



# ICYPAA

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

## ICYPAA Forum Final Report

Friday, September 14<sup>th</sup> 2012, 2:00pm-4:00pm  
54<sup>th</sup> ICYPAA – St. Louis

Introductions by Carlston F., Advisory Council Chair.

Timer: James B.

### REPORTS

#### **Treasurer, Ron H.**

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

Goals for 54<sup>th</sup> Operating year:

1. Prudent Reserve
2. Disbursements
3. Operating Budget for 55<sup>th</sup> operating year.

Prudent Reserve:

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

Disbursements

- a. 15K is available for Disbursements
  - a. 5K was already allocated to 54<sup>th</sup> Host for Grapevine Project
  - b. 5K would be recommended to allocate for a Grapevine Project for the 55<sup>th</sup> Host year.
  - c. 3K set aside for IP Logo protection
  - d. 2K set aside for planning of the 2015 World Convention participation.
- b. Triggers for Disbursements:
  - a. When ICYPAA Inc. has funds greater than the current host years operating budgets.
  - b. Budget projection for 55<sup>th</sup> operating year is 26K
  - c. Funds above the threshold upon completion of 54<sup>th</sup> Closure will be available for disbursement



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- d. Finance committee will continue to explore possible projects with fellow council members and the YPAA Nation as a whole to determine donations.

## Operating Budget

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

## Some additional banking updates.

- a. New Gateway\clearing house account for Host to use during the Host year. Checking account through Chase, then transfers into Host accounts. ICYPAA Inc. owns a Merchant service account through a company called Total-apps. Now the shopping carts can run 24/7-365. ICYPAA Never closes, it just Passed on...to the next Host. We have 3-Mag=tek card readers and 6-Intuit Go Payment.com card swipers. Similar to Square or PayPal for Mobil processing payments.Future Projects: GSO Donations, Banking Process, Current best approach to handing off to new Treasure.

## Chair, Carlston F.

Since our last annual business meeting at the 53rd ICYPAA, Council has passed 20 motions. The following is what I consider some of the highlights:

Council adopted a Conflict of Interest policy: written for ICYPAA by William Kay, Attorney at Law. It is in compliance with the IRS and laws of the state of Colorado. It basically boils down to this: No member of the Board of Directors shall enter into any transaction or arrangement with ICYPAA where they will receive a benefit to their private interest, nor shall ICYPAA enter into any transaction or arrangement that would cause a benefit to the private interest of a Member of the ICYPAA Advisory Council. However, the Host Committees are not forbidden from employing the services of members of the host committee or interested parties. In these cases, members of the Host Committee must make full disclosure of any personal interest in a financial transaction to themselves or to extended persons of interest. The Host Committee member in question is not allowed to be part of the decision making process of determining whether or not to engage said services.

Council adopted a Works for Hire policy: written for ICYPAA by William Kay, Attorney at Law. This Agreement covers all works, as defined in the Copyright Code of the USA, that a Board Member may create during their Term and within the scope of the Council Member's duties as a member of the ICYPAA Advisory Council. Basically, all works (which includes but is not limited to: documents, guides, plans, etc.), updates and/or



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revisions created within the scope of a Council member's duties belong to ICYPAA 501(c)3.

Council adopted a logo for ICYPAA: It has been applied to our new website, letter head, and email signature. Council retired the old banner and put ICYPAA's new logo on a new banner.

ICYPAA University: was created in December 2012. It was greeted with some skepticism but is fast becoming an ICYPAA mainstay. The feedback, from those who have made use of it, has been extremely positive. It is an example of selfless creativity and pragmatic problem solving. ICY-U is a tool by which we are able to share (capture and preserve) our experience, strength and hope in ways we never could before.

The new website and online registration: has taken ICYPAA into the modern world. The new system allows ICYPAA attendees the ease of not having to enter their personal information annually. It eliminates the need to shut down registrations weeks before the conference. Host Committee Registration Chairs and/or mailing houses no longer need to enter thousands of names and addresses into a spreadsheet. New Host Committees are able to immediately start taking payments and registrations. ICYPAA now has access to accurate registration and merchandise data in real time. The data will allow ICYPAA to track historic trends. ICYPAA University webinars, speakers and panels from ICYPAA's annual conferences are stored and all registered users have access. Past ICYPAA programs and flyers are available in the archives section. This just names a few of the benefits. It's not perfect and we will continue to work out any kinks that arise as we go forward.

ICYPAA Site Selection: In the 2002-2003 conference year, Council made changes to the Site Selection process in an effort to have a more productive, transparent, and informed group conscience by adding Open Site Selection and BCRS. Council again altered the Site Selection process in July of 2008 with the removal of the BCR's voting privileges. In May of 2009 Council formed the Site Selection Ad-Hoc Committee and charged it with the task of revamping our Site Selection process in total. The Site Selection Ad-Hoc Committee completed its task and was dissolved in June of 2012. There may be a need to alter some elements of the Site Selection process in the years to come. However, Council believes, for now, that ICYPAA's Site Selection process is a fair, transparent reflection of the Principles of A.A. that is no longer in need of major change.

