



ICYPAA

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

ICYPAA Advisory Council / ICYPAA, Inc. Board of Directors Annual Meeting Minutes September 13, 2012, 8:00 AM

1. Open meeting with the Serenity Prayer
2. Roll Call
 - a. Lauren
 - b. Matt
 - c. Laura
 - d. Todd
 - e. David
 - f. Daniel
 - g. Kevin
 - h. James
 - i. Taryn
 - j. Robyn
 - k. Darren
 - l. Lauren AV
 - m. Michelle
 - n. Ron
 - o. Jonathan
 - p. Carlston
3. Motion to approve minutes. Motion seconded. Motion passes
4. Reports
 - a. Daniel reviews latest registration numbers: 1293 registrations, 2500 scholarship funds, 209 pre-conference sales, 209 banquet sales, merchandise sales underway.
 - b. Chair (Carlston) reviews his report. See addendum.
 - c. Motions presented by the Chair:
 - i. MOTION from the Operating Committee: To employ William Kay in 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, allocating the estimated cost of \$3750. (see attached document "Estimate on Trademark Registration for 3 Trademarks")
 1. Lauren AV asks whether "Alcoholics Anonymous" in the name will be an issue since it's already trademarked. Darren says there hasn't been a problem so far, so we can probably proceed.
 2. Carlston says the process will be about 9 months during which Mr. Kay will research these issues.
 3. Ron asked how these trademarked might be used. Carlston and Darren clarify how having our name and logo protected will make sure we are represented appropriately on the internet and in other forums.
 4. David asks about renewals and safeguards for down the line when things might be expired. Carlston said the information will likely be kept digitally, but answers will be determined once Mr. Kay does the research.
 5. Council discusses motion with general support.
 6. Motion passes unanimously.
 - d. Treasurer (Ron) reviews budget. See addendum.
 - i. Ron reviews the Advisory Council budget for 2013.



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- ii. MOTION from Operating Committee: The Advisory Council accepts the proposed 2013 Operating Budget. See addendum.
 - 1. Darren poses that we review our thinking on having our money in a CD. Ron clarifies that the CD just got rolled into the savings account because the CD had matured.
 - 2. Todd would like the budget in spreadsheet format for clarity. Todd also hopes to have the sales in line item form after the conference due to the new data we gather with our new system.
 - 3. Todd requests the council receive our budgeted costs for 2012 with our actual costs for 2012. Ron discusses the discrepancy between the tax year and the conference year. Todd wants the council to be able to adjust accordingly from year to year by doing analysis of our budgets to better forecast.
 - 4. Carlston appoints Todd to finance committee.
 - 5. Ron discusses how certain things will shift from year to year like reimbursement and costs for archives. Darren discusses how council will be responsible for its decision in terms of needing to make our own adjustments to eliminate costs such as making advisory council smaller to save money on reimbursements.
 - 6. Ron clarifies that extra expenditures such as the website come out of profit versus it being a line item. Something will become a line item if it becomes a regular costs.
 - 7. What happened to the cash registers, asks Matt. Carlston says Council has never owned those and we've never been involved in those costs.
 - 8. Question about return of seed money. Ron clarifies the top half is what host has to raise to pay off the bottom half of the budget.
 - 9. Motion to approve budget. Motion seconded. Motion passes unanimously.
- iii. Ron reviews reimbursement process and says members should be reimbursed before the end of the weekend.
- e. Finance Committee Report (Ron). See addendum.
 - i. Carlston asks about 5K allocation for Grapevine next year. Allocation is based on San Francisco's results, so we may be able to adjust after St. Louis closes out.
 - ii. Kevin reports on the 4K "tip" check. Carlston explains that the San Francisco gave the hotel a gratuity check, which they refused. The bank account from which the cashier's check came from no longer exists. Ron says there may be a solution, but Kevin says it depends on who you talk to at the bank. Carlston says figure it out and perhaps our personal banker can handle it.
 - 1. People clarify for Matt that tips for hotel staffs are handled differently by each host committee.
- f. Secretary (Lauren W.) gives verbal report regarding answering emails and gathering reports. Doc format requested for reports.
- g. Co-Chair (Jonathan) reviews his report. See addendum.
- h. Hotel Team Leader (Jonathan) reviews his report. See addendum.
 - i. Darren wants to be sure that the changes within the hotel has been documented and can be passed down to future hotel teams. Documentation confirmed.
 - 1. Next hotel team will be Ron, Daniel, Kevin with Jonathan consulting.



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- ii. Carlston asks question about starting AV process. Jonathan wants advisory members to become educated about the process so there's a basis of understanding. He thinks the process should start right after a hotel contract is signed using the tentative program schedule and tentative budget. Carlston wants to set up a process for others to follow in the future. Darren wants to participate.
 - i. Website (Daniel) gives his report. See addendum.
 - i. Question about putting recordings on the website. Daniel says there will be enough space on the website to put up recordings.
 - 1. Darren brings up a concern about the rights to the recordings from the tapers.
 - 2. Should we create waivers for people who will speak at the conference so they know their recording may be used? GSO committee is going to put something together for the next business meeting.
 - j. General Service Ad Hoc Committee (Darren) reviews report. See addendum.
 - i. MOTION: That Advisory Council make the General Service Committee permanent subcommittee.
 - 1. The head of the service committee would be appointed to the committee by the chair of council.
 - 2. Kevin asks that point "g" in the motion gets amended so as not to limit the scope of IGR participation. Friendly amendment accepted.
 - 3. Motion passes unanimously.
 - a. ICYPAA University Committee Chair (Laura) reviews report. See addendum.
 - a. Carlston asks about bidders' participation. Laura talked about being frustrated about participation in some sessions, but noted the sessions can be archived and accessed later.
 - b. How much technical support did Daniel provide throughout is not recorded and we may need to note this for future maintenance.
 - c. Carlston wants to make sure the interface is functional enough for the purpose.
 - d. Taryn proposes that each committee do a webinar to relieve Laura of work or create ones for bid requirements.
 - e. Perhaps we can do webinars without live bidders' participation and just make them available to bidders on the website.
 - f. Lauren AV would like quarterly updates of webinars viewed so we know what is useful to people etc.
 - b. Out Reach Chair (Lauren A.V.) reviews report. See addendum.
 - c. Archivist (Tommy) is not present, so no report provided.
5. New business
- a. Motion (Darren): That Advisory Council create an Ad Hoc Committee to investigate what, if any, changes or additions may be needed to our current policies to address issues of sexual misconduct. (see attached document sexual misconduct policy-motion)
 - i. Darren clarifies we have not been named in a lawsuit and part of this arises from an issue with other YPAA conferences, so we might want to investigate how we can protect ourselves.
 - ii. Darren reviews what happened last year in terms of how much knowledge council received about prior incidences.
 - iii. Darren clarifies that this does not stop us from being sued, but puts us in a better position to defend ourselves in the event we are sued.



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- iv. Taryn proposes to change the title of the ad hoc committee from sexual misconduct to general misconduct.
 1. Jonathan opposes the change because we need to name the issue we are exploring.
 2. David thinks a policy and procedures committee would better serve the purposes of exploring these issues.
 3. Daniel notes that GSO named a committee that dealt with similar topics "Protecting Vulnerable Members Committee"
 4. Taryn expressed concern that there would be increased liability if the committee were labeled sexual misconduct committee.
- v. James thinks all of council needs to be educated
- vi. Todd expresses concern that the whole council was not informed about the processes around this issue throughout the course of the year.
 1. Darren thinks this is a "legal work" issue that needs to be kept within council until we all have an understanding about how council will approach these issues.
- vii. Matt wants to know what general misconduct would cover versus sexually misconduct specifically.
 1. General misconduct may include issues of fraud, for example.
- viii. Motion to amend the motion to say "That advisory council create an Ad Hoc Committee to investigate what, if any, changes or additions may be needed to our current policies to address issues of general misconduct."
 1. Votes in favor not noted by secretary. 4 opposed. Abstention not noted by chair. Minority opinion shared.
 2. Robyn makes a motion to reconsider based on minority opinion. Ron seconded; 9 to reopen, 4 opposed, 1 abstention; discussion reopens.
 3. Kevin describes incident at San Francisco.
 4. Laura proposes to change the name of "Protecting Vulnerable Members"
 5. Vote on amendment: as stated above 8 in favor, 5 opposed. Amendment passes.
- ix. Darren shares more information about why such a committee might be necessary.
 1. Todd asks questions about how we're linked to other YPAA conferences' experience, which Darren clarifies we are not. However, our lawyers experience is within this context.
 2. Dave suggests talking with Alateen and Darren shares information about their workings
 3. Jonathan talks about weighing the law of the land and traditions of AA. He also notes weighing public opinion of AA versus the personal opinion of AA members.
- x. Chair calls for vote on the motion. Motion passes unanimously.
- b. Motion (Daniel): That the ICYPAA Advisory Council host an annual breakfast on the last day of the Conference for current and past Council members. Jonathan seconded motion.
 - i. Clarification on who might attend. It is clarified that current and past council members may attend.
 - ii. Darren shares his ideas about helping people transition off of council into a group of respected past council members, who observe rather than linger on council.



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- iii. Jonathan discusses preserving the emotions of host committee and wanting to similarly preserve the emotions of council members and encourage a relationship of respect between current and past council members.
 - iv. Dave talks about reasons he does service and not needing a “pat on the back” to do it; seems unnecessary.
 - v. Michelle thinks it’s “just a nice thing to do”.
 - vi. Laura highlights the potential impact on the relationships with past council members in terms of those who aren’t as involved and those who are involved “too much”.
 - vii. Robyn clarifies that it’s not mandatory.
 - viii. 12 in favor, 2 opposed, 2 abstentions. No minority opinion. Motion passes.
- c. Motion (Ron): Disperse \$6,250 with \$5,000 going to Grapevine project in 55th host year and \$1,250 going toward the world convention. Laura seconds motion.
- i. No discussion.
 - ii. Motion passes unanimously.
- d. Motion (Daniel): Council allot \$5,000 toward continued development of the website and online registration. Laura seconded.
- i. Darren asks whether this is preferable to setting up a line item for website maintenance. Daniel thinks this will address immediate changes that need to be made right after the conference.
 - ii. Darren notes that council should not make a motion upon the expectation that monies will be available later.
 - iii. Daniel notes that we have money in the bank that is available although we may eat into the reserve initially and then it will be replenished after the conference.
 - iv. Matt notes that having to wait may be a greater cost than committing to spend the money preemptively.
 - v. Vote passes unanimously.
- e. Lauren AV proposes a place where non-finalized versions of documents to be available to others for learning purposes.
- i. Laura proposes building on what we have through the website by using sub-folders etc. Daniel confirms this would be possible.
 - ii. Daniel assures council that only certain file types are able to be uploaded, so we will not risk downloading viruses.
 - iii. Darren doesn’t understand the exact intent of this work product. He wonders whether this would really be an archives issue.
- f. Carlston suggests we set a time limit for council members to visit bid tables to ensure each bid gets visited.
- i. Discussion with two minutes per council member.
 - ii. Motion (Darren): Council does a time-structured bid table review this year. 11 equal time slots with 10-11 groups. Lauren AV seconds.
 - iii. Jonathan wants to make a friendly amendment.
 - iv. Darren rescinds motion.
 - v. Motion (Jonathan) Council divides up into as many groups as there are bid committees to spend an equal amount of time with each bid committee in the time allowed. After each time period, council rotates to another committee.
 - 1. 13 in favor, 1 opposed, 1 abstention.
 - vi. Carlston makes suggestion to pair new council members with old council members.



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1. It is determined that there need to be at least 5 pairs and 6 solos.
5 pairs are determined in this meeting to make sure the math works on our timing
 - g. James makes a personal statement.
6. Meeting adjourns with the plan to visit the archivist immediately after.



