

ICYPAA Advisory Council
Conference Call Minutes
February 22, 2010 and March 14, 2010

1. Meeting opened February 22, 2010 at 11:09 am (CDT) with a Moment of Silence followed with the Serenity Prayer.
2. Roll Call:
Tom, David (filling in for Todd), Strawberry, Mark, Whitney, Jennifer, Robyn, James, Matt, Jonathan, Carlston, Ron, Jules.
3. Minutes Approval:
 - a. August 16, 2009 Minutes - Were deferred to approve at the February 28, 2010 conference call. No objection to reading of the minutes. No corrections to minutes. Minutes are approved.
 - b. November 22, 2009 Minutes - No objection to reading of the minutes. There are no detailed minutes from since the mp3 file was not downloaded. Jennifer will put together the minutes as best she can. Missing reports will be sent to Jennifer. Only motions from conference call - Dispersment to GSO (\$21,500) and Advisory Council 2010 Budget which were both approved unanimously. Minutes are approved pending addition of missing reports.

Reports:

4. Chair's Report - Tom
 - a. See attached report.
 - b. No Yugma will be used today- Everyone needs an account or else the service costs money.
 - c. Asked Council for objections to invite Alternates to listen only in the conference calls in case they have to step in at the business meeting at the Conference. No objections.
 - d. Carlston question - David participated on By-laws Committee. Can he read off of committee meeting report since Todd is participating in meeting? Tom - David can participate but not vote since Todd is present. David is filling in as needed for Todd since he was activated for the military.
5. Announcement from Todd - Looking like he's shipping out to Afghanistan in a week and has put in for leave for ICYPAA in August. Looks like he'll be returning November 16, 2010. Tom said this will probably be before the November conference call after the 52nd ICYPAA.
6. Co-Chair's Report - Strawberry
 - a. See attached report.
 - b. Tom - One new bidder or potential bidder since the last call? MD, Montreal were new bidders at last call. Strawberry said San Diego was a new/potential bidder. There are at least 11 bid committees plus FL, IN, London. Louisville is planning on bidding even though they are hosting SERCYPAA less than a month before ICYPAA. OH, and Boston might be bidding also.

- c. Countdown clock will be added to website for when the bid books are due.
7. Treasurer's Report - Mark
- a. See attached report.
 - b. Tom - is everyone ok with marking IRS info available on website? Ron - GSO's link is more basic information and would like to see ICYPAA's info be the same. Maybe the income tax return info can be available at the conference. Todd - What are Area's doing as a best practice for this? Not sure if GSO would be a similar comparison - Area might be a better size to compare with. Jennifer - Would the first and last names would be published on website? Mark - No, would redact last name for posting on the ICYPAA site. But first and last names are on official government documents and on guidestar which publishes tax returns for 501c3 organizations. He did look at GSO's website and was not impressed with the info available and thinks they aren't doing the best practices as other 501c3 organizations. Mark has been personally asking ICYPAA Treasurers numerous times for years about ICYPAA finances but has never got it except from Dalton but Mark was already on Council at the time and he feels that is a problem. Not providing financial information whenever anyone asks for it is against the law. Tom - IRS says tax return information must be "readily available" for inspection by anyone. Website would make it more readily available than providing at Conference. Tom asks for objections for posting information on ICYPAA's website - No objections. Mark will get with Jonathan about creating a page on website for this.
8. Secretary's Report - Jennifer
- a. Needs to get with Tom about Drop Send account. Tom - get together with Jonathan and Jennifer about uploading bid books to website.
9. Archivist's Report - Tommy
- a. No report.
10. Website Report - Jonathan
- a. See attached report.
 - b. Tom asked everyone to print out a color copy to see if it will copy well to see if we should ask the Host Committee to make a gray copy. Jonathan - even if the copy looks great, but the design is too intricate and will suck up too much ink for people to print out themselves (color or grayscale).
 - c. Todd - Have we thought about Jonathan's budget in order to get great websites for Advisory and the Host Committee so that these things can be taken care of now? Tom - Website problems have been going on since Tom, Whitney, and Mark have been on Council and problems were ongoing before. Person on Council who was working on this resigned halfway through term and Megan, the past Council Chair, scrambled to find a website that can be managed by people who were not webs designers or pay web designers. As a trade-off, GoDaddy doesn't let people alter the basic design and add in stuff. Jonathan - Does website design on side and can navigate GoDaddy pretty well but someone not technically savvy might not be able to. Mark - \$1000 budget for website and sent Jonathan \$50 so far. Jonathan - website is paid and probably won't need more for rest of year. Will research professional web design for possible

implementation after the 52nd ICYPAA and present information at next conference call.

11. Outreach Committee Report - Whitney
 - a. See attached report.

12. Finance Committee Report - Jules
 - a. See attached report.\
 - b. Had 3 conference calls since November.
 - c. Since motions come out of committee - no seconds are needed.
 - d. **Motion 1- The Finance Committee shall include the following travel reimbursement in the annual budget, subject to reduction or suspension based on current financial position: \$250.00 maximum for airfare, ½ of four nights hotel stay including taxes, and a \$100.00 stipend for food. Receipts for airfare and hotel must be submitted to the treasurer for reimbursement. Receipts for food would not be required. This travel reimbursement schedule would not take effect until the 53rd ICYPAA conference year has begun.**
 - e. Discussion of Motion 1
 - i. Robin - In favor
 - ii. Strawberry - Sounds good
 - iii. Mark - Thought about changes to travel reimbursement since before being elected to Council. Thinks it should be closer to full reimbursement. Problems with full reimbursement: potential not spend ICYPAA's money wisely. Food money can cover someone for conference if they eat in cheaper places and have no money for food. Travel money accounts for people who live near hubs or regional airports. Does not want the Treasurer to become the money police with people's receipts and have the Treasurer decide what is or is not acceptable for reimbursement.
 - iv. Tom interjects - Did some research for cheapest airfares for Wed to Sun travel and average came to \$284. Taryn - Appreciates work committee has done. In favor of increasing reimbursement but not full reimbursement. Likes being able to pay for part of conference and take ownership of it rather than have everything for free. Not sure why motion won't take affect until the 53rd ICYPAA.
 - v. Tom - Asks for clarification since he forgot to ask before discussion.
 - vi. Jules - Uncomfortable since this feels like we are voting ourselves a raise especially with ICYPAA being more expensive than previous years.
 - vii. Matt - Current policy is flat \$500 max reimbursement? Tom - Yes, for lodging and travel with receipts required. Do receipts need to be in member's name? This would be a prudent practice. Mark - Tom and Mark had shared a room in OK and room was in Tom's name and Mark was reimbursed for it. Shouldn't be a problem - motion intends for people to share rooms.
 - viii. Carlston - Question about precedent. Didn't we make motions on this topic that took affect same year and why not this year? Tom - Yes, but explanation about why not this time can be brought up during discussion. Jules - \$200 was voted in at New Orleans for LA ICYPAA. Can't remember when \$500 was voted and implemented. Tom will look up in old minutes.

- ix. Whitney - Instead of airfare will it be for travel since some people drive? Are the 4 nights specifically for Wed - Sat night? Will there be just one check cut or will some checks be cut once arriving at Conference? Mark - Encourage Whitney to change that from airfare to travel (that was the intent) (Tom went ahead and changed with Jules' approval). Intent for 4 night reimbursement was the nights before business meetings (doesn't include Sunday night since no business Monday). When reimbursement will take place - Treasurer is in discussion with Finance Committee for next conference call. Tom - Concern about putting in Wed-Sat. Current and past ICYPAA's have been Thurs-Sun but a future ICYPAA might have a Fri-Mon conference over a long weekend. Not sure how to gracefully add nights before business meetings attended into motion. Jonathan - "Nights before business meetings will be reimbursed" in case conference is 5 days rather than the previous 4.
- x. **Amended motion (as tracked by Mark): The Finance Committee shall include the following travel reimbursement in the annual budget, subject to reduction or suspension based on current financial position: \$250.00 maximum for transportation, ½ of the total hotel nights stay prior to any Council business meetings including taxes, and a \$100.00 stipend for food. Receipts for transportation and hotel must be submitted to the treasurer for reimbursement. Receipts for food would not be required. This travel reimbursement schedule would not take effect until the 53rd ICYPAA conference year has begun.**
- xi. Tom asked for any objections and there were none (although he wasn't comfortable with silence). Asked if Jules was ok with changes - Jules said yes. These addressed Whitney's questions. There were no more clarification questions - Discussion continues.
- xii. Jonathan - Appreciates work of committee. Doesn't see it as giving ourselves a raise but as a way to make Council better. Not sure if travel breakdown is fair across the board but can't offer proper verbiage to make any changes to motion work. Has worked on as non-paid person on Board of Director for a large organization and they didn't have any problem reimbursing for full travel. We might be too concerned about what people are going to think.
- xiii. Lauren - Same thoughts about balancing business practices versus spiritual fellowship. Want to prevent as much cheating as possible but we were voted by our Host Committee so hopefully we won't cheat ICYPAA.
- xiv. Ron - Real privilege working with Jules and Mark Committee. We are trying to be more legit. For 40 years nothing was reimbursed but ICYPAA started some more business practices like reimbursing for hotel and travel. We keep giving GSO money but GSO has said (not officially) that maybe we want to be more self-supporting for our Board. There might be the perception that we are getting paid to go to ICYPAA. In support of this motion.
- xv. Carlston - Difficult topic. Appreciate work of finance committee. Thinks airfare is too low because he's the guy who lives in an area where it's \$400-\$500 to fly out. Not complaining for himself, but for current or future Council members who don't make a lot of money. Objects to thought that allowing people \$300 or \$400 for airfare will use all of it and not be prudent. Not sure why groups will pay

100% of expenses for a GSR but not for ICYPAA. If we think reimbursement is right, we should implement now - putting off for a year gives image that we are doing something wrong. Not sure if he will vote for it or not - step in the right direction.