## **Secretary, Lauren W.**

The secretary is responsible for answering emails throughout the year and fielding questions from ICYPAA nation. She can also direct questions to appropriate



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parties for answers. Be aware that Advisory Council minutes are available through the website. Also, an ICYPAA Forum Final Report will be available through the website about one month after the conference.

## **Co-Chair, Jonathan M.**

### ICYPAA University:

At last year's ICYPAA, Carlston and I started to brainstorm new ways of communicating and providing bidders with the information they need. The result of this was what has now grown into ICYPAA University. Carlston appointed a team of Council members to work with me in developing an outline of the material, a session calendar, and a database of bidders. I led the team for the first few sessions before Carlston and I decided to ask Laura to take the lead role in the University. I want to acknowledge that the University has provided more information through live presentations, videos and downloadable presentations to more bidders than we ever could have done through traditional means. The bidders attendance, participation and interaction within these webinars has been absolutely spectacular.

### Communication with Bid Committees:

I started by using the contact information from last year's Bid Committees, but after their elections and with turn over, much of the info I had was not accurate enough or effective in contacting the committees. With some help we were able to put together an email list for our bidders. This was updated throughout the year by Laura and was mainly used in outreaching the University. In this new era where more Council members are interacting with more bidders, we have had more communication across the board than ever before. As things picked up I had a lot of help in keeping up with the bidders. Several of us were able to answer their questions and Kevin was a great help in emailing them and keeping them posted with updates.

### Bidders Meet & Greet Party

Last night we had our first Bid Committee Meet and Greet Party. We estimated 90-100 attendees made up mostly of bidders and Council members, as well as a few Host Committee and past Council members. We had a \$500 budget and spent about \$400 for two sheet cakes, coffee, punch and water. We're happy to see the awesome turnout from the bidders and we hope the party set a friendly and positive tone for the conference.

## **53<sup>rd</sup> ICYPAA, Kevin N.**

### 1) CONFERENCE ATTENDANCE:

- a) Total Registered Attendance: 4419, (3500 anticipated)
  - i) 1629 pre-registrations (57 new comer sponsorships), 2790 at the door



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## 2) FACILITY INFORMATION:

### a) SF Marriott Marquis:

#### i) Room block/pick up:

- (1) Room block: Contracted 1640, later revised to 2040
- (2) Actual room pick up: 1514 (2039 at 30 cutoff, slippage of 525)

#### ii) Food and beverage:

- (1) Banquet: \$22,891 - \$25,000 F&B credit = (2109)
  - (a) 395 in attendance, 375 tickets sold @\$25 each = \$9,375
- (2) On location Starbucks: \$43,353 total 9/2 - 9/5

#### iii) Audio and Visual:

- (1) PSAV (Outside vendor): \$59,663.99
- (2) Swank (Hotel provider): \$1125 (internet charges)

#### iv) Misc. hotel expenses:

- (1) Power drop for AV: \$3,928
- (2) DID lines: \$600
- (3) Phone calls: \$13
- (4) Meeting space keys: \$600
- (5) Guest room charges: \$1,807

### b) SF Westin:

- i) Room block/pick up: No contract, 103 total room nights booked

### c) Business meeting space:

- i) Oak Street Fellowship (Alameda, CA): Paid for with 7<sup>th</sup> Tradition donations taken at business meeting
- ii) SF Central Office: Paid for with 7<sup>th</sup> Tradition donations taken at business meeting

## 3) SOUVENIERS AND MEMORABILIA:

### a) Apparel:

- i) 650 T-Shirts ordered, 640 sold (125 online); 364 Sweatshirts ordered, 364 sold (19 online)

### b) Coffee mugs:

- i) 144 ordered, 144 sold

## 4) CONFERENCE NECESSITIES:

### a) Program:

- i) Programs: 4000 printed
- ii) Speaker expenses: \$1,684 (Transportation and gifts)
- iii) Entertainment: \$11,820 total (DJ's, equip., performers)

### b) Registration:

- i) Lanyards: 4000 for \$3,080 (Lanyards w/ badge holders)
  - (1) Backup lanyards: 1000 for \$304
- ii) Name tags: 5000 for \$200



