



# ICYPAA

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

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

February 12, 2017 @ 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, Chris, Joel, Phillip, Shannon, Jackie, Stacy, Spencer, Rachel, Ian
  - b. Absent: none
  - c. Listen Only: none
3. Review & approval of minutes from November 13, 2016 quarterly business meeting
  - a. Questions
    - i. none
  - b. Approved by Unanimous Consent
4. Reports
  - a. Chair (Lauren)
    - i. See Report
    - ii. Comments/Questions
      1. none
  - b. Co-Chair (Lindsay)
    - i. See Report
    - ii. Comments/Questions
      1. none
  - c. Treasurer (Talbot)
    - i. See Report
    - ii. Comments/Questions
      1. How does the payout to the AA Grapevine get handled?
      2. It's still listed as unpaid, we will do it soon.
  - d. Secretary (Darren)
    - i. See Report
    - ii. Comments/Questions
      1. none
  - e. Hotel & A/V Committee Chair (Lindsay)
    - i. See Report
    - ii. Comments/Questions
      1. none
  - f. Bid Development Committee Chair (Trey)
    - i. See Report
    - ii. Comments/Questions
      1. Q: How much prep time does it take to get the bidders ready to do the testimonials?



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2. A: It takes longer to arrange a time to discuss it than it does to tell them about it. Sometimes I just text it to them instead. The expectation isn't that great, but sometimes the bidders take it as a big deal.
3. C: The decision to do a deep dive on the bid requirements is great.
4. A: Thanks
- g. General Service Committee Chair (Ian)
  - i. See Report
  - ii. Comments/Questions
    1. Q: Have you heard about the host committee project to do something with CASA?
    2. A: It hasn't come up in our meetings.
- h. Finance Committee Chair (James)
  - i. See Report
  - ii. Comments/Questions
    1. none
- i. Web Committee Chair (Rachel)
  - i. See Report
  - ii. Comments/Questions
    1. Q: What's the issue with the double registrations? Is it user error? or the system we use?
    2. A: This particular influx since the recent conference is due to the update of our website. The button was clickable multiple times. We fixed it. How the issue is that people are refreshing the page while it's getting submitted. There does seem to be some user error involved. We are looking into further fixes. We will add a "please don't refresh your browser" message on the registration page.
- j. Ad-Hoc International Participation and Communication Committee (Jamie)
  - i. See Report
  - ii. Comments/Questions
    1. none
- k. Ad-Hoc Structure Committee Chair (Lindsay)
  - i. See Report
  - ii. Comments/Questions
    1. none
- l. 58<sup>th</sup> ICYPAA Post Conference Report (Phillip)
  - i. See Report
  - ii. Comments/Questions
    1. C: Great job
    2. A: Thanks
    3. Q: Is there a plan for distributing the animation we made?
    4. A: Yes, the web committee is working on a plan to distribute content we produce.
    5. Q: Why do we spend \$5 money orders for each disbursement?
    6. A: Because of the delay in cashing them leads to keeping the bank account open longer than we wanted. If this is an improper use of AA funds in your opinion, let's discuss.



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## 5. New Business

- a. Bid Development Motion: The Bid Dev Committee motions to have final Bid Books due 24 days prior to opening of ICYPAA and Subcommittee IGRs completed and submitted to Advisory Secretary 10 days prior to opening of ICYPAA. (See Motion A)
  - i. Questions
    1. Q: So 24 days prior to the opening of ICYPAA, which day is that?
    2. A: Typically it would mean the Thursday. Prior to the AC business meeting
    3. Q: What is the sequence of the timeline from early review to bid book review?
    4. A: Early bid review is 60 days out. It's basically early IGR for us. Subcommittees are expected to provide feedback. We have hyped that deadline in the past, which has led to a bottleneck in the process.
    5. C: Currently, early bid review is 60 days prior to the bid session on Saturday.
    6. Q: Is the intent of this to change for this year's bidding?
    7. A: Yes.
  - ii. Discussion
    1. More time would be great
    2. Good idea
    3. As a bidder, whenever the deadline is, we will do the all-nighter just before. The move doesn't make a difference.
    4. In support. I hope subcommittee chairs use the extra time.
    5. In favor of more time
    6. This solves a lot of our internal issues that were brought up in the inventory
    7. Communication to the committees will be important. How will that work? We need to explain rationale.
    8. We are asking bidders to move their time frame up. Also a year when ICYPAA is happening two weeks earlier as well. We need to use that time if we approve this. We should update timeline and communicate with bidders around this.
    9. Bid committees will be fine if we tell them soon. Will we do all nighters too at the end no matter when it is?
    10. Looking forward to having more time.
    11. This makes sense. Communication will be important.
    12. Extra days will be great. Early review will probably still be a bummer. Can we add ability to have two GoToMeetings at the same time? Scheduling is an issue on our end.
    13. This will help us get informed from the bid books so that we don't only rely on subcommittee reports.
    14. If we do this, we further kill the dream of the last minute ICYPAA bid.
    15. The extra time will be great. Could I listen in to other subcommittees?
    - 16.
  - iii. Vote
    1. Yay: 16 Nay: 0 Passed Unanimously
- b. Ad-Hoc Structure Committee Motion: Update the current ICYPAA bylaws document (see redlined document). (See Motion B & Addendum)
  - i. Questions



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1. Q: In the General Service section, why is La Viña left out of the description?
2. A: That didn't come up in our discussion. We can change that.
3. Q: On recording of minutes and audio recordings, did the committee discuss how edits should be done? Anything to limit subjectivity? Should we have structure around that?
4. A: We didn't discuss this. What are you asking for?
5. Q: Like things that get recorded, that we might edit, it's up to the secretary to determine what is recorded. Should we have guidelines about what should or shouldn't be recorded?
6. A: Our approach wasn't to create policy, but to reflect current practices. The overarching theme is that we abide by AA traditions, so those are being applied to the best of each person's ability. We didn't drill down into policies about how people do their positions. Maybe that's something we could talk about.
7. Q: So all of bid req 9 is going to be on biddev?
8. A: Yes, the program will still be reviewed by biddev. But now Hotels/AV will not address 9 specifically.
9. Q: So it's still content only for biddev?
10. A: It's up to biddev to determine what feedback to give on Bid Req 9.
11. Q: Procedurally, are we going to handle these suggestions as amendments? That could get hairy.
12. A: This document has been available to the full council for quite awhile. If people want to make changes, they have missed many opportunities to do so. The structure committee would prefer that this go to vote.
13. Q: I'm still confused about bid req 9. What is bid dev doing?
14. A: The hotel committee is no longer formally reviewing bid req 9. Bid dev can still do whatever they want.
15. Q: Does this put more on bid dev?
16. A: Let's vote on this the way it is. If you don't like the changes, vote against it.
17. Q: Is the intent of the technology committee change from website to require changes from web to technology in all of our documents?
18. A: It's about acknowledging that the website committee does more than just deal with the website. We aren't saying that all emails and web pages need to change tomorrow.

ii. Discussion

1. I don't think there is a problem with bid dev getting blamed for anything
2. This is a living document, we can continue to change it if needed
3. These are important changes and they match current practices
4. This is housekeeping and I'm in favor of it in general
5. These changes aren't intended to dictate policy. The bylaws allow for a great deal of flexibility. Appreciate the input.
6. Interesting we are hearing people have issues with policy changes that they aren't comfortable with, given that we had plenty of time to give input.

iii. Vote

1. yes: 15 no: 1



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2. Minority opinion: none

## 6. Discussion Points

a. Finance Committee Discussion Point: Budgeting process. (See Discussion Point A)