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Addendum

CHAIR'S REPORT

Host Committee

It has been a good year. Not what we expected, but it never really is. There were ups and downs but at the end of the day it looks like we are about to have another successful ICYPAA.

I asked the Host Committee to supply regular reports to Council throughout the weekend, as I get the information I will pass it on to Council.

I met with the hotel on Wednesday ...[more info here]

AV

As part of our custodial oversight of ICYPAA, Ron and I review all major contracts before the host committee commits to anything. The host committee had three AV contracts ready to choose from. I asked Jonathan to review the contracts, as he is a skilled AV tech. Jonathan informed me that the contracts were all inappropriate to ICYPAA's needs, that it seemed like three different people with three different hotel specs had acquired three different AV proposals. And in fact this was the case. In light of this development and in the shadow of rising AV costs over the past three years, I decided to have Jonathan assist the host committee in acquiring an AV contract that was suitable to the conference's needs. Jonathan will give the details of that process in his report. The process was long and difficult to say the least, but at the end of the day the host committee ended up with a workable AV deal. Thank you to Jonathan and the hotel team.

While working on the AV contracts, certain Council members inadvertently became involved in acquiring quotes for items that were not necessarily part of AV. This seems to have occurred when the host committee asked if the AV companies could supply additional items (such as walkie talkies). Once it was established that the AV company we would be working with did not supply these extra items, it was somehow assumed that Council members would continue searching for quotes. This was a simple communication mistake. Once this error was discovered Council members quickly turned the job of finding the extra items back to the host committee.

Considering the difficulty we had this year in acquiring a good AV deal at a reasonable cost that includes the appropriate equipment, it is my intention to treat the AV contract the same way we do the hotel contract starting with the 55th ICYPAA. When the host committee program is set, we will begin the process of helping the host committee acquire the best AV deal we can get, in the same way we work with the host committee on the hotel contract.

While we have come far this year in being better prepared to deal with AV, we are still not where we need to be. In observing the hotels team's IGR phase it was noted by all members that there needs to be a re-communication to the bidding committees about the process of developing a congruent program and AV layout. The flow of events in developing a bid should be; hotel contracts, two programs (one based on each hotel) and then two AV contracts per hotel. While the program content can be applied generally the flow must be property-specific. Council must continue its pursuit of educating ourselves and the bidding committees in regards to AV. The members of the hotel team are thinking about ways of re-communicating this proper flow to the bidding committees.

Hotel

The hotel team decided that under certain conditions ICYPAA ought to be willing to alter the original hotel contract. For example, this year I asked Jonathan to negotiate an amendment to the Millennium hotel contract as follows: On August 12th we amended the contract to take our



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room block from 1,230 rooms to 1,570 rooms. The amendment granted ICYPAA the removal of the “cut-off” date, a decrease in attrition from 70% to 60% and a clause outlining the need for lifeguards to be supplied by the host committee to cover the extended pool hours.

General Communication

I have been in contact with all bidding committees, answering questions when I can and directing them to others better suited to help them when necessary. I have taken calls from dozens of YPAA committees throughout the world calling for one reason or another and I listened and offered what moral support I could muster. I have been in weekly contact with the host committee Chair for the last four months. I have also done my best to stay in contact with most of Council.

Bidding Committees' Communication with Council

The links making Council subcommittee contact information available to our bidding committees via our website were mostly a success, but there were a few glitches. The links were set up so that bidders can contact the Hotel team, Outreach committee, GSO ad hoc committee, ICYPAA University, and Finance committee for the following specific questions:

If a bidding committee has a specific question about

- Bid requirements 6, 7, 9, & 10 their email will go to the entire Hotel team
- Bid requirements 1, 4, & 9 (content only) their email will go to the entire ICYPAA U committee
- Bid requirements 3, & 12 their email will go to the entire GSO Ad Hoc Committee
- Bid requirements 2, & 13 their email will go to the entire Outreach Committee

All emails sent to the various teams/committees are also cc'd to the operating committee, but if a member of the operating committee is serving on the committee being emailed they only receive one email. The Chairs of the subcommittees are responsible for compiling a response from the committee members and responding to the bidders' questions in a timely manner. The subcommittee chair should respond to the bidder's inquiry within 48 hours, even if the initial response is to let the inquirer know their question was received and will be answered ASAP, and all responses sent to bidders should be cc'd to the entire Council.

This supports our IGR process, the bidding committees, helps Council members stay aware of the feedback being provided, and gives us a way to keep each other accountable to those we serve.

New Website & Registration System

With the advent of our new online registration system came the need for Council to collaborate with the host committee in regards to preregistration, and onsite registration. Daniel worked with the host committee to teach them how to use ICYPAA's new online registration system, and about the general flow of the website layout. It seemed to be a fairly seamless transition from the old to the new.

Benefits of the online system include: not having to wait to see how many have registered (data is updated in real time), not having to shut down registration before the conference, setting up the next year's host committee to take registrations as soon as they are awarded the conference, being able to know exactly how many of what item was sold when. It ought to be noted that Emarketed has done a tremendous job for ICYPAA at a very low price. Daniel informed me that our \$10,000 purchase has a value of more like \$30,000.

New Site Selection Process



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The first implementation of the Information Gathering and Reporting (IGR) phase went well. All of the committees finished their reports on time (mostly). Some of the committees did not have full participation, however most all Council members participated to the best of their ability. Progress not perfection, as they say. All of the reports were amazing and the information provided has given us all insight into the bidding committees, and hopefully will help us make an informed group decision. I don't think there is anyone who would argue against the notion that the hotel and AV bid requirements are the most complicated and demanding. With that in mind I would like to draw special attention to the hotel team's work. They took complex, difficult information and condensed the data into a user friendly report. Very good work.

I personally took part in the IGR with ICYPAA University, a bit with Outreach, and observed with the Hotel team. I did my best to maintain a working knowledge of all the elements of each committee's process, helping where I could.