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- iii) Registration bags: 4000 for \$637 (Printed plastic bags)
  - iv) Reg bag pens: 4000 for \$788
  - c) Signage:
    - i) 13 24"x18" Directory signs for hotel interior, \$417
    - ii) 1 Conference Banner, \$120
  - d) Hospitality:
    - i) Games: \$0 (Donations)
    - ii) Badge decorations: \$250
  - e) Host Committee shirts:
    - i) Security: 50 for \$442; Host: 101 for \$704
- 5) EVENTS:
- a) Events: \$18,404 total income for 9 events statewide
    - i) New Years Eve (Oakland)
    - ii) Indoor Pool Party (Berkeley)
    - iii) Broomball (Belmont)
    - iv) Drag Show (San Francisco)
    - v) California Unity Day (Fresno, CA) [Lost money]
    - vi) Kickball Tournament (San Jose)
    - vii) "In Our Own Words" Play (Santa Monica, CA) [Lost money]
    - viii) Jersey Shore Dance (Los Gatos, CA)
    - ix) Office Hos and CEOs Dance (Oakland)
  - b) Insurance for event facilities: \$625/year, \$0 each individual rider
  - c) Alcatraz Pre-conference Event: \$2,539 sold out 300 tickets, refunded 30
- 6) OUTREACH:
- a) Travel reimbursements: \$1686
  - b) Pre-reg flyers: approx. 30,000 for \$1544
  - c) Business cards: 20,000 for \$241
  - d) Mailers: One time mailer \$4,988
- 7) ICYPAA EXPENDITURES:
- a) \$24,000 ICYPAA, Inc. Reimbursements:
    - i) Seed money reimbursement: \$2,000
    - ii) Advisory council reimbursements: \$22,000

## **Website Chair, Daniel S.**

Committee: Matt R., Stosh G.

The ICYPAA Advisory Council Web Committee has been extremely busy since the 53<sup>rd</sup> ICYPAA.



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Here are some of the highlights of what we've done:

- Coordinated development of new ICYPAA web site (\$10,000)
  - New Registration System
  - Amped up Links Page
  - Digital ICYPAA Archives Timeline
  - Audio Files
  - Graphical links to upcoming YPAA conferences on homepage
- New ICYPAA Logo (\$500)
- New ICYPAA Banner (\$250)
- New GoToWebinar (\$759) account for ICYPAA University & Council Conference Calls
- New Vimeo (\$60) account for hosting video (ICYPAA University)
- Added new content to Relevant Business Data section
- Pulled down old Facebook group and created new one (couldn't change the name from 53<sup>rd</sup> ICYPAA because of Facebook restrictions)
- Future Host Committees will use 55th.icypaa.org, 56th.icypaa.org as their url (we will keep the old icypaahost.org domain and forward it to the new subdomain).
- Website Hosting & Domains are paid through 2015

Visit [icypaa.org](http://icypaa.org) often and if you have any questions, feel free to contact me at [advisory-web@icypaa.org](mailto:advisory-web@icypaa.org).

### **ICYPAA University Committee Chair, Laura S.**

Committee: Jonathan M., Strawberry H., Kevin N., & Darren F.

Bidders and Advisory Council members frequently have informal conversations at ICYPAA, where we discuss several important topics. These conversations are a great way for individuals to gain insight to Council's experience and expectations. ICYPAA University was created so that this information could become more widely available to anyone seeking it. Each year, ICYPAA University intends to present a series of webinars providing an educational platform and interactive environment for Bidders and Council members to learn from each other. Most of the 2012 Syllabus was made up of informative presentations based on meeting the new Bid Requirements. Moving forward, we plan to further develop the format we used for the Bid Committee Summit: a more interactive and hopefully less boring method of information sharing.

The following is a summary of ICYPAA University-related actions taken since the 53<sup>rd</sup> ICYPAA:

- A motion to implement ICYPAA University with a yearly budget not to exceed \$1,000 was made, seconded, and passed unanimously at the December 4<sup>th</sup> 2011 Quarterly Advisory Council Business Meeting.



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- We created a database of Bid Committee contacts and communicated monthly via email and Secret Facebook Groups.
- We presented six educational webinars between March 11<sup>th</sup> and August 5<sup>th</sup>, and then posted video recordings and downloadable pdfs of these webinars to the ICYPAA website.
- Lastly, we hosted a Bid Committee Summit on August 26<sup>th</sup>.

Check out past presentations on the ICYPAA website, stay tuned for announcements about the 2013 Syllabus, and feel to contact us any time at [icypaau@icypaa.org](mailto:icypaau@icypaa.org).

## **Ad-Hoc General Service Committee Chair, Darren F.**

### Purpose:

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

### Summary:

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

### Report:

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

- Followed up with the Grapevine Online project at the 53rd ICYPAA in San Francisco. 603 individuals activated their free subscriptions. We will know what percentage of these subscribers renew in the coming months.
- Managed ICYPAA's relationship with GSO, AAWS and The Grapevine over the past year. The Ad Hoc General Service Committee reaches out to GSO, AAWS and The Grapevine regularly to maintain good communication, and to make ICYPAA available as a resource to A.A. as a whole.
- Conceived and considered a plan to host a Film Festival at ICYPAA. It is thought that the among the attendees of ICYPAA are many creative young A.A. members who might benefit from participating in GSO's Young People's Video Project. The festival is an idea to help facilitate such participation.
- Presented two successful motions to encourage participation in GSO's Young People's Video Project.
  - Motion that Advisory Council ask the Host Committee to play one of the Young People Video Project videos during a main meeting at the 54th ICYPAA.
  - Motion that Advisory Council ask the Host Committee for a small break out room to play AA videos.



