



# ICYPAA

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

## **ICYPAA Advisory Council Meeting Minutes 1pm EST, 12pm CST, 10:am PST Sunday December 9, 2012.**

1. Roll Call
2. Approval of minutes September 13, 2012 annual business meeting.
3. Reports
4. Chair (Carlston)
  - a. 55th Host Committee
    - i. The committee has filled most of the position on the committee.
    - ii. They have selected "Revolutionary Change" as the theme of the 55th ICYPAA.
  - b. They planned on having the graphics design before the end of December. This will enable them to produce/go forward with flyers, B-cards, AA-junk...etc.
  - c. The 55th ICYPAA's program
    - i. The 55th ICYPAA's program due date is March 10th 2013. This will enable us (Hotel Team) to facilitate the AV contracts in a timely manner. They have started in earnest with the program. The following is the beginning of the 55th's speaker criteria...decided on by the program committee and accepted by the host.
    - ii. All our main meetings start at 7pm, besides Sunday morning, which has not been figured out yet.
    - iii. Thursday and Sunday is just one main speaker, and Friday/Saturday night will have an opener speaker for about 15-20 minutes followed by the main speaker afterwards.
    - iv. We want to get speakers young enough to keep a certain vibe going through out the meetings.
    - v. Our Friday/Saturday/Sunday main speakers will have 10 or more years.
    - vi. Thursday speaker will have 5 or more years.
    - vii. Our opening speakers for Friday/Saturday with have 5 or more years.
    - viii. All of our main meetings will be split 50/50 with men and woman. Example: If Friday night main speaker is a male, have our opening be a female. Another example: having two female main speakers and two male main speakers.
    - ix. All speakers throughout the entire conference will be members of AA and share their experience and AA and adhere to AA's singleness of purpose. Any tapes submitted must be from an AA meeting



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- d. The 55<sup>th</sup>'s outreach
  - i. The 55th's outreach is great thus far. they were given lots of information about what works, data and suggestion and have taken that information to heart and are running with it. They are basing much of their outreach energy to the 500 mile radius idea. But also reaching out the world. They will be attempting to get bidding committees involved without reach.
  - ii. Their plan for the media outreach: increase They are focusing on increasing ICYPAA's Constant Contact and the ICYPAA FB group membership. They have increased the ICYPAA FB group by almost 1500 since STL. They will be sending PM to all new FB group members introducing ICYPAA, Web link to ICYPAA.org, Constant Contact sign up and etc....They are making contacts in areas where ICYPAA constant contacts do not exist. they are then asking those YPAAs you are willing to do outreach in those areas to focuses on adding YPAA's to the FB group and sign up YPAA's to Constant Contact. You can easily see why this is the most effect type of outreach:) --> this is brilliant:)
  - iii. In general the 55th have a multimedia approach. Example; They will be using ICYPAA.org blog (Lauren AV blog master) to post personal accounts from 55th host committee members, these blogs entries will coincide with email blast to the ICYPAA nation, so on the one hand you get general information about ICYPAA stuff, and on the other hand, you will get to know the 55th host on a personal level. This is brilliant:)
- e. Pre-registrations as of 11/30/2012: 282. The 55th had 179 pre-registration leaving the 54th ICYPAA. That is 103 pre-registrations in 78 days.
- f. The Biltmore
  - i. The hotel reservations have gone at an astounding rate thus fare....The Biltmore is truly a amazing property....not a traditional type ICYPAA.
  - ii. Hotel pickups-11/26/2012-->649 rooms booked considering they are not fully mobilized with outreach yet...Wow!
  - iii. 1st constant contact email went out on Nov 5 announcing the conference dates and hotel
    1. *4 days after announcement* 11/9/2012-->472 rooms booked
    2. *7 days after announcement* 11/13/2012-->537 rooms booked



