



**ICYPAA Forum Report**  
Friday, September 2, 2016, 2:00-4:00 p.m.  
58<sup>th</sup> ICYPAA - Nashville

Introductions by Lauren A.-V., Advisory Council Chair  
Timer: Stacy H.

## REPORTS

### Chair - Lauren A.-V.

I have spent this year communicating with the Host Committee Chair, Advisory Council members, Bid Committees, and the general public of ICYPAA Nation. I attended ICYPAA University's educational and Individual Bid Committee Webinars, kept informed of, and assisted where needed in the business of the Advisory Council subcommittees, and participated in the IGR phase of our Site Selection Process.

The following is a summary of actions since the 57<sup>th</sup> ICYPAA:

- Host Committee
  - Made myself available to answer any questions/concerns that came up throughout the year
  - Facilitated Host Committee Elections, attended site visits, advised regarding Host Committee Guidelines, budget, outreach strategy, graphics, website, program, service activities, pre-conference event, merchandise sales, and committee unity
  - The Nashville Host Committee has done some great work and I look forward to seeing it all pay off this weekend
- Advisory Council
  - Met with the Operating Committee monthly
  - Appointed Committee chairs and members
  - Updated the ICYPAA Advisory Council Google Drive with general Advisory Council documents, and subcommittee and bid committee minutes
  - Sat in on subcommittee meetings and did my best to keep up to date with the activities of those I couldn't make
  - Worked with the Operating Committee to review a sexual harassment claim, engage legal counsel, and determine an appropriate response
  - Attended the monthly Service Manual Study
  - Worked with the Secretary and the Bid Development and Web subcommittees to clarify and improve the ICYPAA University recording process
  - Assigned various document revision tasks to the Structure Committee
  - Served as one of the Admins for the ICYPAA Facebook Group, reviewed posts, removed posts and sent warnings and/or removed members as necessary
  - Requested Alternate Advisory Council members to step up into vacated Principal spots, and reassigned subcommittee members and chairs



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- o Ordered an extra banner and had it shipped to the Host Committee in Nashville
- o Finalized a letter of support for IREYPAA as drafted by the Secretary
- o Organized this year's Past & Present Advisory Council Breakfast for the 58th ICYPAA in Nashville
- o Discussed attendance requirement in the Bylaws, and made sure all Council members were aware of the provisions
- o Sent important reminders, timelines, number of printed bid books, and other information to Bid Committees
- o Compiled a list of Early Bid Review emails that need response, broken down by Subcommittee
- o Attended and gave introductory welcome for ISMYPAA
- o Observed and/or participated in final bid package IGR meetings
- o Met with the Advisory Council quarterly: thirteen motions were passed:
  1. 2016 Advisory Council Operating Budget was approved (11/15/15)
  2. Updated version of the Non-Discrimination and Anti-Harassment Policies was approved (02/21/16)
  3. Sentence regarding diversity requirement was added to the Host Committee Responsibilities (02/21/16)
  4. \$5,000 was allocated for attorney's fees (02/21/16)
  5. An individual was barred from coming to the Conference due to multiple violations of the NDAH Policies (05/15/16)
  6. Approval to obtain a secured credit card for the purposes of building ICYPAA's credit was given (05/15/16)
  7. \$5,000 was allocated to the 58th ICYPAA's Grapevine Project (05/15/16)
  8. Attendance policy in the ICYPAA Bylaws was updated (09/01/16)
  9. Updated version of the Non-Discrimination and Anti-Harassment Policy was approved (09/01/16)
  10. Policy to obtain written acknowledgment from all Council members regarding the NDAH Policy and Conflict of Interest Policy was established (09/01/16)
  11. Language regarding Host Committee Chair duties and reporting requirements was added to the Host Committee Responsibilities (09/01/16)
  12. Updated version of the ICYPAA Facebook Group Guidelines was approved (09/01/16)
  13. A motion to discontinue the Google AdWords program failed to pass (09/01/16)



## Treasurer - Talbot G.

We continued to improve and maintain our financial record keeping this year, and accomplished various other tasks. Thank you to the Finance Committee for all their help.

Current state of affairs (this information is current as of August 23, 2016):

1. **ADVISORY BUDGET & CURRENT SPEND:** Below is a summary of our 2016 Budget vs. Actuals.

2016 SUMMARY			
	BUDGET	ACTUALS	VARIANCE
INCOME	\$20,122.00	\$0	\$-20,122.00
EXPENSE	\$19,303.42	\$2443.29	\$-16,860.13
NET SURPLUS	\$818.58	-\$2443.29	

2. **ADVISORY ACCOUNTS & ASSETS:** Below is a summary of our current assets. We still have several allocations of surplus that have not been spent, including \$1,000 for a Public Information campaign, \$5,000 for a Grapevine donation, \$5,000 for website improvements, \$5,000 GSO donation. We also have an additional \$4,913.02 in surplus funds that has not been allocated.