### i. Discussion

1. The concern I have is that the new finance committee would be hard pressed to get it together in time to do the work described. How would other subcommittees get the information to finance regarding budgets for the next year?
2. This is a perfectly reasonable flow. The turn around is tight, but how else do you do it? Glad the process is being formalized as best practices.
3. Sounds reasonable, but when I was finance chair we didn't discuss the budget. The treasurer just did it. Seems new and different.
4. This puts the budgeting responsibility back on the finance committee, instead of the treasurer. It gives an agenda item for subcommittees.
5. This is important to document for new council members especially around rotations. I would prefer if the Q/A meeting be a line by line explanation of what we budget for and why, so that we can pass on the institutional knowledge to new council members.
6. Concerned about the execution of the open meeting
7. There is nothing in the bylaws about when the council budget is to be presented, but practically, it needs to happen in the first quarter.

b. Ad-Hoc Structure Committee Discussion Point: Should Council continue to engage in 12 step work beyond that which takes place at the Conference (i.e. projects not directly related to hosting ICYPAA) and should we include this in our written guidelines? (See Discussion Point B)

### i. Discussion

1. The FAP should not change, the reach of council should be left up to the current council, provided that it's within the bounds of our general principles. The external work we do is good and that's my personal opinion, but the documents should be left open for interpretation.
2. Current FAP accurately characterizes our engagement.
3. Council should continue to engage in this work outside of the conference. If we can continue to participate when asked, but it shouldn't be a requirement.
4. Yes, continue to engage in 12th step work. The tension identified in the group inventory seems to be about people feeling over-committed. Don't let ourselves get pressured into doing more than we reasonably can.
5. Maybe there should be some guidelines, to define limits on what we do. Continue to discuss.
6. Yes continue to do more than just the conference work. I don't know that FAPs need to be changed, but it's a starting point for the discussion.
7. Yes continue this important work
8. I'm a bit confused about this discussion point. We are a council made up of AA members, so what's the point of this? Of course we do 12th step work. But this feedback is going to do what?



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9. Where are all the comments about overreach? Given how much it came up in the inventory, we must be missing it with the framing of this question. As stated, it was mentioned 54 times? Lul. Personally, I'm on the continue side, but that's because in my reading of AA documents, I don't see any kind of AA entity that doesn't engage in 12th step work or the support of 12th step work. But it came up over and over in our inventory, so where are those sentiments now?
10. Yes, we should continue the work as determined by the council at the time.
11. For the record, there weren't specifically 54 mentions of this in the inventory.

## 7. Announcements

- a. Next Operating Committee Meeting: Monday, February 13, 2017 @ 6:30 PM PST / 7:30 PM MST / 8:30 PM CST / 9:30 PM EST
- b. ICYPAA University: Sunday, March 5, 2017 @ 1:00 PM PST / 2:00 PM MST / 3:00 PM CST / 4:00 PM EST
- c. Final Quarterly Business Meeting: Sunday, May 21, 2017 @ 12:00 PM PST / 1:00 PM MST / 2:00 PM CST / 3:00 PM EST

## 8. Closing



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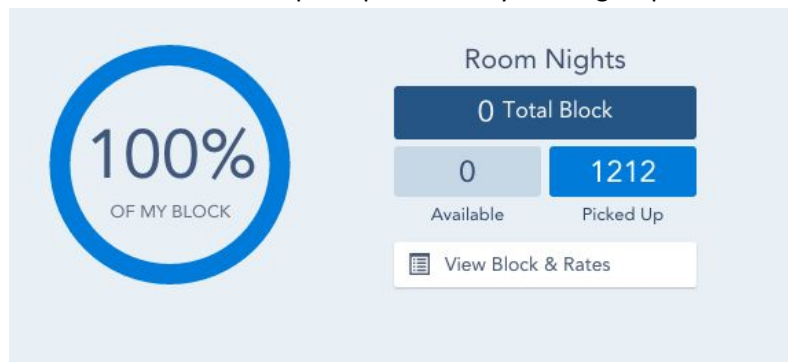
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## REPORTS

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

The following has occurred since the November 13, 2016 Quarterly Meeting:

- 58<sup>th</sup> ICYPAA Host Committee
  - Service contributions were sent out, financials have been finalized, and Host Chair has submitted post-conference report.
- 59<sup>th</sup> ICYPAA Host Committee
  - Communication with Host
    - I have been available regarding any questions/concerns that come up.
    - I have been speaking regularly with Host Chair about timelines/deadlines and any issues that come up with committee members
  - Registrations & Cash as of 2/8/2017
    - Registrations: 1114 (up from 704 in November)
    - Cash: \$24,460.00 (up from \$14,055.00 in November)
    - Scholarships: \$1,270.50 (up from \$855.00 in November)
  - Room Block
    - For some reason Passkey does not show the Total Block number, and therefore the data on the site is incomplete. We are at 1212 rooms out of 2401, but with our 55% attrition rate, we are only obligated to reach 1321 room nights.
    - The hotel continues to open up availability at the group rate on shoulder dates when requested.



- Budget & Finances
  - See Treasurer's Report
- Facilities
  - AC Hotel Chair, Host Facilities Chair and Host Chair spoke with convention services manager to review questions and potential room issues.
  - AV Chair & Co-Chair were elected.
  - Targeting delivery of AV RFP within the week.
- Program & Entertainment
  - Call for speaker tapes went out, main speaker recommendations should be up for approval at





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- next meeting.
  - Making progress on program, layout is moving forward so that AV vendor search can be started by end of February.
  - Pre-con: Chair elected at last program subcommittee meeting, options being researched.
- o General Service
  - Regular subcommittee meetings being held and host GS Chair has joined calls.
- o Web
  - Web Chair is ready to launch Host website, just waiting on graphics.
- o Graphics/Merchandise
  - Logo was voted on at business meeting on February 5<sup>th</sup>
  - Merch is planned, working with AGP Chair to finalize designs; vendors are selected; website being worked on.
- o Registration
  - Regular subcommittee meetings are being held.
- o Outreach
  - Outreach Chair stepped down; Tamara S. (formerly National Outreach Chair) was elected unanimously into the outreach chair position and Peter B. stood for Outreach Co-Chair.
  - The outreach plan was presented and reviewed in the outreach subcommittee and approved; was sent to the host committee for review and was approved by the full committee at this meeting. Also approved various motions so that outreach can leap into action once the logo is finalized.
- o Events
  - Last event was the Dinner and a Show event, which was very successful (high turnout, lots of new faces, entertaining acts). Net income of \$283.07.
  - Next event is on 2/18/17 “Not Another TRADITION-al Valentine’s Day” which will be a meeting focusing on the traditions & relationships, followed by a dance.
- Bid Committees – Active
  - o Boston: Elections took place October 2, 2016, receiving minutes
  - o Colorado: Elections took place December 12, 2016, some posts in FB group
  - o DCYPAA: Committee ongoing, meets every week, receiving minutes
  - o LOSD Bid for ICYPAA: Elections took place October 9, 2016
  - o Louisiana: Elections took place December 4, 2016, receiving minutes
  - o Maryland: Elections took place October 16, 2016, receiving minutes
  - o Michigan: Elections took place October 16, 2016, no minutes received
  - o Oregon: Elections took place November 6, 2016, receiving minutes
  - o Puerto Rico: Elections took place January 22, 2017, no minutes received
  - o Philadelphia: Elections took place October 23, 2016, receiving minutes
  - o Twin Cities Bid for ICYPAA: Elections took place November 5, 2016, received 1 minutes
  - o Upstate NY: Elections took place October 8, 2016, received roster
- Bid Committees – Possible
  - o Kentucky: token in Nashville, no word yet
  - o London: token in Nashville, asked some questions about elections
  - o North Carolina: token in Nashville, no word yet
  - o Ohio: token in Nashville, no word yet
- Advisory Council
  - o We conducted a great group inventory on January 8, 2017. I interviewed potential facilitators based on recommendations from the group, solicited and organized group inventory questions/topics, and served as timekeeper during inventory.