- xvi. Todd - Agree with motion as amended with stipulation to implement now. His area pays for officers and as well as GSO. We are modifying a current practice so we should modify it now.
- xvii. Jennifer - Would like to see tickets reimbursement for 100% with proof of cheapest ticket possible. What about alternates with last minute notification? They get screwed because we ask them to serve? Ideally people elected to Council are concerned about being prudent and frugal, but past experience has shown that this is not always the case and we can be naive thinking that.
- xviii. James - Thanks for finance committee. Agree with Todd and Jennifer. We are non-profit. Economic situation is horrible. Agree with \$500 travel and nights before business meetings and would like to change it now. Would like to know if members could be notified 30 days out how much reimbursement will be?
- xix. Matt - Travel more expensive for some people - not sure how to handle that.
- xx. Whitney - Asks Mark with fluctuating reimbursements how this will affect prudent reserve and budget? Wants to make sure motion is clear as possible for future readers of minutes. Has no opinion about whether to implement now or next year.
- xxi. Tom - Will go through rotation one more time since this is such a hot motion. Whitney asks to have Tom reread motion.
- xxii. Jennifer wants to make amendment for reimbursable travel costs over \$250. Will draft up and email out.
- xxiii. Jules - 2009 Operating Budget \$17,400 at \$18,400 for 2010 Operating Budget. Concerned about rising Operating Budgets costs. Thinks expenses are out of hand - doubled in about three years.
- xxiv. Robyn - Nothing to add.
- xxv. Strawberry - Would like to see us come to a decision or at least a jumping off point and have it take affect this year.
- xxvi. Mark - There is no motion that would please everyone which probably means motion debating is right one. Realized some people will not be fully reimbursed for travel. Does not want Treasurer to be responsible for checking to see if person got best deal. What if it turns it wasn't the best deal? Tell the person to go to hell? Doesn't want to be put in that position. All of our money comes from Host Committee which comes from our attendees. Serving on this Council is a privilege and we bear some of the expense in time, energy and money. Know for a fact that some past members have not been prudent with ICYPAA's money. Thinks GSO reimburses for airfare but GSO also makes arrangements for people. Doesn't agree to implement change now - Worst economy any of us have every seen and this will be one of the highest expenses for attendees - we would be foolish to change reimbursement now. Also, we didn't budget for increased reimbursement rate and will have to dip into prudent reserve.
- xxvii. **Jennifer's Amendment - Add the following to end of motion:
If travel costs exceed \$250, then the following applies:**

- 1. Council member must provide documentation showing a 3+ week ticket price information.**
- 2. If the travel reimbursement is for an alternate who was given late notification of his or her required attendance, then documentation showing the most frugal travel rates for their travel is required. (i.e. If an alternate is given notice 2 week before ICYPAA and they need to buy an airline ticket, then they show a receipt showing they bought the ticket when they were notified and not two days before ICYPAA.)**

Carlston proposed a cap of \$400 and Jennifer agreed (after much stumping for alternates with late notification). Carlston seconds. Taryn has clarification question - does Treasurer check this? Most of people based on sample are already over \$250 for airfare.

- xxviii. Tom - Going around horn for Jennifer's amendment only - not to anything else.
- xxix. James - Disagree with Jennifer's amendment.
- xxx. Matt - Not sure if amendment is needed if everyone is going to go over \$250 anyway. Not sure what 3-week ticket means. Jennifer - Ticket prices significantly increase from 3 weeks to 2 weeks to 1 week out.
- xxxi. Whitney - Against motion. Current reimbursement is \$7,500 and with \$400 and \$130 night room rate reimbursement is \$11,400. Prudent reserve has more than doubled since on Council. Anything over original motion - uncomfortable with.
- xxxii. Jules - Against amendment.
- xxxiii. Robyn - Against amendment - for original motion.
- xxxiv. Strawberry - For amendment.
- xxxv. Mark - Sees it as Treasurer judging documentation whether it is proof or not. Rather see amendment withdrawn and just increase travel expense.
- xxxvi. Taryn - Agree with Mark - Treasurer shouldn't be travel police. Thinks Jennifer's amendment is ambiguous. Against amendment. Would rather see travel costs upped in original motion.
- xxxvii. Jonathan - Agree with Mark. Thinks amendment is going in wrong direction. Do he have to fly out at 3 am because that is the cheapest ticket? Maybe it should go back to committee?
- xxxviii. Lauren - Against amendment.
- xxxix. Ron - Against amendment. Concerned that last few ICYPAA's have been pretty successful, and should reign in spending for conferences that have smaller attendance.
- xl. Carlston - Against amendment. Maybe we should kick it back to committee or make the travel costs higher. No one was talking about lowering registration cost when we donated \$26,000 to GSO.
- xli. Todd - Changed thoughts to wait a year to implement. Two points - Due diligence with 3 week ticket. Most of us already do this with business decisions. \$4000 expenses with one line item but we just gave away \$26,000 to GSO. GSO said maybe we should look at being self-supporting. If we kept \$16,000 from GSO, that would have been 4 years of increased travel costs which seems pretty alcoholic (we've got money, give it away. Wait, now we need money!)

- xlii. Jennifer wants to withdraw amendment. Tom asked body for objections to withdrawn. No objections. **Amendment withdrawn.**
- xlili. Tom - Second round of discussion for motion. Tom reread motion.
- xliv. Taryn - This would be a moot point if we didn't donate so much to GSO. Agree to motion but thinks we need to revisit 100% travel costs in future. We shouldn't be martyrs.
- xlv. Jonathan - In favor of motion. Thinks there can be modifications in future.
- xlvi. Lauren - Would like to see a motion later bumping up travel costs.
- xlvii. Ron - In favor of motion. We had \$88,000 in bank and that's why we gave money to GSO.
- xlviii. Carlston - In favor of motion even though airfare is not enough and there are alternates to keeping members prudent. Will ask Treasurer how much money we donated to GSO the last 10 years. 100% travel costs is not unreasonable for Council members when Area officers, District officers, and GSR's. Did state that maybe we should not donate all the money to GSO until we examined travel costs.
- xliv. Jonathan - Agree with motion.
 - 1. Jennifer - In favor of motion. Would like to see increased travel costs in future.
 - li. James - No in favor of motion. Should be more than \$250. We are a business and we should be run as a business.
 - lii. Matt - Agree with motion. Would be for \$300 travel costs.
 - liii. Whitney - For motion as it stands.
 - liv. Votes for motion: Yeas - Jules, Robyn, Strawberry, Mark, Taryn, Jonathan, Lauren, Ron, Carlston, Todd, Jennifer, Matt, Whitney. Nays - James.
 - lv. Tom asked if minority would like to speak. James - \$500 for airfare, receipt for airfare, 4 nights stay, advance 30 days before conference although he will go along with what Council decides. Tom asked if anyone would like to change vote. No replies. **Motion passed.**
- f. **Motion 2 - To reimburse travel expenses for no more than three council members, as selected by the council chairman, for one trip to the new host city for site visits, hotel negotiations, and host committee elections, at the travel reimbursement schedule in place for that conference year.**
- g. Discussion of Motion 2
 - i. Tom - Out of committee so no second needed for motion.
 - ii. Robyn - Nothing to add.
 - iii. Strawberry - In favor of motion.
 - iv. Mark - In favor. We should have been doing this before.
 - v. Taryn - Nothing to add.
 - vi. Jonathan - In favor of motion. Who are the three people and how is it decided. Tom - Selected by Council Chair. Council Chair isn't necessarily one of those three people.
 - vii. Lauren - In favor of motion.
 - viii. Ron - In favor of motion.
 - ix. Tom - amended travel to transportation in previous motion with no objections from body.
 - x. Jonathan - In favor.

- xi. Carlston - In favor.
 - xii. Jennifer - In favor.
 - xiii. James - In favor
 - xiv. Matt - In favor although doesn't think 3 people are needed for elections. Tom - those three people would participate in all three events in one trip.
 - xv. Whitney - Wants clarification for three people instead of two for site visit and hotel negotiations (Council Chair and Treasurer). Mark - Usually Chair, Treasurer and the person who will eventually take over either one of those positions (succession planning - Tom and Mark both rotate off next year). Whitney is in favor.
 - xvi. Tom - Sense that generally in favor. Asked for objections - none. **Motion passed.**
13. Mailing Committee Report - Taryn
- a. See attached report.
 - b. **Motion - The Advisory Council hires Henry Wurst to take our hand written conference registration slips and enter them into our master database immediately following the conference for \$.20 a piece at the expense of the council.**
 - i. Mark - Clarification question - About 100 pieces? Taryn - Probably more but doesn't have data from previous conferences. Tom - We would have spent about \$500 in LA and this was probably the upper range of walk-ins. Mark is comfortable with amount. Tom - NYC already has \$400 built into budget to take care of this.
 - ii. Round of discussion begins.
 - iii. Jonathan - In favor of motion.
 - iv. Lauren - In favor.
 - v. Ron - In favor.
 - vi. Carlston - In favor.
 - vii. Todd - In favor. Needs to be done - burnout potential with Host Committee.
 - viii. Jennifer - In favor. Well worth the money.
 - ix. James - In favor.
 - x. Matt - In favor.
 - xi. Whitney - **Object.** Should be Host Committee responsibility whether they pay for it or do it.
 - xii. Jules - In favor.
 - xiii. Robyn - In favor.
 - xiv. Strawberry - In favor.
 - xv. Mark - This is an ongoing that needs to be resolved which is Council responsibility. In favor.
 - xvi. Tom - Substantial agreement with motion except Whitney. Asked for any other opposition. **Motion passed 13-1.** Tom asked Whitney for minority. Whitney declined to speak.
14. By-Laws Ad-Hoc Committee Report - Carlston
- a. See attached report.

- b. Carlston forgot on his written report - Would like to include military service as an excused absence. This is pretty much a norm in our society - would like to bring to Council for next conference call.
- c. Jonathan read drafts and provided explanation for draft. Carlston stated the purpose of having a Conflict of Interest, Non-Discrimination and Anti-Harassment policy at the suggestion from the State of Colorado and the IRS for not-for-profit organizations. David read and explained the Non-Discrimination and Anti-Harassment policy.
- d. Tom asked for questions. [Crickets] Carlston - comments are welcome. Will be bringing these as motions at next conference call.
- e. **Motion 1 - The Advisory Council may remove a council member by a three-fourths vote.**
 - i. Tom asked Carlston to explain motion. Carlston - every entity should have a way to remove members. This is for behaviors so grievous that Council needs substantial unanimity for removal.
 - ii. Tom had question - AA historically need 3/4 vote of all groups for changes to Steps, Traditions, and Warranties. Does the committee mean 3/4 of any meeting with quorum or 3/4 of entire Council body. Quorum is 2/3 of Council body (which is 10). 3/4 of 10 is 7.5 or 8 people. Carlston - Committee discussed this and intent was 3/4 of any meeting with a quorum. No further questions. Discussion follows.
 - iii. Todd - No discussion
 - iv. Jennifer - In favor of motion
 - v. James - Good.
 - vi. Matt - In favor of motion.
 - vii. Whitney - Good.
 - viii. Jules -
 - ix. Robyn - Okay with it.
 - x. Strawberry - In favor although sad that we are considering it.
 - xi. Mark - In favor.
 - xii. Taryn - In favor.
 - xiii. Jonathan - In favor but hope we never need to use it.
 - xiv. Lauren - In favor
 - xv. Ron - Thank By-laws committee for the work that came out of committee. Sad state of affairs that someone would need to be removed. Something like this happened in California. Sort of a grey area - Host Committee elects them but Advisory Council needs to remove them.
 - xvi. Tom - Seemed like general consensus. Jennifer had question about 3/4 of quorum versus 3/4 of entire body. Potentially only 8 out of 15 people could vote someone out which would not be substantial unanimity of voting body. Should think it should be 3/4 of voting body. Carlston - Chair of committee - agrees. Tom - in interest in time, can Carlston recommit to changing wording for next call. No objections. **Motion tabled to May conference call where it will be Old Business.**
- f. **Motion 2 - It is ICYPAA's policy to practice general transparency in regard to its mission, activities, finances and governance.** Carlston - Suggested by State of Colorado and IRS.

- g. Tom asked for objections or asked for motion to postpone to next conference call if more discussions is needed. No objections. **Motion passed.**
15. **Mark makes motion to adjourn** since conference call is not 1:45 past scheduled ending time. Maybe meet in a few weeks? Strawberry seconds since she has to go to work. Tom - March 14 at 11 am CDT. Taryn will not be able to make an additional conference call would like to finish out. Tom asked for consensus for postponing - got a few yeses back. Carlston would rather finish today. Tom asks for motion to adjourn and come back March 14. Yeas - Matt, Strawberry, Jonathan, Mark, Todd, James. Nays - Robyn, Taryn, Lauren, Ron, Carlston, Whitney. Non-vote - Jennifer. Tom - Vote is tied. Call has run over 2 hours. Vote in favor of adjournment. **Motion passed.** Jennifer - If someone misses March 14 call; it shouldn't be counted against them as an absence. Tom - We still need at least a quorum.
16. Meeting adjourned at 3:51 pm CST and will start at 4.k. on Agenda March 14 11 am CDT.
17. Meeting reconvened March 14, 2010 at 11:05 (CDT) with a moment of silence followed by the Serenity Prayer.
18. Tom mentioned that Jonathan submitted revised motions from the Site Selection Committee based on feedback he got from members after the last conference call.
19. Roll Call:
Tom, David (filling in for Todd), Strawberry, Mark, Whitney, Jennifer, Robyn, James, Matt, Jonathan, Carlston, Ron, Jules.
20. New Member Orientation Ad-Hoc Committee Report - James
a. No report.
b. Will have something for next conference call.
21. Site Selection Ad-Hoc Committee Report - Jonathan
a. See attached report.
b. Did read all the feedback members submitted and reviewed with Carlston and Ron before today's conference call.
c. Blue is where committee is willing to be flexible.
d. Timeline will be read, discussed and voted on in sections.
e. **Section 1 Motion is read by Jonathan.**
f. Tom - Since everyone had a chance to read over document (sent earlier via email) and Jonathan just read Section 1, "friendly amendments" will be considered. Tom suggested "7 days prior to Conference" be changed to "7 days prior to bid session" to stay consistent with other previous sections. Jonathan accepts as Committee Chair. No seconds needed. No other tweaks suggested prior to discussion of motion. Tom gives 1 minute response per person.
g. David - Question - If Bid Committee had an incomplete package, would they be notified at the 7 days before bid session deadline and then have any opportunity to make corrections and resubmit? Jonathan - I don't believe that is the case; no.

- h. Discussion begins.
- i. Strawberry - Thanks to the committee for hard work. Is there a deadline for when the Co-Chair does the BCR Orientation before the Conference? Jonathan - No, up to the discretion of Co-Chair.
 - ii. Mark - Likes the direction of motion.
 - iii. Whitney - Good.
 - iv. Jennifer - Good - thanks to committee for hard work.
 - v. Robyn - Looks good.
 - vi. James - Nothing to add - sounds good.
 - vii. Matt - Looks good.
 - viii. Carlston - Looks great. Thanks everyone for input.
 - ix. Ron - Thanks everyone for input. Can tweak later if needed. Thanks for consideration.
 - x. Jules - Thanks for committee's hard work. Only concern - why 240 hours before instead of COB 10 days before bid session?
 - xi. Tom gave Mark another minute since he was cut off. **Mark - Wants to bring a motion to do first round of discussion of all sections today and postpone the second round of discussion and voting until next conference call.** Changes are huge and additional consideration is needed. 6 people on conference call had input and is concerned that not everyone on Council has had input into motions. **Jennifer and Jules second motion.** Jennifer asked Tom if there is a pressing reason to vote on sections today or can it wait until the May conference call (with there still being a few months before ICYPAA in August). Tom - Well, more time with communication with bidders is better than less time. Doesn't seem to be like anything can't be done in the sections if the vote is postponed to May. Jonathan - We shouldn't postpone. Based on discussion we just had, there doesn't seem to be much opposition and there is more work to be done and decided at the next conference call. Much of what is in document is already being done. Tom asked for discussion for postponing. Carlston - If we can do it today, we should do it today. By-laws will be bringing a lot to next conference call. If there isn't serious contention with sections, we can postpone. Jules - Wants to postpone simply because he didn't have enough time to review stuff. Tom asked for discussion against postponing. Ron - Committee worked many hours. Sent original document before the Feb 22 conference call and didn't get a lot of feedback. Amended motions came in today but that was based off of the feedback that went back and forth throughout the week. Matt - There were only a handful of changes since the original documents were sent out. There was enough time to review. Mark - Just concerned about not having an informed group conscience. Carlston - He hears what Mark is saying but disagrees. Thinks there was enough time for review. Since no more discussion, question is called for motion to postpone second round of discussion and voting until next conference call.
 - xii. Ayes - Mark, Whitney, Jules
 - xiii. Nays - David, Strawberry, Jennifer, Robyn, James, Matt, Jonathan, Carlston, Ron
 - xiv. **Motion to postpone not passed.** Tom asked for minority opinion - there wasn't any.

- i. Tom - first round of discussion. Asked if people wanted a second round of discussion otherwise everyone will vote. No one said anything. **Began voting for Section 1 of motion.**
- j. Ayes - David, Strawberry, Mark, Whitney, Jennifer, Robyn, James, Matt. Jonathan, Carlston, Ron,
- k. Nays - Jules
- l. Tom asked if Jules would like to speak for minority. Jules declined. **Section 1 Motion passed.**
- m. **Section 2 Motion read by Jonathan.**
- n. Tom asked for "friendly amendments." Jennifer had clarification question: One of the previous emails had Advisory Council Officers' elections after the Wed night Host Committee Advisory Council elections. Is that still going to be in schedule like that? Jonathan - Some of the feedback was this only happens every two years. By having elections Wed night, Council would require pretty much the entire Council there Wed night rather than Thursday morning (and affects travel reimbursement too). Committee can take and discuss if there is enough concern about implementing Council Officers' elections on Wed. Strawberry - Question - Are we asking the bid committees to be there Thursday officially. Jonathan - Yes.
- o. Discussion begins.
 - i. Strawberry - Like it. As a bidder, she was always there Thursday setting up but most of her bid committee couldn't get in early and is wondering how this will impact bid committees.
 - ii. Mark - Like it especially since it was his idea.
 - iii. Whitney - In favor although anything in writing about Thursday should just be a Council may be stopping by but official table rounds don't start until Friday.
 - iv. Jennifer - Agree with Whitney - requiring bid committees to be there Thursday would be an undue hardship. Not everyone can take the time off from work or school and it's more expensive. Bid committee shouldn't be penalized if entire committee isn't there on Thursday.
 - v. Robyn - Nothing to add and in agreement.
 - vi. James - In agreement with Whitney and Jennifer. Asking too much bid committees. We shouldn't even make the suggestion because it causes more unnecessary distress.
 - vii. Matt - Bid Committees need to be there at some point. Everything else looks good.
 - viii. Jonathan - Would like to amend line to "bid committees are encouraged to be present" since this is more of a request than an mandate. Mark seconds. (Second needed since motion was before entire voting body). Motion amended by unanimous consent. Jonathan speaks on amended motion - Nothing to add.
 - ix. Carlston - In support of.
 - x. Ron - In favor of amendment and totally understand additional finances to get to Conference early.
 - xi. Jules - Pass
 - xii. David - In favor.
- p. Tom asks if there are any objections to going to vote rather than having a second round of discussions. Whitney - Appreciate language change but even "encouraged" would

have bidders thinking it was mandatory. Would rather see a set time based on the Pre-Conference event and Council business meeting. Say Council is coming by this time, if anyone is here please make them available. Jennifer asked if timeline is published as requirements or just for Council's eyes/use only. Jonathan - Document is not merged into any other document or requirements at this time. Jennifer - So this isn't being sent to the bid committees? Jonathan - No, this is not for the bid committees. Tom - Thinks this is a good way to communicate timelines to bidders and they might see it. Asked for anymore discussion. None. Began voting on amended motion.

