

## ISCYPAA Advisory Meeting

Date: July 11, 2023

Time: 7:00 PM

Introductions: Megan, Tim, Michelle, Tamara, Brian, Bill, Ryan, Savannah, Tara, Jeanette

Guests: Peyton, Cindi

Prayer

Approval of Meeting Minutes: Motion to accept the minutes taken at our meeting held on 6/6/23; Savannah 2nd; motion passes.

Reports

- Host Representative: <https://docs.google.com/document/d/1qUyYQUOg6kaMqKT-iNzP9p2Otf76fxstpOnRZBw3Gqw/edit>
  
- Hotels (Tara):
  - We requested a zoom meeting to get an update on the hotel negotiations on June 29th. As James said, the purpose was to clarify misunderstandings. I had offered to step in to assist with negotiations, assuming all host resources had already been exhausted, but they had not. We strongly suggested Chip utilize the other people with hotel experience on their committee to assist with negotiations, as we still do not have a signable contract.
  - There is a contract from the Four Points in Fairview Heights, with a \$4000 meeting space fee and a \$6000 food and beverage minimum. Obviously, that's not doable for us so the recommendation was to continue negotiations to try to get those fees down through strategies that we have already discussed.
  - The contract from Holiday Inn/Thelma Keller in Effingham appears to be at a stalemate with an approximate \$6200 meeting space fee. The last update I had was that all negotiation requests to reduce the fee had been declined.
  - There is no new update regarding Mt. Vernon DoubleTree, which had an approximate meeting space fee of \$12,000
  - I have no new update regarding the Regency in O'Fallon, with a meeting space fee of approximately \$15,000
  - I recommended reaching out to the Lake Williamson Christian Center in Carlinville, IL. SWSYPAA got a proposal from them back in 2019 and figured it might be worthwhile to see what they might have to offer, considering our current situation.
  - Regarding Bid Requirement #2 which states, "Bidders must have a commitment from at least one hotel. This commitment must include the dates of availability for the banquet and meeting rooms and proof that the hotel will not require a minimum number of attendees," we believe we have been misinterpreting this bid requirement. The term commitment should imply that we are getting signable contracts from hotels, not proposals. We would like to make it known to all the

bids this year that they should be submitting signable contracts and will be more seriously considered with signable contracts. If anyone has a concern with this interpretation, we can discuss it more in new business.

(Jump to) Old Business

- Proposed Host/Advisory Committee Packet Changes (Tara)
  - Additions to Host Committee packet; *Hotel Chairperson*
    - Maintains regular communication with the Advisory Hotel Chair regarding all phases and developments in the hotel negotiation process.
    - Responsible for obtaining Advisory signature for the hotel contract and other agreements associated with the Hotel (example: In-House AV). The Advisory Committee will be the sole signature on the hotel contract and other agreements associated with the Hotel (example: In-House AV).
  - Additions to Advisory Committee packet; *Executive Committee Description*
    - The Advisory Council shall elect from its membership an executive committee consisting of, but not limited to, a Chairperson, Co-Chairperson, Treasurer, and Secretary. The executive committee members shall be named on State forms. The committee can at any time elect more members to the Executive Committee. They shall act on the direction of the Council and shall not take any action individually or collectively without the prior consent of the Council. Emergency matters, financial or otherwise, that are brought to the Executive Committee's attention shall be discussed and brought to either the next scheduled meeting or an emergency meeting of the full Council shall be called. All Executive Committee members may sign the **Hotel Contract (and other agreements associated with the hotel (example: In-House AV))**, should the Hotel Advisor not be available.
  - Additions to Advisory Committee packet; *Hotel Contract Advisor description*
    - The Hotel Contract Advisor will assist the Host Committee in negotiation of the Conference's hotel contract **and will keep in regular communication with the Host Committee on all phases and developments in negotiations**. Shall educate the Bids with their hotel contracts and negotiations. Once a hotel has been chosen and Host has successfully negotiated a contract, the Hotel Advisor will present the contract in an expeditious manner to the Advisory Committee for vote. They will provide assistance and guidance to the Host Committee Hotel Chairperson and the hotel representatives and shall act as a liaison

between Advisory and Host. **The Hotel Contract Advisor may sign the finalized hotel contract (and other agreements associated with the Hotel (example: Required In-House AV), or any member of the executive committee may sign the finalized contract (and other agreements associated with the Hotel).**

- **Creates a summary document of key information in submitted hotel proposals to assist other members of the advisory committee during bid deliberations.**
- Additions to the Host Committee packet; Host Committee Responsibilities
  - ***16. The Host Committee shall be offered all prior conference materials together with whatever individual or collective information that Advisory Council members may possess. Once chosen, the Host Committee shall be given complete autonomy in matters concerning the planning of the conference, with exception to the signing of the final Hotel Contract, which must **ONLY** be signed by a member of the Advisory Council's Executive Committee or Hotel Contract Advisor - This is only intended as a failsafe to protect the financial integrity of the conference structure, and is not meant to discourage group autonomy. The Council shall approve the Conference Program before publication to ensure the 12 steps, 12 traditions and 12 concepts are adhered to. Advisory shall not be critical or over-bearing regarding the Program.***

Michelle makes a motion to adopt the proposed changes to the Host Committee packet; Hotel Chairperson, Executive Committee Description, Hotel Contract Advisor description, and Host Committee Responsibilities as they are written in the agenda; Tamara 2nd; motion passes unanimously.