I observed that several committees found general flaws with the bidding committees' submissions. For example, the ICYPAA University committee found that most committees cut and pasted the structures from the previous year's host without considering its application to their needs.

Going forward next year, we will want to draw on our experience with IGR this year and be better prepared to assist bidding committees during the 55th conference year.

Council will have to wait and see how the "Assessment of Merits/Liabilities (Sharing Session) and the Priority Inventory (Criteria Building)" portion of our site selection process unfolds in order to determine its effects.

Subcommittees

All of our subcommittees worked hard this year. ICYPAA owes you all a big thanks. I am not going to get into the details of the subcommittees as the chairs will cover their work in their reports. There were some glitches in the process and there is room for improvement, but I believe that overall ICYPAA has been a huge success this year. The feedback we have received from bidders and others has been overwhelmingly positive.

Trademark

Council has long talked about trademarking our names and logo. With the growing use of social media, the ease of acquiring websites and printing documents, I think it would behoove us to apply for trademarks for the following: "Word Mark" for the words "International Conference of Young People in Alcoholics Anonymous" and "ICYPAA" and "Design Mark" for the logo. The trademarks will offer ICYPAA Inc. the same intellectual property protection that AAWS has.

TREASURER'S REPORT

Revised (08/27/2012)

Income:	\$\$		
	Estimate	Actual	Notes
55th ICYPAA Projected Donation:	\$24,676.00		
Return of Seed Money (55th Host)	\$2,000.00		
Projected Intrest Income	\$50.00		



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Total Projected Income \$26,726.00

Expenses:	Estimate	Actual	Notes
Bank Charges	\$25.00		
USPS Charges (PO Box, Return Mail Express Mail, Postage)	\$200.00		
Shipping Charges	\$200.00		
Seed For 56th ICYPAA	\$2,000.00		
Archivist:	\$1,500.00		
Travel Reimbursement (24X\$250 Max) This includes site selection trip For 2013 site) and Archivist	\$6,000.00	\$-	55th Travel Plus Travel, Hotel & Food For 5-Member team Hotel\Election
Hotel Reimbursement 19 X \$159 plus 15.741% (Taxes)= \$184 appx. 19*184*4/2	\$6,992.00		
Food Stipend (\$100 *24)	\$2,400.00		
Insurance (Liability and D&O)	\$1,800.00		\$1244 D&O, Host Ins. Will be less this year.
Accountant: Bookeeping\Taxes	\$750.00		
Outreach Committee:	\$1,000.00		
Web site Webinar	\$759.00		
Web site	\$1,800.00		(Domain, Hosting, Storage, Logo, Constant Contact, 3- Hosting
Miscellaneous:	\$300.00		
Attorney services	\$1,000.00		Hotel\Conflict Policy
Total Projected Expenses:	\$26,726.00	\$-	

FINANCE COMMITTEE REPORT

Members include: Ron, Lauren A-V, Dave W. & Stosh

Task: To continue to review ICYPAA Finances, Budgets, and Cash flow processes.

Goals for 54th Operating year:

1. Prudent Reserve
2. Disbursements
3. Operating Budget for 55th operating year.

Prudent Reserve:



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- a. Should comprise of 2-years operating expenses plus any Deductibles for Insurance claims.
 - a. This has been the standard for ICYPAA Inc. for many years; the finance committee only recommendation is to have this remain fluid. Based on recent operating budgets. (Average around 25K a year)
 - b. Current Prudent reserve level of 55K is sufficient.

Disbursements

- a. 15K is available for Disbursements
 - a. 5K was already allocated to 54th Host for Grapevine Project
 - b. 5K would be recommended to allocate for a Grapevine Project for the 55th Host year.
 - c. 3K set aside for IP Logo protection
 - d. 2K set aside for planning of the 2015 World Convention participation.
- b. Triggers for Disbursements:
 - a. When ICYPAA Inc. has funds greater than the current host years operating budgets.
 - b. Budget projection for 55th operating year is 26K
 - c. Funds above the threshold upon completion of 54th Closure will be available for disbursement
 - d. Finance committee will continue to explore possible projects with fellow council members and the YPAA Nation as a whole to determine donations.

Operating Budget

- a. See attached budget for additional information
- b. Budget will be placed on the Website for review and comments.

Bank Balances:

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Account Summary

Business Accounts

Deposit accounts

\$84,758.26

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Business Accounts

Deposit Accounts

Total balance: \$84,758.26

Account

Advisory Operating (...4338)

Present balance \$27,691.85
 Available balance \$27,691.85

[See statements Advisory Operating \(...4338\)](#)

[Pay bills Advisory Operating \(...4338\)](#)

[Make a transfer Advisory Operating \(...4338\)](#)

[Deposit checks](#)

Customer Center

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Host Web account (...2137)

Present balance \$2,059.32
 Available balance \$2,059.32

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[Pay bills Host Web account \(...2137\)](#)

[Make a transfer Host Web account \(...2137\)](#)

[Deposit checks](#)

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Prudent Reserve (...6051)

Present balance \$55,007.09
 Available balance \$55,007.09

[See statements Prudent](#)

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[Deposit](#)

[Stop payment on a](#)



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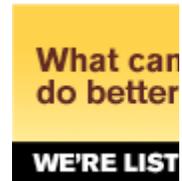
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[Site Feedback](#)

a.

Future Projects: GSO Donations, Banking Process, Current best approach to handing off to new Treasure.
Thanks, Ron

CO-CHAIR'S REPORT



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ICYPAA University

After I was elected to serve as your Co-Chair, Carlston I discussed how I could best serve the Council. We knew it would be important to follow the traditional duties of what our co-chairs have done, mainly communicate with the bidders. We started to brainstorm new ways of communicating and providing them with the information they regularly seek. The result of this was what has now grown into the ICYPAA University. Carlston appointed a team of council members to work with me in developing an outline of the material, session calendar, and database of bidders. The University Team was greatly helped by Daniel researching webinar providers and figuring out how the backend of the service worked. I led the team for the first few session before Carlston and I decided to ask Laura to take the lead role in the University. As I'm sure Laura will provide a comprehensive report of the University, I want to acknowledge that the University has provided more information through live presentations, videos and downloadable presentations to more bidders that we ever could have done through traditional means. The bidders attendance, participation and interaction within these webinars have been absolutely spectacular. I'd like to give credit to Laura and her team for taking the University to a level beyond my own expectations. I'll stop there, as I'm sure she'll have much more to report on the University.

Communication with Bid Committees

Early in the year I was challenged by not having the contact information for all the bid committees. I started by using the contact info from last years bid committees, but after their elections and with turn over, much of the info I had was not accurate enough or effective in contacting the lead people on the committees. With some help I was able to put together an email list for our bidders. This was updated throughout the year by Laura and was mainly used in outreaching the University.

While the beginning of the year was quiet in regards to bidders reaching out, it started to pick up during the middle of the year. We started to get general questions and then specific questions stimulated by our University. In this new era where more council members are interacting with more bidders we had more communication across the board than ever before. As things picked up I had a lot of help in keeping up with the bidders. Many of us on council were able to answer their questions and Kevin was a great help in emailing them and keeping them posted with updates.

Bidders Meet & Greet Party

We've planned our first Bid Committee Meet and Greet Party which will be held tonight, from 8:30-10:00 p.m. in the Chouteau Room, this is the same room the bidders are in. We're estimating 90-100 attendees made up mostly of bidders and council members and as well as a few host committee and past council members. I've arranged for two sheet cakes, coffee, punch and water to be provided by the hotel. A \$500 budget was passed on a previous Advisory Council call and the current expenses for the party is \$403. We'll have light background music, tall cocktail tables in the room and a few out front by the door. Early in the party I'll say a few words acknowledging the bidders and other guests and thank them for attending. This is going to be a great opportunity for us to meet the bidders in a relaxed atmosphere and set a friendly tone for the conference.

HOTEL TEAM REPORT

St. Louis Hotel Evaluation, Negotiations & Contract

Soon after St. Louis was awarded the conference Carlston appointed me as the head of the new Hotels Team. This team included Ron, Daniel, myself and Ian, who was the Hotels Chair on the



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St. Louis committee. Council didn't have a standard procedure for evaluating, negotiating and selecting the host committee's hotel so we created and developed a procedure that could be adopted by future hotel teams. Our team thoroughly evaluated each of the hotels making notes of what we liked, disliked and what we wanted changed for each property. Each of us scoured each proposal, reading and studying each section, clause and line. It was vital for us to have a complete understanding of what these hotels were proposing. From our team meetings we developed an outline of what we wanted and I then began negotiating with the hotels, bringing them more in line our goals. We also talked to the local convention services bureau to get information about the area and services available to us. We arranged meetings with each of the properties for face-to-face negotiations and walkthroughs. Our hotels team traveled to St. Louis, was able to tour each property and sit down with the sales staff to work out what we could. These meetings were attended by Ron, Daniel, Ian and myself as well as Laura who attended the walkthroughs. Of all the hotels the Millennium was the most willing to give us what we wanted. They gave us so much of what we asked for, we probably could have asked to make it a smoking hotel and they would have gone for it.

With our minds fresh with the visions of each hotel we came home to make our final list of needs for each. We gave our last pitches to each property to get their best deal. Once we had received their best offers we individually evaluated each one before having a conference call where we made our final review and decision. The hotels team unanimously decided to move forward with the Millennium hotel. We had our attorney review the contracts as we continued to have changes made to the Millennium contract. Once the team, our attorney and Carlston were satisfied I sent it to Carlston for signing on November 8, 2011. From there I handed over communication to Ian. The contract we signed was great, it had:

1,230 room nights in our block at 70% attrition, 1 for 40 complimentary room ratio, \$85 and \$95 room rates with \$4 rebate for each room night, free internet in the sleeping rooms, registration area and the advisory council business meeting room. It also included a small \$3,000 food and beverage commitment with all cash and carry sales going towards the \$3,000, 24 hour coffee shop, 1,000 gallons of free coffee, 2 free staff rooms and another 12 staff rooms at \$49 per night, a bunch of room upgrades to Cabana, Imperial and Presidential suites for the host committee. And we get complete run-of-house of all the function space.

We've had some problems with the hotel in regards to our attendees being able to get our group rate. The hotel isn't that sophisticated and not good at keeping track of what's available. We worked out most of the problems, but still have a few issues here and there. Overall this is a great property for an ICYPAA and I know we made the right choice.

Amendment

In July it had come to my attention that the Host Committee realized that after the cut-off date of August 21st the Millennium could start turning away attendees. They wanted to secure more rooms and remove the cut-off date. Working with Carlston, Ian and the hotel I negotiated an amendment to our hotel contract for an additional 340 room nights, taking us from 1,230 rooms to 1,570 rooms in our block. The amendment also included the removal of the "cut-off" date, a decrease in attrition from 70% to 60% and a clause outlining the need for lifeguards to be supplied by the Host Committee to cover the extended pool hours. We signed the hotel amendment on August 12th.

AV Contract

The Host Committee needed help contracting with an AV company so Carlston asked me to negotiate and secure a contract for them. I spent several hours talking with the Host Committee to get a clear understanding of what they were planning and what they needed. I then coordinated with Ron for budgeting. Our preferred AV budget window was between \$20-\$23K.



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From here I prepared an information packet to send to the AV companies. This included an outline of the equipment needed, conference schedule, hotel layout and room capacities. Two of the companies we're priced way beyond our budget with Logic Systems at \$38,560 and Meeting Tomorrow at \$45,850. Swank at \$26,530 and Miller Pro Audio at \$26,451 we're closer so I focused my energy on them. Swank lost traction when they were unwilling to come down from their outrageously inflated prices and proposed sub-par methods for meeting our AV needs. Miller pro Audio (MPA) has previously provided AV for ICYPAA, is familiar with our needs and was willing to be very generous with their pricing. As MPA started to take the lead position in our AV considerations, I kept the Host Committee informed as to what would be required for them to carry out the AV project and meet the needs of the MPA staff. I negotiating will MPA to bring their cost down by \$4,283. Arriving at what we set out to get, Carlston signed the contract with Miller Pro Audio on August 29th for \$22,168. Additional costs to the Host Committee will include providing parking at the hotel for their semi, and 8 rooms for their staff Wednesday through Saturday and bottled water for the crew. I also had to coordinate DJ specs, insurance requirements, and loading dock usage. To remove myself from the process I outlined all the needs MPA will have and sent them to Ian. I also notified MPA and Connie at the hotel that Ian would finish arrangements and be their primary contact regarding AV coordination.

