



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

November 13, 2016 @ 12:00 PM PST / 1:00 PM MST / 2:00 PM CST / 3:00 PM EST

1. Opening
2. Roll Call
  - a. Present: Lauren, Lindsay, Talbot, Darren, James, Jamie, Mike, Trey, Ian, Joel, Rachel, Spencer, Stacy, Phillip, Jackie, Shannon, Chris
  - b. Absent: none
  - c. Listen Only Mode: Campbell
3. Review & approval of minutes from September 1, 2016 annual business meeting
  - a. approved by unanimous consent
    - i. Questions/Comments
      1. none
4. Reports
  - a. Chair (Lauren)
    - i. see Report
    - ii. Questions/Comments
      1. Q: none
  - b. Co-Chair (Lindsay)
    - i. see Report
    - ii. Questions/Comments
      1. Q: none
  - c. Treasurer (Talbot)
    - i. see Report
    - ii. Questions/Comments
      1. Q: Do we expect to spend the rest of our 2016 budget?
      2. A: Yes, close to it.
      3. We have almost \$3k that we didn't spend from the AC budget from last year. Does host reimburse us for our budget or our actual?
      4. A: Yes
      5. Q: The seed money isn't part of the budget?
      6. A: It's in the budget as both income and expense for accounting purposes.
  - 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: none
  - f. Bid Development Committee Chair (Trey)



- i. see Report
  - ii. Questions/Comments
    - 1. Q: In the past we have a design template for the ICYPAA U presentations. This first presentation deviated from the norm. The new draft for the next one looks like the old ones. What was your thought process?
    - 2. A: This was discussed thoroughly. We decided to hear from council about whether or not a standard design was needed. Receiving no feedback, we went forward. We expected some feedback, but didn't get any.
  - 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: none
  - i. Web Committee Chair (Rachel)
    - i. see Report
    - ii. Questions/Comments
      - 1. Q: There was an issue with the RBD section of the website. Was this resolved?
      - 2. A: It's back up and working. The link was lost during the website update somehow.
  - j. Ad-Hoc International Participation and Communication Committee (Jamie)
    - i. see Report
    - ii. Questions/Comments
      - 1. Q: Isn't the Fuze account for other YPAAs, not us?
      - 2. A: Correct.
      - 3. Q: Do we keep track of who is using it?
      - 4. A: Yes.
  - k. Ad-Hoc Structure Committee Chair (Lindsay)
    - i. see Report
    - ii. Questions/Comments
      - 1. Q: Will we make an announcement to the bidders when we upload the new version of the NDAH and Host Committee Responsibilities?
      - 2. A: Yes.
5. New Business
- a. Operating Committee Motion: That the ICYPAA Advisory Council Chair and Co-Chair respond to the September 2016 NDAH complaint by having a telephone conversation with the harasser in which they will discuss the harassing behavior, expectations for change, and potential consequences. (See Motion A)
    - i. Questions
      - 1. Q: Incident 2: Was the post made by the harasser? Or someone else?
      - 2. A: It was posted by someone else.



3. Q: Why is that listed as an incident of harassment by the harasser?
  4. A: Good question. We didn't consider it as being from a second harasser. We should probably look at it as a second incident.
  5. Q: The final paragraph of the rationale is vague about how the report was determined was credible. Can we have more explanation on that?
  6. A: We looked at our NDAH policy line by line to make sure we were following our process. The complaint came in through a council member from an anonymous complainant, so we had to assess from an email from an AC member.
  7. Q: On the AC call, there was a lot of discussion about the report. There was discussion of conspiracy around the report. Why wasn't there a request for more information? This is a comment not a question.
  8. A: We will take this to hear.
  9. Q: Are we talking to both people? And what are the proposed consequences?
  10. A: We are going to speak with the harasser. That is the consequence. We will also report back to the complainant, as per our policy.
  11. Q: Can we get additional context? What was the behavior.
  12. A: An unwanted kiss on the neck. This is shown in the video.
  13. Q: Have we consulted with our lawyer about the new complaint?
  14. A: No.
  15. Q: Is there a plan to record the conversation with the harasser.
  16. A: We are planning to use GoToMeeting, but we hadn't thought of recording it. We have a confidentiality clause in the policy. The recording would impact that so we would need to discuss it.
- ii. Discussion
1. Intervention is the appropriate way to go.
  2. It sounds like the person is a known entity to us. If the intervention doesn't work, we will wait for another kiss to decide what to do?
  3. Willing to carry this out.
  4. Nothing to add
  5. Nothing to add
  6. I'm in favor. I wanted mediation, but I think intervention is an ok place to start. This person is known, but I'm hopeful.
  7. Sounds like this was thought through thoroughly.
  8. I had more questions, but the "punishment" isn't so great in this case. The information we had was enough to have a conversation.
  9. I'm uncomfortable with this. The conduct occurred, the remedy is appropriate. The policy suggests a more thorough investigation. The situation isn't impartial. Uncomfortable but supportive.
  10. This is a bummer. I'm concerned because I'm not clear about the legal ramifications.
  11. I know how seriously we take these issues, so I trust the recommendation from the OC.
  12. Discomfort and concern.
  13. Verbal warning is the first step. The video is still live. It should be pulled down.



