

ISCYPAA Advisory Meeting

Date: August 19, 2023

Time: 1:00 PM

Zoom ID: 831 4367 7091

Password: iscypaa

Introductions:

Guests:

Prayer

Approval of Meeting Minutes:

Reports

- Host Representative:
 - [09-05-2023 Advisory Business Meeting Chair Report](#)
- Chairperson (James P.)
 - There is not much to report from the last two weeks. Tara and I have been working intently with Chip on the hotel contracts. Tara will report on this in her report.
 - Jeanette and I are still attending Host meetings. Anyone else is encouraged to join us.
- Co-Chairperson (Jeanette):
 -
- Secretary (Michelle):
 -
- Treasurer (James R.):
 - No Transactions since last meeting
 - As of 9/5/2023 - ending balance is \$43,594.33.
- Hotel (Tara):
 - Host voted that they wanted to sign the Effingham hotel contract. This will be discussed in old business.
- Outreach (Tamara):
 - Working with Seth L from soberfest to have bids and host sponsor the Friday night dance. They would need to pay for a hotel room @200\$
- Archives (Megan):

-
- Webmaster (Tim):
 -
- Trusted Servants (Bill, Brian, Meg, Rian, Ryan, and Savannah):
 -
- Bid & Host updates/contacts:
 -

Old Business

- Discuss Hotel Contracts (Tara)
 - A couple of points about the contract:
 - Pay the hotel bill 10 days before the conference, or upon departure. If bill is paid after, a 5% fee is added.
 - Brian had the idea to ask the hotel to increase the price of suite hotel rooms in an attempt to lower the price of the regular rooms. That suggestion was not taken. Room prices are \$129/night.
 - Since the contract includes a BEO, set-up must be specific per each room to avoid any reset fees. Not sure that anything has been discussed with the program chair to ensure that room set-up descriptions are accurate. Chip has, in an email, that there is no fee to flip the main ballroom from Friday night to Saturday day, to Saturday night. This is not in the contract. There is no space designated for Outreach, with required tables for that set-up.
 - 4 meeting rooms, including hospitality, are open 24 hours. Main meeting room closes at 2AM. Other meeting rooms are noted to close at 11:45pm.
 - Room block cut off date is one month before the conference.
 - If people go on the Holiday Inn website and book through the website, and become a member for free, they can pay \$125/night. If they don't become a member, the fee is \$131, so we aren't getting a "deal" for guaranteeing any rooms.
 - In the hotel contract it says "40% must be paid by 3/19", typically we convince people to book rooms and state that they don't charge your card until the conference. I'm not sure if that would be the case with this hotel
 - I don't think rooms booked for the Open go towards our room block for the conference.
 - There is nothing about utilizing our own security in the contract.
 - There aren't any fees, or concessions outlined in the contract as one would see with a typical contract, which makes me nervous of hidden fees.
 - Total Hotel bill: \$6,681 w/ Open

- Seed Money permanent? - *Wanting on sub-co*
- Logo for ISCYPAA
 - Deadline for the submissions is August 15th. We will vote on the new logo at the August business meeting.
 - **Last meeting there was a motion:**
 - **Michelle motions that the deadline for ISCYPAA logo submissions be extended to September 4th; Tim 2nd; motion passes**
- Retire Banner (James P.)
 - Megan to investigate costs and specifics, and will bring them to our next business meeting; thank you Megan!!!
- 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.

New Business

- Having 2 sub-accounts, 1 for odd, the other for even years so overlap doesn't occur (Tim)
 - Should the Host be required to use Sub-Account?
- Getting Host to share Google Doc of Financials (Tim)

Announcements:

Next meeting: October 3, 2023

Meeting closing time: