suggestion to “give each other space.” Trey, seconded by Spencer
  - a. motion amended to edit
6. Discussion
  - a. nothing to add
  - b. nothing to add
  - c. nothing to add, support
  - d. nothing to add, support
  - e. nothing to add
  - f. nothing to add
  - g. nothing to add



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- h. in support
  - i. in favor
  - j. This is a bummer since the OC did the work and came with this recommendation. Only one person even recognized that we felt our responsibility to take a preventative action was being handled through this suggestion. Procedurally, it seems that the council isn't considering that we are legally liable to respond appropriately. Those of you who have nothing to add should be arguing for your motion, because I'm not convinced.
  - k. I'm concerned that removing the suggestion leaves it looking like we aren't taking an action to address and keep this from happening again/worse
  - l. in favor, due to the suggestion leading to a worse situation. If nothing inappropriate happened, why give a correction?
  - m. agree with the finding that no harassment occurred, nothing else needs to be said
  - n. I'm torn on this. Even though there's no violation, that doesn't mean that "nothing happened."
  - o. I am support of the original motion. I wanted us to say more to them. We settled on a suggestion due as a compromise. It's fine for us to suggest to them, it's our job. If they can't communicate effectively, we should tell them to keep apart.
7. Second Round of Discussion
- a. The behavior may have been inappropriate, but didn't rise to the level of harassment. I'm ok with the original language, but I'm fine with this motion.
  - b. Support the motion either way, but the most important thing is substantial unanimity. I want the motion to change so that we can all agree.
  - c. I'm sure that when these conversations happen, a lot of details will get explained. The motion is good enough, we should pass it.
  - d. They are well aware of the policy.
  - e. In favor either way.
  - f. In favor. The explanation will suffice.
  - g. When we do the call, there will be nuance and plenty of clarity. There are a lot of comments made in this discussion that are inaccurate. It seems like our own biases are playing a role in our votes.
  - h. Everyone's input is valuable to me. Glad to get to make an informed decision. In favor.
  - i. I'm concerned that because we concluded that this didn't violate our policy, that "nothing happened." She experienced it as harassing. Our determination hung on small details - that he didn't continue the sex talk, that she felt it didn't affect her participation on the host committee. These could change if they continue to interact.
  - j. It weird to me that we aren't making a suggestion. We need to make a recommendation to them about how to proceed.
  - k. Since no violation occurred, what happened? If these things did occur, we shouldn't be saying that no violation occurred. If we are correcting action, who are we correcting.
  - l. It was or it wasn't. Which is it? We did our due diligence through our policy and investigation. Punitive language doesn't make sense to include.





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the Host committee's service subcommittee. The AC GenServe committee supports it, but it came from them.

7. Q: Will the budget/contract be attached to the motion?
8. A: No I don't think so. We didn't have the budget when we decided to support.
9. Q: I'd like to make a friendly amendment
10. A: I don't accept it. There's nothing wrong with the motion.

ii. Discussion

1. This is a good idea and we should do it. This is how surplus funds should be used. it's hard for a host committee to get things done.
2. There isn't a difference what the two ideas are trying to achieve. GenServ requested host to bring a budget so that it was clear it's \$5000 flat.
3. It's what we did last year, so I'm good with it.
4. In favor.
5. In favor. This motion looks like it's more on the subcommittee to manage, rather than host.
6. It says the subcommittee will be managing this, right? In favor.
7. my comment This motion is too detailed and messy. I don't support it. This budget isn't realistic. This isn't what we did before or what we ever have done. We allocate to our committees. This motion needlessly complicates it. Given how the financial details are states, it looks like it breaks our traditions of self support.
8. Nothing to add.
9. I agree with the project and understand the concerns. The budget is not commercial rates, but they can get something made for this amount of money.
10. In support, go team.
11. In favor
12. In support. Outcome is the same either way. How we do it doesn't matter.
13. Agree, in support.
14. I would love to see a simpler motion Love the idea. Love the fiance form request.

iii. Vote

1. Yay: 10 Nay: 4
  - a. minority opinion
    - i. I worry that the amount of detail in the motion needlessly complicates it. I prefer a simpler motion.
    - ii. The motion contains details that will handcuff the ability of our committee to accomplish the task. I think we need an amendment to meet the needs.
  - b. The minority opinion swayed some yay voters who would like to reopen discussion
  - c. Vote to reconsider
    - i. 13-1 motion passes
2. Discussion
  - a. There is confusion. My original motion were in the rationale, not what we saw. The motion we are looking at is on the spend form, which Lauren did. They should be done as background.
  - b. In support as is or amended
  - c. In support, but confused.
  - d. I'm concerned about the details being approved in a motion.
  - e. I think we need an amended version to simplify