- q. Ayes - Strawberry, Mark, Whitney, Jennifer, Robyn, James, Matt, Jonathan, Carlston, Ron, Jules, David
- r. Nays - None.
- s. **Motion passes unanimously.**
- t. **Section 4 Motion read by Jonathan.** Tom asked for questions or "friendly amendments." Whitney - Did the committee discuss the Friday working lunch? Jonathan - Yes. Tom - There was a suggestion to make the Friday lunch and dinner a working break. Jonathan - Committee is in favor of a working dinner. Lunch was unspecified and is a scheduled break. Tom - Would you consider sliding lunch from 12-1:30 and the How to Bid and Q&A at the same start time they historically have been. Jonathan - Yes, in agreement with that. Discussion begins. Chris Cavanaugh (Taryn's spot) from OK dinged in late due to trying to find a different phone.
 - i. Mark - For it. Like dinner thing, like direction. Treasurer would pay for working meal.
 - ii. Whitney - In favor. Lunch would have an opportunity to get consensus for clarifications. Appreciate work of committee.
 - iii. Jennifer - Only concern is that all Advisory business will be done Thursday. Was this discussed in the committee meetings? Jonathan - That was discussed within the committee.
 - iv. Robyn - In agreement.
 - v. James - In agreement.
 - vi. Matt - For it.
 - vii. Jonathan - For it.
 - viii. Carlston - For it.
 - ix. Ron - For it.
 - x. Jules - In favor of motion.
 - xi. David - Support motion.
 - xii. Chris - Support motion.
 - xiii. Strawberry - Support motion.
- u. Tom - Asked for second round of discussion. Jonathan - Committee talked about sometimes having Council business go to Friday. Committee stuck to schedule in order to focus on business that had to be done at Conference and any unfinished Council business gets pushed to next conference call. Redid scheduled based on feedback to have closed door discussion ending at midnight rather than later. Tom asked for anymore comments based on Jonathan's comments. Ron - Friday breakdown is meat and potatoes of what committee was working on. Really thinks closed discussion is good to have in schedule. Whitney - Did committee consider having the Bid Tables session end at 5:30 rather than 4:30 since there are two sessions of closed discussions

and there might be a lot of bid committees this year to visit. Jonathan - Yes this was discussed in the committee. Upped time with Bid Tables to 5 hours after feedback. Mark - Potential time is available with Bid Tables on Thursday also. No more discussion. Question to body. Any objection to Section 3 Motion passing? No objections. **Section 3 Motion passes by unanimous consent.**

v. Section 4 Motion is read by Jonathan

w. Tom asks for friendly amendments, clarifications or questions. Tom's point of clarification - Third Legacy Procedure is what is established already in By-laws. Mark - friendly amendment words 30 minutes be removed from "after conclusion of the vote." Might require Council to miss main speaker meeting or to get dinner. Should be at the discretion of Chair based on actual events. Jonathan - Is good with taking out "thirty-minutes" leaving "After the conclusion of the vote, ..." James - Question - this sounds like there will never have a decision made by the hat. Jonathan - If we do have to go to the hat, the same schedule will be taken at the discretion of the Chair after the main speaker meeting and the hat. Tom - Mark's friendly amendment takes care of this. Ron - Should be "After the conclusion of the Third Legacy Procedure" (includes either 2/3 vote or hat). Also all times periods should be taken out and left to the discretion of the Chair depending on how the day is flowing. Tom - Let's take each of those separately. Jonathan - Good with "Third Legacy procedure" instead of vote and removal of "thirty minutes" and "an hour and a half" on the last two lines.

x. Amended motion:

TBD Bid Session (Start time left to the discretion of the Chair)

TBD Third Legacy Procedure (*BCR's participate in discussion, but do not vote*)

TBD After the conclusion of the Third Legacy procedure, AC has a closed meeting with the New Host Committee (Approximately 1 hour) (Main Meeting)

TBD After the conclusion of the main meeting, AC meets in the Bid Tables Room to meet with non-awarded Bid Committees.

TBD After the conclusion of the main meeting the Advisory Council Co-Chair has a closed BCR debriefing session in Council's room.

y. Tom asked for anymore questions, clarifications or friendly amendments. Whitney - Meeting with newly selected Host Committee Saturday will take away from their ability to get pre-registrations. More in favor of maybe Chair and Treasurer and 1 member of Council meet and give the quick and dirty of what needs to be done then. Concerned that meeting non-winning bid committees later will have less bid committees participating and we lose the opportunity to give feedback. If we do all these things on the schedule for Saturday as is, Council members have little to no time to do enjoy ICYPAA. Would like to have a few hours to enjoy conference. Why are doing all of this Saturday when some of it can be pushed to Sunday. Jonathan - Meeting with new Host Committee should be with whole Council to go over groundwork. Later time for bid committees gives them a time to cool off before Council speaks with them. There are things scheduled for Sunday. Strawberry - Has the Co-Chairs in the past had a debrief with the BCR's after the Saturday's events? Tom - thinks the first one was last year. Possibly had one in Portland (Matt thought so

- it was the first year), didn't have one in Orlando, didn't have one in New Orleans, didn't have one in Los Angeles. Discussion begins.
- i. Whitney - Opposed. If entire Council has to meet with entire newly selected Host Committee for an hour on Saturday, then the wrong Host Committee was selected. Meeting should be a quick check for ironing things they should be doing now. Would like to see more attention for bid cities not awarded.
- ii. Jennifer - Agree with Whitney. Whenever bid is selected, they are going to be so pumped all they need to do right away is get pre-registrations and everything else can be discussed Sunday morning. Liked having stated time to meet with bids after selection - past it was hit or miss meeting with whole bid committees. Would be nice to have some down time since at this point we've been going to midnight three days straight. Sunday schedule has one thing that shouldn't take all morning.
- iii. Robyn - Nothing to add.
- iv. James - Agree don't need to meet with new Host Committee after main speaker meeting Sunday. Should spend time with non-awarded bid committees.
- v. Matt - Looks good. Doesn't think meeting with new Host Committee would take a whole hour.
- vi. Jonathan - Have experience with conferences that have this format and meeting with new Host Committee Saturday night is extremely beneficial. Really thinks meeting with all of Council and all of new Host Committee is important. This is a working weekend, this is not about convenience, we should sacrifice with the limited time we have to get the most done and that is what I am willing to do and I would hope all of us are willing to do the same.
- vii. Carlston - Discussed Whitney's and Jennifer's concerns in great detail in committee meetings. Conclusion - This is a working weekend. Our priority isn't the meetings, but the bid committees and new Host Committee. Don't think meeting with new Host Committee will take that long. Sunday's schedule leaves time to debrief with outgoing Host Committee which has not been done before.
- viii. Ron - Did spend a lot of time on this in committee. Thinks that it's important we meet with bid committees. BCR debrief may not be needed in future. Flexible in timing of events.
- ix. Jules - Pass
- x. David - Appreciate committee's work. Events need to be done. Trust committee's recommendation and in favor.
- xi. Chris - Nothing to add.
- xii. Strawberry - Nothing to add.
- xiii. Mark - For the motion.
- z. Tom - Thinks another discussion is needed based on comments.
 - i. Whitney - Appreciate everyone's comments but still opposed. Don't see why meeting with new Host Committee and meeting with outgoing Host Committee can't be done Sunday morning. Maybe meet together? Fully understand that this is a working weekend but working 4 days straight 16 hours a day - Saturday night she is literally delirious.
 - ii. Jennifer - Saturday is packed and one 1 hour meeting scheduled for Sunday morning. Understand this is working weekend, not opposed to working long

hours. We just decided Friday we are going to 12:30 am at least and Saturday starts at 7:00 am. At this point in the Conference, I've lost my voice. Not saying people need to change their vote because of my voice, but Saturday is packed. Especially when the only scheduled Sunday meeting is at 11:00 am.

- iii. Robyn - Nothing to add.
- iv. James - With Jennifer and Whitney. It's been working meeting with new Host Committee Sunday morning. Anything passed to them Saturday night will be repeated Sunday morning. Agree we are jam-packed for three straight days and it's a working weekend but it wears us out. Nothing we tell them Saturday night can't wait until Sunday morning.
- v. Matt - Don't remember what we talked about Sunday morning in OK but it took a long time. Opposed - we can move meeting to Sunday.
- vi. Jonathan - I know we get tired, but see Council members walking around so it's more of Council members not wanting to do this anymore. Doesn't think meeting with new Host Committee will take a long time. Would be interested to see if anyone makes motion to move meeting and it gets seconded. Meeting with new Host Committee is separate from meeting with Outgoing Host Committee.
- vii. Carlston - After listening to discussion, **makes motion to remove "TBD After the conclusion of the Third Legacy procedure, AC has a closed meeting with the New Host Committee (Approximately 1 hour)**. Jennifer seconds.
- aa. Tom asks for discussion for on Carlston's amendment
 - i. Carlston - After listening to discussion, there are enough Council members who want to leave meeting in Sunday. Personally walking dead on Sunday morning.
 - ii. Ron - Do agree group conscience is to move meeting to Sunday morning.
 - iii. Jules - Agree with Jennifer.
 - iv. David - Pass
 - v. Chris - Support amendment.
 - vi. Strawberry - Support amendment.
 - vii. Mark - Don't care when we meet with new Host Committee - has to get done anyway.
 - viii. Whitney - For amendment
 - ix. Jennifer - For amendment
 - x. Robyn - Support either
 - xi. James - For amendment
 - xii. Matt - Support amendment
 - xiii. Jonathan - In favor of amendment.
- bb. Tom asks for objections to approving Carlston's motion. No objections. **Motion passed.** Newly amended motion now reads:
 - TBD Bid Session (Start time left to the discretion of the Chair)**
 - TBD Third Legacy Procedure (BCR's participate in discussion, but do not vote)**
(Main Meeting)
 - TBD After the conclusion of the main meeting, AC meets in the Bid Tables Room to meet with non-awarded Bid Committees.**
 - TBD After the conclusion of the main meeting the Advisory Council Co-Chair has a closed BCR debriefing session in Council's room.**