OUTSTANDING ALLOCATIONS	
Website Improvements	\$5,000.00
Public Information Campaign	\$1,000.00
YPAA Video Project	\$2,500.00
2016 GSO Donation	\$5,000.00
Attorney Fees	\$3,125.00
Grapevine Donation	\$5,000.00
<b>ALLOCATED SUBTOTAL</b>	<b>\$21,625.00</b>
Remaining Surplus to Spend	\$4,913.02
<b>UNALLOCATED SUBTOTAL</b>	<b>\$4,913.02</b>

Current Account Balance: \$116,116.92



## Account Summary

### Business Accounts

**Deposit accounts** **\$98,287.12**

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### Business Accounts

#### Deposit Accounts

Total balance: \$98,287.12

#### Account

<b>PLAT BUS CHECKING (...1379)</b>	Present balance	<b>\$2,000.00</b>
	Available balance	\$2,000.00

▶ [See statements](#) ▶ [Make a transfer](#) ▶ [See routing/account numbers](#)

<b>PLAT BUS CHECKING (...3219)</b>	Present balance	<b>\$3,206.70</b>
	Available balance	\$3,206.70

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<b>PLAT BUS CHECKING (...5965)</b>	Present balance	<b>\$36,076.88</b>
	Available balance	\$36,076.88

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<b>PLAT BUS CHECKING (...6955)</b>	Present balance	<b>\$2,000.00</b>
	Available balance	\$2,000.00

▶ [See statements](#) ▶ [Make a transfer](#) ▶ [See routing/account numbers](#)

<b>BUS SELECT HY SAV (...2596)</b>	Present balance	<b>\$55,003.54</b>
	Available balance	\$55,003.54

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### Cash Accounts

Account	Available Balance
<a href="#">Host Account XXXXXX2057</a>	<b>\$17,829.80</b>
<b>Total</b>	<b>\$17,829.80</b>



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## Other Points of Interest:

3. 57<sup>th</sup> ICYPAA: Florida held an amazing ICYPAA! The conference was self-supporting and ended up with a \$3102.55 surplus after all expenses were paid and 20% service contributions were made.
4. BANKING: Chase Bank does not have a branch in Tennessee, so other banking arrangements had to be made to supplement our banking at Chase. After an exhaustive search of nationwide banks, a comparison was made and another account was opened at Wells Fargo. This decision was based on many factors but came down to Wells Fargo not charging any fees for a non-profit account, no account minimum being required and the fact that Wells Fargo has branches in many locations that Chase does not. This will hopefully help streamline processes in the future, if/when ICYPAA is awarded to cities without a Chase Bank.
5. TAXES: Our 2016 taxes have been filed with the IRS.
6. QUICKBOOKS/ACCOUNTING: Our QuickBooks account is up to date, with all information from our Advisory Council checking and savings account recorded.
7. MERCHANT ACCOUNT: This year we continued our inquiry into other merchant account providers that may have offered us better rates or reporting mechanisms. Once again we found that our merchant account has an incredibly competitive rate and the reporting options our current company provides are the industry standard. So, our merchant account is unchanged since last year.
8. BUDGET: In the past our budget process was where the Advisory Treasurer developed a projected budget based on past expenditures and future need and then presented this budget to the whole Advisory Council for a vote. In order to achieve greater oversight and collaboration, while at the same time adhering to the Council Bylaws, the process has been slightly altered. Now, the budget creation will begin in the Finance Committee and then be presented to entire Council for a vote.
9. HOST: This year I helped review the Host budget this year, stayed in contact with the Host treasurer and purchased GL insurance for the conference.
10. MISCELLANEOUS ACTIVITIES: I filed our “periodic report” with the Colorado Secretary of State to maintain our non-profit status, and renewed our Directors & Officers insurance bill for the year, I have worked with the finance committee to add credit building services through acquiring a secured business credit card.





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## **Co-Chair - Lindsay S.**

This year I have attended all Operating Committee conference calls, have kept up to date on all subcommittee and bid committee emails and have been available to assist as needed with items that LAV has needed. I was also appointed to serve as one of the 3 admins on the ICYPAA Facebook group and have assisted in monitoring and resolving issues that have come up.

## **Secretary - Darren F.**

1. Worked with previous secretary to learn the responsibilities of the Secretary position
2. Updated ICYPAA Bylaws and Host Committee Responsibilities to reflect motions approved at the 57th ICYPAA
3. Sent out the 2015 ICYPAA Forum Report via Constant Contact and uploaded it to ICYPAA.org.
4. Prepared and uploaded the audio files of the 57th ICYPAA speakers and panelists to [icypaa.org/media](http://icypaa.org/media)
5. Attended the Host Committee Elections for the 58th ICYPAA, recording minutes of each elected position
6. Posted the approved monthly, quarterly and annual meeting minutes to the website
7. Drafted a letter for ICYPAA's response to GSO's request for experience utilizing social media
8. Updated the Hotels RFP document for 2016 and posted it in the RBD section of the website
9. Posted the presentation document and recording for the 1st ISMYPAA to the ISMYPAA page of the website
10. Set up the ICYPAA Fuze account and worked on the communication pitch
11. Drafted the Diversity Motion for IPCC
12. Updated the Host Committee Responsibilities document to incorporate the diversity statement to the Program Chair Responsibilities and uploaded it to [icypaa.org](http://icypaa.org)
13. Researched pro bono legal services for non-profit organizations registered in the state of Colorado. Forwarded information about this to Operating Committee
14. Sent letter of inquiry to 8 law firms