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- f. nothing to add
  - g. I think we need a simpler motion. How we do things matters. It feels tedious. I hope my friendly amendment was heard in the spirit of making this motion simpler and accomplish its goals.
  - h. We need to amend.
  - i. Nothing to add
  - j. Nothing to add
  - k. What is the wording of the motion. I'm confused.
  - l. Ian wants host to handle it. Others want people to allocate to General Service. I think that's the confusion. It could be simple.
  - m. I'm confused. Don't we just take the language in the description and make that motion, as per the original friendly amendment.
  - n. The way we do things matter. The motion needs to be clean. We all want to get it done.
3. vote: Yay: 3 Nay: 11
- a. motion fails
- iv. Motion from the Floor: (James)
- 1. That \$5000 be allocated from surplus funds to the general service subcommittee to produce a video to be shown at the 59th icypaa and submitted to the young people's video project on the topic of young people and AA service.
    - a. seconded by Jackie
  - 2. Discussion
    - a. This is the same motion
    - b. in favor
    - c. in favor
    - d. nothing to add
    - e. in favor
    - f. in favor
    - g. in favor
    - h. in favor
    - i. in favor
    - j. in favor
    - k. yes
    - l. We shouldn't pass over this. GS wanted host to control this. Is this what Gen Serv wanted? Not sure.
    - m. in support
    - n. it's important to be thorough in what we do. I'm thankful that we do what we do. This is the right motion to accomplish the goals.
  - 3. vote
    - a. Yay: 13 Nay: 0 Abstain: 1
- d. Bid Development Motion: To request that the Host Committee facilitate a Bid Committee and Conference Attendee Meet & Greet, which would be optional to attend for Bid Committees, directly following the Advisory Bid Table Visits where Advisory Council will sponsor a \$350 outside food budget for attendees and participants at the 59 th ICYPAA. (See Motion D)



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i. Questions

1. Q: Can we bring in outside F&B for this?
2. A: The language was struck from our contract. It shouldn't be an issue. The Hilton rep has been difficult. The hotel is trying to ignore our contract. We will likely not know for sure about how they react to bringing in food until we meet with them face to face.
3. Q: Why is this event optional for bid committees?
4. A: We don't want to return to requiring bid committees to miss a major part of icypaa? This is outside the bid requirements. The committee felt that requiring it would be going too far at this time. We try it this year and see how it goes.
5. Q: Why \$350? What are we expecting to have with this budget? Is this how we handle snacks for other things? Is this part of hospitality?
6. A: It's specific to this motion and event due to having it be a one-off event.
7. Q: It's not intended to be catered?
8. A: It depends on the hotel policy.
9. Q: We wouldn't come out of surplus funds, but out of the council's operating budget.
10. Ok

ii. Discussion

1. in favor
2. Interesting thing to try. My concern is that we will have a lot of bid committees. The forum starts after this. I appreciate it's not mandatory. In favor.
3. On the subcommittee, involved in the process. in favor
4. Considering the new information, it might be worth looking at the wording of the motion. The language and numbers might not work.
5. in favor, I'm curious about logistics. What if the bids don't want to do this? What if the food comes at a weird time? Will it disrupt our visits? Who gets into the room?
6. my comment
7. I love that we are addressing a forum concern. I like that it's optional and that it has a budget. I would hate to know we can't have outside F&B
8. This is just an attempt to try it and see if it works. We don't know what the participation will be. If participation is low, then we don't keep doing it.
9. on bid dev, it's something we have been working on all year. in support
10. In support. It's important to listen to the people who attend the forum. I'm skeptical that this will satisfy them. Probably they want bidders at the tables all weekend.
11. I love this idea. I would like to know about the food thing. If not, it's underfunded by a lot. If this is important, then we should fund it.
12. In support, let's see if it works.
13. Thanks bid dev for doing something about this. I think this effort will go a long way with the people who care about getting to know the bids. This is a nice compromise. Happy to have this be cleaner.

iii. Friendly amendment: increase to \$500 and strike the word "outside."

1. Accepted and seconded

iv. Discussion:

1. nothing to add
2. nothing to add
3. nothing to add



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4. thanks for your hard work
5. nothing to add
6. I'm worried about the conflict with the forum. I think we will be cannibalizing our Forum audience.
7. nothing to add
8. nothing to add
9. nothing to add
10. We don't know what \$500 will get us if we go through the hotel. Probably not much.
11. Nothing to add
12. In support

v. Vote

1. Yay: 13 Nay: 0
  - a. motion passes

6. Discussion Points

- a. Finance Committee Discussion Point: That a change to the bylaws be made to clarify spending policies, related to spending beyond budget, and that that change ask subcommittee chairs and officers to use discretion and enable the treasurer to serve as a check on any above budget spending. (See Discussion Point A)
- b. Operating Committee Discussion Point: How/should Advisory Council respond to General Service Agenda items involving young people in AA, and/or specific requests related to other General Service Agenda items? (See Discussion Point B)

