

ICYPAA Advisory Council
Conference Call Minutes
December 05, 2010

1. Meeting opened at 12:05 pm (PST) with a Moment of Silence followed with the Serenity Prayer.
2. Roll Call:
Tom, Daniel, Darren, Mark, Laura, Todd, Robyn, Carlston, Ron, Jonathan, Jules, Jennifer, Lauren, Matt. Strawberry and Taryn will not be able to make the Conference Call due to work emergencies. James was not present on Conference Call.
3. Minutes Approval:
 - a. August 26, 2010 Minutes - Minutes were submitted in advance earlier in the week. Dispensed with reading of the minutes with no objections. No corrections to minutes - Minutes approved as submitted.

Reports:

4. Chair's Report - Tom
 - a. See attached report.
 - b. Question from Ron: Is there enough rooms for Thursday for the folks coming in early for San Francisco for ICYPAA business? Tom - yes. Advisory Council elections will probably be on Thursday night.
5. Co-Chair's Report - Strawberry
 - a. No report.
6. Treasurer's Report - Mark
 - a. See attached report.
 - b. Question from Todd: Is the mailbox going to be in New Business? Tom - We will discuss once other questions for Treasurer are answered.
 - c. Question from Jules: The travel expenses came in less than expected? Did some people not ask to be reimbursed? Mark - 1 person is just getting info for reimbursement, and a few people have not asked for reimbursement.
 - d. Question from Ron: Was the Host Committee Treasurer /Co-Treasurer familiar with Quickbooks? Mark - The Host Committee thought using Quickbooks would be easier to use than they thought.
 - e. **Motion from Mark:** Ask Peter DeBruyn to forward our mail once a month for \$150 a year. **Motion passes 13-0.**
7. Secretary's Report - Jennifer
 - a. Nothing to report.
8. Archivist's Report - Tommy
 - a. No report.

- b. Daniel got the banner back from being unclaimed when the banner was sent to Tommy. Tommy's number is not working.
- 9. Website Report - Taryn
 - a. See attached report.
 - b. Taryn's motion to renew web domain is not needed since this is already a budgeted expense in the budget.
- 10. Outreach Report - Lauren
 - a. Will get in touch with Outreach Chair from Host Committee.
 - b. Has list of International Outreach.
- 11. Finance Committee - Jules
 - a. See attached report.
- 12. Mailing Committee Report - Matt
 - a. All handwritten registration slips were sent to Henry Wurst from NYC. Henry Wurst hired a couple of temps to enter data for a few weeks.
- 13. By-Laws Ad-Hoc Committee Report - Carlston
 - a. See attached report.
 - b. **Motion from Committee:** To change "a quorum shall consist of 2/3 of the Council members at any of the Council meetings" to "a quorum at any Council meeting shall consist of 2/3 of the Council members." **Motion carries with no objections.**
- 14. Site Selection Ad-Hoc Committee - Jonathan
 - a. See attached report.
- 15. World YPAA Suite - Tom
 - a. \$380.82 balance left. Whitney has not sent that to GSO yet.
- 16. Unfinished Business
 - a. None - new conference year.
- 17. New Business
 - a. Jonathan gave summary of debrief to Wisconsin bid.
 - b. Darren discussed YP PI video project.
- 18. Meeting adjourned (early!) at 2:10 pm PST.

**ICYPAA Advisory Council
Conference Call–December 5, 2010
noon PST**

Final Agenda

1. Roll Call
2. Approval of minutes from August 26 meeting
3. Reports
 - a. Chairman (Tom)
 - b. Co-Chairman (Michelle)
 - c. Treasurer (Mark)
 - d. Secretary (Jennifer)
 - e. Archivist (Tommy)
 - f. Website (Taryn)
 - g. Outreach Committee (Lauren)
 - h. Finance Committee (Jules)
 - i. Mailing Committee (Tom)
 - j. Bylaws Ad Hoc Committee (Carlston)
 - i. **MOTION:** to change ***“A quorum shall consist of 2/3 of the Council members at any of the Council meetings”*** to ***“A quorum at any Council meeting shall consist of 2/3 of the Council members”***
 - k. Site Selection Process Ad Hoc Committee (Jonathan)
 - l. YPAA Hospitality Suite update (Tom)
4. Floor Motions
5. Close