- cc. Tom - back to discussing amended motion.
- dd. Ron - **Motion to Call the Question and end discussion.** Whitney objects. Tom - Asks for any other objections. [Silence]. **Motion to Call Question passed.** Voting starts.
- ee. Ayes - Jennifer, Robyn, James, Matt, Jonathan, Carlston, Ron, Jules, David, Chris, Strawberry
- ff. Nays - Whitney
- gg. Lost Mark before he could vote. **Motion passed with substantial unanimity.** Tom asked Whitney for minority opinion. Whitney - Wanted change BCR debrief to a conference call after ICYPAA and move meeting with bid committees after Third Legacy (if a vote, can meet before dinner) and potentially free up the rest of the night. Tom asked if anyone who voted for motion to reconsider vote. [Silence].
- hh. Tom - Entertain motion to extend since conference call is past scheduled ending. **Whitney makes motion to extend conference call to 1:20 CDT.** Carlston seconds. Mark - Will have to hang up once boys wake up from nap. Tom asks for objections to motion. No objections. **Motion passed.**
- ii. Section 5 Motion read by Jonathan:
 - TBD After the conclusion of the closing meeting closing meeting the Advisory Council meets with the New Host Committee.**
 - TBD After the conclusion of the closing meeting the Advisory Council meets with the outgoing Host Committee for a debriefing session.**
- jj. Tom asked for clarifications, questions or friendly amendments. Whitney asks if we want to move the new Host Committee meeting before the closing meeting (even if it's early). Committee discussions did not talk about meeting before closing meeting. Robyn - Council required meetings include conference calls and meetings at conference. Assume both Sunday meetings are included in attendance requirements? Tom - Probably for By-laws committee since Site Selection did not consider this while changing timeline. Carlston - Realized 2 week ago that changes could change the required meetings. By-laws committee will be looking at this question. David - Is it possible, advisable or feasible to have a sub-committee form to meet with new and outgoing Host Committee. Meetings could happen simultaneously and not mess up established attendance requirements in By-laws. Tom - Meeting with new Host Committee is traditionally done not with entire Council although that would be nice.
- kk. Discussion begins.
 - i. Jennifer - For motion.
 - ii. Robyn - Nothing to add.
 - iii. James - Nothing to add.
 - iv. Matt - Nothing to add.
 - v. Jonathan - I love it.
 - vi. Carlston - I like it.
 - vii. Ron - For it.
 - viii. Jules - Against meeting with outgoing Host Committee. That was for Host Committee and Advisory shouldn't be any part of that.
 - ix. David - Support motion.
 - x. Chris - Nothing to add.
 - xi. Strawberry - Nothing to add.

- xii. Mark - For it.
 - xiii. Whitney - For it but welcome Host Committee to throw us out of the room.
 - mm. Tom asked for any objections to motion passing. **Motion passed unanimously.** Tom asked Site Selection Committee and Secretary to update any documents these changes affect. Jonathan thanked everyone for discussion.
22. YPAA Hospitality Suite - Whitney
- a. See attached report.
 - b. Asked for consensus about wording for International's program. GSO said can't use "Hosted by" and is worded Young People - ICYPAA (which is how it showed up in the San Diego program) in current program. Whitney would like to use "Young People - International Conference of Young People in AA." Tom asked if there are any objections. No objections. Strawberry would like to see it as "Young People in AA - International Conference of Young People in AA." Mark would like to give Whitney right of decision since name we picked didn't work. Whitney isn't even sure if we can even get it changed in the program now. Matt likes Strawberry's suggestion. Tom - Anyone opposed to leaving this to Right of Decision? No objections.
 - c. Email draft going to everyone Friday and feedback window is the weekend.
23. Tom entertains motion to extend. No motion. Carlston - Question - Item 5c on agenda is rendered moot with Site Selection Timeline? Tom - Yes. Items 5a and 5b will be Old Business for May conference call.
24. Next meeting is 12:00 noon (EDT) May 23, 2010. Tom will reserve at least 4 hours. Meeting adjourned at 1:22 (CST) with the Serenity Prayer.

ICYPAA Advisory Council
Conference Call–February 28, 2010
11 AM CST

Final Agenda

1. Roll Call
2. Approval of minutes from August 16 call
3. Approval of minutes from November 22 call
4. Reports
 - a. Chairman (Tom)
 - b. Co-Chairman (Michelle)
 - c. Treasurer (Mark)
 - d. Secretary (Jennifer)
 - e. Archivist (Tommy)
 - f. Website (Jonathan)
 - g. Outreach Committee (Whitney)
 - h. Finance Committee (Jules)
 - i. The finance committee shall include the following travel reimbursement in the annual budget, subject to reduction or suspension based on current financial position: \$250.00 maximum for airfare, ½ of four nights hotel stay including taxes, and a \$100.00 stipend for food. Receipts for airfare and hotel must be submitted to the treasurer for reimbursement. Receipts for food would not be required. This travel reimbursement schedule would not take effect until the 53rd ICYPAA conference year has begun.
 - ii. To reimburse travel expenses for no more than three council members, as selected by the council chairman, for one trip to the new host city for site visits, hotel negotiations, and host committee elections, at the travel reimbursement schedule in place for that conference year.
 - i. Mailing *Ad Hoc* Committee (Taryn)
 - j. Bylaws *Ad Hoc* Committee (Carlston)
 - i. The Advisory Council may remove a council member by a three-fourths vote.
 - ii. It is ICYPAA's policy to practices general transparency in regard to its mission, activities, finances and governance.
 - k. New Member Docs *Ad Hoc* Committee (James)
 - l. Site Selection Process *Ad Hoc* Committee (Jonathan)

m. YPAA Hospitality Suite update (Whitney)

5. Unfinished Business

a. PDF bid books; sunsets this conference year

b. Participating non-voting BCRs; sunsets this conference year

c. closed informal Council site selection discussion; sunsets this conference year

6. New Business

7. Close

Chairman's Report – February 28, 2010

- The host committee is doing an excellent job. Their registration pick-up is ahead of budget, and it seems to be well ahead of any ICYPAA that I can remember. Nearly 700 pre-registered with six months to go is unheard of. They are planning to mail out that poster soon, and historically the mailings have created a spike in registration activity, so that number may go a bit higher very soon.
- There are already 1,403 room nights booked:

SUN 22	MON 23	TUE 24	WED 25	THU 26	FRI 27	SAT 28	SUN 29	MON 30
13/10	18/10	22/16	118/131	329/340	387/480	384/480	112/116	20/35

So Fri & Sat, 80% sold; Wed, 90% sold; Thu & Sun, 96%+ sold; average length of stay, 3.6 days

- The hotel committee is working on overflow options, including additional rooms at the Marquis at a higher rate. The hotel chair is taking the lead on that and is trying to set up options that don't require any contractual obligation.
- Nothing new to report in re the insurance claim.
- The operating committee will meet monthly between now and the conference. I'm not sure that we'll have much if anything to vote on at those meetings, but I think it will be helpful for the four of us to talk together regularly.
- Past council chairman Michael G█████, from the 1987 Boston Host Committee, passed away in December. We sent a memorial contribution to Beverly Bootstraps Community Services in lieu of flowers, in keeping with his family's wishes.
- Seven council members or alternates suggested a total of 25 speaker candidates for the International Convention in San Antonio. My thanks to all who participated, and a special thanks goes to those of you who submitted several candidates.
- As it stands now, we will have at least nine council members in SATX. I got a roll call response from everyone on council; thank you! I also got seven YES responses and one MAYBE response from our alternates (and seven no responses).
- Todd will be able to join us for today's call, and he may be on leave in August for ICYPAA. I've asked David to join us today in listen-only mode.
- I would like to ask the council if there is any objection to inviting all of our alternates to join our calls in listen-only mode going forward. I think it would be helpful for our alternates to have a better sense of what's going on if they should need to step in (either temporarily or permanently). This would be an invitation, not a requirement, and it would not lengthen our calls any because they would be in listen-only mode.
- There are lots of other things going on that I could report out about, but I think those things will be covered in others' reports. Thanks for the opportunity to serve!

In love & service,

Tom M█████
Chairman, ICYPAA Advisory Council

I have balanced the checking and savings accounts in QuickBooks. A summary of our current finances

Checking	\$16,100.80
CD	\$14,265.93
Money Market	<u>\$24,934.76</u>
Total	\$55,301.49

In total we dispersed \$26,500 to General Service last year. We have submitted our 2009 financial information to the accountant and I anticipate having our taxes taken care of soon.

Tom and I have done some research of 501c3 information on the IRS website and we have found that in order to comply with the rules of being a 501c3, we need to make our financial information more accessible to the general public. I have determined that the best way to comply with this is to post copies of our past few years tax returns and a current income statement on the website along with documentation detailing our status as a 501c3. Some of our old tax returns are already public information and available for view on guidestar.com. The only issue I can see with this, is that in our tax returns we are listed by full name as the directors of the Corporation, as we must be by law. I would of course redact the last names from the tax returns on our website.

I have begun accumulating this data. I would like to get a sense of the meeting for permission to start sending it to Jonathon for posting.

The General Service office does something similar. They post selected data, including a income statement. If you're interested go to

http://www.aa.org/lang/en/subpage.cfm?page_345.