7. Announcements

- a. Past & Present Advisory Breakfast - RSVP NOW!
- b. ICY University: Sunday, June 4 2017 @ 1:00 pm PDT / 2:00 pm MDT / 3:00 pm CDT / 4:00 pm EDT
- c. 1:1 Webinar with Philadelphia: Sunday, June 11 @ 3:00 pm CDT
- d. Next Operating Committee Meeting: Monday, June 12, 2017 @ 6:30 pm PDT / 7:30 pm MDT / 8:30 pm CDT / 9:30 pm EDT
- e. Early bid review submissions due Tuesday, June 20, 2017 @ 11:59 pm CDT
- f. Early bid review feedback due Thursday, June 29 @ 11:59 pm CDT
- g. 1:1 Webinar with Boston: Sunday, July 9 @ 3:00 pm CDT
- h. 3rd Annual ISMYPAA: Saturday, July 22 @ 8 am CDT
- i. Bid Books due Monday, July 24 @ 8:00 am CDT
- j. IGR Reports due Monday, August 7 @ 8:00 am CDT
- k. ICYPAA!!! Wednesday, August 16 through Sunday, August 20, 2017
- l. Annual Business Meeting: Friday, August 18, 2017 @ 8:00 am CDT

8. Closing



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## REPORTS

### Advisory Council Chair Report for May 12, 2017 Quarterly Business Meeting

The following has occurred since the February 12, 2017 Quarterly Meeting:

- 59<sup>th</sup> ICYPAA Host Committee
  - Communication with Host
    - I have been available regarding any questions/concerns that come up.
    - I have been speaking regularly with Host Chair about timelines/deadlines and any issues that come up with committee members
  - Registrations & Cash as of 5/12/2017
    - Registrations: 1,389 (up from 1,114 in February)
    - Cash: \$32,680 (up from \$24,460 in February)
    - Scholarships: \$1,416.50 (up from \$1,270.50 in February)
  - Room Block
    - We are at 2121 rooms nights out of 2401 (with our 55% attrition rate, we are only obligated to reach 1321 room nights)
    - The hotel continues to open up availability at the group rate on shoulder dates when requested.



- Budget & Finances
  - See Treasurer's Report
- Hotel & AV
  - Miller Pro Audio was chosen as AV vendor, contract was signed, Lindsay has more details
- Program & Entertainment
  - All but two from main speaker slate (openers and mains) have accepted
  - Panel & entertainment lists were submitted for review
  - Pre-Con event planning is underway
- General Service
  - Regular subcommittee meetings being held and host GS Chair has joined calls.
- Web
  - Very close to launching website and merch pre-sales
- Graphics/Merchandise
  - Merch was ordered last week, sales should go live in the next week or so



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- Merch & AGP have found their groove with addition of AGP Co-Chair who is great with project management
- Registration
  - Regular subcommittee meetings are being held.
- Outreach
  - Killing it!
  - Host printed outreach shirts and new flyers in Spanish, English, and Polish.
  - Focusing on Chicago and Illinois outreach plans and efforts; setting up in-state pre-reg contest among the ISCYPAA bids.
  - Host Chair has been speaking with ISCYPAA AC Chair on how to get people involved/interested; talked a lot about how financially limiting it can be for many folks, especially in more rural areas.
  - Created a survey to gather more info from ISCY bids & approved funds for a bus to pick up ISCY peeps from Southern IL who may not otherwise be able to attend
- Events
  - February event was held on 2/11: Valentine Dance
  - March event was held on 3/18: Beat the Game Show
  - April event was cancelled
  - May event was held on 5/13: Sober Prom
- Bid Committees – Active
  - Boston: receiving minutes consistently
  - DCYPAA: receiving minutes consistently
  - Colorado: not receiving minutes
  - LOSD Bid for ICYPAA: receiving some minutes
  - Louisiana: not receiving minutes, but have been attending ICY U
  - Maryland: receiving some minutes
  - Oregon: receiving some minutes
  - Philadelphia: receiving minutes consistently
  - Twin Cities: not receiving minutes
  - Upstate NY: not receiving minutes
- Bid Committees – Possible
  - London: not receiving minutes
  - Michigan: not receiving minutes
  - Puerto Rico: not receiving minutes
- Advisory Council
  - Lindsay and I completed the investigation interviews for the latest NDAH complaint
  - I posted invite to P&P AC breakfast in FB group; have received a few RSVPs; need to clarify with hotel regarding payment.
  - I posted the announcement in the FB group about Archivist elections
- Facebook Group
  - Somehow we don't have an Admin for the ICYPAA AC Facebook page. I think I was the only Admin and my privileges got messed up when I disabled my account. I have reached out to FB for help.
  - Lots of activity, warning sent, a repeat offender banned
  - We have changed the settings so that all posts have to be approved by Admins
  - I posted a long post about how admining is done on the page, and encouraged people to email complaints or come to the Forum



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- Harassment Claim
  - Lindsay and I completed the investigation interviews for the latest NDAH complaint - See Motion from the Operating Committee for full report

If you have any questions, feel free to contact me.