- iii. Vote: Yay: 13 Nay: 0 Abstain: 2
- iv. Motion: Passes
- b. Finance Committee Motion: That the Advisory Council adopt the attached 59th ICYPAA Host Year Council Operating Budget as the operating budget for the 59th ICYPAA Year. (See Motion B & Addenda)
  - i. Questions
    1. Q: The budget years are confusing. Which is 2016 and which is 2017?
    2. A: They are incorrectly named. Apologies.
    3. Q: Several questions about the web committee budget.
    4. A: There was a problem with the budgeting process and the subcommittees. I didn't get feedback from the subcommittees, it appears to have been an email issue.
  - ii. Discussion
    1. My questions were addressed
    2. This process has been confusing since we have changed how we budget a couple of times recently. We have vetted these numbers. They are pretty close to what we actually spend.
  - iii. Vote: 14-0-0
  - iv. Motion: passed
- c. Motion from Web Committee Chair: The Web Committee would like to raise our budget for the Technology Conference to: \$250 travel reimbursement, \$100 food stipend, 1/2 hotel room nights covered, Conference registration. (See Motion C)
  - i. Questions
    1. Q: The only additional money from the current budget is the registration?
    2. A: Yes
    3. Q: Do we need this motion? It's in the budget we just approved.
    4. A: This is an open question. Our process is a bit unclear.
    5. Q: If we don't think we need an extra motion, we can simply vote it down.
    6. A: Yes.
    7. Q: The budget we just approved, this motion is for more than \$350.
    8. A: Yes.
  - ii. Discussion
    1. Since there is always a line item in the budget, this shouldn't be it's own motion. We should send someone, but not this way.
    2. We should send someone, but not budgeted this way.
    3. Was trying to get this together for this year, the event is this weekend. Trying to cover my bases.
    4. This should come out of committee. The amount needs to be reconsidered.
    5. In favor.
    6. We should pay for this.
    7. We are talking about a 50-60% increase over the budget.
    8. I went, it was good. We can help AA by attending, and learn things as well.
    9. In favor of sending someone.
    10. In favor.



11. We should have someone there, not clear about the procedure.
  12. In support, not sure if/when/how subcommittees can spend beyond their budgets.
  13. in favor
- iii. Vote: 13-1-1
  - iv. Minority Opinion: We should scrap this motion and bring a new motion out of committee.
  - v. One person changes Vote. Motion to Reconsider: Yay: 10 Nay: 5
  - vi. Discussion Reopened:
    1. Created to send someone from web this year (2016), but we had no one available to go.
    2. We need a new motion to come from the web committee. It should cover the necessary expenses, have clear expectations for participation and reporting.
    3. We should send someone responsibly.
    4. For 2017, we should push this back to committee.
    5. I am confident that the web committee can come up with this plan. I'd prefer to approve this motion for the budget and let the web committee handle it.
    6. Need more clarity and research for a budget.
    7. Still in favor as an allocation for 2017. What is the reason to do it twice?
    8. Still in favor of allocating resources. What would it take to be approved? The web committee can do what they want.
    9. Send someone, but the motion isn't clear about when. If we aren't sending someone in 2016, why do this? Why make a budget for something we won't do?
    10. I'd like to allocate the funds now, even if it increases. Better to get it down on paper for this year.
    11. Still in favor. Rachel should have pulled the motion if it wasn't necessary. Sounds like a dispute between committee members.
  - vii. Vote: Yay: 9 Nay: 5 Abstain: 1
  - viii. Motion: Passes

## 6. Discussion Points

- a. Threshold for adjustments to budget vs. motion to allocate new funds?
  - i. Discussion
    1. Ideas for how we think the budgeting process should work? Perhaps we can consider it as a percentage increase?
    2. Subcommittees should submit budgets in the first quarter of the year. Specific spends that were not budgeted for should be motioned after that.
    3. Seeing the projected budgets for subcommittees should be in the yearly council budgets. Subcommittees should be able to spend beyond their budget to take care of things as needed responsibly. Want to hear more from the finance committee.
    4. Having gone through this with the finance committee this year, there is very little "process" written down about this. The finance committee should work on this.



Finance committee should be integrating these into the yearly budget. There should be a “bound of tolerance.”

5. \$250 or less should be the bound of tolerance
  6. I trust the finance committee on this
  7. \$250 sounds good
  8. Subcommittee budgets are a good idea and the finance committee can handle it. the \$250 tolerance sounds good.
  9. Not realistic to have budgets ready for the first quarterly meeting. However, we only have 3 board meetings. There should be a way to have approval between quarterly meetings. \$250 sounds good.
  10. Financial motions should specify budget year for which they are made. \$500 or more could be voted on my operating committee. \$1000 or more by the full committee. Finance committee should think this through. Hard numbers are better than percentages.
  11. I trust the finance committee on this. We would have trouble if all the subcommittees over spent.
  12. This feedback should go to finance for a policy.
  13. Operating or Finance should ask around other non-profits to find appropriate examples. 5-10% per line item would work.
  14. Finance should take this feedback and work through it. A threshold and a contingency plan. Come back to us with a motion.
  15. Ditto to finance. Clarity needed on the amount over budget. \$250 sounds ok.
- b. Suggestions for Group Inventory Facilitators?
- i. Discussion
    1. This is coming up on Sunday, 1-8-17. We are thinking of people who might be appropriate to moderate it. Please send in your suggestions to the operating committee. Not looking for a YPAA person, more an AA service or GSO person.