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- Organized the Young & Sober project at the 54th ICYPAA. 476 physical copies of this book have been purchased by the ICYPAA Advisory Council for distribution at the 54th ICYPAA.
- Organized the Grapevine Recording Party at the 54th ICYPAA, which will result in audio recordings for use by The Audio Grapevine. The 54th ICYPAA will host a pilot program for the new Audio Grapevine initiative. This is happening right now.
- IGR for Bid Requirements 3 and 12 in the Advisory Council Site Selection Process. The Ad-Hoc General Service Committee evaluates the service participation and guideline acceptance of each bid.
- Presented a motion to make the Ad-Hoc General Service Committee a standing committee. The core responsibilities of the Ad-Hoc General Service Committee are ongoing responsibilities that seem to be best handled by a standing subcommittee.

### **Outreach Committee Chair, Lauren A-V.**

Committee: James B., David N., Jordan T., Annalisa N., Carlston F.

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

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

### **Site Selection Ad-Hoc Committee Chair, Laura S.**

Committee: Jonathan M., Kevin N., Daniel S., & Carlston F.

Deciding which committee will be awarded ICYPAA is a difficult task. The current Advisory Council is dedicated to increasing transparency in our selection process. We want everyone to know exactly how we make our decision, how bids are being



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evaluated, and what factors beyond the bid packages help shape the voting decisions of individual Council members. The goal of our new Site Selection process is to evolve an informed group conscience with a thorough understanding of all the bids. We believe that an informed group conscience, expressed through a Third Legacy voting procedure, will select the committee most capable of hosting the next ICYPAA.

The following is a summary of Site Selection-related actions taken since the 53<sup>rd</sup> ICYPAA:

- A motion to eliminate the BCR was made, seconded, and passed 11-3 at the December Quarterly Advisory Council Business Meeting.
- The following motions were made, seconded and passed unanimously at the March Quarterly Business Meeting:
  - To eliminate the How to Bid Session.
  - To edit the Host Committee Responsibilities to accommodate our new schedule.
  - To cease the practice of disqualifying bids.
  - To edit the Bid Review & Submission Timeline.
  - To implement three new Site Selection formats.
  - And to draw the awarded committee immediately from the hat instead of at the main meeting.
- We also voted to add a meet and greet to the Thursday schedule for Bidders, available Host Committee members, and Council. This motion passed with one opposed.
- Lastly, we drafted a Site Selection Preamble to be read prior to the open Third Legacy vote.
- The Site Selection Ad-Hoc Committee dissolved in June 2012.

There just isn't enough time in two minutes to explain why every decision was made. However, we are happy to provide anyone with sub-committee minutes, motion rationales, and Site Selection Format details upon request.

### **Mailing Committee Chair, Matt R.**

The majority of the work done by the mailing committee has been the maintenance of the master database of 10,000+ records. Because council previously voted to limit mailings to AA entities, currently numbering less than 500 records, it is no longer necessary to have a dedicated committee for mailings. The new abbreviated list and mailing has already been incorporated into the existing outreach committee.

Advisory council voted to cease mailings in the 6/24/12 business meeting. The council also voted to dissolve ICYPAA Advisory Council Mailing Committee during this meeting. The current registration/ mailing database can be turned over to the secretary for safe keeping.



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## **ICYPAA Forum Ad-Hoc Committee Chair, Todd B.**

The following is the Rationale & Motion that passed unanimously at the June Quarterly Advisory Council Business Meeting:

### Rationale:

The Q&A session currently garners limited attendance and participation from ICYPAA attendees. Bidders attend because they are expected to. Disgruntled attendees come to ask pointed questions intended to catch us off guard. The current format does not serve us well. There are many benefits to using the Q&A as a forum for the Advisory Council to be publicly accessible and addressable by the body we are responsible to. A greater level of transparency and accountability are what the Q&A should accomplish. The Q&A session would better serve ICYPAA if modified using GSO Regional Forums as a model. Format would include addressing questions submitted via email throughout the year, in person from the floor, and anonymously through an on-site Ask-it-Basket. A final report containing all forum reports, questions and answers will be compiled, emailed via Constant Contact, and posted on the web site within 30 days of the conference.

### Motion:

To change the name of “Advisory Q&A” to “ICYPAA Forum” and restructure as follows:

#### Pre-ICYPAA

- Solicit questions from ICYPAA attendees via website and Constant Contact
- Outreach ICYPAA Forum

#### At ICYPAA

- Hour #1
  - Session is chaired by AC Chairperson
  - Timed reports (5 minutes for Chair & Treasurer, 2 minutes for everyone else) are given by all Council officers and sub-committee chairs
  - Timed questions (2 minutes) about reports from floor after all Council reports are finished, questions can be asked from the floor (no questions between reports)
  - Timed answers (2 minutes) from Chairperson appointed answerer
    - Chairperson will choose the most qualified individual to answer each respective question
- Hour #2
  - Questions and Answer period
  - Alternating Questions
    - Timed questions from the floor (2 minutes)