In Service,

Lauren C.-A., ICYPAA Advisory Council Chair

advisory-chair@icypaa.org

### **Advisory Council Co-Chair Report for May 12, 2017 Quarterly Business Meeting**

1. Attended and participated in all Operating Committee calls
2. Provided insight and experience related to Host Committee issues as requested by the Chair
3. Gave detailed feedback to Host regarding program and main speaker selections
4. Continue to serve as one of the 3 admins on the ICYPAA FB page removing posts and sending messages where warranted (thank you to those of you who assist with reporting inappropriate posts that we may have missed)
5. Participated in NDAH investigations and took detailed notes of interviews
6. Contributed input where necessary/ requested and am generally available to assist LAV as she needs



## Advisory Council Treasurer Report for May 12, 2017 Quarterly Business Meeting

1.

a. Treasurer

<b>Account Summary</b>			
<b>Business Accounts</b>			
<b>Deposit accounts</b>			<b>\$128,623.60</b>
<hr/>			
<a href="#">▶ Create a list of your favorite accounts</a>			
<hr/>			
<b>Business Accounts</b>			
<b>Deposit Accounts</b>			Total balance: \$128,623.60
<b>Account</b>			
<b>Host 1 (...1379)</b>	Present balance		<b>\$2,000.00</b>
	Available balance		\$2,000.00
<a href="#">▶ See statements</a> <a href="#">▶ Make a transfer</a> <a href="#">▶ See routing/account numbers</a>			
<b>Merchant (...3219)</b>	Present balance		<b>\$2,000.00</b>
	Available balance		\$2,000.00
<a href="#">▶ See statements</a> <a href="#">▶ Make a transfer</a> <a href="#">▶ See routing/account numbers</a>			
<b>Operating (...5965)</b>	Present balance		<b>\$39,263.31</b>
	Available balance		\$39,263.31
<a href="#">▶ See statements</a> <a href="#">▶ Make a transfer</a> <a href="#">▶ See routing/account numbers</a>			
<b>Host 2 (...6955)</b>	Present balance		<b>\$30,346.84</b>
	Available balance		\$30,346.84
<a href="#">▶ See statements</a> <a href="#">▶ Make a transfer</a> <a href="#">▶ See routing/account numbers</a>			
<b>Savings (...2596)</b>	Present balance		<b>\$55,013.45</b>
	Available balance		\$55,013.45
<a href="#">▶ See statements</a> <a href="#">▶ Make a transfer</a> <a href="#">▶ See routing/account numbers</a>			

i.

ii. 2017 Current Spend – \$1851.25

1. Took care of the email to Games2U, a vendor in Texas, needs ICYPAA's non-profit/tax exempt certificate for the Texas Comptroller, to show their past clients were exempt from sales tax.
2. Figured everything out with the App and Attorney payments, both checks have now been cashed.



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3. Filed our extension with the IRS.
  4. Figured out a double registration issue with LCA and Rachel
  5. Updated our QuickBooks payment information.
  6. Reconciled all of our accounts in QuickBooks.
- iii. Host
1. Everything is going fine, I have kept up to date.
  2. They have been spending more money lately, mostly on merch, just wanted to say thank you for everyone staying on top of those debit card alerts and checking to see if they were legitimate.
  3. Spoke to MK via text about a couple of things, she asked about how we reimburse for travel and if we provide QuickBooks to host, I told her about our travel policy and suggested that they subscribe to QuickBooks but that they can chose whatever bookkeeping software they want.
  4. Still need to figure out Insurance for Chicago, was a little busy last week so I didn't get that finished but I will get on top of this tomorrow and speak with Kendall.
  5. Talked to LCA about the Council Breakfast and I think we are able to pay in person, so hopefully we won't have to invoice anyone.
- iv. Miscellaneous
1. Spoke to the Treasurer of the Twin Cities Bid about bank accounts and how to incorporate.
  2. Attended my subcommittee calls
- v. Questions:
1. Q: Will we have an updated surplus for our quarterly call on Sunday?
  2. A: Yes.
  3. Q: Past and Present Council breakfast -- cashier on site is in the contract. Shelly, one of our planners, hasn't confirmed. They are delaying, asking for the host committee program. They might try to back out. We still need a headcount. When? ASAP. Remind on Quarterly Call.
  4. A: Gotcha



# ICYPAA

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## **Advisory Council Secretary Report for May 12, 2017 Quarterly Business Meeting**

1. Took minutes of the February, March, April and May 2017 operating committee meetings.
2. Emailed operating committee minutes to advisory council
3. Posted the recording of the operating committee meeting to the secure area of the website for advisory council review and reference
4. Posted the approved 2016 annual meeting and fall quarterly meeting minutes to icypaa.org
5. Took minutes of the 2-27-17 emergency meeting of the full ICYPAA Advisory Council
6. Emailed our lawyer about the copyright infringement situation
7. Sent an email to the full Advisory Council to fill out the legal ICYPAA forms digitally
8. Forwarded the background of the 2017 GSC Agenda item regarding YPAA to the operating committee
9. Emailed our lawyer about a missing payment
10. Submitted corrections for the How To Start A YPAA document
11. Responded to advisory@icypaa.org emails

Prepared by:

Darren F.

