



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

June 2, 2013 @ 12:00pm PST, 2:00pm CDT, 3:00pm EST.

1. Roll Call. Darren, Lauren AV, Robyn, Laura, Daniel, Matt, James, Kevin, Mike, Lauren W, Ian, Todd, Ron. David, Taryn, and Stacy absent.
2. Approval of minutes March 24, 2013 quarterly business meeting
 - a. Change misname on page one. Laura makes motion to accept minutes. Seconded. Motion passes.
3. Reports
4. Chair (Carlston)
 - a. The Biltmore: As of the 22nd of March Biltmore room nights booked is 2161 (sold out Friday and Saturday). Our contract is for 1875. Overflow Hotel - Embassy Suites
 - b. AV is currently under way....I will let the Hotel AV committee fill you in on where we are at.
 - c. The 55th ICYPAA
 - i. Program: The program is final but pending the wrap up of the AV. As the AV cost could greatly alter the 55ths program. The panelist and speakers have all been selected. The host committee endeavored to have a diverse make of speakers and panelist...in regards to race, ethnic background, sexual orientation and etc. As soon as I get the Final...FINAL program I will send it out to council.
 - ii. The 55th pre-conference event: Wrigley Mansion on July 11th from 3pm \$30.00. 31 sold
 - iii. The 55ths outreach: Pre-Registration is 918
 - d. ICYPAA's Past & Present Advisory Council Breakfast: here have been 26 RSVP's. June 11th is the cut off.
 - e. Forum the invitation to attend ICYPAA's Forum @ the 55th ICYPAA will be sent out next week via constant contact and FB posting.
 - f. Archivist: The position is up for election at the 55th ICYPAA. I will post an invitation in the Past & Present Council Face Book page in the next 2 weeks. "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." *ICYPAA Bylaws*
 - g. The Operating committee meeting recording of our last meeting, was lost due to your chair screwing it up. On our last call we discussed conflict of interest issues. We decided that Daniel could not be the point of contact with the web development company in regards to future work where costs were involved. We asked in the future and Mike P. make contact with the web development company in regards to any work needed that funds allocated to our Website maintenance would be spent.



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- h. The Hotels-AV committee is "...a committee with governing board delegated powers... (article 2 section 1) " Therefore in regards to Conflicts of Interest that may arise during the AV negotiations/process. It was decided that they would execute the conflict of interest policy as the need may arise.
- i. Each member of the Hotels & AV is (or ought to be) of how to execute the Conflict of Interest policy, simply put, but accurate
- j. Each member of the Hotel & AV committee (host and council members) has a duty to self-report a financial interest before a decision is made regarding which AV company to select. **article 3 section section 1**
- k. Once the Financial interest of a Hotels & AV committee member is disclosed, that or those members as defined in **article 2, section 2. Financial Interest**. And it is established that a conflict **exists article 3 section 2** Said Board member or committee member will leave the meeting.
- l. The remaining Hotels & AV committee (disinterested members...do not have conflicts of interest) will do there due diligence to make sure alternative options are and have been made available to the committee. (**article 3, section 3-C and D**) Are there or is there more than one bid. Did they seek out enough alternative that they may proceed with the process in confidence.
- m. Finding that they have done their due diligence the Hotels & AV team will then proceed to selecting the AV for the 55th ICYPAA without the members with conflicts present.
- n. All meetings and communications of the process of selecting the AV company ought to be well documented **article 4**
- o. **Motions and Voting Procedures**
 - i. The ICYPAA Advisory Council's motions and voting procedures structure is by tradition, as we have no agreed upon structure. Mostly it has fallen to the chairperson of council as to how business meetings are conducted. This is another system that has obvious inherent flaws. ICYPAA's bidding requirements, require that bidding committees be structured, and prepare a host committee structure. The effects of this change are truly amazing...the effect on ICYPAA has a wholly good one. As of now ICYPAA's bidding committees and Host Committee have more structure regarding **Motions and Voting Procedures** than does Council. Times Change, and we must change with them.
 - ii. We propose Council change this. ICYPAA-U is the committee that works with the bidders when they have questions about the bidding requirement that request committee structure. Laura has been the council member who fields most of these questions. With that in mind I asked her to prepare a document for our consideration. see attached document "**Motions and Voting Procedure**". There is nothing new in the document, It is a reflection of how Council currently functions. I believe this is a good first step, one Council can build on going forward. Please review the document **Motions and Voting Procedure**". On our next call (operation committee meeting) we will decide if it is a document the operating committee is willing to put to council for its consideration. see attachments **Motions and Voting Procedures**,



