

ISCYPAA Advisory Meeting Minutes
Monday, February 6, 2023
Zoom Meeting
7:15 pm

Attendance: Steph R., Kelly B., Ryan M., Tamara S., Meg B., Michelle D., Sid B., Jeanette R., James P., Daniel R., Megan G., James R.

Meeting opens with Serenity Prayer & Introductions

Approval of Meeting Minutes for January – Motion made by Kelly B. Seconded by Meg B.. Motion approved.

Chair Reports

- Chair-Steph R.
 - Submitted Report: Created a couple chairperson documents in the Drive
Created a “program logistics” document that lists all previous panel topics, events, and main speakers - this is located in the Host Resources folder
Created a “History of Site Selection” document that keeps track of presenting bids and election records for Host
Contacted insurance broker to get a quote, it is \$775 to renew for 3/8/23-3/8/24
Solidified schedule with Brian - we will have the main ballroom for presentations and deliberations from 9am-3pm. Aim for presentations to be done by 12/12:30 and give us at least an hour for lunch and open deliberations to begin at 2pm.
Please be sure to get in contact with the oncoming Chair of your position so everything goes smoothly
- Co-Chair – James P.
 - Report Given: No report
- Secretary – Kelly B.
 - Submitted Report: I updated the motion log since our last meeting and uploaded minutes sent from Prairypaa to the drive. I have also started a document that will be kept in the drive called “Timeline and Task Guide for Advisory Secretary” that can be used as a resource and working doc for incoming and future secretaries. Can all members of advisory who will be continuing on next year send me their contact information so I can make an updated contact sheet for the upcoming year to start with? Please provide contact information in the chat or email to me at secretary@iscypaa.org. I will also be adding the contact information for the incoming advisory members voted in from host as well.
- Treasurer - Daniel
 - Submitted Report: Contacted bank to remove myself and Isidro from the account and transfer bank account to James R and add Jeanette as signer so it is James P, James R, and Jeanette R. and change the address to James R’s address. If this is not done in person it will take several months so trying to coordinate. There is a bank near the hotel so possibly do it before the conference if everyone is available?
Need to reimburse Meg for archives budget that was approved earlier this year
Will be sending check for insurance this week and renewing zoom account.
Current balance: 29,237.86 And \$1 in subaccount. [The bank wants everyone in-

person for the transfer of names on account, did over zoom in the past but don't allow as much anymore. Trying to get this done in a timely matter. Taking steps to figure out.]

Jeanette – would it work if we went to separate branches of BMO at the same time and they can call to confirm we are there in person

Daniel - talked to James R. about that, going to try that route to see if that is an option. Explained situation that people live about five hours away. Can't remove self unless the people being added are there

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- Hotel – Ryan M.
Report Given: Brian finalizing organization and set up side. There are 440 total room nights books. Nothing is causing anxiety. Hotel knowledgeable and professional. Its good.
- Archives – Meg B.
Report Given: In touch with Ben from host and plan time for when room will be open Friday. Will be bringing all stuff and then be in cahoots with Megan to exchange the archives. Plan is to have the banner attached to the table and have it taken down in between meetings and will have in my room.
Tamara – the hotel is not going to allow you get your own cart if you go to front door
James P. - plan with banner scares me. Meg people will fight you for it, have seen it. Is there a unique banner for this year?
Meg – Daniel was security last year. It worked last year. May be rowdier this year
Megan – I am really tough, just kidding
Meg – I had it and covered it with jacket. Immediately went to room and dropped it off
James P. – what is our plan of attack if it gets stolen?
Meg – fight to death
Ryan – escort to advisory room after it gets taken down? It did work well last year. Daniel and I walked with Meg last year. There were questionable looks. Instead of getting dolly, meet her out there and carry stuff in.
Kelly – loading dock down by main ballroom that stuff is being unloaded without using union workers. Talk to Brian.
Tamara – what time will advisory room open?
Steph – will ask tomorrow. There are two keys that we will be given. Minimum of \$1000 to hang banner so that it why it will not be hung up
Daniel – do you have help Meg with the archives room?
Meg – Ben will have key to archives room and will be getting that covered. Currently just me and Ben. Seems like his plan is to stay in the room majority of conference.
- Webmaster – Jeanette R./Tim H.
Submitted report: Tim uploaded new advisory docs
Report Given: did get payable working on google form for test mode. Are we sticking with paypal? Tim already starting to transition into role
Steph – paypal and square are both on the form.
- Outreach – Tamara
Report Given: No report