Secretary, ICYPAA Advisory Council

advisory-secretary@icypaa.org



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## **Advisory Council Hotel/AV Report for May 12, 2017 Quarterly Business Meeting**

1. Committee has replied to requests for contract feedback from various bid committees
2. Created content for and presented on 2 ICYPAA Webinars
3. Completed the AV RFP and vendor selection processes for the 59th ICYPAA
  - a. RFP was sent to 9 vendors
  - b. Miller Pro Audio was selected as our vendor for the 59th ICYPAA
  - c. Phillip C. was asked to participate in the AV RFP process and provided invaluable input particularly on the necessary technology for live streaming
4. Committee Chair continues to work with Host Committee Chair, Facilities Chair and Hotel Convention Manager to insure contractual obligations are being met
5. Committee Chair is proactively working with the CSM at the Hilton on the Past and Present Council Breakfast



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## **Advisory Council Bid Development Report for May 12, 2017 Quarterly Business Meeting**

The Bid Development Committee consists of Trey V., Jamie P., Jackie K., Spencer W., Bethany E., Phillip C.; & Sean K. with the participation of Lauren A-V.

Since the last Quarterly, the Bid Dev Committee has met 3 times and we have hosted the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> ICYPAA U Sessions of the year on BR 9, 11 & 12. We worked in partnership with the Hotels Subcommittee on creation and presentation of all 3 sessions.

This year, the Bid Dev Committee has discussed and decided to revamp the ICYPAA University format. Reasoning is that we have material of two previous years of covering the exact same bid requirements and a desire to make the presentation more interactive and attractive to newer bidders. Historically, we have been limited on Q&A time when covering 2 bid requirements per session. Goal is to isolate and go deeper on some specific bid requirements on their own presentation (3 legacies, Hotel by itself, 10 by itself, Program by itself, etc.). Also in lieu of conducting the testimonial by Advisory member again, this year we will have a bid committee member provide a testimonial in each session. Committee is selected from hat of attending members on previous ICYPAA U session. So far, Host committee provided 1<sup>st</sup> and then we have received testimonials from Twin Cities Bid, Michigan, DCYPAA, London, Maryland, & Louisiana so far this year.

We will continue to ask Council members to participate in ICYPAA either by presenting on a particular bid requirements or by sharing briefly on a topic relevant to bidding. PDF & Audio Recordings have been provided to be available on site and have worked with web on keeping up to date.

Remaining ICYPAA U in 2017:

June 4 - IGR Process and Q&A with Council & July 2 - Requirements 2,6,7

Currently, we have 13 Bid Committees stating intent to bid at ICYPAA including new bids from Upstate NY, Minnesota, Oregon, Colorado, & Puerto Rico. The additional token bids from North Carolina & Kentucky that have expressed interest in bidding do not appear to be progressing at this point. We have assigned the bid committees to one member of Bid Dev and that member reaches out to their assigned committee(s) via phone to build a relationship and support throughout the year. We will continue to assess the value of this campaign. Recaps of the conversations with Bid Committees will be found in our committee minutes.

### **Current Bid Committees:**

Upstate NY  
Twin Cities (MN)  
Oregon  
DCYPAA (CA)  
LOSD (CA)  
Boston  
Philly  
Maryland  
Michigan  
Louisiana  
Colorado



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Puerto Rico  
London

We approved the design and cost of printing flyer for distribution and they have been delivered to Jackie and shared with Nathan. They are a double-sided, postcard size flyer outreaching bidding and the blog and are available to any council members attending an AA event. The digital outreach flyer and blog flyer will continue to be utilized on Facebook group. We also have utilized the contact list via mailchimp to email flyer twice as well and have outreached blog on every ICYPAA U session this year. We have received submissions for blog from Philly and Boston.

We have notified the ICYPAA Bid Committees of new approved timeline for Bid Packet Deadlines this year from last quarterly meeting's motion.

The committee has discussed at length the ongoing requests out of ICYPAA Forum and elsewhere about conference attendees' access to visit bid tables like the good old days. The bid dev committee has submitted a motion for consideration of a meet & greet for attendees and optional bid committees that voluntarily want to participate at the 59<sup>th</sup> ICYPAA.

The committee discussed at length a forum item of a possible archive of Bid Presentation videos. Committee ultimately came to agreement that maintaining such an archive may drive future bid's decisions on bid presentation, anonymity issues and overall labor to be reasons not to consider further at this time.