## 7. Announcements

- a. Next Operating Committee Meeting: Monday, November 14, 2016 @ 6:30 PM PST / 7:30 PM MST / 8:30 PM CST / 9:30 PM EST
- b. ICYPAA University Session #2: Sunday, December 4, 2016 @ 1:00 PM PST / 2:00 PM MST / 3:00 PM CST / 4:00 PM EST
- c. Group Inventory: Sunday, January 8, 2017 @ 12:00 PM PST / 1:00 PM MST / 2:00 PM CST / 3:00 PM EST

## 8. Closing



## Reports

### Advisory Council Chair Report for November 13, 2016 Quarterly Business Meeting

The following has occurred since the ICYPAA Annual Business Meeting:

- 58<sup>th</sup> ICYPAA Host Committee
  - The 58<sup>th</sup> ICYPAA in Nashville was a successful event with 3,177 registrants
  - The Host Treasurer and Advisory Treasurer are working on final financial report – expect to have it done very shortly.
    - The Host Committee has not yet sent in their service contributions
  - Recordings
    - Phillip has finished editing the speaker files and the web committee is working on a process to finalize uploading to the website.
    - We lost portions of the Friday and Sunday main speakers due to Miller error.
- 59<sup>th</sup> ICYPAA Host Committee
  - Have been available regarding any questions/concerns that come up
    - Advised about Host Committee Structure/Guidelines
    - Spoke to Host Chair about budget and program timelines/deadlines
  - Facilitated Host Committee Elections on October 16<sup>th</sup> and attended one site visit with the Hotel Committee in Chicago
  - The 59<sup>th</sup> ICYPAA will be held August 17-20, 2017, at the Hilton Chicago
    - Hotel contract signed on October 24<sup>th</sup> and countersigned on October 28<sup>th</sup>
  - Registrations & Cash as of 11/8/2016
    - Registrations: 704 (TN had 326 as of 11/12/2015)
    - Cash: \$14,055.00
    - Scholarships: \$855.00 ( TN had \$270.00 as of 11/12/2015)
  - The Host Committee had their first official monthly Host Committee meeting on November 6<sup>th</sup>.
    - 16 positions were elected
    - Approved \$600 for November event, \$325 reimbursement for elections meeting space
    - Host Committee Guidelines/Structure was approved
    - All subcommittee chairs have scheduled subcommittees in the next two weeks
    - Reviewed the NDAH
    - Next meeting Host will be picking their theme
  - Budget
    - Host Treasurer will work with subcommittee chairs to review draft budget lines
    - Host Committee expected to approve draft budget by next business meeting
  - Events
    - First event scheduled for Wednesday November 23<sup>rd</sup>, 8pm meeting, 9pm-12a dance NBOW (non-blackout Wednesday...historically well attended & successful event in Chicago).
    - Working with Events Chair to schedule subcommittee for next week. Will be planning New Year's Eve event & outline for events for the rest of the year.
  - Outreach
    - Outreach subcommittee meeting scheduled for November 13<sup>th</sup>.



- Outreach Chair has spreadsheet of all the (roughly) 400 YPAA FB groups he is a member of to keep track of which groups are getting which announcements at certain times to avoid spamming/fatigue. Will be using outreach team/host committee members to distribute posting so that not all are coming from him.
- Outreach Chair has setup a google calendar that has all the YPAAs on it, and members committed to attending; Host will be able to use this to identify conferences that they need to focus on/make sure they find people to attend.
- Bid Committees
  - Boston: Elections took place October 2, 2016
  - DCYPAA: Committee ongoing, meets every week
  - Kentucky: token in Nashville, no word yet
  - London: token in Nashville, asked questions about elections
  - LOSD Bid for ICYPAA: Elections took place October 9, 2016
  - Louisiana: No word yet
  - Maryland: Elections took place October 16, 2016
  - Michigan: Elections took place October 16, 2016
  - North Carolina: token in Nashville, no word yet
  - Ohio: token in Nashville, no word yet
  - Oregon: token in Nashville, no word yet
  - Philadelphia: Elections took place October 23, 2016
  - Twin Cities Bid for ICYPAA
  - Upstate NY: Elections took place October 8, 2016
- Advisory Council
  - Reached out to all new Advisory Council principal members and alternates
  - Mailed thank you letters to GSB, AAWS, GV/LV, and Area Delegates
  - Finalized committee appointments for 2016-2017
  - Established schedule of quarterly business meetings and group inventory
  - Started monthly Operating Committee calls
  - Have been monitoring the ICYPAA Facebook Group, and sending out warnings and removing people when necessary as per the FB Group Guidelines and NDAH Policies
  - Added all incoming Bid Committee/Host/Subcommittee minutes to the Google Drive folder
  - Updated the Advisory Council Google Calendar
  - Sat in on several subcommittee meetings and have been keeping up to date with the activities of those I couldn't attend
- Harassment Claim
  - The Operating Committee received a report of sexual harassment that took place in Nashville.
  - After investigating the information provided, the Operating Committee determined that a violation of our Non-Discrimination and Anti-Harassment policy did take place.
  - See the Operating Committee motion for more details.

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

In Service,  
Lauren C.-A., ICYPAA Advisory Council Chair  
advisory-chair@icypaa.org



**ICYPAA**

International Conference of Young People in Alcoholics Anonymous

**Advisory Council Co-Chair Report for November 13, 2016 Quarterly Business Meeting**

**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:**

1. Attended and participated in the Operating Committee meeting in October
2. Participated in Chicago site visit
3. Assisted with facilitating Chicago Host Committee Elections
4. Kept up-to-date on all AC business including reading subcommittee minutes and bid committee minutes
5. Have been available to assist LAV as needed



### ICYPAA Advisory Council Treasurer Report November 13, 2016

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

2016 SUMMARY			
	BUDGET	ACTUALS	VARIANCE
INCOME	\$20,000.00	\$0	\$-20,000.00
EXPENSE	\$19,303.42	\$-16,433.46	\$2,869.96
NET SURPLUS	696.58	\$-16,433.46	

2. Advisory Accounts and Assets

OUTSTANDING ALLOCATIONS	
Website Improvements	\$5,000.00
Public Information Campaign	\$1,000.00
Attorney Fees	\$3,125.00
Grapevine Donation	\$5,000.00
<b>ALLOCATED SUBTOTAL</b>	<b>\$14,125.00</b>
Remaining Surplus to Spend	\$10,021.33
<b>UNALLOCATED SUBTOTAL</b>	<b>\$10,021.33</b>