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- iii. a. Motion (operating committee): adopt the document "Motions and Voting Procedures" as the ICYPAA Advisory Council-Board of Directors meeting procedures. (see document 13.06.02 Motions and Voting Procedures)
 1. Discussion ensues. No concerns. 13 in favor. Motion passes unanimously.
5. Secretary (Lauren W.)
 - a. Emails have been going fine with the switch to new email system. Thanks to those who have been helping with responses.
 - b. Previous minutes have been redacted and posted to the website. Last call's minutes will be redacted and sent to webmaster within the week.
 - c. No questions.
6. Treasurer- (Ron)
 - a. Been working with Talbot on budget, they have been great to work with.
 - a. Just like all years, we are waiting to finalize AV portion.
 - b. The Pre-con is set, \$30 this year for Trip to Wrigley Mansion and Food. Need about 240 paid to break even.
 - c. Some financial Updates:
 - i. Prudent Reserve \$55,061.53 as approved in prior years.
 - ii. Operating account is \$10,979.53
 - iii. Couple of big checks from this account. \$492.48 for Constant Contact \$1244 for D&O Insurance.
 - iv. Merchant Account is \$22,136.35 (About \$17.5k is from 54th) The 54th balance will be moved to Operating account the week of ICYPAA.
 - v. Been moving Merchant account Monthly for Phoenix. As the conference gets closer will be weekly or even daily as needed.
 - vi. Phoenix Checking: \$5968.99
 - vii. 54th should be closing out any day now, just waiting on the final disbursements.
 - viii. The final disbursements checks have cleared and now just waiting on the final Check from Matt.
 - ix. Been working on the Financial "workbook" this document should really help with transfer of Officers duties, along with relationship with Host Treasure.
7. Co-Chair- (Jonathan)
8. Hotel & AV Committee (Daniel)
 - a. **Summary:** The hotel team, consisting of Ron H., Daniel S., Kevin N., Matt R. and Jonathan M. has met 4 times via conference call since our March meeting. Three of those meetings included members of the 55th ICYPAA Host Committee and covered Audio Visual planning for this year's conference.
 - b. **55th ICYPAA Audio Visual Progress:** Jonathan M. is leading the charge in this department. There have been 3 calls where we reviewed (at great length) this year's program, space and AV needs. Based on all of the information from these



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calls an RFP was created and sent out to a number of potential Audio Visual providers. We expect to have AV proposals to consider by 5/31/13. We'll have a few more calls where we review each of the proposals and select the 55th ICYPAA AV provider.

c. **Additional Items:**

- i. The hotel team gets more and more requests for feedback the closer we get to ICYPAA. Not only are bids sending us their hotel contracts, but they are also looking for feedback on the AV contracts. This makes for a heavy, but worthwhile, workload leading up to the 30-day deadline.
- ii. Since our March meeting we fielded hotel and AV related questions and reviewed contracts from Chicago, Florida, Kentucky, Montreal and Texas.

- d. Motion: To change the 3rd bullet in Additional Bid Suggestions from, "Experience has shown that long holiday weekends allowing extra travel time are ideal dates for ICYPAA." To, " Experience has shown that summer months, historically between May and September are best." (see document 13.06.02 Motion to Change Holiday weekend suggestion)

To change the 3rd bullet in Additional Bid Suggestions

From:

Experience has shown that long holiday weekends allowing extra travel time are ideal dates for ICYPAA.

To:

Experience has shown that summer months, historically between May and September are best.

Rationale:

When selecting potential dates for ICYPAA, bidders often limit themselves to long holiday weekends even though this is not a requirement. ICYPAA is typically looking for the best deal it can get during the summer months, no matter what weekend. There is no data to suggest that ICYPAAAs held on holiday weekends achieve a higher attendance than those on non-holiday weekends. Even though the current language in our documents doesn't require bid committees to contract for long holiday weekends, it suggests that they do, and this limits both the bids and ICYPAA in our site selection options.

- e. Motion passes unanimously with 13 votes.

9. Website Chair (Daniel)

- a. **Summary:** The web team, consisting of Daniel S. and Mike P., has met once since the last Board of Directors Conference Call. Minutes from our committee meetings are posted in the secure Council area of the ICYPAA website. Our main focus has been preparing for the transition to the next rotation (website administration documentation and video tutorials).

- b. **Updates:**



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- i. Have been regularly following up with programmer on remaining site changes. Almost everything is complete.
- ii. Migrated email service to GoogleApps for Non-Profits. We now have access to a variety of useful tools.
- iii. Continued to utilize analytics tool to learn more about icypaa.org traffic. Some interesting stats:
 1. We've had 3,101 visits and 2,204 unique visitors in the past month.
 2. People visit 2.43 pages per visit and spend 2 minutes 11 seconds on the site.
 3. Registration, Bid Center and Archives are our 3 most popular areas.
 4. Our bidders have been active in the relevant business data area of the site.
 5. We've had visitors from 36 countries (behind the US and Canada the most visitors come from Japan, Australia, UK, and Germany).
 6. The cities which have visited us the most during the last month are Phoenix, San Francisco, Houston, New York, Los Angeles, Chicago, Boston, Denver, Atlanta and Philadelphia.
- iv. Updated website with new minutes, roster, etc...
- v. Updated general content of site (ICYPAA U, 55th ICYPAA Schedule, etc.)
- vi. Started to add products for the 55th ICYPAA to the store
- vii. **Current Objectives:**
 1. Develop instructions for new website for next web committee chair.
 2. Develop video tutorials for operating and maintaining the site.
 3. Conduct private tutorial webinars for host committee registration team leading up to the 55th.
 4. Follow through on completion of remaining website revisions from January.
 5. After completion of site revisions, begin conceptualizing mobile version of site.
 6. Finish converting past programs to PDF and upload to their respective ICYPAA's archives.
 7. Add copyright blurb to all recordings published on ICYPAA.ORG.
 8. Coordinate the creation of any new content that the new site requires.
 9. 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.
 10. Daniel states that he is working with Mike, former archivist, to get old audios on the website in response to a questions from Darren. Daniel wants to create a copyright blurb to tack onto the sound file, which hasn't started yet.



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11. Daniel also wants to explore using a software he has found to make some of our audio available to persons who are hearing impaired. Carlston puts this discussion in new business.
10. Finance Committee (Lauren AV)
 - a. The Finance Subcommittee finalized two documents this past quarter, which we now submit to Council for review – your comments, questions, suggested edits, and feedback are welcomed:
 - b. Finance Subcommittee Mission Statement (see addendum)
 - c. Finance Manual (see addendum)
11. General Service Committee (Darren)
 - a. **Purpose:** The General Service Committee has the following core responsibilities:
 - i. communicating with GSO on issues related to young people (including ICYPAA's participation in the A.A. International Convention)
 - ii. collaborating with AAWS and The Grapevine to increase the awareness and involvement by attendees of ICYPAA in general service
 - iii. handling the IGR for Bid Requirements 3 and 12.
 - b. **Summary:** The Ad Hoc General Service Committee consists of Darren F., Ian S., Josh S. and Jason N. with the participation of Jonathan P. and Sophia E. from the Phoenix Host Committee has met two times via GoToMeeting since our last quarterly ICYPAA Advisory Council meeting.
 - c. **Agenda:** The General Service Committee discussed the following:
 - i. To distribute the 84 remaining copies of Young & Sober in the following manner, consistent with the previously existing motion (exact # to be determined):
 1. (#) to EURYPAA
 2. (#) to AZYPAA
 3. (#) to SAYPAA
 4. (#) to each bidding committee
 - ii. Sophia is getting the mailing addresses for the international ypaac committees. Books will be distributed to Bid Committees at the 55th ICYPAA.
 - iii. To follow up with the members of the Chicago and Florida Bid Committees involved with their bid videos, with the purpose of supporting the submission of those videos to GSO's YPVP.
 1. No new information. Neither committee has submitted their videos to GSO for the YPVP, or to us for use on our website.
 - iv. To reconsider the host committee's plan for GSO and Grapevine related panels and/or workshops at the 55th ICYPAA in Phoenix, AZ.
 - v. Ami B. and a GV staffer will be in attendance. Rick W. and Billy N. will represent GSO.
 - d. **GV:**
 - i. Grapevine workshop about creating and submitting artwork will be hosted by GV Staff. Possible AV needs would be internet and projection screen.
 - ii. GV Panel (Young Sober and Published) - GV staff will be present. No AV.