Two 1 on 1 individual webinars have been scheduled for Boston on July 9<sup>th</sup> and Philly on June 11<sup>th</sup>.

We have, as a committee, reviewed BR 5 and 9 from DCYPAA and provided early review feedback.

The Bid Development Subcommittee would like to encourage participation of entire subcommittees on final 2 presentations instead of one representative of subcommittees to provide more well-rounded presentation, especially with our presentation isolating and going deeper on individual requirements. The next session includes a Q&A for Advisory – PLEASE MAKE EVERY POSSIBLE ATTEMPT TO ATTEND. Two 1 on 1 individual webinars have been scheduled for Boston on July 9<sup>th</sup> and Philly on June 11<sup>th</sup>.

On Earth as it is in Texas,  
Trey V.



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## **Advisory Council General Service Report for May 12, 2017 Quarterly Business Meeting**

Chair: Ian S.

Committee Members: Stacy L., Trey V., Rachel R., Shannon C., Ryan F., Sarah S., Aileen K. (Host Committee's Service Liaison), and Lauren C.-A. (ex officio)

Since the last Advisory Council Meeting, on February 12, 2017 the General Service Subcommittee met four (4) times, and took the following actions:

- a. We discussed and evaluated the work the subcommittee had done last conference year in connection with the marketing campaign for the "Doors" PSA, and gathered data to allow us to report back to GSO as to the same.
- b. We considered the whether or not to re-start the Service Manual study group, and ultimately decided not to do so.
- c. We discussed continuing the GV/LaVina Campaign this conference year, and decided to do that; so far, host has been including the opt-in language at the bottom of their email blasts, as well as a link to download the GV app, and we are talking about doing something special to promote the app for the next time GV pushes out free content.
- d. We have been in ongoing discussions with the Host Committee's service liaisons the service program at the 59th ICYPAA; we are going over the service panel and workshop topics on their program and some of the service-related events they are planning, including an AA Trivia Escape Game, something to help add content for the YP Video Project, sign-up tables for service work and information, and training to help people give PI talks at schools.
- e. We have also been discussing with the Host Committee folks the Grapevine project they are planning for the Conference; as of this report we know they will be using allocated surplus funds to give away "free" (paid by ICYPAA) GV/ LaVina subscriptions (either print or app, up to \$5k worth in total) on a first come first served basis to people at the Conference after one or more (depending on popularity) of the main meetings at ICYPAA; also, they are looking at doing a GV audio recording booth, and a GV/LaVina workshop on how to tell their story in words as well as via illustrations.
- f. We discussed GSO's recent publication Safety in AA and we decided to recommend to Web Committee that a link to the GSO document, on AA.org, be posted to ICYPAA.org.

Stay tuned for updates as to the in-progress items. As always, your questions and comments are welcomed. Thank you.  
Respectfully Submitted, Ian S., Chair, General Service Subcommittee



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## Advisory Council Finance Report for May 12, 2017 Quarterly Business Meeting

### **Report:**

This quarter the finance committee continued to work on the credit building project. We determined that in order to take the next steps with building our credit would require a subscription to Dunn & Bradstreet, which would cost more than budgeted for, and assistance from our vendors. We are working to secure vendor assistance and once that is established, we will determine if spending the additional fund would make sense. We will most likely recommend this action to next years' finance committee.

We reviewed, audited, and update the Surplus Funds available balance. The current balance of surplus funds, return of surplus funds allocated but not spent, and additional surplus funds from Nashville, the total amount of unallocated surplus funds is \$11,335. Talbot will be reviewing the process for requesting these funds as part of his report. The Finance Committee will bring a motion to disperse of any unallocated funds at our face-to-face meeting if no requests for surplus funds are made prior to that meeting.

We also discussed the request from council to review policies around spending above budget by officers and committees and have a discussion point prepared for this meeting.

Finally, we reviewed bid requirements submissions from DCYPAA and the Boston Bid and provided feedback.

In love and service,

James, Talbot, Mike, Spencer, Bethany, and Campbell



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## Advisory Council Web Report for May 12, 2017 Quarterly Business Meeting

1. Committee met monthly
2. Worked with host to set up host email addresses and forwarding address.  
-changed over to new people
3. Responded to all website committee related emails
  - a. Login issues
  - b. Double registrations
4. Refunded double registrations
5. Worked with Daniel to cut down on the number of double registrations
6. Made updates to the website has needed/requested
7. Updated ICY U
8. Discussed POS systems/reached out to developers to gather quotes for various systems
9. Discussed ICYPAA App and reached out to developers to gather quotes
10. Got with host about ICYPAA app
11. Uploaded stories that were provided to the ICYPAA blog
12. Approved new members into the Facebook group; Monitored comments and post; Deleted comments and posts that did not adhere to the group guidelines;
13. Continued to put together a web manual with instructions on all activities.
14. Started working with Win Enterprises to complete the app for Chicago
15. Updated SSL certificates on all websites
16. Worked with host to get their site up and running



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## Advisory Council Ad-Hoc IPCC Report for May 12, 2017 Quarterly Business Meeting

### **IPCC Report for Third Quarterly Call of the 2016-2017 Year**

The IPCC Committee has had 2 meetings since our last business meeting; one on 3/8/17 and the other on 5/1/17. The committee consists of Jamie, Mike, Joel, Sarah, and Jared; Elissa has since stepped down. We hold meetings every first Monday of the month unless a meeting is rescheduled for another day.