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- Questions from email/internet
- Ask-it Basket Questions
- Timed answers (2 minutes) from Chairperson appointed answerer
- If time runs out, anyone remaining at the mic should be encouraged to write down their question and put it in the Ask-it-Basket so it will be answered in the Final Report

#### Miscellaneous

- Mandatory attendance for Council
- Council will sit together in the first row or two of the audience
- Chair, Secretary, and timer will sit at front table
- Floor mic provided
- Minutes and reports provided at the door
  - Include financial and all officer and sub-committee forum reports

#### Post ICYPAA

- Final Report, prepared by AC Secretary within 30 days, will include all prepared Forum reports as well as all questions & answers from the Forum
- Final Report is posted on ICYPAA web site
- Final Report is emailed out to Constant Contact list

#### Additional Notes

- Name should be changed to ICYPAA Forum in the Host Committee Responsibilities
- Host Committee should be contacted to ensure a 2 hour time block and confirm name change to ICYPAA Forum in their Program

#### **Hotel Team Chair, Jonathan M.**

##### St. Louis Hotel Evaluation, Negotiations & Contract

A standard operating procedure did not exist for evaluating and contracting with a hotel, so Carlston created a Hotel Team and appointed me to lead it. We created a procedure to evaluate the proposed hotels, developed a wants and needs list, and moved into negotiations with them. The team traveled to St. Louis to walk through each property and meet the sales staff for more negotiations. After we returned home with the best offers from each property the team evaluated the offers and unanimously decided to recommend the Millennium Hotel to Carlston. We had our attorney review the contract and requested adjustments accordingly. In August we made an amendment to the hotel contract, securing an additional 340 room nights and lowering our attrition from 70% to 60%.

##### AV Contract



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I was put in charge of assisting the St. Louis Host Committee with securing an AV company. I reviewed the proposals they had, prepared an informational packet and worked with each vendor to prepare an updated proposal. Our goal was to get the right equipment for the right price. We found Miller Pro Audio was the best fit for our needs with their professionalism, experience and generous pricing. After I secured the contract we had our attorney review it, Carlston signed it and I handed the operation back over to the Host Committee for execution.

### Hotels/AV Doc

This is an entirely new document. From the very beginning, one of our goals was to write a comprehensive and technical document in a language that could be understood by any reader with little or no previous experience in this field. The hotels team contribution to the first few University sessions were a huge step forward in educating bidders, but our finished document could be considered the educational manual for bidders and Council members alike.

### ICYPAA Hotels & Budget Archive

I started to put together a spreadsheet containing all the important hotel and budget information we refer to in our evaluations. This includes our history of hotel contract information, actual hotel performance, pre-registration, walk-in and total attendee counts, AV and main budget amounts, etc. This document will soon be finished after some more time reviewing and mining the rest of the needed information from our records and past Council members.

### IGR Report

The Hotels Team reviewed Bid Requirements 6, 7, 9 and 10. We had a conference call to discuss our findings, from which we prepared a final report to present to Council.

## **QUESTIONS & ANSWERS ON REPORTS**

Q = Question

A = Answer

C = Comment

Q: Are the mailings to be totally gone or will we continue to get posters, etc. through the mail?

A: The aspect of the mailings that has been discontinued is the Advisory Council mailing of pre-registration flyers to attendees. The Host Committee can still send out their own mailing if they choose.

Q: How will the merchant account work in terms of turnover from committee to committee?



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A: Money is going through one chase account, but various accounts will be open. Additional banking information during this conference will be gathered to determine how best to manage turning the account over to the new Host Committee.

Q: Does that include the swipe card?

A: Yes, it does.

Q: Can Bidders expect a sample Request for Proposal (RFP) for A/V this year?

A: We are currently working on this. A new document will cover these aspects of Hotel and A/V in greater detail.

Q: If San Francisco turned over \$24,000 in profit, how come this conference can't be cheaper?

A: Each conference is autonomous in setting their registration price. ICYPAA, Inc., wants to be more conservative in a smaller market like St. Louis. Even though it's a smaller market the cost of the conference may remain the same in terms of AV and other contracts. The budgets are adjusted from year to year and efforts were made to make this year more affordable through the hotel rates.

Q: Can you elaborate on Site Selection? What makes you decide to go to a certain city if they are equal in other aspects?

A: The Advisory Council has incorporated a Criteria-Building exercise into our Site Selection process so that we can identify what the extra variables are in the event that there are 11 perfect bid books. Each Council member has their own individual priorities, and these priorities change from year to year. Some examples of factors that have been important to Council members include: bid longevity, hotel workability, committee unity, geography, service experience, communication with Council throughout the year, etc. We will share the results of this year's priority inventory with everyone before we conduct the Third Legacy vote.

C: I would like to commend and thank the Advisory Council for the amount of work done this year, including the new Forum format and ICYPAA University.

A: Thank you for your comment.