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15. Received responses from 3 firms: Sparkman Foote LLP, Pearson & Paris, P.C., Fennemore Craig, who are asking for a phone call and/or documents to estimate the expenses.
16. Initiated conversation with our new law firm, Sparkman + Foote LLP
17. Communicated with Sparkman + Foote to review the NDAH document, prepare draft letter and draft legal assessment documents
18. Responded to a complaint letter about ISYPAA
19. Responded to a query regarding GSO approval of ICYPAA.
20. Responded to request for information about YPAA from the Bahamas.
21. Responded to a request for feedback about expansion from NECYPAA Advisory Council
22. Drafted a letter of recognition and congratulations to IREYPAA
23. Communicated with Sparkman + Foote to send out the approved letter related to the ongoing NDAH complaint
24. Circulated to the ICYPAA FB group the request received from GSO regarding stories for the Young People and AA pamphlet
25. Communicated with the host committee about the possibility of programming related to the Young People and AA pamphlet at the 58th ICYPAA
26. Converted available ICYU webinar recordings from 2014-2015 and 2015-2016 seasons to audio-only versions and posted them to the website.
27. Researched anonymity issues related to web committee's Snapchat question.
28. Posted the presentation document and recording of the 2nd ISMYPAA to the ISMYPAA section of icypaa.org
29. Updated the Archives section of ICYPAA.org to include 57th and 58th ICYPAA
30. Prepared documents for IGR, Annual Business Meeting, Site Selection, ICYPAA Forum
31. Responded to [advisory@icypaa.org](mailto:advisory@icypaa.org) emails

### **Archivist - Kirk W.**

1. The archive materials are safe and sound.
2. I've started photographing materials. I'm excited to catalog all the materials and add to the online archive "slider".



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3. At the conference, I'll be connecting to all the bid committees to solicit their help with gathering archive materials. In so many ways, the bid committees are the eyes and ears of ICYPAA, and it's possible that they might have contact with folks who are willing to share their items.
4. I'm attending the National Archives Workshop the weekend after Nashville.

## 57th ICYPAA Chair - James H.

### **Post Conference Report: 57<sup>th</sup> ICYPAA Host Committee**

The 57<sup>th</sup> ICYPAA was quite a success. Throughout the year our team focused on delivering a high quality program focused on the three legacies of AA as well as providing a super-fun experience. We strove to create a Utopia at the Trump National Doral and we ultimately succeeded. Below are some highlights and then the numbers for the 57<sup>th</sup>:

*Outreach:* Our outreach efforts focused throughout the year on social media; attending conferences and empowering outreach representatives to spread the word. Particularly we built off the idea introduced by the 56<sup>th</sup> Host Committee and created the #myutopia hashtag. Additionally our dolphin theming was a huge success, particularly the die cut business cards.

*Events:* Our events struggled at times to hit their net income targets, however this was to be expected owing to 13 FCYPAA bid committees and a busy calendar in Florida. Ultimately we used our events to build enthusiasm in Miami and throughout the state and in this regard they were a huge success. Additionally, our game night and participation with the Advisory Council at the International were a huge success!

*Program:* Our program was great! We had 4 awesome main speakers who carried a message of recovery and more than 40 panels. Additionally we presented a wide variety of entertainment options from physical activities like Bubble Ball Soccer and Laser Tag to more chill activities like movie night. Highlights included the standing room only Drag Show and Karaoke and the heavily attended pool parties. The Friday night dance was hugely attended, and the Saturday night dance ended up being less attended than in the past owing to competition from the pool.

Our precon broke even and was a fun time. We were quite limited in what we were able to do based on location and a desire to avoid transportation issues. We did the precon in two stages: an indoor trampoline event and a food truck invasion. We sold 201 tickets for trampolines and 314 food truck tickets.





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*Service:* After a slow start our service team determined to focus on corrections and the Grapevine. We determined to donate the budget for a Grapevine project to purchase subscriptions for the corrections waiting list. Additionally we signed dozens of people up for corrections correspondence and collected literature for the Area corrections committees. Conversations with our service representatives led me to believe they were quite pleased.

### **Registration Report:**

Total Registrations: 3265  
Registration Revenue: \$121,090.73  
Scholarship Revenue: \$3116.00  
Approximately 48% of registration income on-site and 52% pre-registration

### **Facilities Report:**

We had an actual pickup at our main facility of 1506 against 1600 contracted rooms. We were well within our attrition tolerance.

Additionally we engaged two overflow hotels on courtesy blocks; Provident at the Doral and Courtyard by Marriott.

### *Food and Beverage :*

We were able to get Cash & Carry and Extended Hours Sales to count toward F&B minimum. Overall the hotel did more than \$100,000 in F&B revenue far exceeding the minimum.

### *AV:*

AV was provided by Miller Pro Audio. Total AV costs were \$29,270. Minor issues included two rooms not being outfitted with recorders and challenges with Miller's set up not providing good audio in the room.

