

**ILLINOIS STATE CONFERENCE
OF
YOUNG PEOPLE IN A.A.**



**Advisory Packet
Appendix
*“Structure for ISCYPAA Host Selection &
Bid Feedback”***

Last revised January 2023 (*aspects adopted from ICYPAA literature*)

Structure for ISCYPAA Host Selection & Bid Feedback

ISCYPAA uses 3 ways to try to make the most fully informed Site Selection decision possible:

1. Information Gathering/Reporting – Bid Books & Bid Presentations
2. Assessment of Merits/Liabilities – Friday Night Meeting (Closed Discussion)
3. Priority inventory & further assessment - Saturday afternoon (Open Deliberations)

Information Gathering/Reporting (Bid Book submission and Bid Presentations)

Purpose/Goal: To make sure that Council has given every aspect of every bid a thorough review and that every Council member has had a chance to ask questions about any aspect of bids that they do not yet understand.

Assumption: That every Council member has read the bid books to the best of their ability.
Note: If you haven't done your work, you won't have any questions.

Principle: Responsibility: What we've asked the bid committees to provide us with has grown. What we need to do to process that information needs to grow too. Bid committees are putting in a lot of time and effort to bid for ISCYPAA. Council should be putting in a lot of effort to make sure that it's fully informed on the details of the bids that are being presented.

Method: Final Bid Books are submitted one week prior to the Conference. Bids are allowed 30 minutes to present their bid and the Council may reasonably ask any questions that have not been answered by the Bid already. Questions asked of the Bid are not meant to criticize or debate – Bid Presentations are not meant as the space for Advisory to give feedback, that is done after the Host is selected.

Assessment of Merits/Liabilities (Friday Night Closed Discussion)

Purpose/Goal: To give each Council member an opportunity to share their observations, praises, and concerns about each of the bids. This allows Council members to be fully informed about other Council member's viewpoints on each bid. This is the session where you gain perspective from other council members.

Assumption: That every Council member has already been fully informed on the technical details of each bid by studying the bid books beforehand.

Principle: Honesty: By having a frank and honest assessment of each bid committee and sharing our intuitions, Council can identify red flags and positive nuances that might not get a chance to come to the forefront otherwise.

Method: Closed Council Session. Each Council member is allotted 1-2 minutes to address the merits/liabilities of a bid until all bids have been covered. Questions will be provided that are examples of what type of information would be the most helpful to share.

Sample of suggested questions to answer about each bid in the allotted time:

- ❖ What do you like the most about this bid committee?
- ❖ What concerns you the most about this bid?
- ❖ What is this bid's greatest strength?
- ❖ Do you think this bid committee is capable of hosting ISCYPAA next year and if not, why not - specifically?

Having a set of suggested questions to be answered doesn't necessarily mean that a Council member can't use their minute to impart whatever information they think is important.

Priority Inventory (Saturday Afternoon after the Bid Presentations)

Purpose/Goal: To give each individual Council member the opportunity to inform the entire Council what the most important factors are in their decision-making process for the current bid year.

Assumption: That by this point Council members know the specifics of each bid, their merits and liabilities, and that they know the concerns and accolades that other Council members have for every bid; That individual Council members have thought about what's important to them or are willing to think about it in this session and that this differing in priorities between individuals can make the committee effective as a whole .

Principle: Transparency: If Council can express to the ISCYPAA body that the site selection decision isn't based solely on the bid requirements, but on a number of factors that are fluid from year to year, and if Council then goes on to share with the body what those factors have turned out to be for the current year - a new level of transparency will be achieved.

Method: Open Deliberations

Each Council member is allotted 2 minutes to address the ISCYPAA body to talk about the factors that are the most important to them individually.

As an example, to Council member #1 good hotel contracts, bid longevity and geography might be the most important factors, while for Council member #2 bid committee unity, general service projects, and workable hotel contracts might be the most important factors.

Sample of factors that might be important to some Council Members:

- ❖ Bid longevity (how long a committee has continuously been bidding)
- ❖ Hotel workability (hotel contracts that indicate positive working potential)
- ❖ Committee unity (a committee that seems to gel together and has enough doers to host an ISCYPAA)
- ❖ Geography (an area that hasn't had an ISCYPAA or has had too many ISCYPAAAs recently)
- ❖ Service experience (A committee that has shown the ability to take on general service projects as a group)

- ❖ Future Council members (a committee with AA members that seem like they would make good additions to the ISCYPAA Advisory Council)
- ❖ Relationships with Local AA (having strong ties to your local AA community is attractive because you will need to tap into that in order to be able to host a successful ISCYPAA)
- ❖ Relationships with other Bid Committees and YPAA conferences (Easily able to coordinate Outreach and Registration plans and procedures)
- ❖ Potential for financial success (some years ISCYPAA needs more financial security than others)
- ❖ Personnel assets (committees with people who are easy to work with)
- ❖ Meaningful communication with Council (committees who have made the effort over the course of the bid year to engage the Council for ideas and experience)

After this session ends, the Council may take a brief recess for any quiet time/reflection if time allows and return to a closed session where any last concerns/questions may be raised. The Council will proceed directly to the 3rd Legacy voting procedure and select next year's ISCYPAA Host Committee.

Feedback/comments taken by Council members during bid presentations and deliberations shall be sent to the Secretary and Chair who will work to consolidate all feedback onto a single document for each Bid.

Bid Feedback

Purpose/Goal: To give committees a starting point to assess their liabilities and strengths for the next bidding year and give them the different factors Advisory considered to select Host. To allow for the Bids to ask any questions of Council regarding Host selection.

Assumption: Each Council member understands the importance of the group conscious and that even though individual members may have different opinions about who was selected, God as we understand them spoke through the 3rd legacy procedure for substantial unanimity. Feedback is to be given as a tool for improvement.

Principle: Respect. The bids not selected as Host deserve to have reasons why they were not selected and have an open conversation about ways they can improve their likelihood to be selected as Host in the future.

Method: Following the announcement of the next Host, the Council shall BRIEFLY meet with each committee individually. If the number of bids does not allow the whole council to meet with each committee consecutively, The Chair and incoming Chair shall meet with the new Host, and committees not selected as Host shall be met with by other Council members. If possible, the written documented feedback will be given to each committee at this meeting. If the feedback document is not ready yet, Council shall communicate with the Bid executive committee where to send it as soon as possible.