Chairman's Report – December 5, 2010

- As everyone should know by now, the 53rd ICYPAA has a hotel (Marriott Marquis) and dates (FRIDAY Sept. 2 through MONDAY Sept. 5). The shift from Thu-Sun to Fri-Mon was unavoidable because the Marriott has a group in-house immediately before ICYPAA, and there were not enough rooms available to cover our typical Wed & Thu pick-up. The only dates available at the Hilton were over Memorial Day weekend (and we had to release our hold in favor of another group that was ready to book), and there are no other San Francisco hotels that could host an ICYPAA without using outside meeting space, which is expensive and not very negotiable.
- I would like to thank Michelle and Matt, along with Kevin and Jesse on the host committee, for being a part of the hotel selection team this year. We were all available to tour both hotels in late September, and Michelle, Matt, and I facilitated the host committee elections the day before. I thought that visiting the hotels after elections was a better arrangement than doing the visits before elections as we did last year, so I would recommend that to next year's hotel selection team.
- We were extremely fortunate that the Marriott did not figure out that it was our only option. We may want to look more closely at how we do things regarding hotels, because in our current arrangement we sometimes find ourselves negotiating from a position of weakness rather than from a position of strength. Everyone needs to remember that in and of itself a contract in a bid package is not binding on the hotel, even if the contract says the hotel is holding space first-option. The hotel can throw out that deal and start from scratch after we make the announcement. It has happened in years past and it nearly happened again this year, but for ICYPAA's solid history with Marriott.
- I think the Marriott Marquis contract is a good one, all things considered. It's pretty similar to what was presented in BAYPAA's package. As you know, the room rate is \$139 flat. There are no meeting space charges, and we have a \$25k F&B credit for the host committee to use as it wishes. (The initial idea is to use the credit to provide an affordable banquet.) We were not able to get any traction regarding the coffee price, but I got no reports of anyone running around with their hair on fire because NYC didn't have free coffee, so it didn't seem to be an issue that we needed to push that hard. Once again, the lobby Starbucks will be open until 2 AM. As soon as I get the countersigned original back from the hotel, I'll email Taryn to post it on the RBD page and I'll cc: advisory@ so everyone has a copy.
- The host committee is gearing up and should be at full steam soon. I'm a bit disappointed that we still do not have minutes from SF, but I'll follow up again on that this week. We've had some communication issues with the SF treasurer as well, which Mark may address in his report.
- Hopefully each of you is on Constant Contact and is getting the updates. A call for speakers was their most recent email blast. An outreach blast went out recently, but I think it was done outside of CC. I'll find out why they're not using CC for everything, because I suspect our database of nearly 2300 people will reach a larger audience than someone's personal contacts or some other list, and even more than the FB group (with just over 2100 members).
- I have a number of outstanding items on my ICYPAA to-do list, which include writing the NYC post-conference report and working with our standing and special committees to help them get geared up for the new conference year. Any time I have had to commit to ICYPAA business has gone towards getting the SF contract in order and otherwise helping SF get off the ground. My personal and professional life has been extremely full lately, so if there is something you need from me or if there is something I need to be doing that I'm not, please let me know, and please be direct and persistent about it if need be.
- The operating committee continues to meet monthly, although we did not meet in November. We will continue to address matters of overall policy (e.g., intellectual property, conflict of interest, etc.) that we will make recommendations about when we have given them a full and careful consideration and have reached substantial unanimity about them. Our next meeting is set for Dec. 15 at 5 PM PST. I anticipate that we will continue to meet on the third Wednesday of each month for the remainder of the conference year. As decided in NYC, we are recording the operating committee meetings, and

our secretary has made the recordings available to everyone. I appreciate the feedback I've gotten from folks who have listened to the recordings, and I'm glad that folks find the recordings helpful.