Bid Committee Updates:

- Steph - SIB & prairypaa submitted rough drafts of bid books. Thank you Tim, Tara, Daniel, Michelle for looking at and giving feedback.
SIB reached out and said thank you for adding the blurb we did to requirement
They also just got a proposal from a hotel in Mt. Vernon
Steph will be sending an email to the bids tonight/tomorrow with a “view only” of the pre-reg form [talking with Jeanette about making QR code for them to use] so they know what it looks like and remind them of the schedule for bid presentations, deliberations and feedback.
We get bid books this Friday! [We will have a week to look through them]
James P. – none of the bids have bank accounts or square? As of now we are going to hand over the google form created so they can take electronic payment?
Steph – yes, we have ownership over all of it, when they become host we can transfer to them
Tamara – money just going to sit in square?
Steph – yes
Tamara – what is weekend going to look like
Steph – meet at 10pm for closed meeting, go through each bid every member gets minute to ask questions; bid presentation 9am Saturday, hopefully hour for lunch. Open deliberations, then take break, meet for closed voting, open speaker meeting make announcement, depending on how many bids we meet with them in a way, then wrap up meeting on Sunday
Tamara – Saturday night last year we had open forum for anyone interested in bidding
Steph - my suggestion Sunday before speaker meeting, last year we didn't have bids to talk to, this year we do
James – how many bids presenting?
Steph – know for sure 4. Naperville and kankae are deciding if they are going to present incomplete bids. Crystal lake, Rockford, sib, springfield, prairypaa. Going to send email tonight and reach out individually
- Ryan – SIB and prairypaa sent hotel proposals, gave opinion on what could be changed in a matter of a few weeks. Springfield asked to come and explain qualifications, just want to qualify.

Host Committee Updates:

- Steph - Over 600 pre-regs
As of 2/1 395 room nights booked
Volunteer lists are out, please help with recruiting people to fill Security slots
Hopefully everyone saw the email about the wine bottles in the room, so far 8 have wanted them removed but 3 are paying for it themselves. The hotel was giving the committee 5 “freebies”.
- Tamara – talked to program chair and asked for pointers and about script sent. Gave suggestion about who normally chairs each meeting.

Trusted Servants

- Isidro B. – No report
- Michelle D. – No report

- James R. – No report
- Rian B. – Not present, no report
- Megan G. – No report
- Tara G. – Not present, no report

Old Business

- Motion to add requirement for nomination (vote will get pushed to our meeting Friday of the conference as we don't have full Council)

New Business

- Volunteers for snacks
 - Steph - Keurig and pods, meg said she will do a Costco run
 - Ryan – Chicago style pizza
 - Steph – we can all venmo and doordash, keep updated in chat
 - Tamara – Cameron offered to do food and coffee runs
 - Steph – Meg do you want to be snack coordinator?
 - Meg – any food allergies?
 - Steph - have reusable shopping bags, don't want to parade outside food through lobby
 - Tamara – bring a coffee mug will be bringing a Keurig
 - Steph – clarify with Brian we have water
- For order of bid presentations is it fine to pick from a hat for random order?
 - None appeared opposed.
- SIB - they are recording a video for their presentation however, we're not able to use a projector or speaker to play it. There's a couple different ways we could do this, either they send it to us Friday for us to view individually, or Saturday morning and we view it together in the advisory room or individually and then post it to the Bid page at the time of their presentation. Either way the video's time would be counted in their 30 minutes.
 - Jeanette – if we all watch it individually, keep it simple as long as we see and can assess that's what matters
 - James P. – we all have computers we just open up zoom room during their presentation would like to see video for first time during presentation. We all watch on our screens at that time. Give everyone same amount of time and consideration
 - Tamara – like that idea, Peyton was excited to have other bids see it. Bidders can also login to zoom and watch
 - Steph – is the speaker we have good for everyone to hear?
 - James P. – more concerned about us hearing it. We all mute and use the speaker. Tell bidders to keep audio off and load video to bid only facebook page
 - Steph – if we have something loud enough for us to hear, don't want there to be a huge delay if there are technical issues. Will run it by Peyton

Announcements/Anniversaries

Meeting closed at 8:03 pm

Next meeting: **Friday February 17th at 10pm to review Bid Books at ISCYPAA 40!!!**