(Jump back to) Committee Reports

- Outreach (Tamara):
  - Host will be doing a game night Saturday night at ISC after the main meeting.
  - ISCY info about hotels from 11-12pm August 19; live at the ISC conference.
  - Helping with three panels
  - Next Outreach sub-co is July 16 at 12pm.
- Chairperson (James P.)
  - I was on Zoom for the Host meeting on June 11th. Jeanette and are going to be taking turns attending host meetings. Everything seems to be going well.
  - I requested a zoom meeting to get an update on the hotel negotiations. The purpose was to clarify misunderstandings. Tara will have more in her report on where they are at with negotiations.

- I attended the Kankakee and Host event on June 16th. It was a game night. It was nice to meet the Kankakee Bid.
  - Our next business meeting will be in person at the Illinois State Conference August 19th at 1pm; there will be a virtual option.
  - As always, if there is anything you need from me, please reach out. I am happy to be of service.
- Co-Chairperson (Jeanette):
    - Present, no report.
- Secretary (Michelle)
    - Please add your reports to the agenda ahead of time; it's SO helpful.
    - I have not been receiving business meeting minutes from bids; I will be reaching out.
- Treasurer (James R.); not present, but did send the following report:
    - On 5/15/2023 - Rockford Bid Zelle'd bid proceeds from new checking account, totaling \$483.00.
    - On 5/19/2023 - Advisory Paypal transfer of \$644.64 for Host Registration money into Advisory Business Checking Account
    - On 5/24/2023- \$654.54 Cashier check (\$644.64 registration money & \$10 cashier check fee) to deposit Host Registration Money into Host Checking Account.
    - On 6/06/2023 - Chicago Host turned over Host proceeds, totaling \$16,763.59.
    - On 7/7/2023 - AG-990 Form Submitted for Year Ending 2022, \$15.00 fee paid and additional \$6.13 certified mailing charge from USPS
    - On 7/9/2023 - Zelle Transfer of Prairypaa seed money to Bid Treasurer - \$150.00
    - As of 7/9/2023 - Ending balance of \$44,019.33
    - Now that the final transactions of the 22'-23' bid year have been reconciled, James R plans to host a sub-committee meeting in the next 30 days on two topics: 1) Advisory Prudent Reserve review & 2) 22'-23' Disbursements - be on the lookout for more information in group chat soon.
- Archives (Megan):
    - Present, no report.
- Webmaster (Tim):
    - Fixed some issues with the website. Thanks James for letting me know. Please let me know if something doesn't work.
    - Has the issue with last year's registration been taken care of?
      - Savannah answers, "they are still working on it."
    - Bids/Host are not sending events to the webmaster email, so events are not getting added to the calendar. Any help getting them to do so would be appreciated.

- Trusted Servants (Bill, Brian, Meg, Rian, Ryan, and Savannah):
  - Meg and Rian are not present; no reports.
- Bid & Host updates/contacts: None.

#### Old Business

- Review prudent reserve? - *Waiting on sub-co*
- Seed Money permanent? - *Wanting on sub-co*
- Logo for ISCYPAA
  - Tara completed the flyer and it was posted on the ISCYPAA Facebook page. Please tag your artist friends or people that you think would participate. Please help in “bumping” that post.
    - Reminder to reach out to your committed bid from last meeting:
      - Ask Tamara to utilize her outreach page to access more ISCYPAA members
      - Tim commits to Springfield
      - Bill commits to PrairePAA
      - Savannah commits to KANKYPAA
      - Michelle commits to Bid 62
      - Brian commits to Rockford

Deadline for the submissions is August 15th. We will vote on the new logo at the August business meeting.

#### New Business

- Retire Banner (James P.)
  - Megan to investigate costs and specifics, and will bring them to our next business meeting; thank you Megan!!!
- Advisory Event (Bill); Tabled; Bill needed to leave the meeting.
  - Advisory members host an event in an “empty area” of YPAA to outreach ISCYPAA and info panels on how to bid, host, and coordinate with a YP’s meeting in the area.
    - Bill is encouraged to continue to research and bring his findings to the next Advisory meeting.
    - It is also suggested that Bill could host a sub-co meeting.
    - Thank you for your service Bill!!!

Announcements: Tamara celebrated 13 years sober!!!

Next meeting: August 19, 2023 at 1:00pm at ISC; there will be a Zoom option

Meeting closing time: 8:28pm