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- o I 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.
  - o I added all incoming Bid Committee/Host/Subcommittee minutes to the Google Drive folder.
  - o I updated the Advisory Council Google Calendar.
  - o I sat in on several subcommittee meetings and have been keeping up to date with the activities of those I couldn't attend.
- Harassment Claim(s)
  - o On February 7, 2017, the AC Co-Chair and I had a phone call with the person against whom the complaint was filed; I informed him that an anonymous complaint had been made, and that regardless of his intent, he had to get consent before being affectionate with people going forward so as to prevent future complaints. He acknowledged the information and said he would keep it in mind. I asked a member of Advisory Council to communicate to the complainant about the outcome of his complaint.
  - o A new claim was just emailed on February 10 from a member of the Host Committee. It will be reviewed during Monday's Operating Committee meeting.

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

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



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

### **Report:**

1. Attended and participated in all Operating Committee calls
2. Provided insight and experience related to various Host Committee issues as requested by the Chair
3. Gave input on selection process for group inventory facilitator
4. Continue to serve as one of the 3 admins on the ICYPAA FB page removing posts and sending messages where warranted (thank you to those of you who assist with reporting inappropriate posts that we may have missed)
5. Participated in a call in which LAV addressed NDAH concerns with an attendee who was in violation of our guidelines
6. Contributed input where necessary/ requested and am generally available to assist LAV as she needs

**ICYPAA**International Conference of Young People in Alcoholics Anonymous  
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<b>Deposit Accounts</b>		Total balance: \$104,796.76
<b>Account</b>		
<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>\$5,612.84</b>
	Available balance	\$5,612.84
▶ See statements   ▶ Make a transfer   ▶ See routing/account numbers		
<b>PLAT BUS CHECKING (...5965)</b>	Present balance	<b>\$14,434.84</b>
	Available balance	\$14,434.84
▶ See statements   ▶ Make a transfer   ▶ See routing/account numbers		
<b>PLAT BUS CHECKING (...6955)</b>	Present balance	<b>\$27,741.26</b>
	Available balance	\$27,741.26
▶ See statements   ▶ Make a transfer   ▶ See routing/account numbers		
<b>BUS SELECT HY SAV (...2596)</b>	Present balance	<b>\$55,007.82</b>
	Available balance	\$55,007.82
▶ See statements   ▶ Make a transfer   ▶ See routing/account numbers		

 <b>Host Account</b>	<b>\$32,175.76</b>	<b>Español</b>
...2057	Available balance	

**Advisory Budget**

- 2016 Final Spend – \$19,433.65
  - \$130.23 over budget
- 2017 Current Spend – \$643.03

OUTSTANDING ALLOCATIONS	
Website Improvements	\$5,000.00
Public Information Campaign	\$1,000.00
Attorney Fees	\$3,125.00
Grapevine	\$5,000.00
<b>ALLOCATED SUBTOTAL</b>	<b>\$14,125.00</b>
Remaining Surplus to Spend	\$10,355.37



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<b>UNALLOCATED SUBTOTAL</b>	<b>\$10,355.37</b>
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I did this in November but here is an updated breakdown to get to our surplus, just so everyone knows:

- 14,434.84 (The current amount of money in our Operating account) +
- 24,602.54 (The amount of money Tenn needs to reimburse us) +
- 7,573.22 (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) -
- 130.23 (Over budget for 2016)
- = 10,355.37 (Advisory new surplus)

## Host

- Everything is going fine, I have kept up to date with the treasurer several times via phone and text.
- Got them checks and debit cards – they are now using the host account regularly
- Reviewed the budget with the treasurer over the phone several times and helped her work on the newly submitted and corrected budget.
- Helped them finish their tax filings so they can be registered with the state.

## Miscellaneous

- Worked with Phillip to get the numbers for the Tennessee wrap-up
  - Still need to close their account and transfer the money to Chase but just haven't had a chance to get to the bank.
  - But as Phillip reports everything has been paid and is finished with Tennessee.
  - They did very well.
- Met with the Finance committee at our regularly scheduled meetings.
- Filed our Colorado Dept. of State periodic report update.
- Spoke with from Melanie J from Oregon bid.
- Worked with our accountant and sent our attorneys a 1099.



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

### Report:

1. Took minutes of the November 2016 and January 2017 operating committee meetings.
2. Emailed operating committee minutes to advisory council
3. Posted the recording of the operating committee meeting to the secure area of the website for advisory council review and reference
4. Worked on the Google Forms for NDAH Policy, Works for Hire, and Policy Acknowledgements forms.
5. Collected contact information from AA members in Buffalo, NY for a Rehab program seeking young AA speakers.
6. Sent ICYPAA NDAH Policy, FB Guidelines and Copyright Infringement information to Ivan Lemelle, Class A Trustee on the General Service Board and Chair of Trustees' Public Information Committee.
7. Communicated with our lawyers about a possible trademark infringement on icypaahost.org.
8. Initiated procedure to remove ICYPAA from Amazon Smile, a charity donation program that we were automatically enrolled in without our knowledge.
9. Responded to advisory@icypaa.org emails

### Prepared by:

Darren F.

Secretary, ICYPAA Advisory Council

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

### **Report:**

1. Met twice following our last Quarterly Meeting
2. Chair participated in a welcome call with the catering and events manager at the Hilton
3. Responded to requests for feedback/ questions for various bidders via email
4. Held a brainstorming session regarding IGR and discussed ideas for making IGR more manageable this year
5. The A/V RFP has not yet been started- requested that LAV reach out to the Host Committee to insure their program skeleton is completed by the end of February or thereabouts so we can begin the process of developing a detailed RFP
6. Began creating content for the March ICYPAA U Session covering Requirement 11

\*Room bookings at the Hilton are currently running smoothly. Issues that popped up early on have since been ironed out and we are seeing a steady flow of bookings which seem to spike each time the Host Committee sends a MailChimp blast.



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

The Bid Development Committee consists of Jamie P., Trey V., Jackie K., Spencer W., Bethany E., Phillip C., & Sean K.

Since our last quarterly meeting, the Bid Dev Committee has met 2 more times we have hosted 3 additional ICYPAA U Sessions, totaling 4 for the year thus far. We have covered Review of Bid Requirements, How to Bid, Navigation of Site, 10 (Budget), 1 (Roster), 5 (By-Laws), 3 (Three Legacies), 4(HCRs) & 8(Theme & Graphics). This year, we have isolated specific requirements to allow more time to go deeper into the presentation of these BRs while combining others and adding new topics to syllabus. The Bid Requirements selected to isolate and dedicate individual presentations are 3 (Three Legacies), 10 (Budgets), 9 (Program) and breaking up 11 (Hotels) and 12 (AV) into two separate presentations.