### **Activity:**

### **How to Start a YPAA Doc:**

Since our last report, the committee has been sending out requests for final edits of the “How To Start A YPAA” doc. An email was sent out recently to council requesting final edits/comments in which only a couple of responses were received. After some discussion, it was decided to send out another request for final comments/edits in order to address a few concerns that were overlooked in our last request. Once those concerns are addressed and the draft is approved, the final doc will be posted onto the ICYPAA website, and a formal announcement creating awareness about the doc will be sent out through mail chimp, and Facebook. It has also been suggested that IPCC consider the distribution of hard copies of the doc. IPCC is addressing this idea and will be getting costs, etc for moving forward with this. Overall, be very excited about this doc because it looks fantastic, and will be very helpful to YPAA’ers everywhere!

### **Planning Calls**

We have had 4 planning calls since our last quarterly meeting. These meetings are held every third Saturday of the month at 5am PST unless otherwise rescheduled. YPAA’ers/AA’ers from all over the world have been joining, and so far we have had some decent meetings. During these meetings we’ve discussed various AA topics, had speakers from various countries discuss AA/YPAA in their communities, discussed themes for the upcoming ISMYPAA event, and so on. One thing IPCC intends to do in our next ISMYPAA planning meeting is discuss the future of ISMYPAA, and what that looks like to others in terms of ‘handing ISMYPAA over’ to another willing group/fellow(s). Just as a reminder to council, the explanation and purpose of IPCC and ISMYPAA is the following:

ISMYPAA is the International Service Meeting of Young People in Alcoholics Anonymous. It is an annual, online gathering for international YPAA conventions, committees and communities. All A.A. members are welcome to attend.

Modeled after the GSO’s World Service Meeting, the purpose of ISMYPAA is to improve communication between international YPAA committees through the sharing of experience, strength and hope.

As new YPAA committees and conventions form around the globe, we hope that they can find hopeful support and spiritual strength from their fellows and join us to help ensure that message of Alcoholics Anonymous is carried to all those in need.



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It is the hope that IPCC will continue to collaborate with international YPAA's to organize ISMYPAA with the long term goal of ISMYPAA functioning without the direction from ICYPAA, and perhaps as its own entity.

If anyone wants to view the minutes of past ISMYPAA Planning meeting calls, they can be viewed on the ISMYPAA Facebook page under 'Files'. Also, feel free to join us on our future calls. The next call will take place on Saturday May 20<sup>th</sup> at 5am PST.

### **Final Date Scheduled for ISMYPAA**

The date for ISMYPAA has now been finalized and will remain scheduled for July 22<sup>nd</sup>. Please spread the word.

### **Updated Fuze Account Information**

These are groups that have used and/or are currently using our Fuze account:

NECYPAA, EACYPAA, TQCYPAA, NYCYPAA, Upstate Bid for NY, AZYPAA 2016 HOST, ALCYPAA HOTEL CTE, BOSTON BID FOR ICYPAA, YOUNG PEOPLE'S SERVICE MANUAL MEETING, ANYONE ANYWHERE GROUP OF AA, NCCYPAA Advisory

\*Our next IPCC committee meeting will take place on Monday June 5th at 6pm PST.



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## **Advisory Council Ad-Hoc Structure Report for May 12, 2017 Quarterly Business Meeting**

1. Reviewed Council's feedback from discussion point submitted during our February Quarterly call
2. Determined that no additional updates were necessary to the NDAH document
3. Discussed Council's feedback regarding thorough NDAH investigations and took the following action
  - a. Reviewed examples of investigation processes
  - b. Created a draft document to be presented at this Quarterly Meeting of a guide to be used by the Operating Committee in future NDAH investigations
4. Began discussion of updating the FAPs on icypaa.org



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## MOTIONS

Motion A

Operating Committee Motion - NDAH Complaint #3

**Motion:**

Based on the investigation of the NDAH complaint that was submitted on April 3, 2017, the Operating Committee has determined that no violation of the NDAH Policy occurred. The Operating Committee therefore motions that ICYPAA Advisory Council respond to the complaint as follows: the Advisory Council Chair, Advisory Council Co-Chair, and 59th ICYPAA Host Committee Chair will convene phone calls with the complainant and the person named in the complaint to explain the outcome of the investigation. The non-retaliation and confidentiality clauses of the NDAH Policy will also be reiterated to both parties.