- The operating committee discussed the matter of alternates' terms, which is not addressed in our bylaws. We agreed that alternates should remain in place until no one from their conference was serving on council. I asked the bylaws committee to review this question, and to recommend any bylaw changes that might need to be made. The bylaws committee has opined that an alternate's term should be five conference years, regardless of whether council members from their conference serve a longer term. Should the bylaws committee make a recommendation that the council accepts, we will remove the Florida alternates from the roster at that time.
- The good news keeps coming out of NYC. After an audit comparing their rooming list to our registrant list, the Millennium has agreed that there are no attrition charges due. The NYC host committee has already returned the seed money and the host committee's expected contribution to the 2011 council operating budget, and it will return a significant amount of excess income once it is able to close its books. Mark will have more details in his report.
- I think I've covered everything, but if there's something you're wondering about that I left out please let me know. Thanks very much for the opportunity to serve.

In love & service,

Tom M [REDACTED]
Chairman, ICYPAA Advisory Council

TREASURERS REPORT DECEMBER 3, 2010

Checking Beginning Balance August 26, 2010	\$11,462.99
---	--------------------

Income

<u>Return of seed and budget from 52nd ICYPAA</u>	<u>\$17,000.00</u>
Total Income	\$28,462.99

Expenses

Mailing List Cleanup (Ch # 1024)	\$110.00
USPS (Ch # 1025)	\$105.04
Shipping (Ch # 1026)	\$851.40
Travel (Ch # 1027)	\$500.00
Food at ICYPAA (Ch # 1028)	\$300.00
USPS (Ch # 1029)	\$105.04
53rd ICYPAA Seed (Ch # 1030)	\$2,000.00
Travel (Ch # 1031)	\$500.00
Travel (Ch # 1032)	\$500.00
Travel (Ch # 1033)	\$500.00
Travel (Ch # 1034)	\$500.00
Travel and Website Reimbursement (Ch # 1035)	\$540.26
Travel (Ch # 1036)	\$500.00
Travel (Ch # 1037)	\$500.00
Travel (Ch # 1038)	\$500.00
Travel, digital recorders and Copies (Ch # 10390)	\$799.42
Conference Call recording (Ch # 1040)	\$6.50
Travel (Ch # 1041)	\$350.00
Travel (Ch # 1042)	\$350.00
Travel (Ch # 1043)	\$500.00
Tax Preparation (Ch # 1044)	\$725.00
Total Expenses	\$10,742.66

Current Checking Account Balance (December 3, 2010)	\$17,720.33
--	--------------------

Current Savings Account Balance	\$24,965.90
--	--------------------

Interest Bearing CD	\$14,388.54
Matures 1/3/2011, accrues interest at 0.20% annually	

Current Assets	\$57,074.77
-----------------------	--------------------

The check register and bank statements are balanced however, this has not been reconciled with QuickBooks; I will do this as soon as possible.

I recommend we ask Peter Debryn to help us handle our mail going forward.

I am anticipating an additional disbursement of approximately \$50,000 from the 52nd ICYPAA. They are waiting for all checks to clear before writing disbursement checks.

The 53rd ICYPAA is struggling to set up QuickBooks and begin reporting, however, I have been in close contact with their Treasurer, Alternate Treasurer and Chairman and I understand their current financial position.

As always are books are open to anyone and if anyone has questions please feel free to direct them to me.

In service,

Mark H

WEBMASTER REPORT

For the Sunday, December 5th, 2010 ICYPAA Conference Call

Summary:

I have been making changes to the website as needed.