In each session, we have incorporated a Bidder Forum where we bidders are allowed ask a specific question of advisory member or fellow bidder. We skipped this section in Session 3 due to time constraints with 4 Bid Requirements covered. We altered the Advisory Council Testimonial this year to now be a Bid Committee Testimonial in which a bid committee member shares their experience as a Bidder and highlights why and how they became a committee for 5 minutes. The committee member to present is selected at random drawing from participating committees in previous session. So far, Kate K (Minnesota), Andrew B (Michigan) & Shawn K. (DCYPAA) have shared in last 3 sessions after Kendall from Host Committee shared in Session 1.

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 & Recordings of Sessions 1, 2, 3, & 4 have been submitted to Web and Secretary for posting.

Remaining ICYPAA U in 2017:

March 5- Requirement 11 - Hotels

April 2- Requirement 12 - AV

May 7- Bid Requirement 9 - Program

June 4- IGR Process and Q&A with Council

July 2- Requirements 2,6, & 7

Currently, we have 13 Bid Committees planning to bid at ICYPAA including new bids from Oregon, Upstate NY, Minnesota, Puerto Rico, & Colorado. We have assigned individual 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. We have contacted our individually assigned committees 2 times this year, once since last Quarterly. We will be once again contacting assigned committees in March. We will make a decision as to switch assignments up for a change or keep the same in next quarter possibly ending the contact with June calls. The token bids have also been assigned and contacted. We believe the bid committees listed will be who shows up at Chicago bidding and no further tokens will





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materialize in time to bid for 59<sup>th</sup>. Contact list of potential committees is being logged. Recaps of the conversations with Bid Committees can be found in our committee minutes.

We have outreached participation in our blog in our conversations and on ICY U on all 4 sessions. We have completed a flyer soliciting participation in blog that has been posted to ICYPAA FB Group and is second side of approved flyer with the outreach for Bid Committees that has been used since last year. Physical over-sized postcard sized of double-sided flyers have been approved and are being printed for distribution at regional conferences and at ICYPAA.

No committees have reached out for one-on-one webinars at this time.

The bid development subcommittee has discussed, at length, the current deadlines for bid books due, IGR process and Early Bid Review and our abilities to conduct a thorough and acceptable review. We have created a motion regarding Bid Book and IGR Deadlines and decided to not suggest changes to Early Bid Review at this time.

We have considered and discussed Forum Topics relating to conference attendees access to meet bid committees, the possibility of an online library of Bid Presentations Videos (Bideos), and the ability for bid committees to submit bid packets and presentations online instead of onsite at ICYPAA in the future. These topics will continue to be discussed in March Meeting.

We hope that everyone on Council makes an effort to joins us on upcoming ICYPAA U sessions as well as 1 on 1 webinars once scheduled.

In Love and Service,  
Trey V.



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

Chair: Ian S.

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

Since the last Advisory Council Meeting on November 13, 2016, the General Service Subcommittee met two (2) times, and took the following actions:

1. We discussed the Doors PSA campaign in connection with preparation of a wrap-up letter to GSO; this is currently tabled to allow us to hear from Web Subcommittee as web analytics (number/frequency of substantive page views around the time of the email blast(s) promoting PSA link);
2. We discussed whether to keep the Crowd-Sourced Animation Project on our idea list for this rotation; after much discussion, we decided to close this item;
3. We discussed re-starting the Twelve Concepts education / Service Manual study group; we concluded, based on attendance/participation, that the study group didn't seem to go so well; so, we considered a variety of ideas for changes going forward, including doing a one-time workshop directed to a possibly broader audience instead; a few members said they would be interested in attending such a workshop, but really no one on the Subcommittee wanted to put in the work to carry this out; at our last meeting, we tabled this item one last time to allow me to ask Advisory Chair if the Operating Committee wanted to help, or strongly wants us to do this; since then, Advisory Chair stated that if we didn't want to continue it, she would support dropping it;
4. We have been discussed the GV/LaVina opt-in question campaign; we were considering doing a wrap-up letter on this but, in the process of gathering info, GV/LaVina recently reported that they received some measurable new interest from the campaign, and would be interested in continuing it, in some form or fashion, if Council and the Host Committee were interested; Aileen previously reported that Host is interested in continuing it, so we will be talking over the details on how this will take shape this rotation at our next meeting;
5. We discussed development of a Service Program at the 59th ICYPAA; Aileen reported that she knows Host wants to help GSO get young people video content, so that will probably be worked in; also, they want to find ways to get ICYPAA attendees involved in service; this was tabled for continued discussion and further developments.
6. We discussed development of a Grapevine Project at the 59th ICYPAA; the Host Committee has yet to elect a GV liaison, but Aileen recently asked us for input as to GS workshop topics – GS members will be providing input, and any Council members who would like to make suggestions, please email me and I will pass that along; this was tabled for continued discussion and further developments.

Stay tuned for updates as to the in-progress items. As always, your questions and comments are welcomed.

Thank you.

Respectfully Submitted, Ian S., Chair, General Service Subcommittee



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

### **Report:**

#### Summary of Actions Since previous Quarterly Meeting

- Continued to work on improving ICYPAA's credit
- Conducted research and discussed how business credit works
- Got quotes from Dun & Bradstreet on credit building tools
- Drafted a revised process for budgeting to present for discussion at this quarterly meeting
- Discussed "limits of authority" for spending outside of approved budgeted. Have not reached consensus and will be presenting discussion point at the next AC Quarterly Meeting



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

### **Report:**

1. Committee met monthly – 2 times
2. Worked with host to set up host email addresses and forwarding address.
3. Responded to all website committee related emails
  - a. Login issues
  - b. Double registrations
4. Refunded double registrations
5. Worked with Daniel to cut down on the number of double registrations
6. Made updates to the website has needed/requested
7. Updated “upcoming conference” banners on website
8. Discussed POS systems/reached out to developers to gather quotes for various systems
9. Discussed ICYPAA App and reached out to developers to gather quotes
10. Got with host about ICYPAA app
11. Uploaded stories that were provided to the ICYPAA blog
12. Approved new members into the Facebook group; Monitored comments and post; Deleted comments and posts that did not adhere to the group guidelines;
13. Continued to put together a web manual with instructions on all activities



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

The IPCC Committee has had 2 meetings since our last business meeting; one on 1/2/17 and the other on 2/8/17. 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 has recently revised the original plan of an electronic brochure with Jared at the helm. Jared presented his current work on creating a brochure for the How to Start a YPAA document at our third meeting, and discussed pros and cons to the current format in regard to effectively disseminating the information. Jared suggested instead of a brochure that we use a flowchart to most effectively present the information. For this reason, the amount of information that was expected to be squeezed into a brochure format was too vast. So, currently a flow chart is in the works for the "How To Start A YPAA" doc, and should be completed within the next couple of weeks. Once complete, IPCC will forward to advisory council for feedback. And be excited because so far it looks great!

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

The committee continues to discuss various ways to further the growth of ISMYPAA, and continue to get other YPAA's from across the globe involved and connected. Again, 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. IPCC is currently connecting with other international YPAA committees, and will be holding its first planning meeting with some (if not all) of these committees on Saturday February 18<sup>th</sup> to discuss ideas/themes for ISMYPAA, and the remaining calendar year.

- **Tentative Date Scheduled for ISMYPAA and planning calls:**

- Committee reached out to other international YPAA's via the Facebook ISMYPAA page to get feedback in regards to keeping the planning call dates the same as last year, and according to the feedback we received, the dates are still okay with a majority. In regards to the date of ISMYPAA, IPCC tentatively scheduled the event for July 22<sup>nd</sup>. After researching various AA/YPAA calendars, we found that July 22<sup>nd</sup> was an open date to book ISMYPAA involving no conflicts with other large YPAA or GSO events. IN addition, this date is only tentative based off of some feedback we received via the ISMYPAA page from a concerned International YPAA fellow who suggested we all decided on the ISMYPAA date together when we have our first planning meeting which again is February 18<sup>th</sup>.