Q: Could ICYPAA U add closed captioning for hearing impaired and provide a written document of what's covered in the webinar? What's the \$1,000 for Attorney's fee on the budget? There were 20 motions passed by the Advisory Council this year, but we only got to hear 6. What are the others?



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- A: Great point about ICYPAA U. We can definitely consider closed captioning. We do already provide a PDF of the PowerPoint presentation, however this does not include any ad-libbing by the presenters.
- A: This budget line covers our Attorney's review of the hotel contract and AV proposal. It's helpful to think of it as a retainer. We paid him \$500 to review certain contracts this year.
- A: Other motions that passed: modified our Site Selection process, adopted a Conflict of Interest Policy, allocated funds toward Grapevine collaboration at the 55<sup>th</sup> ICYPAA, adopted a Works for Hire Policy, voted to play YP Video Project videos at the 54<sup>th</sup> ICYPAA, renamed and restructured Advisory Q&A, and dissolved the Mailing and Site Selection committees.

## **GENERAL QUESTIONS & ANSWERS**

Q: Can you elaborate on getting rid of the Advisory Council mailing? I looked forward to getting a registration flyer in the mail to use for Outreach. What procedures are there after this conference to find out if we made a good decision? Is there a measurement of the effects? (Floor Question)

A: It's hard to know how much effect the mailing was having in terms of who it brought to the conference. We did know the costs were increasing every year. The nature of demographics of ICYPAA in terms of a more transient population influenced the decision. Didn't feel like we were being prudent because we didn't know what the return was. There is no process to see what effect there might be as a result of stopping the mailing.

A: We do have data from the 52<sup>nd</sup> ICYPAA in NYC about how many pre-registrations were mailed to the committee. Out of 10,000 mailed pre-registration flyers, only 70 paper registrations were received. The results did not justify the expense.

Q: "Why is Geography considered in Site Selection?" (Ask-it-Basket Question)

A: It's a logical priority. ICYPAA Nation wouldn't want to have the conference in the same area every year. We don't want to stifle the bids, and need to keep in mind shifting the costs of travel for attendees. This also encourages participation from all parts of the country. We strive to rotate the conference fairly, however it's important to note that Geography is not the only factor in awarding ICYPAA.

Q: "ICYPAA currently takes bids from all areas of the world. Has the Advisory Council done any research in preparation of taking the conference outside of North America?" (Online Question)

A: The Advisory Council has done no official research on taking ICYPAA outside North America. In the event that an overseas Bid Committee was interested in Hosting ICYPAA, we would ask that they initiate and compile the research necessary to bring



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ICYPAA to their area. The variables are different for each location, so it makes sense to ask those who reside there to assist in navigating these issues.

Q: When will the next semester of ICYPAA U start? What content will there be? (Floor Question)

A: This information is to be determined. I plan to have a meeting in the next month or so where a syllabus will be developed.

Q: "If Advisory has veto power, how is the Host Committee Autonomous?" (Ask-it-Basket Question)

A: This can be a touchy subject. We want the Host Committee to be as autonomous as possible. However, Advisory is charged with ensuring ICYPAA's survival from year to year. If the Host Committee is making decision that will affect ICYPAA beyond their host year, we need to consider whether it is in the best interest of ICYPAA as a whole. This is reflective of Tradition 4, "Each group should be autonomous except in matters affecting other groups or A.A. as a whole." Knowing that the Advisory Council has veto power generally keeps the Host Committee mindful of ICYPAA's best interests. Veto is only used as a last resort if a Host Committee does not wish to reconsider a potentially damaging decision on their own.

A: Veto is a protective measure because the Advisory Council members are liable for Host Committee decisions.

Q: Has it ever been used? (Floor Question)

A: It has been used once, regarding the 53<sup>rd</sup> ICYPAA's desire to provide daycare. However, it was never enforced due to the Host Committee's voluntary reconsideration on the subject.

Q: "Would the formation of a young people's sub-District be a good or bad idea?" (Online Question)

A: Ultimately, you can do whatever you want. It could be a strange route to take since we generally encourage young people to integrate themselves as much as possible into the existing General Service Structure. Look deep into A.A.'s 12 Concepts and how they apply to solving a local problem, if you have one. If you try it, please report back and let us know how it went!

Q: Why is "What's best for ICYPAA" considered more important than "Need" in the Site Selection process? (Floor Question)

A: While we understand a committee's desire to enrich their local community through hosting ICYPAA, our responsibility is to make sound business decisions, protecting the conference for the future. It's also important that the committee who is awarded can handle the responsibility of hosting ICYPAA.



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Q: “Not everyone has a computer. How can you require online registration only?” (Ask-it-Basket Question)

A: Host Committees still have the ability to send out fliers to people who request them. We also have paper registrations available at the conference for people who don't wish to use the new technology. We are doing our best to have a number of options for attendees.

Q: “Is there a solution for bidders who don't speak English in terms of bidding materials?” (Online Question)

A: The Advisory Council has already set aside funds and is working to translate all of our bid materials into Spanish and French. They should be available over the next year.

Q: Incredible bid packages have come from Vancouver. Why hasn't it gone there given that this is an International Conference? (Floor Question)

A: The Advisory Council hasn't quite been in a position to take that leap of faith yet. Last year's Vancouver bid did not meet the Requirements, and we were told that they are taking this year to focus locally. VANYPAA is here as a Token Bid this year and we look forward to working with them again. We are currently working with MONQYPAA and are encouraged by that International bid.

Q: Why doesn't the Advisory Council group bids by time zone and rotate who hosts based on that? (Floor Question)

A: Each year the bids are different and we don't know from year to year where people will come from. This is why we don't have structural elements in place to determine where it goes. The Advisory Council is mindful of geography every year; however, it is not the only factor considered when awarding ICYPAA.

C: Vancouver has been rejected year after year and that is why they aren't bidding this year. Not feeling the same energy. Same issue with Wisconsin who came year after year. (Floor Comment)

A: Thank you for your comment.

C: The Vancouver Committee wanted to note that we didn't bring a full bid this year because we wanted to work on ourselves locally. We will be back next year. (Floor Comment)

A: Thank you for your comment.

Q: A question that is often asked of other countries' bids is what can be done to help United States citizens get into that country should they have legal issues. Why don't we ask U.S. bids the same question about foreign attendees entering the United States? (Floor Question)



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A: This is an excellent point and should be investigated further. We want ICYPAA to be International and we recognize that the expectations for bidders should be the same, whether they're International or not.

Q: I enjoy being able to access ICYPAA audio files on the website. Can we expect to have more than two years available on the website? (Floor Question)

A: Our hope is that we'll have all audio recordings from conferences on the website going forward. We are currently discussing the rights and legal issues surrounding putting up previous conference's audio.

Q: How many years of conferences do you expect being able to store in the future? (Floor Question)

A: Our capacity is unlimited.

Q: How can bids best communicate with Council in terms of getting feedback? (Floor Question)

A: This year we encouraged bidders to send in whatever they had during the year. We set up email addresses for each sub-committee to look at specific aspects of the bids. We have a bid-related page on the website with email links to the proper committees qualified to answer questions.

Q: How can more bidders fully participate in the Bid Committee Summit? It seemed we were pressed for time with so many people. (Floor Question)

A: In considering our syllabus for next year, we will take this into account. We have thought about doing individual Bid Committee webinars and now know that it isn't realistic to do as much as we wanted with 70 people on one call.

Q: How does the ICYPAA Advisory Council determine what do to with any excess funds? (Floor Question)

A: The Finance Committee makes a recommendation to the Advisory Council, which must be approved before disbursements can be made. We are always open to suggestions from attendees or bidders about where to disburse funds beyond our prudent reserve.

Q: "If there is no enforcement of the Bid Requirements, are they requirements? Have you considered changing them to 'guidelines' or 'suggestions?'" (Ask-it-Basket Question)

A: While we no longer eliminate bids for not meeting the Requirements, a Bid Committee's ability to fulfill the Requirements is still a high priority for many, if not all, of the Council members when awarding ICYPAA.

Q: "How many licks does it take to get to the center of a Tootsie Pop?" (Ask-it-Basket Question)



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A: Three.

Q: If ICYPAA University decides to do separate Bid Committee webinars, will you keep the Bid Committee Summit so information from different bids may be shared? (Floor Question)

A: Yes. I thought the Bid Committee Summit was awesome, even though we didn't get to do everything as planned. We haven't set the syllabus yet. Please send any feedback to [icypaa@icypaa.org](mailto:icypaa@icypaa.org).

Q: "Have you ever not given the conference to a bid committee due to a bad bid skit?" (Ask-it-Basket Question)

A: I, personally, have never participated in not giving the conference to a committee due to a bad bid skit.

Q: If all of the bids are equal in meeting the Requirements, why doesn't the Advisory Council remove human error and let God decide by picking out of a hat? (Floor Question)

A: Getting the conference requires more than just meeting the Bid Requirements. There is a long list of factors that may be considered when selecting a host.

Q: Is the ICYPAA Tax ID number available for Host Committees and Bid Committees to use for events? (Floor Question)

A: The EIN number is shared with Host Committees because we are in a legal partnership. Bid Committees are not part of this corporate umbrella and therefore cannot use the ICYPAA Tax ID.

Q: I heard there was some difficulty with registering online Internationally. Has this been resolved? (Floor Question)

A: Yes.

C: I would like to suggest that future Host Committees utilize and ICYPAA mobile application so that the Program can be accessed via smartphone. (Floor Comment)

A: Thank you for your comment.

Q: "Are you looking into doing anything with a mobile application?" (Ask-it-Basket Question)

A: It's definitely something that is worth looking into. The ICYPAA Advisory Council's Web Committee will be researching the feasibility of app development during this host year (2012-13). Any updates on the subject will be included in the Web Report at the ICYPAA Forum at the 55th ICYPAA.