Updates:

- Added link to the new host site
- Added pre-registration flyers in English, Spanish & French to the main page of icpaa.org.
- Added "52nd ICYPAA Wrap Up Report" to the relevant business page.
- Added new bidding committees and new bidding information to the bidders page.
- Updated Advisory Council Roster with new committee members
- Corrected misspellings on the Archives page for the previous ICYPAA dates and locations.
- Added MNYPPAA's link to the resources page.

Current Objectives:

- Get approval to renew expiring domains before they expire on the 26th of this month. Total cost is \$41.50 and will need to be paid via credit card.
- Keep website updated in timely manner
- Explore possibility of adding committee e-mail addresses for committees.

Sincerely,

Taryn G [REDACTED]
ICYPAA Webmaster

FINANCE COMMITTEE REPORT 12/5/2010

Jules, Mark, and Ron

Nothing to Report.

We have a meeting tentatively scheduled for Wednesday, January 5, 2011 at 7 pm. CST.

Bylaws Committee Report

We have had two meetings 11/15/10 and 12/01/10.

1. We decided that our scope is to:
 - a. To review bidding requirements and offer to the advisory council for their deposition any changes consider necessary.
 - b. To review the HC responsibilities and offer to the advisory council for their deposition any changes consider necessary.
 - c. Alternates.
 - d. Attendance policy (in light of the schedule change the AC made regarding site selection)?
 - e. Format of the bylaws?
 - f. Any parts that are out of place or poorly worded? (such as this)
 - g. Conclude all busy of the committee this year, and ask council to disband committee?
 - h. To finish up any unfinished items from our annual meeting at the conference
 - i. The following motion was committed to the to the bylaw committee by council at the conference meeting: *Revise HCR #17 (3/14/10 revision) to the following: The Host Committee will prepare a budget and cash flow statement for its conference year and send the same to the ICYPAA Advisory Council within 60 days of being awarded the conference, **to be reviewed and approved.** The budget and cash flow statement will account for both the initial seed money and the ICYPAA Advisory Council's operating expenses for that conference year.*
2. The Chair ask us to review a question put forward by an advisory council alternate: which we did on 11/15/10
 - a. Alternates: the committee considers the question posed by Andrea on 10/11/2010 that read: *"I was wondering why Whitney would get to roll off the council but the alternates don't? I would think that if someone would need to step in to support the the two left on she would be first choice. Also, wouldn't Roberts Rules of Order take place to have the Chair and Treasurer be followed by those next in line on Council."* It is the opinion of the bylaw committee that alternates rotate off at their 5th year. Any council member who has an additional length of time added to their 5yr term serves without alternates.
 - b. The committee will be looking into elaborating on the current role of alternates, writing language that states that the alternate rotates off after 5 conference years, and clearing up language that defines council members.

3. The committee will be looking at the attendance policy and will bring revisions is necessary for the councils disposition.
4. We began in earnest crafting revision to the bidding requirements at our meeting on 12/01/10. The committee is using a rough draft Jonathan, Carlston and Daniel wrote as a starting point for the committee. It is our the committees goal to have the a draft ready for Councils review at the next scheduled meeting.
5. The committee brings for the Council consideration the following
 - a. Change: *A quorum shall consist of 2/3 of the Council members at any of the Council meetings*
to: *A quorum at any of the Council meetings shall consist of 2/3 of the Council members*

End report

Site Selection Process Ad Hoc Committee Report

December 5, 2010

I'd like to thank everyone for their participation in New York. I know the Site Selection process we've adopted had some great advantages, however I'm sure many of us recognized that some parts were challenging and need some reworking. The Ad-Hoc has not yet met, however we will be meeting in the near future to discuss what changes we can make to create a more effective process. With most of us now having gone through the new process in New York I'm sure we all have an opinion. I'll be sending out an overview of our current process for your review, please email me with your feedback and any suggestions you would like the Ad-Hoc Committee to consider.

Jonathan M. [REDACTED]

Site Selection Process Ad Hoc Committee Chair