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3. *11 days after announcement 11/16/2012-->567rooms booked (from the 9th to 16th 95 rooms booked-7 days)*
  - iv. 2nd constant contact email went out on Nov 16 again talking about the hotel
    1. *21 days after announcement 11/26/2012-->649 rooms booked (10 days and 82 rooms booked..your email blast has an effect)*
  - g. Site selection feedback review and recommendations I asked Laura to do this based on her role with the past site selection ad hoc committee. She circulated a questionnaire to Council, a feedback webinar was conducted with Bidders, and responses were compiled and condensed into motions. She has drafted Motions for council consideration based on her findings regarding our site selection process. She also sent recommendations to Operating Committee, which you all received.
  - h. Trademark Registration for 3 Trademarks
    - i. William Kay has begun the process of acquiring Trademark Registration for 3 Trademarks, "Word Mark" for the words "International Conference of Young People in Alcoholics Anonymous" and "ICYPAA" and "Design Mark" for ICYPAA's logo.
  - i. Closing out the 54th ICYPAA
    - i. The goal is to close out accounts and have all pertinent information by Dec 31st 2012. I have been in contact with Ian, Stacy, Mike about this. Matt 54th treasure is working with Ron.
5. Treasurer- (Ron)
- a. Reimbursed council members for Travel to 54<sup>th</sup> in a timely manner.
  - b. Traveled to Phoenix, and set up Host committee with Operating account for 55<sup>th</sup> operating year.
  - c. Led the Hotel negotiations with properties in Phoenix. (Real team effort!!!)
  - d. Filed taxes for 2011 (after extensions but on time)
  - e. Set Budgets for 55<sup>th</sup> Operating year for Advisory
  - f. Some financial Updates:
    - i. Prudent Reserve 55K as approved in prior years.
    - ii. Operating account is around 12K (see earlier attachment)
    - iii. Projections for 55<sup>th</sup> Operating year: 12K + 17K (operating 54<sup>th</sup>) + 11K (Proceeds 54<sup>th</sup>) \$40K should be in account to start 55<sup>th</sup> year 2013. We have allocated \$5K for Web development & \$5K for Grapevine project. This should leave



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appx. \$30K. We have already spent \$5K toward this operating year. This should leave us about \$10K for 55<sup>th</sup> 2013 operating year for additional projects\donations.  
(Finance committee will report on this in the future)

6. Co-Chair- (Jonathan)
  - a. Jonathan begins with a review of the Hotel and AV manual. He also begins the hotel team report, which Daniel continues.
  - b. The hotel team, consisting of Ron H., Daniel S., Kevin N., and Jonathan M. has met numerous times via conference call (and in person) since the 54<sup>th</sup> ICYPAA in Saint Louis. The two main things we've been working on have been the Phoenix hotel negotiations and the new Hotels and AV Manual.
    - i. Phoenix Hotel Negotiations:
    - ii. Ron H. led the team leading up to Phoenix and facilitated the negotiations with the properties there. We ended up with a sweet deal at an amazing property. He will be giving a verbal report on this conference call.
  - c. Hotels and AV Manual:
    - i. Jonathan M. has been leading the charge on the Hotels & AV Manual for over a year now. It is the culmination of the hotel team's experience and is intended to be a tool to help bidders better understand these very important ICYPAA topics. Jonathan will be giving a verbal report on this conference call.
  - d. Additional Items:
    - i. The hotel team continues to be available to bidders throughout the year to discuss hotel and AV related issues. So far we've heard from Florida, Texas, Louisiana, and Boston with questions about moving forward this year with their local properties.
    - ii. The hotel team is preparing for a January webinar where we share with the bidders what we learned while evaluating their hotel and AV bid requirements this past year. We'll go over the common mistakes and the things that we liked. The intention is to help fill in the gaps so that more bids can get their feet in the door in Phoenix this coming year.
7. Hotel Team (Daniel)
  - a. Motion: To make the Hotel Committee a standing committee of the ICYPAA Advisory Council. See 12.09.12 *Hotel Committee Motion for more info*
    - i. Carlston calls for discussion about the motion.
      1. There is general support for the motion. Darren asks whether this will require a future chair to utilize the



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hotel team in negotiations with hotels, which Carlston confirms it will.