**Host Account**

...2057

**\$39,056.53**

Available balance



Business Accounts			
<b>Deposit accounts</b>			<b>\$88,762.28</b>
▶ Create a list of your favorite accounts			
Business Accounts			
Deposit Accounts			Total balance: \$88,762.28
Account			
<b>PLAT BUS CHECKING (...1379)</b>	Present balance		<b>\$2,000.00</b>
	Available balance		\$2,000.00
▶ See statements   ▶ Make a transfer   ▶ See routing/account numbers			
<b>PLAT BUS CHECKING (...3219)</b>	Present balance		<b>\$15,291.35</b>
	Available balance		\$15,291.35
▶ See statements   ▶ Make a transfer   ▶ See routing/account numbers			
<b>PLAT BUS CHECKING (...5965)</b>	Present balance		<b>\$14,469.07</b>
	Available balance		\$14,469.07
▶ See statements   ▶ Make a transfer   ▶ See routing/account numbers			
<b>PLAT BUS CHECKING (...6955)</b>	Present balance		<b>\$2,000.00</b>
	Available balance		\$2,000.00
▶ See statements   ▶ Make a transfer   ▶ See routing/account numbers			
<b>BUS SELECT HY SAV (...2596)</b>	Present balance		<b>\$55,001.86</b>
	Available balance		\$55,001.86
▶ See statements   ▶ Make a transfer   ▶ See routing/account numbers			

### Advisory Financial

- All bills are up to date and we are within budget
- Updated everything into QuickBooks.
  - This has been my major project for the last couple months
  - This began as a want to find out exactly what our surplus fund amount was and it turned it me just entering all of our accounts into QuickBooks.
  - Previously we only had two accounts in and now we have all 6
  - I have found out our exact surplus amount and it was only off by a small amount and I have added the profit from Tennessee to this (see above)
  - Having all our accounts in QuickBooks should allow the bookkeeper to have an easy transition into working with us.
  - Also if we decide to do so we can set up a username and password for host committee



treasurers to reconcile their account.

- Went on Chicago trip to set up bank accounts, ran into some problems but LAV has since fixed this.
  - Reimbursed everyone for travel and food
- Gave the interim host committee their seed money for the next year
- Looked into a general liability insurance policy for the entire year so that we would have to keep buying weekend insurance.
  - This has proven to be highly problematic considering we don't know what the host committee events will be until usually a few months before they happen.
    - So we either need to look into a policy of host committees developing their events at the beginning of their host year or if we are worried about liability, requiring them to always carry a "day of" insurance policy for each event they throw.

## 58<sup>th</sup> ICYPAA

- Everything went really well financially in Tenn
- We are going to be closing the Wells Fargo account for simplicity purposes and but I am waiting for them to make their donations before I do so
  - So our accounts look a little weird but everything has been accounted for which is why I am able to update our surplus funds.
  - Tennessee profited 39,056.53 before paying advisory back
    - After paying:
      - 20,000 for our 2016 budget
      - 2,050 for seed money and checks
      - 5,000 deposit advisory paid
      - 2,635 paid to Tenn for sales tax
        - This leaves 9371.53
        - 1,874.31 to local donations
        - 7,497.22 final income put towards surplus
  - Here is a breakdown to get to our new surplus:
    - 14,469.07 (The current amount of money in our Operating account) +
    - 27,050 (The amount of money Tenn needs to reimburse us) +
    - 7,497.22 (The amount of money left over after Tenn reimburses us) -
    - 22,000 (The amount budgeted for 2017) -
    - 14,125 (The current surplus money earmarked for other things) -
    - 2,869.96 (Amount budgeted for the rest of 2016)
    - = 10,021.33 (Advisory new surplus)



# ICYPAA

International Conference of Young People in Alcoholics Anonymous

## ICYPAA ADVISORY COUNCIL

### SECRETARY QUARTERLY REPORT

[advisory-secretary@icypaa.org](mailto:advisory-secretary@icypaa.org)

NOVEMBER 13TH, 2016

#### **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. Took minutes of the Host Committee Council Elections
2. Took minutes of September 2016 Annual Meeting at the 58th ICYPAA in Nashville, TN
3. Took minutes of the site selection process and compiled the priority inventory list at the 58th ICYPAA in Nashville, TN
4. Posted the approved May 2016 Quarterly Meeting minutes to the website
5. Updated the ICYPAA Advisory Roster
6. Took minutes at the ICYPAA Forum and compiled the 2016 ICYPAA Forum Annual Report
7. Worked on the new MailChimp standard Email template
8. Took minutes of the October 2016 operating committee meeting.
9. Emailed October 2016 operating committee minutes to advisory council
10. Posted the recording of the October 2016 operating committee meeting to the secure area of the website for advisory council review and reference
11. Sent the mass email via MailChimp with the ICYPAA Forum Report from the 58th ICYPAA
12. Responded to [advisory@icypaa.org](mailto:advisory@icypaa.org) emails

Prepared by:

Darren F.

Secretary, ICYPAA Advisory Council

[advisory-secretary@icypaa.org](mailto:advisory-secretary@icypaa.org)



## Hotel Committee Report

### **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 committee, along with Mary Kate and Kendall from host, met twice immediately following ICYPAA and planned our Site Visits in Chicago
2. We completed site visits in October and visited 4 properties: the Hyatt McCormick, Hyatt O'Hare, Hilton Chicago and the Sheraton
3. The Site Visit team came to a unanimous decision and selected the property we felt best fit our needs for ICYPAA
4. Following site visits, the committee met again to go over final contract revisions. We approved the final contract which was signed and countersigned (yay!).
5. As of this writing, we are awaiting the Passkey link to go live so that hotel info and dates can be announced. The Host Committee will announce the dates once the link is live.



