

# **ISCYPAA ADVISORY MEETING**

Sunday, January 17, 2020

6:30 p.m.

Location: Zoom Meeting

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## **Call to order & prayer**

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**ATTENDANCE:** Steph, Nicki, Dan, Emily, Meredith, Kelly, James, Ryan, Michelle, Cameron, Meg, Sid

**Absent:** Annie, Ben, David

## **COMMITTEE REPORTS:**

### **Chair - Nicki**

- We are going to meet weekly for 1 hour leading up to the conference starting at 7pm on Sundays

### **Co-Chair/Treasurer - Meridith/Daniel**

- No report - bank statements are on the Drive
- Bank will give us a debit card
- Daniel & Meredith getting together soon to transfer bank account

### **Secretary - Steph**

- Bid minutes from SWSY and Chicago are in the Drive
- Went to Chicago bid meeting and Host meeting today

### **Archives - Ben/Meg**

- Meg - has scanned all the flyers and programs for all that was available from the 80s and 90s and made collages of merch - have started to update things on the drive. Would like to copy ICYPAA's web archives for our website
- Will put together a subcommittee
- Any upgrade to the website platform will be discussed after the conference - we will look into when it expires. Annie is the next webmaster.

### **Webmaster - Sid**

- Kelly - Sid added flyer for the Open on the website. Has been in touch with Jeanette about getting the program on the site also when it's released

### **Hotels - James**

- Host has heard from the hotel - we want in writing that we are out of the contract, the hotel contact is responding like we are out but waiting for it in writing.

## **BUSINESS**

- Cameron - any update regarding the registration list from Jeanette?
  - Have not received registration list
  
- Host updates
  - Host approved program, will be sending to us soon
  - Re-iterated that they do not need to reserve a zoom room for bid presentations - Advisory will have their own zoom room for presentations/deliberations. Since we now have a debit card we can purchase Advisory Zoom account
  - Meredith, steph, cameron were at Host meeting tonight
  - They discussed their outreach plan going forward
  
- Email of concern/suggestions from AA Member
  - Emily - is there one member of Advisory that can reach out to AA member and call him to address his concerns?
  - Cameron - has spoken with them pretty regularly, is willing to reach out and speak more about the topics raised. Views the email as a wake up call.
  - Steph - Their email has valid points that need to be addressed, advisory has been absent for a long time - we need to brainstorm how we can be made more accountable like announcing our meetings, continuing to put minutes on website
  - Nicki - committee has brainstormed ways to keep members accountable, it is a working topic that we will continue to address.
  - Michelle - does anything else need to be addressed with AA member?
  - Cameron - does not feel much more needs to be talked about with him - he is just glad that we are addressing it and will continue to work on where we need to. Told him we will not be taking a vote of no confidence in the current Host committee.
  - Emily - does not want anyone to feel ignored, we are available if he feels like he has other points he wants to talk about at a committee meeting
  
- Update of the sub-committee regarding the bid/host packet
  - Voting on the BID PACKET.
    - Notable changes:
      - Removing “warm fuzzies” requirement
      - Adding concept 9 blurb before char descriptions
      - modifying requirement 3 to read "Bidders must show that they have hosted, or co-hosted with another ISCYPAA committee, one event during the bidding year."
      - adding a requirement 10 and 11:  
**10.** Two projected budgets shall be submitted. The first budget will detail convention costs and expenses (meeting rooms, coffee, banquet, entertainment, etc.) and potential sources of income (merchandise sales, registrations, events, etc.). These should be derived from your contract and financial figures from previous conventions. The second budget will be a “worst-case” scenario, showing the minimum expense of the convention under legal obligation from the hotel contract.

11. Bidders must have a general outreach plan for the conference. Assistance with outreaching the current conference with the Host Committee is highly encouraged.

Motion to approve Bid Packets with edits

Seconded

Discussion

Motion passes - unanimous

- Bid presentations: recordings may be submitted on February 18, 2021 at 9:00am
  - 9:00am start time Saturday February 19
  - Internally circulate the order of the bid presentation into their time slots
    - Steph - asks that we are flexible if a bid member is not available at that moment we can move the order around - hopefully the bids will all be there to support each other but understand this is a weird time.
  - We will allow the bids to add anything additional after the recording has played
  - We need to schedule breaks - Nicki proposes a 15 minute break after every hour.
    - Kelly - proposes a break after 2 bids
    - Group agrees to a break after every 2 bids
  - Please provide any proposals on how the bids will show they outreached during 2019-2021. (*usually we have bids sticker the map but how can we do this virtually*)
    - 1. Cam has offered to take the bid books and create a map to show where they have been & color-code it for us all.
  - During the comments and Q&A portion of the bid presentation
    - Please provide any additional proposals to be brought to the meeting
      - 1. Keep it the way it has been done in the past - every Advisory member gets a chance to speak if they way to. We should be able to collaborate a week before and figure out most of the questions.
      - Steph - would like us as Advisory to talk about the questions we ask, and that we collaborate for questions that are appropriate to ask
      - James - proposed to meet Friday, Not to deliberate specific bids, but to go over general ideas and our requirements for what we are looking for in a Host Committee

Kelly - appreciates early proposals and agendas

James - would like to vote on Hotels and Outreach Advisory positions

Nicki - will be talking to Amy about Advisory members rolling on and finding out how to best address that.

Motion to close Seconded

Next meeting

Sunday January 24th at 7pm