### **Finance Report:**

Total Revenue: \$142,781.15  
Total Expenses: \$136,892.61  
Net Income: \$5888.53 (incl 20% distribution)



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**Total 20% Distribution:**

Area 15 - \$124.10  
Area 15 Corrections - \$46.54  
Area 14 - \$124.10  
Area 14 Corrections - \$46.54  
FCYPAA - \$124.10  
Miami Dade Intergroup - \$93.08  
Area 1 - \$62.05

**Merchandise Report:**

Total Merchandise Revenue: \$7292.55

Pieces Sold: 1108

**Hotel Committee Chair - Lindsay S.**

1. The hotel committee conducted the contract negotiation for Nashville and selected the Gaylord Opryland resort.
2. We contributed content and presented on this year's ICYPAA U Hotel and AV session.
3. Hotel committee members provided feedback to bidders throughout the year regarding hotel contracts, AV proposals and general inquiries regarding bid requirements 11 and 12.
4. We provided detailed feedback to bidders who submitted contracts as a part of the early review process.
5. The hotel committee conducted our AV selection process and send an RFP for this year's conference to 7 vendors. This year we selected Miller Pro Audio due to several factors such as overall price, willingness to provide equipment necessary and ability to respond to the RFP in a timely manner.
6. The committee has discussed at length ways to expand our AV vendor relationships, even discussing multi-year partnerships as a potential solution (no action was taken).

**Bid Development Committee Chair - Trey V.**

1. This year the Bid Development Committee has focused on creating webinars that encourage participation and interaction as well as content that is geared towards the bid requirements and engaging one on one with bid committees in an effort to build relationships with and be a resource to bid committees.
2. In each session we continued to incorporate a Bidder Forum where we propose 3 questions to Bidders and allow them to choose one to share on. We have also



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continued the structure of having an Advisory Council Testimonial in which a Council member shares their experience as a Bidder, Host Member or AC member for 5 minutes.

3. This year the Bid Development integrated a new topic in Session 2 - providing an overview on the Advisory Council's Process for Site Selection throughout the Bid Year.

The 2016 ICYPAA U Schedule is as follows:

Session #1 - Bid Requirements & Navigation of Website  
Session #2 - Advisory Process for Site Selection  
Session #3 - Bid Requirements 11 & 12: Hotels & A/V  
Session #4 - Bid Requirement 2 & 10: Financial Records & Budget  
Session #5 - Bid Requirements 1 & 7: Roster & Tax Laws  
Session #6 - Bid Requirements 5 & 6: By-Laws & Area Activities  
Session #7 - Bid Requirements 8 & 9: Theme & Graphic

4. The Bid Development Committee continued the tradition of offering to host a 1-hour individual webinar with the Bid Committees who requested these sessions. This year we hosted 3 individual webinars with Bid Committees. We elected to not host the Bid Summit this year and concentrated our individual committee outreach instead.
5. Attendance numbers for live ICYPAA U calls fluctuated between a high of 52 attendees and a low of 14 attendees. There were dates where conflicts such as Easter and local YPAA conferences probably impacted live attendance.
6. The Committee received several Bid Requirement submissions at the deadline for early review. We compiled detailed and specific feedback for each Bid Requirement and returned our notes to the Bid Committees in a timely manner.
7. We experienced some struggles while attempting to convert and edit the recorded sessions and thus not all sessions were available on the ICYPAA website in a timely manner. We made a decision as a committee to provide audio recordings of presentation with PDFs of slides in lieu of the fully recorded video sessions as had previously done. The reasons for change were: time to convert live feeds, storage and protection of anonymity breaks. Worked in collaboration with Advisory Secretary and Web Committee on this process.
8. The Bid Development Committee instituted an outreach program to our bids and token bids where each Bid Dev member was assigned a minimum of two bid committees and possibly token bids. Four times, in middle of year, each member proactively reached out to the committee members to discuss how we might help or provide guidance and



upcoming timelines or announcements. Bid Dev Members were assigned to committees they were not as familiar with personally.

9. The Bid Development Committee created a digital flyer for persons interested in bidding for ICYPAA or learning more about process. Posted in Facebook group monthly starting in February. Discussed having physical copies printed and available at different venues.
10. Continued to Outreach the blog on ICYPAA.ORG website as a resource for Alcoholics everywhere.
11. We compiled a list of items/topics to consider for next year's Bid Development Subcommittee from our experience and as discussed in our monthly meetings.
12. We considered and discussed the value of continuing to focus ICY U content around Bid Requirements or ways it may evolve in year(s) to come. We continue to experience that the bid committees that would benefit most from ICY U are not the committees actively participating in ICY U on a regular basis.