I have been in regular contact with the host committee treasurer and am aware of their financial position. They have been unexpectedly successful so far and I am confident in their financial position.

The other items I have been working on will be covered in the finance committee report. Our books are open and available for inspection to anyone.

In service,
Mark

Website Report

Jonathan M [REDACTED]

February 28, 2010

Since our last call I have updated our site in a few ways. I've purged our links and resource page, updating, adding and removing a few YPAA conference links. The Roster and Relevant Business Data pages have been updated. The host committee has asked me to update their flier on our home page, which I've done, but I would like to get some feedback on this. The flier has very heavy color content and is extremely printer unfriendly. So I would like to get some feedback as to whether we should use the flier they are asking us to or if we should specify for a printer friendly version.

I'll be working with Strawberry to create a bidders page on our website and I'll also be working with Whitney to create a page for the ICYPAA World Hospitality Suite.

Just an FYI, the Godaddy website tonight program does not work well with third party codes. We may want to think about using a professional website design service in the future. I will look into how much a professional designer, hosting and maintenance will cost. I'll get a few quotes so we have something to compare.

--

Jonathan M [REDACTED]
ICYPAA Website Chair

[REDACTED]
[REDACTED]

Outreach Report
Conference Call 2/28/210

Greeting from the Outreach Committee, there is a lot going on so hold on to your panties....

Domestic:

James is cross referencing the Constant Contact List so that we have to determine any Intergroups that are not on our list. Working with Carissa (host committee Intergroup Chair) we are going to send them a formal invitation to be added to the constant contact list so that they can be informed of ICYPAA happenings for NY and the years to come.

Jen is working with the Map Land software so that we have a better understanding to determine areas in the country that are not well represented at ICYPAA. Going forward with that information we hope that Advisory and Host committee can improve on outreach efforts in those areas.

International:

Lauren, Berry and Chris (Host committee International Outreach Chair) are data entering the Intergroups of the world. (To our knowledge no digital copy exists) After that list is compiled, Advisory will send a formal invitation for those bodies to be added to the constant contact list along with information on this year's host committee.

San Antonio:

As most of you know by now we have a location, it is in the Westin Riverwalk hotel, and our space is the Navarro ballroom on the third floor. We have the whole Navarro room which means 6,000 sq ft of fun. I have been in contact with the hotel and have our contact that will be assisting us in our hotel needs going forward. Our scheduled time in the room is from Thursday 7/1/2010 at 8am Sunday 7/4/2010 at noon. I spoke to the hotel to see if we can have the room through Sunday night and they are going to get back to me.

I did inquire about the 4th floor residents and she said that we should not be concerned. She is new to the Westin, however at her previous location she worked with a NA convention of 7,000 attendees so she is familiar with our types of events. She asked that we keep her apprised of our program for the weekend and that she will make every effort to accommodate us. I am waiting for the food and bev pricing that she is going to send me, when I have that information I will have a better idea of what we will be able to provide in the room for the weekend.

I have set up a Facebook group to hopefully help get information into the YPAA community. Going forward I hope that Jonathan can help me with setting up a page on our website. The website will be for information only, where as the FB group will be open for comments and feedback. The group is completely private and there will be trusted admins selected to help invite others to the group.

Hosting: I am going to start acquiring information of groups/conferences/service bodies that are interested in hosting the suite during the weekend. For each group I am going to ask that there be one contact person with whom I will be filtering information through, as well as who will be in the room the entire time of their designated hosting time period. Hosting will be in 2 hr increments from Thursday through Sunday. In order to avoid the dreaded time selection process I will put all the groups in a hat and draw them randomly for their time increment in the

room, it seems to be the fairest process. I am hoping that we will have an abundance of groups interested so that we can have co-hosts through out the weekend.

Tables: We have a lot of space, so I am going to arrange with the hotel to have tables set up around the long hall. These tables will be available to conferences for outreach similar to how we have the bid room set up at ICYPAA.

E-Mail: As soon as a have a few more details set I am going to be sending out a blast e-mail. I will use the constant contact database for sending this out. I am hoping to get this into the world in about two weeks. I will forward it to all of you before I blast it out.

Money: Tom and I are going to set up a separate bank account with Chase for the money for the San Antonio Hospitality suite. I am going to get a PO Box here in Delray Beach FL so that groups can send their checks; the cost is \$36.00 for six months. I intend to front the money and will then reimburse from funds taken in. I do not have a motion at this time for Advisory council to make a donation. Mark and I agreed that until we have a better understanding of what the costs will be and that Advisory has assumed all of the risk of the suite I will wait until later in the year with any motion for funds.

Host Committee:

I have been working with Meg and her outreach team through out the year. There have been several members along with Meg that have also joined in on our conference calls. The biggest challenge that she seems to be trying to overcome right now is that the host committee wants the focus to remain in the 500 miles bubble. We discussed the matter and hopefully will be able to resolve things soon. I am expecting her outline for the rest of the year as far as what she wants to accomplish. Along with that she will be giving the host committee monthly agendas of what needs to get done. I am confident that the Host Committee Outreach team is doing a great job, and will be busy the rest of the year.

Whitney

FINANCE COMMITTEE Report 2-28-2010

We have had 3 Con Calls since we met as a Council on November 22.

December, February 18, February 25

I apologize for where the Treasurers and Finance Committee reports overlap.

- 1) We are now treating contributions as income at the suggestion of our Accountant.
- 2) We have been working on Council reimbursement which is covered in the following two motions.

Motion 1 - To change the current travel reimbursement schedule for the council to, \$250 maximum for airfare, ½ of four nights hotel stay including taxes, and a \$100.00 stipend for food. Receipts for airfare and hotel must be submitted to the treasurer for reimbursement. Receipts for food would not be required. This travel reimbursement schedule would not take effect until the 53rd ICYPAA conference year has begun. The finance committee shall include the following travel reimbursement in the annual budget, subject to reduction or suspension based on current financial position.

Motion 2 - To reimburse travel expenses for no more than three council members, as selected by the council chairman, for one trip to the new host city for site visits, hotel negotiations, and host committee elections, at the travel reimbursement schedule in place for that conference year.

- 3) Discussion of vendor best practices has been tabled.

FINANCE COMMITTEE Report

CONFERENCE CALL 2/25/2010

We would like to put 2 motions on the agenda for the con call on 2/28/2010

Motion 1 - To change the current travel reimbursement schedule for the council to, \$250 maximum for airfare, ½ of four nights hotel stay including taxes, and a \$100.00 stipend for food. Receipts for airfare and hotel must be submitted to the treasurer for reimbursement. Receipts for food would not be required. This travel reimbursement schedule would not take effect until the 53rd ICYPAA conference year has begun. The finance committee shall include the following travel reimbursement in the annual budget, subject to reduction or suspension based on current financial position.

Motion 2 - To reimburse travel expenses for no more than three council members, as selected by the council chairman, for one trip to the new host city for site visits, hotel negotiations, and host committee elections, at the travel reimbursement schedule in place for that conference year.

We have tabled discussion of Vendors / Best Practices until after our February Advisory Con Call.

Jules

Tom's Airfare Sample 02-21-2010					
	NYC	SFO	ORD	STL	AVERAGE
ATL	\$ 211	\$ 415	\$ 274	\$ 255	\$ 289
OKC	\$ 270	\$ 312	\$ 268	\$ 237	\$ 272
LAX	\$ 312	\$ 164	\$ 264	\$ 301	\$ 260
MSY	\$ 229	\$ 297	\$ 216	\$ 265	\$ 252
SHV	\$ 392	\$ 570	\$ 436	\$ 415	\$ 453
WAS	\$ 153	\$ 289	\$ 194	\$ 219	\$ 214
DFW	\$ 274	\$ 356	\$ 196	\$ 199	\$ 256
PBI	\$ 239	\$ 385	\$ 221	\$ 247	\$ 273
AVERAGE	\$ 260	\$ 349	\$ 259	\$ 267	

**ICYPAA ADVISORY COUNCIL
MAILING COMMITTEE REPORT**

February 28, 2010

The mailing committee had three conference calls during the last quarter.

We are bringing one motion for council's consideration.

The mailing committee has the following action items for the next quarter:

- Get list back from listcleanup.com and ready for mailing.
- Schedule desktop sharing/conference call to work on data cleanup post listcleanup.com
- Processing the ACS returns
- Check Constant Contact regularly after e-mail blasts
- to clean up/manage data
- Get current NYC registration lists to enter into master data regularly (1x per month)
- Stay in touch with Host Committee about mailing objectives and help as needed.

The mailing committee's updates from this quarter:

- I have updated our contact information with USPS & Henry Wurst.
- Matt has updated and cleaned up the master list data, and is waiting on a current list from the Host Committee so that we can send to listcleanup.com.
- Matt created a template for our master list that the host committee is now using to input registration data into to make our merge of the data into the master list more convenient.
- Robyn is working on keeping Constant Contact updated.
- The mailing committee was contacted by Janusz (52nd Host Committee Graphics Chair) who requested that their committee implement a strategy to purge stale mailing addresses from our list by including wording on future mailings that say something like "*Further Action Needed: Please respond to continue to receive mail from Icypaa.*" After discussing this in great detail our committee agreed that no action will be taken on this at this time.

Our Motions:

Post-Conference Data-Entry Budget motion

The advisory council hires Henry Wurst to take our hand written conference registration slips and enter them into our master database immediately following the conference for \$.20 a piece at the expense of the council.

Taryn

Bylaws committee report.

The bylaws committee met twice during the last quarter. We are bringing two motions for council's consideration. We are also bringing two drafts for councils review and impute before we offer them as a motion at our next quarterly business meeting. The drafts are long and detailed, so we felt council may need more adequate time to consider them, and offer impute.

The bylaw committee will be taking a look at the following during the next quarter.