# ICYPAA

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## **Bid Development Report Prepared for the Quarterly Advisory Council Meeting November 13<sup>th</sup>, 2016**

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 ICYPAA, the Bid Dev Committee has met 3 times we have hosted the first ICYPAA U Session of the year. In our first session we conducted a Bid Summit and reviewed Navigation of Site, How to Bid as well as a testimonial provided by the 59<sup>th</sup> Host Committee Program Chair.

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 will be selected from hat of attending members on previous ICYPAA U session. Host committee provided 1<sup>st</sup> and Twin Cities Bid was selected from hat to present on Session 2.

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 will continue to be made available on site.

Remaining ICYPAA U in 2016/17:

Dec 4 – Legacies 3 ♣ Feb 5 – Finance 10 ♣ Mar 5 – Hotel 11 ♣ Apr 2 – AV 12 ♣ May 7 – Program 9 ♣ Jun 4 – IGR and Q&A ♣ Jul 2 – 1, 4, 5, 8 ♣ Aug 6 – 2, 6, 7 (may need to be revised due to 59<sup>th</sup> dates)

Currently, we have 9 elected Bid Committees planning to bid at ICYPAA including new bids from Upstate NY, Minnesota & Oregon. There are still additional token bids from North Carolina, Kentucky and London that have expressed interest in bidding. 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 by our November meeting. We will continue to assess the value of this campaign. The token bids have also been assigned and contacted. Recaps of the conversations with Bid Committees will be found in our committee minutes.

Current Elected Bid Committees:

Upstate NY  
Twin Cities (MN)  
Oregon  
DCYPAA (CA)  
LOSD (CA)  
Boston



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Philly  
Maryland  
Michigan

Louisiana has not hosted elections as of this date

We have outreached participation in our blog in our conversations and on ICY U in our first session.

We have discussed the possibility of printing flyer for distribution and are currently researching costs. We will be reviewing costs of printing a double sided, postcard size flyer outreaching bidding and the blog in the next quarter. The digital outreach flyer used in previous year will continue to be utilized on Facebook and we will be possibly utilizing the contact list via mailchimp to email flyer as well.

In late October it was decided that Bid Dev would proceed with a motion to this quarterly meeting regarding Bid Package Deadline being moved further in advance of IGR. I, as Chair, failed to get motion submitted by deadline for this call. The reasoning for motion is that we are not able to provide the time in review deserving of the bid committee's work in the IGR process as a council.

The Bid Development Subcommittee would like to encourage participation of entire subcommittees on Bid Requirement presentations instead of one representative of subcommittees to provide more well-rounded presentation, especially with our presentation isolating and going deeper on individual requirements.

In Love and Service,  
Trey V.



**ICYPAA**

International Conference of Young People in Alcoholics Anonymous

**ICYPAA Advisory Council  
General Service Subcommittee Report  
For Advisory Council Meeting – November 13, 2016**

Chair: Ian S.

Committee Members: Stacy L., Trey V., Rachel R., Shannon C., Ryan F., and Sarah S. (plus Laura A.V., ex officio)

Since the last Advisory Council Meeting at the 58<sup>th</sup> ICYPAA, the General Service Subcommittee met one (1) time, and took the following actions:

1. We discussed the Doors PSA campaign, but tabled this until our next meeting to allow more subcommittee members (and the host committee representatives) to take part, and to hear from Rachel (Web Subcommittee Chair) as to number of views; however, it was decided that, once we get enough details, we will put together a letter to GSO describing our work and the results;
2. We discussed whether to keep the Crowd-Sourced Animation Project on our idea list for this rotation, but decided to table this until our next meeting to allow more subcommittee members to take part;
3. We discussed re-starting the Twelve Concepts education / Service Manual study group, but decided to table this until our next meeting to allow more subcommittee members to take part;
4. We discussed the GV/LaVina opt-in question campaign, but tabled this until our next meeting to allow more subcommittee members (and the host committee representatives) to take part; however, it was decided that, once we get enough details, we will put together a letter to GV/LaVina describing our work and the results;
5. We tabled discussions toward development of a Grapevine Project at the 59th ICYPAA until our next meeting, when we hope to have the host committee's representative as part of the committee.
6. We tabled discussions toward development of a Service Program at the 59th ICYPAA until our next meeting, when we hope to have the host committee's representative as part of the committee.

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



# ICYPAA

International Conference of Young People in Alcoholics Anonymous

## Finance Committee Q1 59<sup>th</sup> Host Year

### 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 58<sup>th</sup> ICYPAA in Nashville, TN

- Reviewed, modified, and prepared an Advisory Council Operating Budget for the 59<sup>th</sup> Host Year
- Continued to discuss steps for improving ICYPAA's credit rating, including research into Business Loans, Store Charge Cards and other avenues
- Researched the nature of business credit reporting
- Made a determination to put money in the budget to procure credit reports from the 3 main business credit reporting agencies
- Monitored ICYPAA finances
- Discussed ways to encourage earlier submissions of bid requirements for review, particularly requirement 8



# ICYPAA

International Conference of Young People in Alcoholics Anonymous

## **ICYPAA Advisory Council Web Subcommittee Report For Advisory Council Meeting – November 13, 2016**

Chair: Rachel R.

Committee Members: Jackie, Spencer, Darren, Phillip, Chris, Ryan, and Jared

Since the last Advisory Council Meeting at the 58<sup>th</sup> ICYPAA, the General Service Subcommittee met one (1) time, and took the following actions:

- Received 6 blog stories
  - Going down the list and uploading one a month
- Updated Council Roster on website
- Updated newsletter sign-up to work with Mail Chimp
- Created new email addresses for new council members
- Created “at conference” and “after conference” web manual pages
- Checked into double registrations
- International registrations fixed
- Fixed Chris P’s email
- Set up new email accounts for host members
- Discussed the possibility of creating an ICYPAA app
- Set up new Total-Apps account for host

IL&S,

Rachel



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

The IPCC Committee has had 2 meetings since our last business meeting; one on 10/3/16 and the other on 11/7/16. The committee consists of Jamie, Mike, Joel, Elissa, Sarah, and Jared. We hold meetings every first Monday of the month.

### Activity:

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

- The committee sent out for one last call for additions/edits to the “How to Start a YPAA Doc” as per requested by council at our last quarterly. There was only one addition made by Mike. In addition, the committee discussed various possibilities for disseminating the the doc, and it was concluded that we would create an electronic brochure to put on the icypaa.org site, as well as incorporate it into the blog. Jared M. will be creating the pamphlet, and the committee will forward the final brochure draft out to council for feedback and approval.

- **Discussion of the future growth of ISMYPAA.**

- The committee has been discussing various ways to further the growth of ISMYPAA, and continue to get other YPAA’s from across the globe involved and connected. 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. After some discussion, the committee has narrowed down to the idea of having a monthly call/meeting that is chaired by and centered around a specific international YPAA committee and their event. With this we want to give a platform for said international YPAA committee to promote their event and share with others what is going on in their YPAA community. This is also a great way to keep everyone connected internationally, and enforce that ‘passing on’ of ISMYPAA, so to speak, out from under the ICYPAA umbrella. Our next step in this specific idea will be to send out a letter to all international YPAA’s that we can connect with, and ask them if they would be interested in doing this. We will also do a couple of Facebook posts asking for feedback on this idea.

- **Don’t schedule ISMYPAA during GSO conference**

- Committee discusses the importance of scheduling the planning calls and the actual ISMYPAA event so as not to interfere with other large ypaa gatherings as well as GSO events as a means of maximizing participation and exposure.

- **Record ISMYPAA?**

- Yes, we will be recording ISMYPAA.



# ICYPAA

International Conference of Young People in Alcoholics Anonymous

- **Planning Timeline and Finance**

- Committee has discussed a possible timeline for beginning to plan for next year's event. The goal will be to start planning meetings with other international committees after the holidays and host ISMYPAA in the summer. We will be taking action in hyping and posting in the Facebook page also.
- In regards to finances, last year IPCC allotted for \$250 for a Fuze account that we actually ended up not using (to clarify, we ended up not needing the \$250). This year we have allotted for the same amount. We are also looking into other conference call accounts such as Zoom or GoToMeeting.

\*Our next meeting will take place on Monday December 5<sup>th</sup> at 6pm pST.



# ICYPAA

International Conference of Young People in Alcoholics Anonymous

## Ad-Hoc Structure Committee Report

### **Committee/Position Responsibilities:**

- Review and update ICYPAA documents as assigned by the Chair/ Operating Committee

### **Report:**

- The committee completed a final review of the NDAH Policy doc that was approved by Council in TN. The document was updated and is now on icypaa.org
- Began a thorough review of the Advisory Council Bylaws:
  - a. Reviewed and discussed minor updates to subcommittee descriptions
  - b. Requested feedback from Darren on the Secretary description
  - c. Reviewed the role of Alternates as outlined in the bylaws
  - d. Discussed subcommittee IGR assignments
- Reviewed the Site Selection document
- Pending actions: upload the Policy Acknowledgement doc that was approved in TN. Upload the finalized version of the Host Committee Responsibilities that was approved in TN.



## MOTIONS

### Motion A

Operating Committee Motion – November 13, 2016 Quarterly Business Meeting

**Motion:**

That the ICYPAA Advisory Council Chair and Co-Chair respond to the September 2016 NDAH complaint by having a telephone conversation with the harasser in which they will discuss the harassing behavior, expectations for change, and potential consequences.

**Rationale:**

The ICYPAA Advisory Council received a formal complaint under our NDAH Policy in September, 2016. The complaint was made anonymously through an Advisory Council member. The report we received mentioned two primary incidents of harassment:

1. Unwanted advances made at the 58th ICYPAA in Nashville, TN
2. A video posted in the ICYPAA FB group which shows the unwanted advances

Having determined, based on the report, that the allegation of harassment was credible, the Operating Committee discussed the options of intervention, mediation, and prohibition for the harasser. In this situation, it was agreed that the first appropriate step is to pursue intervention through a formal conversation between the AC Chair and Co-Chair and the harasser.

### Motion B

Motion from the Finance Committee

**Motion:** That the Advisory Council adopt the attached 59<sup>th</sup> ICYPAA Host Year Council Operating Budget as the operating budget for the 59<sup>th</sup> ICYPAA Year (see addendum #1)

**Background:** The Finance Committee has reviewed the needs of each subcommittee, reviewed past expenditures and is presenting the attached budget for council approval. Also submitted for comparison is last year's council operating budget. (see addendum #2) Major changes this year included:

- Updating the mail service line item to reflect the new cost for Mail Chimp
- Truing up the cost of the Fuze Account for IPCC
- Adding money into the budget to review ICYPAA's credit reports
- Changing the conference travel line item to reflect the hotel contract signed for the 59<sup>th</sup> ICYPAA



**ICYPAA**

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Motion C

Motion from the Web Committee

**Motion** - The Web Committee would like to raise our budget for the Technology Conference to:

\$250 travel reimbursement

\$100 food stipend

1/2 hotel room nights covered

Conference registration

**Rationale** - The Technology Conference is a great opportunity for the web committee. This conference changes cities every year and the budget we initially created is insufficient. This change would also bring us more inline with what other committees reimburse for their travel.