### **General Service Committee Chair - Matt D. (Reporting for Ian S.).**

Since the last Advisory Council Meeting at the 57th ICYPAA, the General Service Subcommittee met eleven (11) times, and took the following actions:

1. Donation to GSO
  - We requested allocation of surplus funds to make "the usual" donation of \$5,000.00 to GSO by submitting a surplus spend plan to AC Treasurer.
2. Twelve Concepts Education / Service Manual Study Group
  - We put together and carried out a plan for a Twelve Concepts education / Service Manual study group. We held monthly meetings for current and past Council members, with speakers from the AA General Service world, covering all 12 Concepts.
3. Doors PSA "Marketing" Campaign
  - We undertook a collaborative effort with the Trustees P.I. Committee to develop and implement a "marketing" campaign for the "Doors" PSA, which had been launched by AAWS July 2015. We worked with ACM Josh E., who put us in touch with Trustee Beau B.
  - Before sharing the PSA to ICYPAA Nation, the Subcommittee wanted to be sure that we clear it with the General Service Board, an appropriate license/permission.
  - Ultimately, AAWS granted ICYPAA license to upload the PSA to icypaa.org with a use disclaimer. The PSA was uploaded and one of our Subcommittee members posted a link on the ICYPAA Facebook group. We also talked the Host Committee into placing a link to the video as a secondary focus of some of their email blasts. We are unsure of the exact percentage of uptick in views



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our campaign promoted, but we believe we were helpful in getting the PSA viewed by a wider audience.

4. Grapevine/ La Viña Opt-In
  - We considered and moved forward on a request from Albin, a Trustee and current Chair of the GV Board, that ICYPAA communicate an opt-in question to ICYPAA Nation to help build that GV/LaViña's distribution list.
  - The Subcommittee decided to include the opt-in question as a secondary topic of email blasts from Council or Host. Host Committee agreed to include the language in their email blasts, leading up to the Conference. A good number of click throughs were registered. At this writing, we have not received a report from GV/LaViña as to whether they realized an increase in subscriptions related to the effort.
5. Crowd-Sourced Animation Project
  - Throughout the year, we discussed a crowd-sourced animation project idea that carried over from the Subcommittee's work last year, but we were unable to get it off the ground.
6. Video Project
  - Throughout the year, we worked on pulling off a video project to use the \$5k of surplus funds had been allocated for this last year. About half way through we were able to convince the Host Committee to run with it. They took the "one-sheet" for the crowd-sourced animation project and did an RFP to animators in their local area. They found a freelance animator who would work within our budget. After reviewing the raw/sketch material he submitted, the Subcommittee gave the green light to Host to move forward. It is expected that the video will premiere at the 58th ICYPAA.
7. Service Program for 58th
  - Throughout the year we worked with the Host Committee to develop the Service Program at the 58th ICYPAA. We reviewed and commented upon the proposed service program, and subsequent updates and changes made. We monitored their progress obtaining participation AAWS/GV staff, and selecting and scheduling GSO speakers. We gave feedback on the workshops and presentations planned.
8. Grapevine Program for 58th
  - Throughout the year we worked with the Host Committee to develop the Grapevine Program at the 58th ICYPAA. The Host Committee decided to do a recording workshop and a writing workshop, as well as give out GV subscriptions. They decided they would like Council to allocate \$5k toward this, and split it between subscriptions to winners of GV games/activities at the 58th ICYPAA (10% going there), subscriptions to local treatment facilities that serve young people (45% going there) and subscriptions to local correction facilities (45% going there).
  - Council approved our motion for the allocation and the Host Committee immediately began locating TX centers and correctional facilities for



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distribution, through coordination with Area 64 committees, which also agreed to help Host with implementation.

## 9. IGR

- We held one IGR-related conference call on 8/23/16 to review bid packages submitted by bid committees for the 59th ICYPAA.

### Finance Committee Chair - James H.

This year the Finance Committee continued to engage in its normal statutory duties as outlined in the by-laws as well as working on two special projects. The Finance Committee met at the beginning of the year and agreed to focus on improving our reporting accuracy and timeliness and working to improve ICYPAA's credit ratings.

- o Submitted a budget to the Advisory Council for approval at our first quarterly committee meeting
- o Answered questions and request for feedback directed to [finance@icypaa.org](mailto:finance@icypaa.org). The bulk of these requests were from bid committees looking for assistance with various bid requirements
- o Participated in early bid review; reviewing bid requirements from 4 bid committees across three bid requirements

#### Special Project #1 - Improve Timeliness and Accuracy of Financial Documents

Ensuring that ICYPAA's financial statements are accurate and delivered in a timely manner is a key initiative of the finance committee. Throughout the year, the Finance Committee looked at ways to make continuous improvement. The Finance Committee determined that hiring a professional bookkeeper to assist in preparation of ICYPAA's financial records and the filing of ICYPAA's annual federal income tax return would be a major step forward in this area.

- o Conducted a search of accountants familiar with AA and ICYPAA to handle general bookkeeping duties and prepare and file ICYPAA's Annual Tax Return
- o Considered two proposals for bookkeeping services and hired a Phoenix, AZ-based accountant familiar with ICYPAA and AA's traditions and concepts to handle part time bookkeeping and to prepare ICYPAA's tax return - this engagement will begin in the next council year under the supervision of the Advisory Council Treasurer

#### Special Project #2 - Build ICYPAA's Credit Rating

The Finance Committee also looked at ways to improve ICYPAA's credit rating. This will have significant benefits, primarily to future host committee's as it may reduce or





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eliminate the need to put down deposits for items early in the host year - improving host's cash flow situation.