- **Fuze Account**

These are groups that have used our fuze account:



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NECYPAA

EACYPAA

TQCYPAA

NYCYPAA

Upstate Bid for NY

AZYPAA 2016 HOST

ALCYPAA HOTEL CTE

BOSTON BID FOR ICYPAA

YOUNG PEOPLE'S SERVICE MANUAL MEETING

ANYONE ANYWHERE GROUP OF AA

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



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

### **Report:**

- Met twice since the last Quarterly Meeting
- Finalized the updates to the Advisory Council Bylaw document
  - a. Reviewed each subcommittee's IGR responsibilities
  - b. Updated verbiage for secretary description with input from current secretary
  - c. Modified the finance committee description to reflect current practices
  - d. Altered one subcommittee's name (web) to appropriately reflect the function of the committee
- Ensured the current version of the Host Committee responsibilities is on the website/ in the Google drive
- Began a review of the FAPs on icypaa.org as a result of the group inventory
- Drafted a formal motion to update the Advisory Council Bylaws
- Drafted a discussion point to gather additional input from Council in order to help steer our review of the FAP document and other Council docs where our purpose is outlined



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# MOTIONS

## Motion A

### **Motion:**

The Bid Dev Committee motions to have final Bid Books due 24 days prior to opening of ICYPAA and Subcommittee IGRs completed and submitted to Advisory Secretary 10 days prior to opening of ICYPAA

### **Rationale:**

Much discussion has been had regarding the feasibility of providing a quality review in the IGR process and the quality of work provided to bid committees at 58<sup>th</sup> ICYPAA in Nashville. Last year, Bid Books were due 12 days prior to ICYPAA at 8am on August 20<sup>th</sup> and Completed IGR's Due on August 29<sup>th</sup>. This timeframe left little time to review Bid Requirements, meet as a subcommittee and agree on feedback, and consolidate for final deliverable to Secretary/Bid Committees. It is very difficult to manage this timeframe, be thorough in a way that fully honors the work the bid committee completed, and maintain non ICYPAA responsibilities at the same time right before traveling and being in site selection process. With many members serving on multiple committees, it is simply unrealistic to have the work completed to the standards we expect in a 9 day timeframe. The final versions at 58th were full of grammatical and spelling errors and duplicate statements because of the rush to meet deadlines. This occurred with only 7 Bid Committees to review at 58th. We are considering the need to review almost twice the amount of work with 13 bid committees currently working on requirements. We believe and suggest that a longer timeframe is necessary to review thoroughly and provide council members an opportunity to review other subcommittees' work if so desired.

We believe that providing a deadline of 24 days prior to ICYPAA and 14 days to complete the IGR process would be adequate and would not be a request too cumbersome on the bidder.

This year this motion to have final Bid Books due 24 days prior to opening of ICYPAA would fall on July 24<sup>th</sup> at 12.00 AM and Subcommittee IGRs completed and submitted to Advisory Secretary on 10 days prior to opening of ICYPAA which would fall on August 7<sup>th</sup> at 12.00 AM

Discussion also on Early Bid Review Deadline. The Bid Dev Committee decided ultimately that the 60 day timeframe was still adequate and that there was no benefit to altering or eliminating the Early Bid Review Deadline.

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## Motion B

### **Motion:**

Update the current ICYPAA bylaws document (see redlined document Addendum #1)

### **Rationale:**

Bid Requirement 9 was removed from the Hotel Committee's IGR responsibilities in order to decrease duplication, streamline IGR and provide consistent feedback to the Bid Committees. The flow element of hotel contracts will be incorporated into the feedback provided when reviewing Bid Requirement 11.

The ICYPAA bylaws document also needed changes to reflect current practices and responsibilities. The other proposed changes include adding to the duties of the co-chair, updating the duties of the secretary, updating the purpose of the Finance and General Service committees and changing the name of the Website committee to the Technology Committee.

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# DISCUSSION POINTS

## Discussion Point A

### Discussion Point – Finance Committee

#### **Budget Process**

The Finance Committee is asking for feedback from Council on the below budgeting process:

1. Finance Committee convenes within two weeks of new committees assignments – in that meeting Finance Committee creates a draft budget based on last year's budget and motions passed at the Annual Meeting
2. Finance Committee send draft budget to subcommittees and officers for feedback
3. Finance Committee hosts an open meeting for subcommittee chairs and officers to ask questions, provide feedback, etc. – this meeting should happen if possible before the second meeting of the subcommittees
4. Subcommittees and Operating Committee discuss draft budget and provide feedback in their first meeting
5. Subcommittee Chairs and officers submit changes to the Finance Committee one week prior to the Finance Committee's last meeting prior to the first Quarterly Meeting
6. Finance Committee approves budget for presentation to the Full Council at its first Quarterly Business Meeting

**Background** – At our last quarterly meeting, the Finance Committee was asked by council to look at the budgeting process and create a draft of a process that would be more coordinated and transparent than has happened in the past. The Finance Committee has discussed this over the last two meetings, considered best practices from other AA service organizations, and would like feedback on the proposed process above. The Finance Committee does not believe this needs to be enshrined in the by-laws, and rather can be passed on to next year's Finance Committee as a best practices document.



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## Discussion Point B

**Discussion Point:** Should Council continue to engage in 12 step work beyond that which takes place at the Conference (i.e. projects not directly related to hosting ICYPAA) and should we include this in our written guidelines?

**Background:** The ICYPAA Advisory Council description and list of purposes is currently included at the end of the Facts, Aims & Purposes doc.

Copied from the FAP document on icypaa.org:

“The Council is the custodian of the Conference and the Board of Directors of ICYPAA, Inc. 501(c)3. It is both the legal guardian and spiritual servant of ICYPAA. Its purposes include, but are not limited to:

- Practice the A.A. Twelve Steps, Twelve Traditions and Twelve Concepts of World Service.
- Make available, to any A.A. member who requests it, information regarding ICYPAA and Young People in A.A.
- Make regular contact with the General Service Office.
- Provide guidance to Committees who are bidding for the Conference.
- Select future conference sites from bids offered at each year’s Conference.
- Provide guidance to the current Host Committee.
- Provide custodial oversight of ICYPAA and maintain veto power over the Host Committee.
- Protect the corporation and its assets, and manage the corporation using best practices of not-for-profits.
- Uphold its fiduciary responsibility to the Conference.
- Practice transparency in its affairs.
- Maintain the ICYPAA archives.”



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# ADDENDA

Addendum 1



# ICYPAA

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## ICYPAA Bylaws

Revised February 12, 2017

Michael Pearson 8/13/16 12:28 PM

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Young People's Groups in Alcoholics Anonymous began appearing around 1945 in Los Angeles, Cleveland, and Philadelphia, and now they can be found all across North America. In 1958, a meeting of young AA's from across the U.S. and Canada started what is now the International Conference of Young People in Alcoholics Anonymous (ICYPAA), and it has met on an annual basis ever since. At the 1960 AA Convention, Bill W. noted that the age of new members was much lower than when he and Dr. Bob founded AA 25 years earlier. In a letter to ICYPAA dated June 15, 1969, Bill wrote "... in recent years I have found nothing for greater inspiration than the knowledge that A.A. of tomorrow will be safe, and certainly magnificent, in the keeping of you who are the younger generation of A.A. today."