**ICYPAA**

International Conference of Young People in Alcoholics Anonymous

# ADDENDA

Addendum #1

Attached below

Addendum #2

Attached below

<b>2017 Budget</b>			
<b>INCOME</b>	<b>\$ PER UNIT</b>	<b>NO. UNITS</b>	<b>TOTAL BUDGET</b>
Operating Expenses	\$18,000.00	1	\$18,000.00
Seed Money	\$2,000.00	1	\$2,050.00
Interest Income	\$6.00	12	\$72.00
		<b>TOTAL INCOME:</b>	<b>\$20,122.00</b>
<b>ADMINISTRATIVE EXPENSES</b>	<b>\$ PER UNIT</b>	<b>NO. UNITS</b>	<b>TOTAL BUDGET</b>
CO Sec of State registration	\$10.00	1	\$10.00
Resident Agent & Mail Service	\$135.00	1	\$135.00
PO Box	\$60.00	1	\$60.00
Postage/Shipping/Copies	\$150.00	1	\$150.00
Banner/Miscellaneous	\$50.00	1	\$50.00
		<b>TOTAL ADMIN EXPENSE:</b>	<b>\$405.00</b>
<b>BANK EXPENSES</b>	<b>\$ PER UNIT</b>	<b>NO. UNITS</b>	<b>TOTAL BUDGET</b>
Account Fees	\$0.00	1	\$0.00
Checks	\$25.00	1	\$25.00
NSF/Return Checks/Other Fees	\$25.00	1	\$25.00
		<b>TOTAL BANK EXPENSE:</b>	<b>\$50.00</b>
<b>WEB EXPENSES</b>	<b>\$ PER UNIT</b>	<b>NO. UNITS</b>	<b>TOTAL BUDGET</b>
Domain/hosting (GoDaddy)	\$385.00	1	\$385.00

James Hervey 10/23/16 9:41 PM  
**Comment:** Maybe add some notes in here about what were doing

Vimeo	\$60.00	1	\$60.00
Webinar services (GoToCitrix)	\$570.00	1	\$570.00
Constant Contact	\$756.00	1	\$756.00
AA Tech Conference Reg/Travel/Lodging	\$350.00	1	\$350.00
		<b>TOTAL EXPENSE:</b>	<b>\$2,121.00</b>
<b>LEGAL</b>	<b>\$ PER UNIT</b>	<b>NO. UNITS</b>	<b>TOTAL BUDGET</b>
Hotel contract review	\$500.00	1	\$500.00
Other services	\$0.00	1	\$0.00
		<b>TOTAL EXPENSES:</b>	<b>\$500.00</b>
<b>ACCOUNTING</b>	<b>\$ PER UNIT</b>	<b>NO. UNITS</b>	<b>TOTAL BUDGET</b>
QB Account Fees	\$41.41	12	\$496.92
Tax services	\$750.00	1	\$750.00
Bookkeeping services	\$500.00	1	\$500.00
		<b>TOTAL EXPENSE:</b>	<b>\$1,746.92</b>
<b>INSURANCE</b>	<b>\$ PER UNIT</b>	<b>NO. UNITS</b>	<b>TOTAL BUDGET</b>
Council D&O insurance	\$1,244.00	1	\$1,244.00
Host liability insurance	\$600.00	1	\$600.00
		<b>TOTAL EXPENSE:</b>	<b>\$1,844.00</b>
<b>T&amp;E - CONFERENCE</b>	<b>\$ PER UNIT</b>	<b>NO. UNITS</b>	<b>TOTAL BUDGET</b>
Transportation	\$250.00	17	\$4,250.00
Hotel	\$34.50	17	\$586.50
Food	\$100.00	17	\$1,700.00

James Hervey 10/23/16 9:44 PM

**Comment:** Spencer will reach out to Rachel and confirm that we should remove this

James Hervey 10/23/16 9:46 PM

**Comment:** James to confirm with Lindsay about whether line item for hotel contract legal review

James Hervey 10/23/16 9:47 PM

**Comment:** Tax prep and bookkeeping to move to \$1500 total and bookkeeping

James Hervey 10/23/16 9:48 PM

**Comment:** Talbot to get James an answer for next week on insurance

James Hervey 10/23/16 9:50 PM

**Comment:** 68 units @ the cost of a staff room

Council working meals & snacks	\$800.00	1	\$800.00
		TOTAL EXPENSE:	\$7,336.50
<b>T&amp;E - SITE VISITS/ELECTIONS</b>	<b>\$ PER UNIT</b>	<b>NO. UNITS</b>	<b>TOTAL BUDGET</b>
Transportation	\$250.00	5	\$1,250.00
Food	\$100.00	5	\$500.00
		TOTLA EXPENSE:	\$1,750.00
<b>ARCHIVES</b>	<b>\$ PER UNIT</b>	<b>NO. UNITS</b>	<b>TOTAL BUDGET</b>
Shipping	\$1,000.00	1	\$1,000.00
Storage	\$0.00	1	\$0.00
		TOTAL ARCHIVES EXPENSE:	\$1,000.00
<b>HOST COMMITTEE</b>	<b>\$ PER UNIT</b>	<b>NO. UNITS</b>	<b>TOTAL BUDGET</b>
Seed Money	\$2,000.00	1	\$2,000.00
Checks	\$50.00	1	\$50.00
		TOTAL HOST COMMITTEE EXPENSE:	\$2,050.00
<b>MISCELLANEOUS</b>	<b>\$ PER UNIT</b>	<b>NO. UNITS</b>	<b>TOTAL BUDGET</b>
PCC	\$250.00	1	\$250.00
Misc.	\$500.00	1	\$500.00
		<b>TOTAL EXPENSE:</b>	<b>\$19303.42</b>
		<b>NET SURPLUS</b>	<b>\$818.58</b>