2. Motion passes unanimously.

8. Secretary (Lauren W.)

- a. The ICYPAA Forum minutes were posted to the website around 35 days after the conference. Thank you for those who helped with editing.
- b. The emails have been fielded differently since individual committees have emails, which seem to be going well.
- c. Motion to approve the 9/13/12 minutes. Second to approve the minutes.
  - i. Discussion about whether the minutes need to be reviewed before being posted to the website due to topics about which the Advisory Council has not made determinations.
  - ii. Motion to table approval of the minutes so they may be reviewed further. Motion seconded. Motion passes unanimously.

9. Website (Daniel)

- a. The web team, consisting of Daniel S. and Mike P., has not met officially since the 54<sup>th</sup> ICYPAA but have had informal calls to go over the basics of the committee. The majority of the actions taken have been related to transition from 54<sup>th</sup> to 55<sup>th</sup> ICYPAA.
- b. Updated ICYPAA.org email address for incoming Council members and removed outgoing Council members.
- c. Created generic temporary host committee page for 55<sup>th</sup> ICYPAA to use during transition.
- d. Conducted first training webinar with the 55<sup>th</sup> ICYPAA Registration team.
- e. Updated website with new minutes, roster, etc.
- f. Added new files to private Relevant Business Data page.
- g. Added 54<sup>th</sup> ICYPAA to digital archives.
- h. Renewed private registration for icypaahost.org for 1 year - \$9.99
- i. Renewed domain registration for icypaahost.org for 1 year - \$12.68
- j. Purchased 10 email boxes for icypaahost.org for 1 year - \$38.28
- k. Renewed email storage for 1 year - \$9.99
- l. Renewed hosting for icypaahost.org for 2 months - \$11.98
- m. Daniel says the ICYPAA forum report has been downloaded 110 times.
- n. Current Objectives:
  - i. Create new wish list for developer to upgrade the registration system based on our experience at the 54<sup>th</sup> and facilitate implementation.



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- ii. Consider mobile-friendly version of the site/registration system.
  - iii. Develop instructions for new website for next web committee chair.
  - iv. Coordinate the creation of any new content that the new site requires.
  - v. Serve as an advisor to the Host Committee registration team concerning the online registration system. Help to develop procedures that best serve their needs and the needs of ICYPAA.
  - vi. Wikipedia article development
10. Finance (Lauren AV)
- a. This past quarter the Finance Subcommittee had one conference call and agreed to work on the following deliverables:
  - b. Lauren and Ron are working on a Finance Manual which will include information on the following topics:
    - i. Current Practices
    - ii. Transitions
      - 1. Advisory Council
      - 2. Host Committee
    - iii. Bank Rules and Regulations
    - iv. Budgeting
    - v. GSO Contributions
  - c. Todd and Matt are reviewing profit & loss data from the past four conferences to determine where we are at risk and where we are making profit. Based on this review they will make recommendations as to how to categorize expenses “buckets” in the yearly budgeting process.
11. GSO (Darren)
- a. The core responsibilities of 1.) communicating with GSO on issues related to young people (including ICYPAA’s participation in the A.A. International Convention), 2.) collaborating with AAWS and The Grapevine to increase the awareness and involvement by attendees of ICYPAA in general service, 3.) handling the IGR for Bid Requirements 3 and 12, are ongoing responsibilities that seem to be best handled by a standing subcommittee.
  - b. The Ad Hoc General Service Committee, consisting of Darren F., Taryn G., Robyn G., Ian S., Josh S. and Jason N. with the participation of Jonathan P. and Sophia E. from the Phoenix Host Committee has met one time via GoToMeeting since our last quarterly ICYPAA Advisory Council meeting.
  - c. The General Service Committee discussed the following:



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- i. To follow up with the Grapevine Online project at the 53rd ICYPAA in San Francisco.
- ii. New information should be available soon from The Grapevine concerning the percentage of the 603 activated Online subscriptions that were renewed.
- iii. To consider adopting a new Statement of Purpose, consistent with the motion that established the committee as a standing committee. Quoted here:
  1. The core responsibilities of 1.) communicating with GSO on issues related to young people (including ICYPAA's participation in the A.A. International Convention), 2.) collaborating with AAWS and The Grapevine to increase the awareness and involvement by attendees of ICYPAA in general service, 3.) handling the IGR for Bid Requirements 3 and 12, are ongoing responsibilities that seem to be best handled by a standing subcommittee.
- iv. To draft a letter of gratitude and thanks to The AA Grapevine Executive Editor and the GSO General Manager for their participation the 54th ICYPAA, expressing our interest in continued collaboration.
- v. Draft letter based on last year's to be updated as needed.
- vi. To distribute the 134 remaining copies of Young & Sober in the following manner, consistent with the previously existing motion (exact # to be determined):
  1. (#) to local Gv Committee
  2. (#) to EURYPAA
  3. (#) to AZYPAA
  4. (#) to SAYPAA
  5. (#) to each bidding committee
- vii. To contact the members of the Chicago and Florida Bid Committees involved with their bid videos, with the purpose of supporting the submission of those videos to GSO's YPVP.
  1. We hope to encourage these committees to submit the videos and will try to support them through this process.
- viii. To reconsider the possibility of hosting a video-related event or activity at the 55th ICYPAA in Phoenix.
- ix. We discussed the video festival idea briefly, and brainstormed new ideas about crowd-sourced video, 48hr. video competitions, etc.



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- x. To set the regular meeting time of the General Service Committee as Every Second Monday until the 55th ICYPAA.

## 12. ICYPAA University Committee. (Laura)

- a. Since ICYPAA, our committee has met twice via conference call. Darren, Stacy, Jonathan and I are the Council members who serve on this committee. We used these meetings to discuss and approve a Syllabus for 2013. On these calls we discussed and agreed to encourage Bidders to sign up for Individual Bid Committee Webinars; a once per year, 1 hour session with a handful of available Council members to use however they'd like. So far we've received 2 requests for Individual Bid Committee Webinars:
  - i. Tennessee: Sunday, January 6th @ 2:30pm PST / 4:30pm CST / 5:30pm EST.
  - ii. Wisconsin: Saturday, January 12th @ 9:00am PST / 11:00am CST / 12:00pm EST.
  - iii. The ICYPAA University Committee would like to involve as many available Council members as possible on each individual webinar so committees can benefit from a variety of experience. Please respond ASAP and sign up for one or both webinars.
- b. The ICYPAA University Committee also decided to encourage Council members to utilize the new GoToWebinar software to create non-live, recorded webinars specific to their experience. These could be particularly useful in training newly elected service workers. Lastly, we discussed maintaining and updating the content currently uploaded to the ICYPAA University tab of our website. At this time, we do not feel anything requires updates that cannot be easily addressed in the webinars scheduled for 2013. Minutes from these conference calls are available for download through council\_user login.
  - a. We have had one webinar since ICYPAA:
  - b. Feedback Session (recorded and available through council\_user login)
    - i. 39 attendees
      - 1. 7 Council members
      - 2. 32 Bidders: Boston (3 members), Florida (4 members), Louisiana (2 member), Philadelphia (3 members), Tennessee (2 members), Texas (18 members)
    - ii. Prior to this webinar, reminders were emailed to the Bid Committees and posted to the Secret ICYPAA and Bidder Facebook Groups. I am updating the Bid Committee Roster as we receive updated information following their elections.



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- c. The Syllabus for 2013 will include 5 new educational and interactive webinars. This idea came from our experience with the Information & Gathering Phase of Site Selection. During this process, qualified sub-committees vetted each bid for certain Requirements and identified merits and liabilities. Sharing this information, even in a general way, will be useful to our bidders. We will be asking particular sub-committee Chairs to compile the presentation information for each of these webinars, and to either volunteer themselves or assign a member or members of their committee to present the information live. Each webinar will be a maximum of 2 hours. Presentations that end early may be opened up for Q&A.
- d. We will end the year with another Bid Committee Summit. Check out the Syllabus here: <http://www.icypaa.org/bid-center/icypaa-university>.
- e. If you are interested in recording a non-live webinar about your experience in a particular Advisory Council position, please contact us so that we can help facilitate if need be.