ICYPAA was founded for the purpose of providing a setting for an annual celebration of sobriety among young people in AA. Since its inception, a growing group of people, who at first would not consider themselves as "young people," has become regular attendees. The number of young people suffering from alcoholism who turn to AA for help is growing, and ICYPAA helps to carry AA's message of recovery to alcoholics of all ages. This meeting provides an opportunity for young AA's from all over the world to come together and share their experience, strength, and hope as members of Alcoholics Anonymous. AA members who attend an ICYPAA return home better prepared to receive young people who come to AA looking for a better way of life.

### **STRUCTURE:**

The work of the corporation shall be carried out by and through the Host Committee, the Advisory Council and its Board of Directors. It is suggested that all members of ICYPAA conduct themselves within the Twelve Steps, Twelve Traditions, and Twelve Concepts of Alcoholics Anonymous.

It is ICYPAA's policy to practice general transparency in regard to its mission, activities, finances and governance.

### **HOST COMMITTEE**

Before returning home the Host Committee is offered any useful conference material together with whatever individual or collective information and experience the Council members possess.

Michael Pearson 8/13/16 12:51 PM

Deleted: September 15, 2015

Revised: February 12, 2017

ICYPAA Advisory Bylaws

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The Host Committee has the chief initiative and the active responsibility in preparing for and hosting ICYPAA's annual conference. In view of this very large responsibility, the Host Committee must therefore be given a correspondingly large grant of authority and leadership with which to discharge it. Except in matters affecting other Host Committees, ICYPAA, or A.A. as a whole, each Host Committee should be autonomous. Here the Advisory Council's attitude has to be that of custodial oversight. The Advisory Council does reserve a veto power over any Host Committee action; this is legally necessary and right in principle.

Each Host Committee shall select three delegates to serve on the Advisory Council, and three numbered alternates. Council members shall be selected through 3rd Legacy Procedure as outlined in the AA Service Manual, and the Host Committee will decide who is eligible to vote. Those selected must have served on the Host Committee continuously for six months prior to the date of the Advisory Council election. Candidates should have a service background and enough sobriety to be responsible and informed, generally 3 years or more. Those selected shall serve as voting members on the Council for five conferences following the ICYPAA they hosted. Candidates may serve a maximum of seven conferences, including prior ICYPAA Advisory Council service. New members' terms will begin on the day after the close of their Conference.

## **ADVISORY COUNCIL**

The Council is the custodian of the Conference and the Board of Directors of ICYPAA Inc 501(c)3. It is both the legal guardian and spiritual servant of ICYPAA. Its purposes are but not limited to:

- Practice the AA Twelve Steps, Twelve Traditions and Twelve Concepts for World Service.
- Make available, to any AA member who requests it, information regarding ICYPAA and Young People in AA.
- Make regular contact with General Service Office.
- Provide guidance to Committees who are bidding for the Conference.
- Select future conference sites from bids offered at each year's Conference.
- Provide guidance to the current Host Committee.
- Provide custodial oversight of ICYPAA and veto power over the Host Committee.





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- Protect the corporation, its assets and manage the corporation using best practices of not-for-profits.
- Uphold its fiduciary responsibility.
- Practice transparency in its affairs.
- Maintain the archives.

Council members are expected to attend the following meetings: the annual business meeting, the quarterly business meetings, the ICYPAA "Forum", the Bid Presentations, and site selection meetings. A Council member's failure to attend six meetings during her/his term shall be considered a voluntary resignation. Determining whether a Council member that comes to a meeting late or leaves a meeting early is considered present or absent for that meeting shall be at the Chair's discretion. Deployment with the uniformed military service shall not be counted as an absence.

Alternate Advisory Council members are encouraged to attend all Advisory Council meetings and conference calls. Alternates may be asked to serve on subcommittees at the Advisory Council Chair's discretion.

An Alternate Advisory Council member may serve in place of a permanent Advisory Council member at any Advisory Council meeting and act as a voting member if the Advisory Council Chair and Secretary are notified in advance.

If a permanent Advisory Council member is not able to attend an Advisory Council meeting, it is their responsibility to ask an Alternate Advisory Council member (from their Host Committee) to attend the meeting in their place. If the 1st Alternate is not available, the next Alternate in succession must be asked (i.e., Alternate #1 asked first, Alternate #2 asked second, etc.). An Alternate may not name another Alternate should they themselves not be able to attend.

Drinking alcoholic beverages shall be considered a resignation.

The Advisory Council may remove a Council member by a three-fourths vote of the total voting Board Members of the Advisory Council.

The Advisory Council members are expected to adhere to the Conflict of Interest Policy and the Non-Discrimination and Anti-Harassment Policies.

Vacant Council seats caused either by resignation or absence from the Conference may temporarily or permanently be filled by elected Alternates from the area represented by the vacancy, in the order in which they were elected. If



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the vacancy is caused by a member's resignation, the Alternate will be a permanent member of the Council.

The directors of the corporation shall consist of all permanent Advisory Council members above the age of eighteen and shall have the authority to amend the articles of incorporation and otherwise to take any action reserved to the Board of Directors by the articles of incorporation, these by-laws, or applicable Colorado law. All Council members should encourage conference participation and attendance throughout the year.

The standard term length for ICYPAA Advisory Council membership is 5 conferences. This term may be extended if a member of the Board of Directors is elected to an Officer position in their fourth or fifth year of service. Depending on when a board member is elected, the term may be extended to 6 or 7 years. In the spirit of rotation, the maximum limit for serving the ICYPAA Advisory Council is 7 cumulative conferences. The Advisory Council shall elect its Officers, including a Chairperson, Co-Chairperson, Secretary and Treasurer from any permanent Advisory Council member above the age of eighteen within their standard 5-conference term. Each Officer position is a two-year commitment, and no Council member may serve more than two terms in the same position. Officer elections will be conducted using the 3rd Legacy Procedure as outlined in the *A.A. Service Manual*.

## **OPERATING COMMITTEE**

The Operating Committee will consist of the Chair, Co-Chair, Secretary, and Treasurer, and shall not take action individually without consulting with the others on the Committee. If a member from the Operating Committee is unavailable to attend any meeting or perform any function, the Chair may select an alternate from the Board of Directors to serve temporarily or until the next meeting of the Advisory Council. Operating Committee meetings and conference calls are open to everyone on the Advisory Council to attend, however participation is limited to the Operating Committee. Recordings of all Operating Committee conference calls shall be made available to the Advisory Council.

The Operating Committee is responsible for conducting the business of the Advisory Council between conference calls and the annual meeting and keeping the Council informed on the progress of the current year's Conference. The Committee shall submit an operating budget proposal to the Council at the last meeting of the calendar year. Members of the Operating Committee shall keep



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informed on the Host Committees progress, plans and activities. The Committee should also review the budget and major contracts entered into by the Host Committee. The relationship between the two committees should fundamentally be the sharing of experience, strength and hope with each other.

## **CHAIR:**

- ◆ Plan, announce the agenda for, and chair all Council and Operating Committee meetings.
- ◆ Maintain a working relationship between Host Committees and the Council to ensure that the best interests of ICYPAA are being served.
- ◆ Be a signatory on all facility contracts and bank accounts including Host Committee accounts.
- ◆ Work jointly with the Treasurer to maintain a working list of all financial obligations, and ensure that all are being met.
- ◆ Keep the Operating Committee informed on all ICYPAA matters of importance.
- ◆ Be responsible to support all members in the completion of their duties.
- ◆ Act as liaison between ICYPAA and the General Service Office and ensure that the General Service Office has a current list of Council members including addresses.