Hotels/AV Manual

This is an entirely new document. And from the very beginning, one of our goals was to write a comprehensive and technical document in a language that could be understood by any reader with little or no previous experience in this field. Ron, Kevin, Daniel and myself had conference calls to set the direction for the document and divide the work among us. As we were working on the beginning stages of this document the Hotels Team was tasked with leading the University's first two sessions with Hotel and AV information. Our work for the University was a huge step forward in educating bidders, however we hope this document may be considered the educational manual for bidders and council members alike. We expect this document to be completed in the first quarter of next year.

ICYPAA Hotels & Budget Archive

This last year I frequently referred to the past ICYPAA reports and documents we have on our website to evaluate the progress and performance of our hotel and AV contracts. With the constant going back and forth between documents I created a simple spreadsheet, which quickly turned into a comprehensive single-source document for most of the important figures and information we need to document our history and evaluate our performance. Line items include hotel contract information, actual hotel performance, pre-registration, walk-in and total attendee counts, AV and main budget amounts, etc. While this document is already of great use it's still lacking a lot of important information, which will need to be researched and logged for this document to be complete. I have a copy of this document in its draft form for your review if you care to see it. This is a project I'll complete in the next quarter and make available to council.

IGR Report

As the Hotels Team leader, Carlston appointed me to run the IGR phase of our site selection process for bid requirements 6, 7, 9 and 10. As the bid packages came in the hotels team reviewed these requirements and took notes. We had a conference call to discuss our findings and from which we prepared a final report to present to council.

WEBMASTER REPORT

The web team, consisting of Daniel S., Matt R., and Stosh G., met four times during the 54th ICYPAA Host year and has been hard at work on all things ICYPAA web-related.



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Updates:

September 6, 2011-December 4, 2011

- Added 54th ICYPAA pre-reg flier to icypaa.org home page.
- Coordinated the transition of the icypaahost.org domain from the 53rd to the 54th ICYPAA host committee.
- Changed all passwords on internet-related accounts (godaddy, constant contact, etc.) and created master login-credential list.
- Updated all icypaa.org email accounts for the new rotation.
- Updated existing site with new minutes, treasurer's reports, roster, etc..
- Added new files to private Relevant Business Data page.
- Uploaded most up to date Bylaws, HC Responsibilities & Bidding Requirements.
- Re-Redacted all minutes, treasurer's reports, and income tax returns previously posted on the site. A glitch was pointed out by an ICYPAA attendee which made our full names public and searchable in those documents.

December 5, 2011-March 25, 2012

- Web developer is finishing coding the site and will be giving us backend access to the site within days so that we can begin adding content.
- Logo was approved by Council in early February and forwarded to web developer for inclusion on new site.
- Updated 54th ICYPAA pre-reg flier on icypaa.org home page.
- Signed up for account with GotoWebinar for 1 year - \$759.00
- Renewed domains icypaa.com & icypaa.net for 1 year - \$39.22
- Renewed hosting for icypaahost.org for 1 month - \$5.99
- Renewed Constant Contact - \$454.68
- Signed up for Vimeo for video hosting for 1 year - \$59.95
- Renewed web hosting for icypaa.org for 3 years - \$213.84
- Paid \$500.00 for logo creation.
- Converted ICYPAA University Webinar for web, uploaded to private Vimeo account, and embedded in our site.
- Updated icypaa.org email accounts as necessary.
- Updated existing site with new minutes, roster, etc..
- Added new files to private Relevant Business Data page.
- Uploaded most up to date Bylaws, HC Responsibilities & Bidding Requirements.
- Updated local and regional links as requests came in.
- Created email address blocks for Chair & Secretary

March 26, 2012-June 24, 2012



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- Web developer is finishing testing the merchant services functionality of the new site and continues to work on a few outstanding features from our original agreement (registration feature, bid package upload/download, contact form, etc).
- We received backend access to the new development site in early April and at that point were able to start migrating content from our existing website over to the new one.
- All content from existing icypaa.org has been added to the new site.
- We've created a few interactive elements (links page is based on maps, and an archives timeline).
- Began asking for graphics from upcoming ypaa conferences to be included on new site.
- Converted ICYPAA University Webinars for web, uploaded to private Vimeo account, and embedded in our site.
- Updated icypaa.org email accounts as necessary.
- Updated existing site with new minutes, roster, etc..
- Added new files to private Relevant Business Data page.
- Uploaded most up to date Bylaws, HC Responsibilities & Bidding Requirements.
- Renewed hosting for icypaahost.org for 3 months - \$17.97
- Renewed icypaahost.org, icypaahost.net, and icypaahost.com for 1yr - \$62.54
- Renewed Email boxes for 1yr - \$9.99
- Purchased SSL Certificate for 1yr (secure transactions on test site) - \$59.49
- Renewed icypaa.org, icypaa.com, and icypaa.net for 3 years - \$187.62

June 25, 2012-September 13, 2012

- The new website went live on 7/18/2012 @ 2:00PM CDT.
- Registration system went live on 8/14/2012 @ 12:00AM CDT followed by an announcement via Constant Contact.
- Set up email addresses for 5 Council committees (Hotels, Finance, ICYPAA U., Outreach, and Service).
- Set up email addresses for the 2012 Bid Committees. Will update for the next bid year.
- Set up subdomains 54th.icypaa.org and 55th.icypaa.org.
- Arranged laptops/touchscreens for Registration/Merchandise at 54th ICYPAA.
- Oversaw import of existing 54th ICYPAA data into the new system.
- Worked on instructing Host Committee on new registration system.
- Fielded calls and emails from registrants with questions.