1. Updating the section in the bylaws and FAPs title "Purpose" as it does not adequately or accurately describe the council's level of responsibility and activity
2. Long form of Bidding requirements
3. Reformatting Host committee responsibilities
4. Process by which alternates replace council members

Our drafts for council consideration

ICYPAA Bylaws Conflict of Interest Policy DRAFT

The Host Committee should obtain and compare at least three bids for contracted services that receive financial compensation.

To avoid a possible conflict of interest, Host Committee members should disclose any preexisting relationship with proposed vendors and agree to not receive financial gain from services contracted by the Host Committee.

In some cases the Host Committee may want to employ a member of the Host Committee to provide a professional service.

Care should be given to any arrangement made between the Host Committee and its members.

Host Committee members may be recompensed in reasonable relation to the value of his or her similar services or abilities in the commercial world.

Advisory Council members shall disclose any preexisting relationship with vendors proposing to do business with either the Host Committee or the Advisory Council.

Comment [C1]: Understanding that the first bid is not always the best bid for professional services, this allows the Host Committee to evaluate multiple bids and see the differences in service and price.

Comment [C2]: Sometimes a Host Committee member may have contacts with a vendor and refer the Host Committee to that vendor. Disclosing the nature of their relationship eliminates suspicion and lets the Host Committee evaluate any causes for concern.

Comment [C3]: Sometime the Host Committee may have members that provide professional services that the Host Committee needs to host the conference (Printing, memorabilia, sound, lighting, DJ, catering, etc.) The Host Committee should be allowed to assess and hire the individual or their company as a professional service. Because of the three bids section, such an offer would be put to the same test and treated as any other professional service.

Comment [C4]: The Host Committee should not rush into anything, giving sufficient time and thought to any possible arrangement.

Comment [C5]: This section specifically comes out of Concept 11. Just because we may contract with members in AA doesn't mean we should expect to pay them less than the full value of their services. With the exception being they can and are willing to provide full service at a discounted rate.

Comment [C6]: Sometimes an Advisory Council member may have contacts with a vendor and refer the Advisory Council and or Host Committee to that vendor. Disclosing the nature of their relationship eliminates suspicion and lets the Council and Host Committee evaluate any causes for concern.

Members of the ICYPAA Advisory Council are barred from receiving any financial gain from services contracted by the Host Committee or Advisory Council.

Comment [C7]: *We feel it is against the spirit of our purpose, and we should be so inclined as to not receive any financial gain from our service on Advisory Council. Barring ourselves from financial gain eliminates possible misperceptions, demonstrates our dedicated and helps frame the sacrifices of our work.*

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The International Conference of Young People in Alcoholics Anonymous (ICYPAA) is committed to the spiritual principles of Alcoholics Anonymous (AA), its 12-steps, traditions, and concepts. ICYPAA is proud of its diversity- we not only attract attendees of every age, race, orientation and creed but our trusted servants are comprised from these communities. Therefore, it is our policy to provide a safe and protected environment for all persons without regards to age, race, color, religion, sex, national origin, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. In keeping with this policy, ICYPAA is committed to an environment that is free of discrimination and harassment, including sexual harassment. At the same time, the ICYPAA Advisory Council recognizes and respects members and participants personal opinions. Our wish is that all individuals be aware of how their personal opinions and behaviors can affect others and in some instances, create a harassing and hostile experience. To this end, all advisory council members agree to follow our anti-discrimination guidelines. Moreover, we hope that all will treat each other with dignity and respect and carry with them our code of love and tolerance. For more information, definitions, and coverage, please see the specific non-discrimination and anti-harassment procedures.

Comment [C8]: In general, non-discrimination and anti-harassment, recommended by the state of Colorado and the IRS, puts ICYPAA in more compliance with normal practices of non-profit corporation. The comments to each section outline the bylaw committee's reason for purposed draft

Comment [dtn9]: This "Policy" section was created to provide an over reaching statement as a guiding principle for its actions. It is designed to be simple in nature and written in a fashion that can be easily understandable. The "policy and guidelines" are designed to be a separate document from or bylaws.

Comment [dtn10]: These are protected attributes that are covered by most Federal and State regulatory agencies. In order to be in compliance with any articles of incorporation, it is recommended that all of these be listed and included.

ANTI-DECRIMINATION AND ANTI-HARASSMENT GUIDELINES

Definitions

Harassment is unwelcome or unwanted conduct, whether verbal, physical or visual, toward an individual because of his or her age, race, color, religion, sex, national origin, creed, disability, veteran's status, sexual orientation, gender identity or gender expression, when the conduct creates an intimidating, hostile or offensive environment. Examples of harassment include words, gestures, stories, jokes or nicknames that are derogatory, demeaning or insulting to a person based upon his or her protected attribute as stated above.

Sexual harassment or gender-based harassment is a form of harassment that is when anyone in a position of authority, either male or female, ties conditions to a request or demand for sexual favors. Specifically, it is sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or

Comment [dtn11]: These are designed to be detailed and exhaustive in the nuts and bolts of what is defined under the policy, how someone makes an allegation and then how that allegation gets investigated.

condition of advisory council member's vote or approval, (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an attendee experience by creating an intimidating, hostile, or offensive environment. Examples of sexual harassment include (1) offensive sex-oriented verbal kidding, teasing or jokes; (2) repeated unwanted sexual flirtations, advances or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about a person's appearance or sexual activity; (5) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons or posters; (6) unwelcome pressure for sexual activity; (7) offensively suggestive or obscene letters, notes or invitations; or (8) offensive physical contact such as patting, grabbing, pinching, or brushing against another's body.

Reporting

Everyone can help assure that ICYPAA is free from discrimination or harassment. We ask all individuals to be aware of how their personal opinions and behaviors can affect others and in some instances, create a harassing and hostile experience. Our hope is any person who finds another's conduct unwelcome will inform that individual. We understand this request might not always be possible. Therefore, all are encouraged to report directly to any ICYPAA Advisory Council member conduct they feel is in violation of this policy. Moreover, any ICYPAA Advisory Council member who is aware of or who receives a report of conduct inconsistent with this guideline is to report immediately to the ICYPAA Advisory Council Chair or ICYPAA Advisory Counsel Co-Chair. This guideline does not require reporting harassment or discrimination to any person who is creating the harassment or discrimination.

Comment [dtn12]: This Reporting section is designed to document the process of reporting a "complaint" which already is in place. For example: Should anyone be offended or upset with something that happens at the conference. Folks already come to members of Advisory and report their concerns. If the receiving Advisory council member finds their issue related to anti-defamation then that counsel member would go and tell the Chair or Co-Chair. The Chair / Co-Chair would be follow the process of Investigation (as detailed below). Again, this is not designed to change any reporting procedure that already happens. The reason for this section is to formalize the standard accepted process.

Investigation

All reports describing conduct that is inconsistent with this policy will be investigated promptly. In investigating and in imposing any discipline, ICYPAA Advisory Council will attempt to preserve confidentiality to the extent that the needs of the situation permit. Any conduct that is believed to be potentially illegal will be reported to the appropriate authorities for investigation and adjudication. ICYPAA's Advisory Council may put interim measures in place, such as a leave of absence or censure, while the investigation takes place. Advisory Council may take further appropriate action once a report has been thoroughly investigated. The investigation may conclude that a violation of policy occurred or that no violation occurred or that it cannot be concluded whether or not a violation occurred. When an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then ICYPAA's Advisory Council will take corrective action. The outcome determination may include discipline, as appropriate under the circumstances. This could include dismissal, regardless of the service positions held by the parties involved. Advisory Council may also

Comment [dtn13]: The reason for this section is to have a detailed standard process by which counsel determines an outcome. This is largely open-ended and does not "require" the counsel to do anything. This needs to be standard so that there is no fallout from an investigation that Counsel shows favoritism or nepotism.

Comment [dtn14]: The reasoning here is that any potentially legal situation would need to be investigated by the police not council. Additionally, any outcome, procrastination, etc. would all be done outside of Counsel. There just needs to be a clear statement that if Counsel feels that a law has been violated, Counsel needs to let the police know and the Police will instruct Counsel on if a law has been broken.

Comment [dtn15]: "Could" "May" these are options that Counsel might decide but is not tied to any one outcome.

decide to instruct any attendee regarding their actions for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy. If the person who engaged in harassment is not an attendee, then Advisory Council will take whatever corrective action is reasonable and appropriate under the circumstances. ICYPAA forbids any person from making retaliation treats against any person for reporting discrimination or harassment, for assisting another person in making a report, or for cooperating in a discrimination or harassment investigation. Any person who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

Acknowledgment

As an ICYPAA Advisory Council member, I have a personal responsibility to conduct myself in compliance with this policy and to report any observations of conduct inconsistent with this policy. Henceforth, standing for Counsel states that I agree to comply with this policy.

Comment [dtn16]: The reason here is to ensure that those who stand or are sitting on Counsel are fully aware of the expectations of the position.

Our motions

Council Removal motion

The Advisory Council may remove a council member by a three-fifths vote.

Comment [C17]: Any group should have a provision for the unfortunate scenario of removing one of its own members. The conciseness of the line is intentional, leaving it to the Advisory Council to consider the context of the offending member. While two-thirds works in most cases, here we feel three-fifths gives us the substantial unanimity that should be sought in such a situation.

ICYPAA transparency policy Motion

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

Comment [C18]: The reason the bylaw committee is bringing a transparency policy to the council for its consideration is to follow the IRS and the State of Colorado's suggestion that all non-profit corporations have a statement regarding transparency. The 4 areas listed are those the IRS listed concerning transparency. We use the word general to give the council and host committee flexibility in regards to individual member's anonymity.

Site Selection Ad-Hoc Committee

The following is an outline of the work we have been doing in the Site Selection Ad-Hoc Committee. A full report and detailed explanation will be given during our conference call.