- o Conducted extensive research into ways to build credit as a small not-for-profit that would be in keeping with AA tradition
- o Discussed and agreed to acquire a secured small business credit card to be used to pay recurring bills - this would require no individual council member to use their personal credit and would not be used to borrow money .
- o Acquired a small business secured credit card and began paying three annual bills with the card

### **Web Committee Chair - Rachel R.**

1. Committee met monthly
2. Updated council committee's email distribution list
3. Created @[icypaa.org](mailto:icypaa.org) email accounts for new council members and alternates
4. Responded to all website committee related emails
5. Made updates to the website has needed/requested
6. Reviewed and updated website to ensure all information is complete and up to date
7. Continued the Google AdWords campaign
8. Submitted requests to our programmers to make updates to the website improving the function of the registration process and other general features
9. Conducted a Constant Contact training with the Host Committee
10. Conducted a Constant Contact training with the Host Committee
11. Worked with host and programmers to develop a data import tool
12. Discussed possible idea for our own ICYPAA App
13. Reached out to multiple committees nationally and internationally to see if they would like to participate in our blog
14. Administer the Secret Facebook group; Worked with the Operating Committee to implement interim changes to the ICYPAA Facebook Group Guidelines
15. Presented for ICYPAA U on topics related to the Web Committee
16. Will meet with the new Host Committee to review the registration system

### **Ad Hoc International Participation and Communication Committee Chair - Stacy**

- IPCC committee met 11 times since Miami, and met 6 times with the ISMYPAA organizing committee.
- This year we had an organizing committee for ISMYPAA. This was a collaborative effort to put together the 2nd ISMYPAA call. We had participation from



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committees/members from AZYPAA, EACYPAA, ITALYPAA, SAYPAA, IREYPAA, EURYPAA, VSCYPAA, SCCYPAA, SWECYPAA and more.

- The IPCC planned, organized and hosted the 2nd International Service Meeting for YPAA. The 2nd ISMYPAA had 42 participants from 18 committees on 5 continents. The theme for the event was “Small Part of a Greater Whole”. There were 2 five minute speakers and 1 ten minute speaker on the topic. Each committee had the opportunity to share their committee highlights. There was also a timed sharing session to ensure that all of the attendees had the opportunity to participate.

- Addressed feedback from Forum in Miami: Addressed the diversity question by presenting motion to council: To add the following paragraph to the Host Committee Guidelines under the Program Chair Responsibilities: The ICYPAA Advisory Council values the principle of diversity and believes the ICYPAA program should reflect a broad variety of experiences. We hope that every ICYPAA attendee finds an AA message that resonates with their own experience. Please consider race, sex, gender, sexual orientation, language, nationality, ability, etc. when selecting main speakers, panelists, entertainment and activities.

- Started the Fuze account or “Fuzeypaa” to assist YPAA’s to communicate via conference call.

- Posted on Facebook and reached out to individuals to share their experience with “How to start a YPAA” to provide this information to people trying to begin YPAA in their areas

- Updated and organized “What is ICYPAA” on the ICYPAA website in hopes that it will be easier to navigate and find all pertinent info for ICYPAA on icypaa.org.

### **Ad Hoc Structure Committee - Lindsay S.**

1. The Structure Committee completed an overhaul of the Non-Discrimination and Anti-Harassment policy creating an updated policy that better reflects our practices. The updated doc was approved by Council during our February Quarterly call.
2. Reviewed and updated the Host Committee Responsibilities, submitted a discussion point to Council and drafted a motion to update language to reflect current practices.
3. Created a standardized report template for Council to utilize when submitting reports for Quarterly and Annual business meetings.
4. Updated the language in the Advisory Council Bylaws to reflect current practices and drafted a motion for approval.
5. Created a document to capture written acknowledgement that members have read the NDAH policy. Submitted as a discussion point and later as a motion.
6. Submitted a motion to update the NDAH policy after receiving feedback from Council’s retained law firm.



# ICYPAA

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## QUESTIONS AND ANSWERS

**Q: I would like to bid for ICYPAA. Can you walk me through what I need to do?**

*A: Attend the bid session tomorrow. Put in a token bid. Get connected with us. Attend ICYPAA University, check out the available information that is on the website ICYPAA.org. Email us and ask about the “how to start a ypa” document.*

**Q: What is the feasibility of international bids?**

*A: A bid committee’s ability to figure out how the attendees will make it there. The logistics of an international ICYPAA may be complicated. Regardless of where the bid comes from, if your bid meets the requirements, you will be a viable bid. Figure out how to make it work.*

**Q: Can or will ICYPAA take the steps necessary to outreach and accept bids from cities out of the continental US and Canada via E-media? (I.e. webinar and pre-recorded “bideos.”**

*A: We can entertain international bids. It’s not required to be at ICYPAA to bid. It’s an interesting idea. We haven’t thought about it.*