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- Converted ICYPAA University Webinars for web, uploaded to private Vimeo account, and embedded in our site.
- Updated website with new minutes, roster, etc..
- Added new files to private Relevant Business Data page.
- Uploaded most up-to-date Bylaws, HC Responsibilities & Bidding Requirements.
- Renewed hosting for icypaahost.org for 2 months - \$11.98
- Renewed 1 GB of Email storage for 1yr - \$2.50
- Purchased SSL Certificate for 3yrs (secure transactions on website) - \$178.47
- Purchased new ICYPAA Banner - \$264.59

Current Objectives:

- Continue to work with developer on new web site and refining registration system.
- Ascertain any improvements that can be made to the registration system after the experience of the 54th ICYPAA and coordinate any necessary modifications.
- Phase out icypaahost.org hosting (switched to new subdomain model – 55th.icypaa.org, 56th.icypaa.org, etc). We should hold on to the icypaahost.org/com/net domains for an indefinite period of time.
- Coordinate the creation of any new content that the new site requires.
- Continue to develop the digital archives element of the website with the assistance of the current and past ICYPAA Archivists.
- 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.
- Liaise with the new Host Committee web team for transition to our hosting service.
- Consider methods for increasing membership in Facebook group
- Wikipedia article development

Additional Considerations:

- Because we have the ability to easily create new content and edit existing content, the day-to-day operation of the site should be doable for future Advisory Council webmasters even if they are non-technical.
- Things like adding or editing features, changing the layout of the site, and maintaining the core of the database are beyond my technical ability.
- I recommend that the Advisory Council enter into a maintenance agreement with a web development company to take care of the things that are beyond our ability to internally sustain.
- Because the development company we hired to build the site is intimately familiar with all of the code (not to mention they gave us \$30K worth of work for \$10K), I feel they would be the best suited for the job.
- Whatever our experience with the new registration system at the 54th ICYPAA ends up being, we will undoubtedly gain experience that will necessitate refining of the system.
- I propose that the Council earmark \$5,000.00 for the purpose of making refinements to the icypaa.org website during the 55th ICYPAA host year.

In Fellowship,



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Daniel S.
ICYPAA Webmaster

AD HOC GENERAL SERVICE COMMITTEE REPORT

Purpose:

To explore opportunities for collaboration and participation with GSO, AAWS, and The Grapevine; make recommendations to Advisory Council about such opportunities; and, produce a report concerning the usefulness of the committee.

Summary:

The Ad Hoc General Service Committee, consisting of Darren F., Taryn G., Robyn G., Josh S. and Jason N. has met eight times over the last year on conference calls, including three times since our last quarterly ICYPAA Advisory Council meeting. We have one motion to present to the Advisory Council for consideration.

Report:

The General Service Ad Hoc Committee has accomplished the following in the last year:

- ◆ Follow up with the Grapevine Online project at the 53rd ICYPAA in San Francisco.

The Advisory Council made \$20,000 available for a collaborative effort with The Grapevine at the 53rd ICYPAA in San Francisco. The project was designed to inform the attendees of ICYPAA about and to increase participation in the new Grapevine Online. 683 individuals signed up to receive a free year-long subscription to the Grapevine Online at the 53rd ICYPAA. While some subscription cards were illegible or incomplete, 603 individuals activated their free subscriptions. We will know what percentage of these subscribers renew in the coming months.

- ◆ Managed ICYPAA's relationship with GSO, AAWS and The Grapevine over the past year.

The General Service Ad Hoc Committee believes that positive relationships between ICYPAA and GSO, AAWS and The Grapevine are important for young alcoholics seeking help in Alcoholics Anonymous. The General Service Ad Hoc Committee reaches out to GSO, AAWS and The Grapevine regularly to maintain good communication, and to make ICYPAA available as a resource to A.A. as a whole.



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- ◆ Conceived and considered a plan to host a Film Festival at ICYPAA.

It is thought that the among the attendees of ICYPAA are many creative young AA members who might benefit from participating in the YPVP, but simply don't know about it, or aren't invested in it. How do we identify and cultivate the young AAs who might make the next great AA video? The long term possibility of a video festival at ICYPAA is inspiring to many people, but needs to be handled appropriately to succeed. We are looking for opportunities to have the greatest impact for the least effort.

- ◆ Presented two successful motions to encourage participation in GSO's Young People's Video Project.

I. MOTION

That Advisory Council ask the Host Committee to play one of the Young People Video Project videos during a main meeting at the 54th ICYPAA.

II. MOTION

That Advisory Council ask the Host Committee for a small break out room to play AA videos.

- ◆ The Young & Sober project at the 54th ICYPAA

Young & Sober, the new Grapevine collection of stories written by young alcoholics was released in the summer of 2012. 476 physical copies of this book have been purchased by the ICYPAA Advisory Council for distribution at the 54th ICYPAA. Copies of this book will be provided to the main speakers, attendees that purchase tickets to the banquet, attendees that subscribe or renew their subscription to The Grapevine at ICYPAA, and attendees to record their stories at The Grapevine Recording Party.

- ◆ The Grapevine Recording Party at the 54th ICYPAA, which will result in audio recordings for use by The Audio Grapevine.

The 54th ICYPAA will host a pilot program for the new Audio Grapevine initiative. This project, open to the entire A.A. fellowship, is intended to help A.A. members participate in the Grapevine by having their sharing recorded and possibly included in a future edition of The Audio Grapevine. The first group of recordings will be made at the 54th ICYPAA with the help of two Grapevine Staff Members.

- ◆ IGR for Bid Requirements 3 and 12 in the Advisory Council Site Selection Process.



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The Ad Hoc General Service Committee is currently in the process of evaluating the service participation and guideline acceptance of each bid. We are excited to participate in this new process.