Prospective Site Selection Schedule

- 30 days prior to Bid Session - Committee's declaration of intent to bid
- Co-Chair coordinates time* - BCR Orientation Conference Call with Advisory Council Co-Chair
- 10 days prior to Bid Session - Bids delivered via PDF on Wednesday before noon (same time zone as Conference).
- Operating Committee and Advisory Council downloads and reviews bid packages to see if they meet the Bidding Requirements. Comments are directed to the Operating Committee for consideration.
- 8 days prior to Bid Session - Operating Committee decides if bids are accepted or rejected by whether or not they meet all of the Bidding Requirements. Operating Committee notifies the Advisory Council with their results.
- 7 days prior to Conference - The Operating Committee notifies all Bid Committees as to the status of their Bid, i.e. accepted or rejected.

Between 7 days prior and Thursday, the start of the Conference, Council continues to review the Bid Packages.

Thursday

- TBD Advisory Council Business Meeting (*Start time left to the discretion of the Chair*)
- TBD Committees deliver physical bid packages
- TBD Committees set up Bid Tables
- TBD Host Committee Advisory Council Elections

Friday

Option #1 - How to Bid / Q & A in Morning

4 hour tables

- 9:00-10:00 How to Bid / Q & A
- 10:00-10:30 BCR & Council Meet & Greet
- 10:30-1:00 Bid Tables: First Session
- 1:00-2:30 Lunch Break
- 2:30-4:00 Bid Tables: Second Session

4:00-6:00	Closed Discussion, AC members only
6:00-7:00	Dinner break
7:00-9:30	Main Meeting time block
10:00-1:30	Closed Discussion, AC members only

Option #2 - How to Bid / Q & A in Afternoon

4 hour tables

9:00-9:30	BCR & Council Meet & Greet
9:30-12:00	Bid Tables: First Session
12:00-1:30	Lunch Break
1:30-2:30	How to Bid / Q & A
2:30-4:00	Bid Tables: Second Session
4:00-6:00	Closed Discussion, AC members only
6:00-7:00	Dinner break
7:00-9:30	Main Meeting time block
10:00-1:30	Closed Discussion, AC members only

Saturday

TBD	Bid Session <i>(Start time left to the discretion of the Chair)</i>
TBD	Third Legacy Procedure <i>(BCR's participate in discussion, but do not vote)</i>
TBD	Fifteen minutes after the conclusion of the vote, AC has a closed meeting with the New Host Committee <i>(Approximately 1 hour)</i> <i>(Main Meeting)</i>
TBD	Thirty minutes after the conclusion of the main meeting, AC meets in the Bid Tables Room to meet with non-awarded Bid Committees.
TBD	An hour and a half after the conclusion of the main meeting the Advisory Council Co-Chair has a closed BCR debriefing session in Council's room.

Sunday

TBD	One hour after the conclusion of the closing meeting the Advisory Council meets with the outgoing Host Committee for a debriefing session.
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Introduction

The majority of this Conference and Site selection Schedule is already part of what we do prior to and during the conference. This document allows us to follow an easy to understand schedule. The Site Selection Ad-Hoc Committee has worked to streamline the process and expand a few sections.

This document has been split up in to sections with a Rationale followed by a Motion. This will allow discussion to be kept to a specific section.

Section 1 Rationale

The timeline prior to the conference includes a BCR Orientation Conference Call. In the past the Co-Chair has met with BCR's at the conference to give them an orientation. The Site Selection Ad-Hoc committee feels this orientation can be accomplished via conference call, organized by the Co-Chair, between 10 and 30 days prior to the conference.

Section 1 Motion

ICYPAA Advisory Council Conference & Site Selection Schedule

- | | |
|----------------------------------|--|
| 30 days prior to Bid Session | - Bid Committee's declaration of intent to bid and submission of BCR's contact information. |
| <i>Co-Chair coordinates time</i> | - BCR Orientation Conference Call with Advisory Council Co-Chair |
| 10 days prior to Bid Session | - Bids delivered via PDF 10 days / 240 hours prior to the scheduled start of the bid session.
- Operating Committee and Advisory Council downloads and reviews bid packages to see if they meet the Bidding Requirements. Comments are directed to the Operating Committee for consideration. |
| 8 days prior to Bid Session | - Operating Committee decides if bids are accepted or rejected by whether or not they meet all of the Bidding Requirements. Operating Committee notifies the Advisory Council with their results. |
| 7 days prior to Conference | - The Operating Committee notifies all Bid Committees as to the status of their Bid, i.e. accepted or rejected. The Operating Committee makes Bid Package PDF's available to BCR's. |

Between 7 days prior and Thursday, the start of the Conference, Council and [BCR's](#) are encouraged to continue reviewing the Bid Packages.

Section 2 Rationale

The Thursday Schedule is listed without times because the times may change from year to year. Even without times, this schedule provides clarity and transparency.

Section 2 Motion

Wednesday

TBD Host Committee Advisory Council Elections

Thursday

TBD Advisory Council Business Meeting (*Start time left to the discretion of the Chair*)

TBD Committees deliver physical bid packages

TBD Committees set up Bid Tables

TBD [Committees present at the Bid Tables, available for the Advisory Council](#)

Section 3 Rationale

The Friday Schedule is mainly comprised of what we already do. We have a finite amount of time to accomplish a tremendous amount of work. The Site selection Ad-Hoc Committee felt a clear, easy to understand and streamlined schedule will allow us to achieve maximum efficiency.

Since we as a council have evolved and are accessible year round we believe we can combine the How to Bid and Q & A sessions into one hour. This hour long session can either be in the morning or the afternoon.

In place of the BCR Orientation we believe a BCR & Council Meet & Greet would be helpful for all of us to become acquainted before we go around to the bid tables.

Since the Advisory Council meets at the bid tables to meet with the committees and ask questions, we feel the committees should know when we are coming by. Therefore, we should have set times they can expect us to visit. This has been split into two sessions with a one and a half hour lunch break for council. We have provided two time options for the Bid Tables, either 4 or 5 hours.

At last years ICYPAA we had a closed discussion after we all finished with the bid tables. The closed discussion received a very positive response and helped everyone to process their thoughts and learn each others. This schedule provides for five and a half hours of closed discussion with a two and a half hour break for dinner and the main meeting.

While the motion calls for the How to Bid / Q&A in the morning and for four hours at the bid tables, we have provided the schedule variations so you can see what they look like.

Section 3 Motion

Friday

5 hour tables

8:00-8:30	BCR & Council Meet & Greet	<i>(30 minutes)</i>
8:30-11:00	Bid Tables: First Session	<i>(2.5 hours)</i>
11:00-12:30	Lunch Break	<i>(1.5 hours)</i>
12:30-2:00	How to Bid / Q & A	<i>(1.5 hours)</i>
2:00-4:30	Bid Tables: Second Session	<i>(2.5 hours)</i>
4:30-7:30	Closed Discussion, AC members only	<i>(3 hours)</i>
7:30-9:30	Main Meeting time block	<i>(2 hours)</i>
10:00-12:30	Closed Discussion, AC members only	<i>(2.5 hours)</i>

Section 3 Option

4 hour tables

5 hour tables

9:00-10:00	8:00-9:00	How to Bid / Q & A
10:00-10:30	9:00-9:30	BCR & Council Meet & Greet
10:30-1:00	9:30-12:00	Bid Tables: First Session
1:00-2:30	12:00-1:30	Lunch Break
2:30-4:00	1:30-4:00	Bid Tables: Second Session
4:00-6:00	4:00-6:00	Closed Discussion, AC members only
6:00-7:00	6:00-7:00	Dinner break
7:00-9:30	7:00-9:30	Main Meeting time block
10:00-1:30	10:00-1:30	Closed Discussion, AC members only

Section 4 Rationale

Our Saturday schedule, like our Thursdays schedule, is listed without times because the times may change from year to year. Even without times, this schedule provides clarity and transparency.

Instead of meeting with the new host committee on Sunday morning, when everyone is tired, we feel it is more beneficial to have Council meet with the new committee thirty minutes after the conclusion of the Third Legacy Procedure. This meeting will allow us to give them direction and inform them what they need to do for the rest of the conference and after they return home.

Even though our Third Legacy Procedure is open we continue to have Bid Committee's pull us aside to express their feelings and ask what they can do better. To embrace this need, we have scheduled a meeting, thirty minutes after the conclusion of the main meeting, for Advisory Council members to meet with the non-awarded Bid Committees. Council members may want to team up in small groups to address these committees. We don't feel each council member needs to talk with each committee, but each committee should have at least a visit from some council members. This meeting may help them process their feelings and gives us an opportunity to inspire them to continue bidding. One hour should be enough time for all the committees to talk with the council members present.

Another important meeting is that between Council and the BCR's. The purpose of this closed meeting, an hour and a half after the conclusion of the main meeting, is so we can hear their feedback.

Section 4 Motion

Saturday

- | | |
|-----|---|
| TBD | Bid Session (Start time left to the discretion of the Chair) |
| TBD | Third Legacy Procedure (<i>BCR's participate in discussion, but do not vote</i>) |
| TBD | Thirty minutes after the conclusion of the vote, AC has a closed meeting with the New Host Committee (Approximately 1 hour)

(Main Meeting) |
| TBD | Thirty minutes after the conclusion of the main meeting, AC meets in the Bid Tables Room to meet with non-awarded Bid Committees. |
| TBD | An hour and a half after the conclusion of the main meeting the Advisory Council Co-Chair has a closed BCR debriefing session in Council's room. |

Section 5 Rationale

After the rigors of hosting, we believe it will be beneficial to bring the outgoing Host Committee together in a room where they can have a debriefing and share their experiences. Council should facilitate this meeting to relieve them of having to run it. While council can give them positive feedback, the focus is on them sharing with each other. We believe this sharing session will help them transition out of "Hosting" and alleviate the awkward "Wait, that's it? It's over?" feeling.

Section 5 Motion

Sunday

TBD One hour after the conclusion of the closing meeting the Advisory Council meets with the outgoing Host Committee for a debriefing session.

Conclusion:

With the passage of these sections, any existing council literature that applies should be updated to reflect this schedule.