**Q: Since the council meets quarterly and the subcommittees meet monthly, how do you facilitate your meetings?**

*A: We use GoToMeeting and GoToWebinar. It’s easy. We log in and/or call in. We screen share and see each other’s video feeds.*

**Q: Alanon member: I would like to be a part of a committee that worked with an ICYPAA host committee.**

*A: We can take your information and put you in contact with the next host committee.*

**Q: Does ICYPAA Advisory Council do we do other things other than dealing with bids for ICYPAA?**

*A: We have several subcommittees that undertake activities on behalf of the community of young people in AA. IPCC has been working to develop and support international YPAA. The web committee has been working to accessibility.*

**Q: I didn’t understand the acronyms you used. IPCC? ISMPAA?**



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*A: The International Participation and Communication Committee. International Service Meeting of Young People in AA. There are many international committees around the world with weird names.*

**Q: I had the opportunity to participate in ISMYPAA this year. The consensus seemed to be that some kind of conversation between ISMYPAA's would be useful. The FB group is inadequate. What structure is there to support these annual calls.**

*A: Thanks for joining the call. We haven't discussed this. IPCC is an ad hoc committee, but it will exist for another year. We will pass suggestions on to the next committee. We hope to hand off the responsibility of the event to an international organizing committee.*

**Q: Can you speak more to the collaboration of the Trustees' PI committee and what the results have been? It sounded like there was some back and forth between the committee**

*A: Some members of the Trustees' PI committee asked to meet with our General Service subcommittee in July 2015 at the International Conference of AA in Atlanta. We met with them to discuss our utilization of Facebook and other social media for AA purposes. They indicated that the fellowships' collective fear social media was an ongoing frustration. We recommended that they start a secret FB group for the Trustees, so that they can get a sense of how it works, since many AA entities now use them, not just YPAA.*

*The result was a special session that took place at ICYPAA in Miami during which the Trustees' PI Committee asked ICYPAA attendees a series of questions about their use of social media for AA purposes. This data was collected and presented to the full Trustees' PI Committee for discussion and review.*

*Since then, we have been in regular contact with Beau B. regarding our use of the "Doors" animation on our website.*

**Q: Can ICYPAA sponsor or create an online AA meeting?**

*A: We did so a few years ago, which resulted in The 5th Dimension Young People's Group. It is now an autonomous AA group, but was initially started through the ICYPAA Advisory Council.*

**Q: Can AC do more marketing, shareable, virile content. What about people not in the secret FB group? What about people don't go to the ICYPAA.org website? Where does AC stand on trying to break out of our own community via social media?**



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*A: We continue to consider and struggle with the impact of social media. We haven't determined a finalized course of action. The fellowship doesn't seem to have determined a course either. We are exploring Google AdWords. We are trying to figure out how to position ourselves effectively in social and new media. No great answer yet, but we are definitely talking about it.*

**Q: I know about 5D. Since 5D and ICYPAA are not connected, why did that disconnect happen? Should things be more connected.**

*A: The intent was never to have ICYPAA host an AA group. The project was a response to a request from a concerned mother in remote Oregon. Her 16 year old son was struggling with the local AA due to being so much younger. She asked what resources we had online that could help her son. We didn't have any. Since then, we have committed to putting all of the speakers and panels recorded at ICYPAA online for free. We helped start The 5th Dimension Group. We have built up the ICYPAA FB group. We have worked with the AA Grapevine to make recordings or the Online Grapevine. We have allocated financing for the ICYPAA Animation Project. We hope these resources help young people everywhere find the message of AA when they reach out for it. We can always do better. If you have a specific suggestion of what you would like us to do, please let us know by emailing us at [advisory@icypaa.org](mailto:advisory@icypaa.org).*

**Q: I have received questions about an alleged rape that happened at the 57th ICYPAA.**

*A: There was a report of sexual harassment that was reported to us after the conference in Miami. As per the internal procedure outlined in our Non-Discrimination and Anti-Harrassment Policy, we investigated the incident. We secured legal council to advise us, revise our policy, and draft letters. This process ultimately resulted in the barring of an individual from ICYPAA.*

**Q: There are all these amazing videos in the bid session, but they are hard to see after the conference. Can these videos be archived? Are they being used or screening anywhere or just lost?**

*A: I don't know. Our bid video in Phoenix was posted to the ICYPAA FB page and is still up and an be viewed. That's where they generally get posted and shared. It would be good to discuss this to see if we can find a way to better archive these documents of the bidding process.*

**Q: Has council considered more bid books than just the winning books in RBD than just the winning books?**





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*A: We haven't really considered it. There is value of having redacted version of the bid books available. If we collected all the books, it would serve as a better archive, but it could also be an overwhelming amount of information for the RBD. We don't want to put so much info on the RBD that it's hard to find what you are looking for. Might be more appropriate for archives. It is sometimes a challenge to get the bid committees to submit redacted books.*

**Q: What's the thought process in not allowing the bid cities to be active after noon on Friday. Why do we let them close their tables down when we are done with bid table visits?**

