

1_20_18 Advisory Meeting Agenda

Meeting Location:

Springfield Wyndham Hotel / Zoom online

Meeting time: 1:00 - 2:30 PM

Zoom Meeting Link: <https://zoom.us/j/462372903>

Please note the Zoom Meeting is only 45 minutes because its a free account. We will need to set up another meeting right after our first one to keep the call going. :-)

Agenda:

Prayer

Take attendance

Dave, Nicki, Andy, Kelly, Sid, Grace, Jason, Meridith, Rachel, Ben

Confirm quorum

Minus 2 members

Review and approve minutes from the last meeting (5 minutes)

Passed

Committee reports (5 min or less each please due to time constraints)

Chair Report: Agenda created. Spoke with hotel and host - for whatever reason, the communication with the host and hotel is fantastic. They are willing to work with us. We are very close to getting the conference comped with attrition. We will be coming the upcoming elections shortly. We are here to advise others.

Archivist: They are secure and at the house. Dave bought new bins, is not asking for money to be reimbursed. If we want we can pay him back but not asking for it. The next archivist, he would like to update and allow access to our online database (DRIVE).

Watch out for the 501-C3, after elections, the next year executive committee to sign the document and send it in to the state to keep the document up to date. Roughly around \$20-\$30 to refile. Submitted paperwork for our federal E-number so we can give it to people. WE may need to go to district to use their E-number for tax related issues (local area & district)

Co-Chair Report: Do not hesitate to ask for help. Rachel is there to be of service and to help. Been in contact with the bids and are excited to come to the conference.

Secretary Report: Bids are sending notes. Difficult to get some off of the private Google Drives. Speaking at MESY

Treasurer Report: \$15071.54. We are going into the conference with about \$61 over our prudent reserve. \$10 for the annual report to file. Nothing else is due except at the conference.

Dave: Do we want to pay next years insurance with this years funds or wait til next year? It would be right after conference time.

Mer: It is right after conference time and right before everyone's money comes in. If we do it now, then the next treasurer would not have to do it right away. E

Nicki: Were you planning on running for treasurer again?

Mer: No

Dave: Do you want to get a quote to see what next year's insurance is and bring it to the conference for us to discuss?

Mer: Yes

Dave: Next conference, we will put in the agenda to approve the insurance payment. Questions about the treasurer report and the outstanding McGrady Inn Payments.

Motion to approve treasurer's report:

PASSED

Web CZAR: Events and website up to date. People are registering and things are running smooth. Trying to figure out how to get the email changed for the website.

Outreach: N/A

Any other outreach issues or discussion?

The original McHenry Bid was going to disband and has been resurrected and will be joining us at the conference and they will be presenting a bid.

Went to DESY event (Andy) and things seem to be going well.

Hotel Report: All rooms that were tonight will go to the room block. There might be a chance that the rooms booked after the 28th will be allowed to go toward the block and the rate. If someone books a room through the 3rd party and we let Karin know their names, we will get them towards our block. We want to make the COMP

Any Other Reports: Nope

Items:

1. Elections for next two years - (40 minutes)
 - a. Positions start after ISCYPAA is finished. (actually they start one month after the conference because of the cool down period we have each year after the conference)

Effectively the Sunday after the conference. (Plus 1 month break)

Typical List:

Treasurer:

Nominated: Grace

Stand: --

Voted: Grace

Chair:

Nominated: Rachel & Andy

Stand: --

Voted: RACHEL

Co-Chair:

Nominated: Meridith & Kelly

Stand: --

Voted: Meridith

Hotel:

Nominated: Ben & Jason

Stand: --

Voted: Jason

Outreach:

Nominated: Andy

Stand: --

Voted: Andy

Website:

Nominated: Sid

Stand: --

Voted: Sid

Archives:

Nominated: --

Stand: Ben

Voted: Ben

2. Review Plan for ISCYPAA - (15 minutes)

- a. This is a working weekend for us. We need to make sure that the Host has a space reserved for us. A meeting at 8pm here on Friday (of the conference) our meeting is at 9:30pm on Friday. We won't need to cover much and bid packets are due at 10pm!
- b. Bids will need to send in their hotel contracts (create a spreadsheet of what the key points are)
- c. Names to the hotel and that if something happens, before the police are called, please call us.
- d. No deep details at the advisory meeting please, let's just confirm talking points and schedule a follow up meeting.

3. Roles and responsibilities.

- a. How are we managing the hotel (emergency contacts, gratuity, assistance to host, etc...)
- b. Rooms for Advisory to meet for internal meetings (make sure it's a lockable room)
- c. Hospitality contact
 - i. We will figure out
- d. Host committee contact
 - i. We will figure out
- e. Tax free information - does the hotel have a tax exempt info?
- f. Bid post award meetings - meet as a group or break out and talk to bids
- g. Hotel contracts requested 10 days prior to ISCYPAA so we can review these items prior to the conference.
- h. Bid packets are due Friday night 10:00PM sharp! Advisory will review bids and make sure that bids are complete.
- i. Bid presentations (then Q&A)

j. Closed deliberations

Andy: Roughly 6 successful bids presenting. Does the comments on the score sheets are difficult to come by.

The feed back on the score sheets

Meridith: the explanation of the score sheet were not explained well.

Nicki: different score sheets, more time, part open and part closed deliberations for the discussion.

Kelly: the sheets were not the best, but with the open deliberations, we miss conference

Discussion: the feedback of the open & closed deliberations and what was the experience.

Motion: To have a closed meeting deliberations this year?

PASSED - unanimously

Dave: the bid committees that have not just had host, it is difficult for the bids to get the full grasp of the conference.

Before the conference, to have an agenda for bid evaluations when the new bid forms.

Also, agenda idem - do we have a group or separate bid evaluations

k. Next Host committee election in private.

l. Saturday Night meeting - roles and responsibilities for Advisory

1. Dave will go over this information with Rachel and discuss

ii. Make sure host sets up a row of seats in the front row for advisory

m. The next host committee (pre registrations for 2019!)

i. Sunday send off

3. Prep for host committee advisory elections (15 minutes)

How do we facilitate elections?

Welcome. 3rd legacy vote. Discussion regarding our by-laws and the structure of how we will be presenting.

What do we do if people that don't meet requirements want to stand or accept nominations?

Inform new advisory members of what the first year on advisory is like (people are often confused when they roll on. Lets help them transition from host to advisory)

4. Check time: host elections will be soon after advisory meeting

5. Any other items we need to cover? (either take notes for next meeting or cover items as time permits)

Communication to bids. What do we need to make sure the bids know? Who is managing this communication?

Outreach! To have the captain to reach out to the bids

Bylaw changes - Two revisions / need to be voted on.

- "If an advisory member misses 2 consecutive pre-planned (out of 4) meetings, their position shall be taken to a vote ."

Motion to approve the proposed bylaw

PASSED

- adding to bid packet "Should a bid disband before the year is over, after paying any debts, any remaining funds shall be given to advisory to be dispersed at the end of the year."

Motion to approve the proposed bylaw

PASSED

Topics for next year: Managing the Not for profit status (501c3)

For the State.

New Topics:

Since we had the Advisory Workshop can we possibly next year, we can have ISCYPAA university.

Could we do both? We try to hold the workshop in an area where there is not a lot of flame in there. This would be a great idea for outreach and will not require anything (or vote) involved.

Motion to close?

PASSED

Take 15-30 minutes to decompress before host elections. Go talk with people, have fun!