#### 13. Out Reach (Matt R.)

- a. I've made contact with Chris, the Phoenix Host Outreach Chair. They've met once as a subcommittee so far and they've gotten off to a great start as far as planning and outreach ideas for the year. I've offered them advisory's support, although they don't seem to be struggling for ideas/motivation as of yet.
- b. The AC Outreach Committee has yet to meet this year. We'll be having a committee meeting shortly after the holidays to discuss our goals for the year.

#### 14. General Misconduct ad hoc Committee (Lauren W.)

- c. The General Misconduct ad hoc committee is chaired by Lauren W. and includes Ian, Darren, Laura S., Matt R., and Carlston.
- d. Its first conference call was held on 12/3/12 at 7PM CST.
- e. The committee discussed what the motion was charging the committee to do in terms of research and determined a short-term and long-term plan for research.
  - i. The committee members shared a number of documents in their personal possessions regarding AA's experience with addressing general misconduct. Each member also received the documents drafted by William K. for ICYPAA. Members are to review these documents before the next call.
  - ii. In the long-term, the committee may speak with current and past GSO trustees to hear their experience and consider contracting a lawyer to review ICYPAA's responsibilities within the context of the law.



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- f. Darren asks council to engage the committee with questions so all of council is informed and involved in the process of determining what action Council might need take later.

## 15. New business

- a. Motion (Laura): Motion to facilitate Bid Book PDF sharing among Bid Committees before ICYPAA on a password-protected portion of our site. Bidders should provide a redacted version for this purpose with all last names, phone numbers, email addresses, and signatures removed. *See 12.09.12 Site Selection\_Motions for more info*
  - i. Questions: Will this require them to share their bid books? No. Are we concerned that there will be sharing of information that will be inappropriate? This motion does not address that as the general consensus was that we did not want restrict the bidders.
  - ii. Daniel suggests we suggest that bid books only be shared between bid committees and Advisory Council members
  - iii. People note that sharing will happen anyway.
  - iv. Vote is called with general consensus with some reservations. Motion passes unanimously.
- b. Motion (Laura): to rank criteria by priority each year. *See 12.09.12 Site Selection\_Motions for more info.*
  - i. Some general agreement in discussion, but some concerns expressed in terms of what the motion will address and how a consensus in rank will be reached within the council.
  - ii. Point of order: Who seconded the motions to be on the call? Carlston calls on Jonathan to second the motions in the call as a demonstration that he had already seconded them.
  - iii. Laura proposed withdrawing the motion as she is now opposed as the motion-maker.
    - 1. Carlston retracts the motion due to general opposition and withdrawal by motion-maker.
- c. Motion (Laura): To begin debriefing with each Council member sharing for 1 minute about how, specifically, they came to their decision or why they think the selected committee was awarded. *See 12.09.12 Site Selection Motions for more info*
  - i. It is discussed how bidders really missed out on direct feedback during site selection deliberations. Would we be giving indicators of our vote if we were put in front of everyone? Will the bidders really get more information with something like this? Will it undermine the new system we are trying to create? Perhaps we need to complete the culture change of “not knowing” exactly how the vote goes. We are



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available to give the bidders feedback as much as they seek it out.

- ii. Carlston calls for vote after one round of discussion.
  - iii. Darren notes that there seems to be a larger discussion about how we give feedback to bidders and how we discuss our decisions openly.
  - iv. Motion unanimously denied.
- d. Carlston opens the floor for open discussion.
- i. Daniel proposes sharing the hotel IGR with the bidders after the vote for feedback. Carlston says he is bringing this idea to operating committee.
  - ii. Carlston encourages council to contact their counterpart on host committee and bids.
  - iii. Carlston expresses his awe of the committee and reminds everyone to carry the message, yaaaawww!

16. Adjourn at 3:32 PM CST.