## **CO-CHAIR:**

- ◆ 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.
- ◆ Perform duties as outlined by the chair.

Michael Pearson 8/13/16 12:29 PM  
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## **TREASURER:**

- ◆ Keep detailed financial records of all Council business and make the current year's financial records, bank statements, account ledgers, check books, tax returns and correspondence available at Council meetings.
- ◆ Give financial reports at Council meetings summarizing all income and expenditures.
- ◆ Provide a detailed transactions report and balance sheet of the Council's accounts to each member of Council 30 days prior and as soon as is practical 90 days after each conference.
- ◆ Be a signatory on all Council bank accounts.

Michael Pearson 8/13/16 12:51 PM  
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- ♦ Work with the treasurer of a Host Committee to insure the proper maintenance of financial records.
- ♦ Oversee the preparation and filing of federal tax returns.
- ♦ Shall immediately inform the Operating Committee of any inconsistency in the accounts or records.

## SECRETARY:

- ♦ Take minutes of all Council and Operating committee meetings; furnish minutes of the Council meetings to all Council members within ninety days of the meetings and those of the Operating Committee within thirty days of such meetings; store and maintain all ICYPAA data (minutes, notes, IGR, reports, documents, recordings, legal correspondence and other digital assets, etc.) in an appropriate file sharing interface.
- ♦ Shall maintain the ICYPAA e-mail address for all correspondence, answer all correspondence or direct it to the appropriate person promptly, and furnish copies of all correspondence to Council members monthly.
- ♦ Be responsible for the revision and printing of all Council documents and literature including these Bylaws, Facts, Aims and Purposes; Bidding Requirements; and Host Committee Responsibilities. These items should all contain accurate revision dates and be made freely available to anyone.

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## OTHER COUNCIL ELECTED POSITIONS

### ARCHIVIST:

- ♦ Act as the caretaker of the archives (documents, memorabilia, traveling showcases, etc.) in such a way that there is no substantial distortion of the material.
- ♦ Act as custodian of the conference banner and be responsible for its storage between conferences and for the banner's delivery to the current Host Committee at its convenience.
- ♦ Shall be the liaison between the G.S.O. Archivist and the Advisory Council pertaining to all ICYPAA archives issues and follow, to the best of his or her ability, the Archives Guidelines set forth by G.S.O.
- ♦ Shall work with the Host Committee on matters pertaining to the archives including displays for the conference and material to be collected before, during and after the conference. This can include novelties, memorabilia, the Host Committee's written experience, etc.

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ICYPAA Advisory Bylaws

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- ♦ Shall have on display the Advisory Council minutes.

A present or past Council member may stand for the Archivist position. This person must have served at least one year on Council before being elected to the Archivist position. The Archivist shall be elected to a four-year term. If the Archivist is not a current Council member, he or she is not required to attend the Conference. If the Archivist does not attend, suitable arrangements must be made for the transportation and display of archives materials at the conference and for submission of an annual report.

The Archivist shall at all times act in accordance with the Twelve Traditions, being especially concerned with protecting members' anonymity, and in accordance with the Twelve Concepts for World Service, exercising appropriate authority while always remaining accountable to the guidance of the Advisory Council.

The Archivist must submit a written report at the annual Council meeting detailing all activities of the preceding year, with a description of all expenses associated with fulfilling their duties and a projected budget for the coming year. The Secretary should receive this report one week prior to the current year's conference.

The Archivist is welcome to attend all Council business meetings with a voice, but no vote unless he or she is a current Council member. The Archivist cannot be a member of the Operating Committee.

## **COUNCIL GUIDELINES**

Council members shall be reimbursed for reasonable long distance telephone, postage, and copying expenses incurred in the performance of their position. The Operating Committee or the Council may or may not review and reimburse a Council member who, without prior authorization of the committee or Council, incurs other expenses in the performance of their position.

Council members serving at ICYPAA shall be given a stipend of \$100.00 to cover food expenses, shall be reimbursed up to \$250 for travel expenses to the conference, and shall be reimbursed for ½ of the room charges (including applicable room rate and taxes) for each night spent at the hotel before a day in which Council business takes place. Receipts must be submitted to the Advisory Treasurer for travel and hotel costs.



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*To illustrate, let's say Council member "Beth" serves at ICYPAA and attends the Thursday, Friday, Saturday, and Sunday Council meetings, so she stays at the hotel Wednesday, Thursday, Friday, and Saturday nights. Let's assume the hotel charges (including taxes) total \$50/night. This means the Beth would owe \$200 for the room nights, but would be entitled to reimbursement for four (4) ½ night charges, or \$100 (4x\$25), resulting in \$100 owed by Beth for the hotel. If Beth had receipts for travel in an amount of at least \$250, she would arrive at the conference entitled to payment of \$350 (\$100 for food + \$250 for travel). Assuming Council rooms have been billed to ICYPAA through the master account, the \$100 owed by Beth would be deducted from the \$350 owed, leaving \$250 in reimbursement. If Beth arrives early, or decides to stay in the room Sunday night or beyond, she would owe 100% of the cost for those room nights, which would further reduce the \$250 reimbursement amount.*

Up to seven (7) Council members serving in site selection proceedings, including the Advisory Council Chairperson, the Advisory Council Treasurer, the Hotel Subcommittee Chairperson, and four (4) members of the Hotel Subcommittee selected by the Hotel Subcommittee Chairperson, shall be given a stipend of \$100.00 to cover food expenses, and shall be reimbursed up to \$250 for their travel expenses to the potential host cities. In the event the hotel rooms are not fully complementary, Council members shall be reimbursed for ½ of the room charges (including applicable room rate and taxes) for each night spent at the site visit hotels. Receipts must be submitted to the Advisory Treasurer for travel and hotel costs. *The same basic illustration stated above for service at ICYPAA applies here.*

In the event all Council members serving (at either ICYPAA or in site selection proceedings) are not able to be roomed at the same rate per room, reimbursement would be at a rate that is averaged between the differing total room charges, so as to spread the savings across all applicable Council members. So, for illustration, let's say 10 of the rooms are at a total charge of \$50, and the other 5 are at a total of \$100, the averaged rate would come out to \$66.67/night (and this rate would be subject to the ½ per night calculation).

All reimbursements shall be made only if ICYPAA's financial position allows.

A quorum shall consist of 2/3 of the Council members at any of the Council meetings. Motions and resolutions shall require a simple majority vote. A vote of 2/3's of the quorum is necessary to change these Bylaws; the Facts, Aims and Purposes; Bidding Requirements; or Host Committee Responsibilities. Any Council member proposing agenda items for the annual meeting should

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distribute copies of those proposals 30 days prior to the meeting for evaluation by other Council members. A 2/3 majority may add any proposal to the agenda.

The Council shall decide upon a budget and endeavor to maintain a prudent reserve of two years of the current annual operating budget plus insurance deductibles in addition to operating funds. The budget shall include and the Treasurer will make available \$2,000.00 to be deposited into the Host Committee's checking account once it has been established.

In the event that no city presents a bid, an emergency meeting of the Council shall be called without delay. All past and present Council members will be invited to attend in order to find a suitable site for the Conference, or determine if the conference should be suspended and the subsequent fate of the Council.

The Council shall review all of its documents every 5 to 10 years, to ensure it is meeting compliance issues and all sections are up to date

### **SUBCOMMITTEE STRUCTURE AND DESCRIPTIONS**

The ICYPAA Advisory Council has established the following standing Subcommittees:

#### **BID DEVELOPMENT COMMITTEE:**

The purpose of the ICYPAA Advisory Council Bid Development Subcommittee shall be:

- ♦ Maintain ongoing communications with current and potential bid committees.
- ♦ Plan, manage and execute the ICYPAA University curriculum.
- ♦ IGR for Bid Requirements 5 (Host Committee Guidelines) and 9 (program), content only.

#### **FINANCE COMMITTEE:**

The purpose of the ICYPAA Advisory Council Finance Subcommittee shall be:

- ♦ Provide oversight and guidance to the Treasurer in managing all ICYPAA Advisory Council financial accounts.
- ♦ Prepare the yearly ICYPAA Advisory Council Budget.
- ♦ Maintain the overall financial health of ICYPAA.

IGR for Bid Requirements 2 (financial records), 10 (proposed conference budgets), and 7 (tax laws). **GENERAL SERVICE COMMITTEE:**

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The purpose of the ICYPAA Advisory Council General Service Subcommittee shall be:

- ♦ Communicate with GSO on issues related to young people (including ICYPAA's participation in the A.A. International Convention).
- ♦ Collaborate with the Host Committee, AAWS and The Grapevine to increase the awareness and involvement by attendees of ICYPAA in General Service work.
- ♦ IGR for Bid Requirements 3 (engagement in AA's Three Legacies), 4 (Host Committee Responsibilities), and 6 (activity schedule).

## **HOTEL COMMITTEE:**

The purpose of the ICYPAA Advisory Council Hotel Subcommittee shall be:

- ♦ Conduct the hotel contract negotiation and signing processes.
- ♦ Conduct the AV contract negotiation and signing processes.
- ♦ IGR for Bid Requirements 11 (hotel contracts) and 12 (AV contracts).

## **TECHNOLOGY COMMITTEE:**

The purpose of the ICYPAA Advisory Council Technology Subcommittee shall be:

- ♦ Build and maintain ICYPAA's presence on the web.
- ♦ Manage ICYPAA's online registration system.
- ♦ IGR for Bid Requirements 1 (committee roster), and 8 (conference theme and graphics).

## **SUBCOMMITTEE GUIDELINES**

All standing Subcommittees shall meet monthly, take minutes of their meetings and make reports on all activities prior to each Advisory Council quarterly business meeting. Subcommittees generally handle all questions related to their category, and may be assigned additional tasks by the Advisory Council Chair or by the Operating Committee or full Advisory Council.

## **SUBCOMMITTEE APPOINTMENTS:**

The ICYPAA Chairperson is responsible for appointing the Subcommittee Chairs, as well as any necessary Ad Hoc Subcommittee Chairs. The Advisory Council Chairperson has discretion to determine who chairs which subcommittee. Each Advisory Council member is encouraged to be an active member of at least one Subcommittee.

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## **SUBCOMMITTEE STRUCTURE:**

Each Subcommittee must have a Chair and include at least 2 Advisory Council members. Subcommittees are generally comprised of a Chair and 3-5 Advisory Council members, depending on the workload of the committee. Subcommittee Chairs should be well-qualified and active Advisory Council participants. In order to distribute the workload of the Advisory Council evenly and to develop the AA leadership abilities of all Council members, holding more than one concurrent chair-ship is discouraged.

## **SUBCOMMITTEE ROTATION:**

Terms of service are approximately one year, appointments being made each year within a month after ICYPAA. Subcommittee Chairs may hold the same position for no longer than two years.

## **SUBCOMMITTEE MEMBERSHIP:**

Subcommittee Chairs must be Advisory Council members, while Subcommittees may include alternates in addition to Advisory Council members. The ICYPAA Advisory Council Chairperson is by default a member of every Subcommittee and may attend and participate in all Subcommittee meetings, but is generally discouraged from being a driving force or dominant voice in Subcommittee business.

## **SUBCOMMITTEES AND IGR:**

Each Subcommittee has specific responsibilities during the Information Gathering and Reporting (IGR) phase of site selection. Subcommittee Chairs are responsible for scheduling and conducting a Subcommittee IGR meeting to review the assigned bid requirements and for turning in a completed IGR evaluation document. Subcommittee Chairs and Members must read the bid packages and be prepared to evaluate the assigned Bid Requirements.

## **AD HOC COMMITTEES:**

Ad Hoc Subcommittees can be created at the discretion of the Advisory Council Chair or by motion from the Advisory Council Members. Ad Hoc Subcommittees should have a specific purpose, length of service, and stated outcome (a report, motion and/or recommendation). In the recent past, the Advisory Council has



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had Bylaws, Structure and 2015 International Convention Ad Hoc Subcommittees.

## **SUBCOMMITTEE FINANCES:**

Each ICYPAA Advisory Subcommittee is responsible for submitting a yearly budget for their subcommittee activities.

## **SUBCOMMITTEE SURPLUS FUNDS SPENDING POLICY:**

When surplus funds are available for use, subcommittees may submit requests for funds at the quarterly Advisory Council business meetings. The Advisory Council will vote to approve or deny the use of surplus funds. Once surplus funds have been approved and allocated to a subcommittee, the subcommittee Chair is responsible for working with their subcommittee to determine how and when the funds will be spent. Once the subcommittee has decided on a spending plan, the subcommittee Chair must fill out a Surplus Funds Spend Plan Form and submit it to the Advisory Council Treasurer. The subcommittee Chair must stay in communication with the Treasurer regarding the status of the surplus funds project, and once funds are ready to be spent, discuss with the Treasurer how payments will be made. If allocated funds are not spent within the original time frame set forth in the Spend Plan, the subcommittee must determine if the funds are still needed and provide a new estimated completion date within thirty (30) days of the expiration of the time frame; if the subcommittee fails to do so, the Advisory Council shall reassess the allocation at its next quarterly business meeting.

## **SITE SELECTION PROCEDURE**

The Council's official site selection process begins every year fourteen days prior to the Bid Presentations when Bid Committees submit their final bid packages for the next year's ICYPAA. All Council members are expected to read and become familiar with all of the bid packages before ICYPAA. Meanwhile, the Council's Subcommittees are charged with formally reviewing specific Bid Requirements. They meet at least once after bid packages have been submitted to develop a summary, which is then emailed to the rest of Council seven days prior to the Bid Presentations. This allows for questions/answers/comments from all Council members to be answered and addressed prior to the conference.

At ICYPAA, the day before the Bid Presentations, Council members formally visit with all of the Bid Committees at their tables in the bid room. After the bid table

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visits, Council has a Structured Closed Sharing Session where each Council member is allotted one minute to address the merits and liabilities of each bid until each Council member has covered all of the bids. Council members will be provided a list of sample questions to answer about each bid in their allotted time.

Following the Bid Presentations, Council has a one hour Closed Priority Inventory session to give an opportunity for each Council member to inform the Council as a whole what the most important factors are in their decision making process for the current bid year. A tally of factors is kept by the Secretary and condensed down to the common denominators once the inventory is complete.

Immediately after the Closed Priority Inventory, Council returns to an Open Session where the Council Chairperson reads a statement explaining the decision making process and the results of the current year's priority inventory. Each Council member is then allotted two minutes to address the ICYPAA body about the factors that are most important to them individually.

After this round, Council proceeds directly to the Third Legacy Voting procedure (as outlined in the *A.A. Service Manual*) and selects next year's ICYPAA Host Committee.

For more detailed information on ICYPAA's Site Selection process, see the document *Site Selection Format for Discussions*.