**Rationale:**

The initial complaint presented information that seemed to indicate that sexual harassment may have occurred. After further investigation and discussion with all parties, it was determined that the incident that took place did not rise to the level of harassment. The conversation in question was confirmed by both parties to be consensual and casual in nature. No additional communication of a sexual nature took place. After the complainant told the other party that she was uncomfortable, the other party attempted to apologize. All additional communication between the parties was about Committee business. The Chair and Co-Chair found the explanation of the situation given by the person against whom the complaint was made credible and sincere. For all these reasons, the Operating determined that a violation of the NDAH did not take place.



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Motion B

**Motion:** Adopt “Suggested Guidelines for Conducting Thorough NDAH Investigations” as an Internal Council standard of practice.

**Rationale:** ICYPAA is committed to an environment that is free of discrimination and harassment. The ICYPAA Non-Discrimination and Anti-Harassment Policies mandate that the Operating Committee conduct a thorough investigation of all complaints received by Council. Based on Council’s feedback regarding prior NDAH discussions, the Ad-Hoc Structure Committee has prepared a document that outlines proposed guidelines to better prepare Operating Committee members to conduct more thorough NDAH investigations. These guidelines include guidance on conduct before, during, and after the investigation including suggestions on how to document the investigation, questions to ask the complainant and the alleged harasser, and instructions to ensure the NDAH policies are adhered to. This document is intended to be an internal Council document and will be available on the Google Drive only.



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Motion C

General Service Committee Motion

**Motion:** That Surplus Funds be allocated as described in the Surplus Funds Spend Plan Form as set out below.

**Surplus Funds Spend Plan Form**

Subcommittee: \_\_\_\_\_ (to be tracked by the General Service Subcommittee)

Subcommittee Chair: \_\_\_\_\_ Ian S.

**Description of Surplus Funds Project:**

The GS Subcommittee moves that ICYPAA Surplus Funds in the amount of \$5,000.00 be allocated to produce a professional video to be shown at the 59th ICYPAA, as well as submitted for inclusion in the Young People's Video Project, about Young People and AA service; it would include, among other things, a series of interviews with a diverse group of AA members talking about getting sober young and how being involved in service helped them to stay sober; the producer will be Sarah Conley, an AA member who received her MFA at Columbia. While the details are still being hammered out (with a meeting of the Host Committee's Service Subcommittee over this scheduled for 5/21/17), Host Committee representatives Aileen, Mary-Kate, and Mo have spoken in depth to the proposed producer and they are confident that \$5,000.00 would allow them to pay Ms. Conley to produce and edit this video in a way that is tailored to fit within the strictures of the YP video project, and will cover the necessary rental of camera and lights, sound mixing of the video, color correction, location rental, and lunch and snacks for the participants. Because there is not yet a project budget to consider, and no written proposal from the producer at this time, the subcommittee further moves that the allocation be given to the GS Subcommittee so that it may manage and oversee this undertaking until such time as a when a full and complete budget is produced and approved by GS Subcommittee (after which time it will be fully in Host's hands).

Date Requested: 5/14/16

Date Allocated: \_\_\_\_\_

Amount: \$ 5,000.00

Anticipated Completion Date: at the 59th ICYPAA.

*Send completed form to [advisory-treasurer@icypaa.org](mailto:advisory-treasurer@icypaa.org)*

**Rationale:** The project described above would be a great way for ICYPAA to support the YP Video Project (which GV recently took over from AAWS) and would produce an intriguing and entertaining piece to show to the attendees of the 59<sup>th</sup> ICYPAA, and to possibly later post to our website.



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Motion D

## Bid Development Committee Motion

Motion:

The Bid Development Subcommittee motions for Advisory Council to request that the Host Committee facilitate a Bid Committee and Conference Attendee Meet & Greet, which would be optional to attend for Bid Committees, directly following the Advisory Bid Table Visits where Advisory Council will sponsor a \$500 food budget for attendees and participants at the 59<sup>th</sup> ICYPAA.

Rationale:

The Advisory Council has continuously been made aware through the ICYPAA Forum and elsewhere that some attendees miss the ability to interact with ICYPAA Bid Committees as they once were able to enjoy when Bid Committees felt obligated to spend more time during ICYPAA sitting in Bid Table room. We would like to honor request with an optional time for attendees to engage with bidders freely choosing to participate at a time where conference attendees can visit willing committee's tables. If it something that is successful, we may look at repeating in future conferences or it may not be something we continue if not highly attended. We will be able to establish that we did try to make an optional time to participate. The Advisory Council would not be able to host such an event as we will have just completed Bid Table Visits prior and then entering closed discussion meeting. We would need the Host Committee to be willing to have a few members facilitate. We would like the food costs to come from Advisory Budget and not Host Committee Budget. The Bid Dev Committee is confident that this amount of \$500 could easily feed 80 or more snacks which we feel is adequate.