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- iii. A “recording lounge” of some kind is being set up to continue audio recordings at ICYPAA for the Audio Grapevine. The equipment will be provided by a host committee member and is not expected to be an expense.
- iv. Our present understanding is that GV will NOT make a powerpoint presentation of any kind.
- e. **GSO**
 - i. Rick W. will speak briefly representing GSO before the Saturday night speaker.
 - ii. General Service panel, hosted by Rick W. and Bill N. will be a roundtable discussion format. AV needs are unclear at this time.
 - iii. Rick W. will participate on the PI panel. Billy N. will participate with Jennifer D. and Tom H. on the Revolutionary Change panel.
- f. **Technology Panel**
 - i. This is the priority from the Host General Service Committee. This panel will consist of 4-5 internationally located panelists who are extensively involved with starting online AA Groups in Europe, North Africa, South Africa and South Korea. The panel will be hosted by Sophia E., member of the host committee who is also integral to this community.
 - ii. AV and Hotel needs for this panel are significant. A computer capable of hosting this meeting must be onsite and at the front table. Video projection of this computer screen must be visible to the attendees. A webcam pointing at the attendees from an appropriate distance must be available. Audio needs may be significant to ensure the attendees can hear, while not providing feedback through the Host’s microphone.
 - iii. The possibility of using GoToMeeting for this event exists. Sophia would need to be trained for this in advance. The meeting could be opened up for off-site ICYPAA attendees to participate in Listen-Only mode. The meeting time could be set soon and people invited all over the world.
 - iv. This tech set-up should be extensively tested BEFORE the meeting actually happens. I recommend a rehearsal meeting of some kind in the weeks prior.
- g. Explore the possibility of utilizing YPAA Nation and the ICYPAA Facebook Group to create a Crowd Sourced Animation of a pre-recorded story for the YPVP.
- h. Please see the attached project description and the updated brief. The next step is to create a Flyer and a Webpage on ICYPAA.org to host the information. Then to distribute via Facebook and Constant Contact.
- i. Discuss how we should allocate the \$5000 budget for the AA Grapevine at the 55th ICYPAA.
 - i. The current idea is to purchase Grapevine subscriptions and give them away to attendees at ICYPAA. While this is understood as a contribution to the AA Grapevine (if we could write them a check, we would), we are seeking more effective ways to carry the message of the GV to ICYPAA attendees.



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- ii. We considered the idea of giving subscriptions to YPAA Groups instead of individuals.
 - j. Discuss the schedule for our combined meetings with AA Grapevine and GSO.
 - k. Invitations to conference calls with GSO and AAGV will go out shortly. The hope is to increase the effectiveness of our communications regarding the presence of GSO and AAGV at ICYPAA.
 - l. AA Grapevine Questionnaire. Please see the attached form. We considered the possibility of hosting some kind of questionnaire event at ICYPAA. Will discuss further with AAGV.
 - m. No questions for Darren.
- 12. ICYPAA University Committee. (Laura)
 - a. No questions for Laura.
- 13. Outreach Committee (David W.)
- 14. General Misconduct ad hoc Committee (Lauren W.)
 - a. Statement of purpose: The purpose of the general misconduct subcommittee is to investigate whether current policies address the scope of general misconduct in terms of principles, definitions, and protocol for Advisory Council members, Host Committee members, Bid Committee members, and general ICYPAA attendees. The subcommittee is to make recommendations for changes to these policies, if indicated, and advise the Advisory Council as to the dissemination and implementation of the updated document. The subcommittee may make further recommendations regarding best practices for addressing issues of general misconduct.
 - b. Objectives:
 - i. If the new general misconduct document is approved, we should make ICYPAA nation aware of it through an email blast and posting it to our website.
 - ii. In discussion is whether we should have people check a box noting that they agree to abide by the general misconduct document in order to register.
 - iii. Recommend to council that we include this language: "ICYPAA does not provide childcare or chaperones to minors, but we encourage **alcoholics of all ages to attend**. ICYPAA requests that attendees abide by **all** hotel policies." on registration and/or the website and/or through an email blast.
 - iv. Have a conversation about how we collect data especially since we have more information about our attendees through electronic registration.
 - c. No questions for Lauren.
- 15. New business
 - a. Motion (Daniel): To standardize the format for all IGR Phase Reports and distribute to respective Bid Committees at debriefing. (See document 13.06.02 IGR Motion)
 - i. Discussion ensues. Concern about formatting. Noted that it can be informative for bidders. Noted that we want to make sure that we use honest and helpful language in the comments. Noted that it will be given after the decision is made. Second round of discussion focusing on



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whether we might want to have all the bidder's reports given to every other bid in addition to their own information.

- ii. 12 in favor, 1 opposed. Minority opinion: see above. Motion passes.
- b. Utilize funds to purchase software for converting files for hearing impaired individuals. Daniel doesn't need approval for using the money because he's a trusted servant.
- c. Motion to close. Seconded.
- d. Announcements:
 - i. Register for the breakfast.
 - ii. Give Daniel IGR stuff
 - iii. IGR dates:
 - 1. June 13th deadline for bid committees to submit for council feedback.
 - 2. June 22nd feedback will be received by bidders
 - 3. June 29th deadline for final PDF bid package and council has five days before the bid session to review.
 - 4. Reports due July 8th
- e. Meeting ends at 4:37 CDT.