Q: "Why does advisory want to be viewed as 'judge' and 'jury', then as a group of people to tap for experience, strength and hope?" (Ask-it-Basket Question)



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A: ICYPAA is both a spiritual and business entity. The role of sharing experience, strength and hope, much like sponsorship, is one very important aspect to what we do. Additionally, the Advisory Council must make sound business decisions in the best interest of ICYPAA, Inc. Site Selection is the most important business decision that we make each year. Each bid is thoroughly evaluated and given full spiritual consideration through the collective conscience expressed by a Third Legacy vote. Furthermore, the Advisory Council's relationship with the selected Host Committee includes custodial oversight. As agents of the Board of Directors of ICYPAA, Inc., the Host Committee is responsible for working with us in a partnership to ensure the continuity of ICYPAA. Details of the Advisory Council's responsibilities and evaluation process are outlined in the files listed on the Council Documents section of [icypaa.org](http://icypaa.org).

Q: "Why is advisory not kind or excited for bidders and act like they govern ICYPAA?" (Ask-it-Basket Question)

A: The Bid Committees are the lifeblood of ICYPAA. The Advisory Council has taken big steps in recent years toward developing friendly and working relationships with committees bidding to host the conference. This is one of the most important aspects of what we do throughout the year. The Advisory Council is the custodian of the conference and the Board of Directors of ICYPAA, Inc., 501c3. It is both the legal guardian and spiritual servant of ICYPAA. Tradition Two reminds us that all A.A. leaders are but trusted servants. As such, we can take no actions of government, nor do we wish to. We make decisions in the best interest of ICYPAA, taking great care to be accountable and transparent.

Q: "Why are the traditions not used, specifically principals before personalities with bidders?" (Ask-it-Basket Question)

A: ICYPAA always strives to act within the spirit of A.A.'s Twelve Traditions. Selecting a Bid Committee to host ICYPAA is much like choosing one candidate out of many for a job opening. If two candidates are equal in all qualifications, but one seems like they would be easier to partner with over the other, who would you hire? Decisions such as these are commonplace at every level of A.A. service. The three legacies of A.A., Recovery, Unity, and Service, are the backbone of ICYPAA, just as they are throughout A.A.

Q: "Since you are doing so well financially, would you seriously look at lowering registration costs to \$25 pre-registration and \$30 registration?" (Ask-it-Basket Question)

A: Each year the ICYPAA Advisory Treasurer and the Host Committee Treasurer work hard on putting the financial puzzle together. The Advisory Chair & Host Chair give a lot of input as well. Knowing how many people will show up to an ICYPAA is like hitting a moving target. We do our best by estimating based on historical attendance



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numbers and we always work hard to take care of A.A.'s money. At the end of the day, how a Conference does financially can affect A.A. as a whole. The average budget for an annual ICYPAA is between \$80-120K depending on the market/area. If we miss this budget with as little as 10% we could go in the RED \$8-12K. A couple of years like that and, well, you can get the picture. ICYPAA has some annual expenses that really drive the budget:

- The Advisory Council has approximately \$25K worth of expenses each year.
  - Partial travel reimbursement makes up about 1/2.
  - We are all volunteers, so sometimes we need to hire special workers, ie) lawyers, accountants, etc.
  - Our budget also includes expenses that directly benefit the Host Committee, ie) website, shopping carts, insurance for the Conference, events, etc.
- AV is another big part of the budget. As the Conference has grown, the size of the meetings requires more AV Equipment. The single line item budget for this averages around \$20-30K. (In SF and NYC this was closer to 60K due to the fact that they are Union towns.)

These 2 budget lines alone require a Host committee to allocate nearly \$50,000 dollars. ( $50,000/25=2000$ ) We would need 2000 people to show up and pay \$25 to cover these 2 line items. Each year we review the budget for the entire Conference as early as possible and adjust registration dollars to be self-supporting through our own contributions.

- Typically \$25, pre-registration, \$30 leading up to, and \$35 at the door has worked well in recent years.
  - St. Louis had a budget for 1,900 attendees. They had about 2,175 paid, so the number worked out well.
  - San Francisco had a budget for 3,000 attendees and had a near record turnout of 4,400. (Nobody can predict these spikes in attendance.)
  - New York City had a budget for 2,500 attendees and had to bump it to 3,200 when the AV bill tripled 45 days out. They had a record turnout of 4,789. (Nobody can predict these spikes in attendance.)
  - Los Angeles had a budget for 2,500 attendees and had attendance of 3700+ (the first large ICYPAA in decades.)
  - Prior to these more recent years, 1,800-2,200 folks would attend an average ICYPAA. Setting the budgets to meet these historic numbers is critical.
  - We can never allow groups to plan for 3500 attendees and have 2,500 show up. ( $1000*\$30=\$30K$  loss) This would be crippling to ICYPAA and bad for A.A. as a whole.

Please consider registering early for the next ICYPAA while the cost is lowest.