James Hervey 10/23/16 9:52 PM

Comment: James to change to 6

James Hervey 10/23/16 9:54 PM

Comment: Can we remove this from



<b>2016 Budget</b>			
<b>INCOME</b>	<b>\$ PER UNIT</b>	<b>O. UNIT</b>	<b>TOTAL BUDGET</b>
Operating Expenses	\$22,000.00	1	\$22,000.00
Seed Money	\$2,050.00	1	\$2,050.00
Interest Income	\$6.00	12	\$72.00
	<b>TOTAL INCOME:</b>		<b>\$24,122.00</b>
<b>ADMINISTRATIVE EXPENSES</b>	<b>\$ PER UNIT</b>	<b>O. UNIT</b>	<b>TOTAL BUDGET</b>
CO Sec of State registration	\$10.00	1	\$10.00
Resident Agent & Mail Service	\$135.00	1	\$135.00
PO Box	\$60.00	1	\$60.00
Postage/Shipping/Copies	\$150.00	1	\$150.00
Banner/Miscellaneous	\$50.00	1	\$50.00
	<b>TOTAL ADMIN EXPENSE:</b>		<b>\$405.00</b>
<b>BANK EXPENSES</b>	<b>\$ PER UNIT</b>	<b>O. UNIT</b>	<b>TOTAL BUDGET</b>
Account Fees	\$0.00	1	\$0.00
Checks	\$25.00	1	\$25.00
NSF/Return Checks/Other Fees	\$25.00	1	\$25.00
	<b>TOTAL BANK EXPENSE:</b>		<b>\$50.00</b>
<b>WEB EXPENSES</b>	<b>\$ PER UNIT</b>	<b>O. UNIT</b>	<b>TOTAL BUDGET</b>
Domain/hosting (GoDaddy)	\$385.00	1	\$385.00
Vimeo	\$60.00	1	\$60.00
Webinar services (GoToCitrix)	\$570.00	1	\$570.00
Constant Contact	\$63.75	12	\$765.00
Fuze account for IPCC	\$250.00	1	\$250.00
AA Tech Conference Reg/Travel/Lodging	\$350.00	1	\$350.00
	<b>TOTAL EXPENSE:</b>		<b>\$2,380.00</b>
<b>LEGAL</b>	<b>\$ PER UNIT</b>	<b>O. UNIT</b>	<b>TOTAL BUDGET</b>
Hotel contract review	\$500.00	0	\$0.00
Other services	\$0.00	1	\$0.00
	<b>TOTAL EXPENSES:</b>		<b>\$0.00</b>
<b>ACCOUNTING</b>	<b>\$ PER UNIT</b>	<b>O. UNIT</b>	<b>TOTAL BUDGET</b>
QB Account Fees	\$41.41	12	\$496.92
Tax and Bookkeeping Services	\$1,500.00	1	\$1,500.00
Credit Reports	\$250.00	1	\$250.00
	<b>TOTAL EXPENSE:</b>		<b>\$2,246.92</b>
<b>INSURANCE</b>	<b>\$ PER UNIT</b>	<b>O. UNIT</b>	<b>TOTAL BUDGET</b>
Council D&O insurance	\$0.00	1	\$0.00
Host liability insurance	\$600.00	1	\$600.00
	<b>TOTAL EXPENSE:</b>		<b>\$600.00</b>
<b>T&amp;E - CONFERENCE</b>	<b>\$ PER UNIT</b>	<b>O. UNIT</b>	<b>TOTAL BUDGET</b>
Transportation	\$250.00	17	\$4,250.00
Hotel	\$57.35	68	\$3,899.80
Food	\$100.00	17	\$1,700.00

Council working meals & snacks	\$800.00	1	\$800.00
	TOTAL EXPENSE:		\$10,649.80
<b>T&amp;E - SITE VISITS/ELECTIONS</b>	<b>\$ PER UNIT</b>	<b>O. UNIT</b>	<b>TOTAL BUDGET</b>
Transportation	\$250.00	5	\$1,250.00
Food	\$100.00	5	\$500.00
	TOTAL SITE VISIT EXPENSE:		\$1,750.00
<b>ARCHIVES</b>	<b>\$ PER UNIT</b>	<b>O. UNIT</b>	<b>TOTAL BUDGET</b>
Shipping	\$1,000.00	1	\$1,000.00
Storage	\$0.00	1	\$0.00
	TOTAL ARCHIVES EXPENSE:		\$1,000.00
<b>HOST COMMITTEE</b>	<b>\$ PER UNIT</b>	<b>O. UNIT</b>	<b>TOTAL BUDGET</b>
Seed Money	\$2,000.00	1	\$2,000.00
Checks	\$50.00	1	\$50.00
	TOTAL HOST COMMITTEE EXPENSE:		\$2,050.00
<b>MISCELLANEOUS</b>	<b>\$ PER UNIT</b>	<b>O. UNIT</b>	<b>TOTAL BUDGET</b>
Misc.	\$500.00	1	\$500.00
	TOTAL Miscellaneous EXPENSE:		\$500.00
	<b>TOTAL EXPENSE:</b>		<b>\$23,381.72</b>
	<b>NET SURPLUS</b>		<b>\$740.28</b>