- ◆ Presented a motion to make the Ad Hoc General Service Committee a standing committee.

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, and 3.) handling the IGR for Bid Requirements 3 and 12, are ongoing responsibilities that seem to be best handled by a standing subcommittee.

Prepared by:
Darren F.

Dear Council,

ICYPAA U REPORT

Summary of actions since the 53rd ICYPAA:

- Motion to implement ICYPAA University with a yearly budget not to exceed \$1,000 was made, seconded, and passed unanimously at the 12/04/2011 Quarterly Advisory Council Business Meeting.
- Held several committee meetings via conference call.
- Created a database of Bid Committee contacts.
 - Communicated monthly via email and Facebook.
- Presented six informative webinars between March 11th and August 5th.
 - Posted video recordings and downloadable pdfs of these webinars to the ICYPAA Website.
- Hosted a Bid Committee Summit on August 26th.

The following is a snapshot of statistics for our ICYPAA University recordings.

- "Plays" refers to the number of times the video has been played.
- "Loads" refers to the number of times the video has been loaded on a page.
 - It's possible that this number could reflect someone seeking to download the pdf.



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Mar 13, 2012 – Aug 23, 2012

		Title	Plays	Loads
1		ICYPAA University - Session #6 2 weeks ago	12	55
2		ICYPAA University - Session #5 1 month ago	11	81
3		ICYPAA University - Session # 4 2 months ago	22	136
4		ICYPAA University - Session #3 3 months ago	36	208
5		ICYPAA University - Session #2 4 months ago	46	243
6		ICYPAA University - Session #1 5 months ago	111	344
Totals			238	1,067

Since the last Advisory Council conference call on June 24th, our committee has met twice via conference call. Strawberry, Kevin, Jonathan, Darren and I are the Council members who serve on this committee. We used these meetings to prepare for the August webinar and to discuss and finalize plans for the Bid Committee Summit.

We have had three webinars since the last Advisory Council conference call:

- Session #5, July 8th: Bid Requirements 3 & 4, Create & Submit PDF, How to Print/Assemble/Transport/Deliver Bid Packages
 - 12 attendees
 - 5 Staff
 - 1 additional Council member
 - 6 Bidders
 - ❖ Arkansas (1 member)
 - ❖ Phoenix (4 members)
 - ❖ Tennessee (1 member)
- Session #6, August 5th: Bidding at ICYPAA
 - 30+ attendees
 - 7 Staff
 - 0 additional Council members
 - 23+ Bidders
 - ❖ Boston (1 member)
 - ❖ Chicago (3 members)



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- ❖ Florida (5 members)
- ❖ Louisiana (4 members)
- ❖ Niagara Falls (group of members)
- ❖ Phoenix (7 members)
- ❖ San Diego (1 member)
- ❖ Texas (1 member)
- Bid Committee Summit, August 26th: Sharing Experience
 - 69 attendees
 - 2 Staff
 - 5 additional Council members
 - 1 Host Committee member
 - 61 Bidders
 - ❖ Chicago (8 members)
 - ❖ Florida (8 members)
 - ❖ Louisiana (1 member)
 - ❖ Maryland (5 members)
 - ❖ Niagara Falls (6 members)
 - ❖ Phoenix (12 members)
 - ❖ San Diego (8 members)
 - ❖ Tennessee (3 members)
 - ❖ Texas (10 members)

Prior to each of these webinars, reminders were emailed to the Bid Committees and posted to the Secret ICYPAA and Bidder Facebook Groups. Bidder participation spiked for Session #6 due to personal invitations made via phone call by the Advisory Council Chair.

Moving forward, the ICYPAA University Committee intends to expand upon the more interactive format used for the Bid Committee Summit. We will develop a syllabus for the coming year, with dates being discussed and scheduled as soon as we know when ICYPAA is happening. If you have any ideas for topics that should be covered in future webinars, please email us at icypaau@icypaa.org.

Lastly, I would like to say how pleased I am with the final product ICYPAA University is contributing to our Bidders. We are receiving very positive feedback, so the hard work is paying off. That being said, I have what I hope will be interpreted as constructive criticism related to what's happening on the back-end. I am concerned that ICYPAA University will not be sustainable without more support from everyone on the ICYPAA University Committee and any additional Council members who participate as Panelists. Inability to meet deadlines and a lack of timely communication make this already difficult job even more challenging. A deeper level of commitment from everyone would alleviate some of the pressure I'm experiencing as the Chair of this committee.

Do I believe we have failed or should quit ICY-U? Absolutely not. Moving forward, I anticipate a lighter work-load and a more spaced out schedule for the webinars. This alone should solve several of the issues. Expectations will be clarified, and it is my hope that everyone on Council will want to take ownership of this very cool addition to our yearly service agenda.

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

In Service,



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Laura S.

OUTREACH REPORT

Chair: Lauren AV

Committee Members: James, David, Jordan, Annalisa, Carlston

Since the 53rd ICYPAA in San Francisco, the Outreach Subcommittee has had four conference calls and has accomplished the following:

1. Since ICYPAA is transitioning to a primarily web-based registration system, the Advisory Council decided to halt the distribution of ICYPAA mailers to the entire database of current and past registrants. Mailers will now only be issued to AA service entities. The Outreach Subcommittee therefore obtained the most current database of all Central Offices, Intergroups and Answering Services in the US and Canada from the General Service Office (GSO) in New York to be used for the ICYPAA mailer. The GSO was not willing to provide a database of international AA offices because these organizations are autonomous.
2. The Outreach Subcommittee also produced an "Outreach Best Practices" document to be used as a resource for the current and future bid and host committees. The document has been posted on the ICYPAA.org website under Bid Center-Important Documents.
3. The Outreach Subcommittee also uploaded the inaugural posts of the ICYPAA Blog. The blog will feature bi-monthly postings on a variety of topics, such as AA as a whole, YPAA in general, ICYPAA Bid Requirements, what it's like to be on a Host Committee, and more. The blog will also feature guest posts written by members of current Bid and Host Committees.