*A: I know what you mean, since as a bidder, we were tethered to our bid tables. We were afraid to leave. We didn't want to miss a visit by a council member. The idea by this is to have more time for the bidders to participate in the rest of the conference. The cost is that the attendees don't get to visit at the bid tables anymore because we don't require them to be there anymore at other times.*

**Q: Changes to the bidding schedule, the webinars throughout the year, this forum, etc. and people want to "keep YPAA weird." It's hard to keep a positive attitude about this. How do you keep things progressing with people never wanted to change anything? Can you speak to your experience with these frustrations?**

*A: We have had a hard-working council that is interested in innovation and change. Most of us are dedicated and passionate and devote a lot of time to this work. My experience as a bidder is a vastly different to what bidders are doing now. We hope it's a more enjoyable process. The process of opening up to ideas from other people and incorporating them into our work is fascinating. New ideas and new blood is helpful.*

**Q: Is there anything that you say is common among bid committee's that makes you cringe?**

*A: In doing IGR for Bid Dev, I can you that reading through bylaws and seeing over and over what appeared to be old committee documents copy/pasted, it makes me cringe a little. I become less enthused when I see content in bid books that is not your own. I am more enthusiastic when I see things that are yours. Copy/paste is cringe-worthy.*

**Q: Speaking from the 5D POV, our expectation of ICYPAA AC is that they be informed about what 5D is. You can get info by texting "5D" to 313131. At NAATW, we talked about Google AdWords. Have you guys considered Facebook ads?**





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*A: We are doing Google AdWords, it's a service offered to all non-profits. We don't know of a similar project on Facebook. Not sure about paying for ads. We would need to consider the traditions regarding promotion.*

**Q: You mentioned you weren't sure about how much traffic you drove to the Doors PSA. What kind of analytics do we use? What is your schedule for website iteration?**

*A: No set schedule for website iteration. It comes up regularly since we are trying to implement new features. We are trying to grow in our ability to appropriate utilize technology. We had maybe 14 clickthroughs, but we can try to gather more info.*

**Q: Does AC have a plan for facilitating actual discussion about controversial subjects, other than what takes place on the FB?**

*A: We don't currently have a formal plan to facilitate such discussions. The FB group is more of an outreach tool than a discussion forum. We try to allow discussions to progress without censoring too much. The trolls tend to poison the more controversial threads. We spend a lot of hours on this. We don't know what the solution is. We will continue to work on this. Thanks for bringing it up.*

**Q: What is the status of the ICYPAA Blog?**

*A: We have been trying to reach out for stories. We are passionate about sharing the stories. Unfortunately, we don't receive many submissions. Please send us your stories.*

**Q: Has AC consider talking to people about content, blogging, iterative websites, consultants, etc? Getting help from people outside the council to actively modernizing the website moving forward?**

*A: We hire companies to help build and maintain the website. We are researching apps and other mechanisms to extend the reach of our content. We have embraced FB, considered Twitter, etc. We do reach out for expertise on things we don't know about.*

**Q: Is there anything in the Bid Reqs that a host city would have bid cities host events during the conference? Like having a bid cities host/organize/plan events at ICYPAA? One event with each committee?**

*A: The host committee gets to decide what their vision is for their program. Maybe a host committee will try this. Not sure we would have a problem with it.*

**Q: How do you access past ICYPAA speakers online.**



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*A: Log in to the ICYPAA.org website with your personal log in and look for the media tab.*

## COMMENTS FROM THE FLOOR

- The paper for the forum agenda is thick, if you need to cut back you can cut back there.
- If AC is interested in collecting bid skits, probably many of the bids would be willing to contribute.
- It would be cool if ICYPAA AC had an institutional presence at NAATW.
- It would be cool to have some kind of public facing road map - trills board?.
- 5D Recently switched from Fuze to Zoom, for video conferencing.
- Thanks for your work on the NDAH policy. It helps set a precedent for dealing with these issues at other events.
- The work on the program is good, but when you are looking at a finalized program, maybe consider having the warnings being more prominent than the last page of the program. This should be in the forefront at the conference.
- What bid cities used to go through wasn't that arduous. We used to stay at the tables all night. You added the meet and greet, maybe that should be at the tables. The bid cities are more about the rest of us than they are about you all. Bid cities and attendees need to interact. Intangibles that happen in the bid cities room should not be streamlined.
- As a bidder, bidding for 5 years, I appreciate the free time we are afforded. It wasn't always like that. When we come and bring newcomers, we want them to experience the full conference, not just the bid room. I appreciate that we don't have to stay at the table all the time. I would not be opposed when the general attendee could come visit with us. We do hang on Thursdays when we set up our table.
- Can you put on the program more info about the forum. Add "how can I help ICYPAA?" Maybe that would get more participation. I missed the meet and greet on Thursday, didn't now about it. We need something for the attendees to mingle with the bidders on Friday/Saturday. More emphasis on informing our attendees on how special this conference experience is.
- It's really encouraging to hear the AC reports. Nice to know that you guys are serving more than your typical AA service organizations. The only other forum I've been at is at EACYPAA. What is the biggest challenge you see coming up and how can you face them? I wish that was in the format for your reports. The planning and vision of ICYPAA. It would be a provocative conversation starter.