

ISCYPAA Advisory Meeting Minutes
Monday April 4, 2022
7:15 pm

Attendance: Steph R., Meg B., Michelle D., James P., Tim H., Jeanette R., Ryan M., Daniel R., Rian B., Tamara S., Isidro B.

Meeting opens with Serenity Prayer & Introductions

Approval of Meeting Minutes – **Meg makes motion to approve minutes.** Seconded by Tim. Passed by majority vote.

Chair Reports

- Chair-Steph R.
 - I reached out to Nicki to transfer ownership of the iscypaa drive. She said she would do that but has not yet. I also discussed the 2020 taxes with her, which will be discussed in new business
 - Megan [first alt from Mesypaa] and I have been playing phone tag to see if she is available to roll onto Advisory, I hope to connect soon
 - Attended Rockford elections
 - I have reached out to the Chair of each bid to introduce myself
- Co-Chair- James P.
 - No Report
- Secretary – Kelly B.
 - Attended the Prairypaa elections. Excited to see their bid form.
- Treasurer - Daniel R.
 - Only Adulypaa and SIB have responded to emails for the \$100 seed money, Rockford is going to vote at their next meeting whether or not they want the seed money.
 - Received Swsy Host proceeds and Chicago Bid, Max is sending the money from Peoria
 - Balances:
 - Opening balance - \$13,431.25
 - Collection from committees - \$20,430.82
 - Swsy (host) - \$19,484.53
 - Chicago - \$246.29
 - Peoria - \$700.00
 - New balance - \$33,862.07
 - **Tamera** – just texted Naperville and Kankakee, Naperville just sent paypal information, will forward to Daniel.
- Hotel – Ryan M.
 - No report
- Archives – Meg B.
 - Excited to hook up with new archives chair for host. No other report.
- Webmaster – Jeanette R.
 - Had subcommittee meeting last Thursday, discussed webpage and Tim H. is now co-chair for webmaster. We came up with updates to work on, simplify the site, less busy, single color, generic for ISCYPAA as whole instead of using Chicago's graphics. Talked about organizing different tabs and creating a map showing where bids are located so people can join if interested. May look into

other options for website host when subscription is up next year including discounts to be used with non-profit organization status.

- Outreach - Tamera
 - Standing call with host chair, co-chair and outreach chair the second Monday of every month [anyone can join, purpose is to help pass information on]
 - Created Facebook bid page. All of the bids, host chair and cochair, operating committee and hotel chair of advisory on there. Forum for bidders to ask/get info. All are welcome.
 - Subco on 03/30. Discussed ISCY University. More info to come after next subco to be presented in May. [What was talked about is every 4 to 6 weeks do presentation on something bids want to talk about]
 - Contacted all area chairs [to see how we can work with them]
 - Steph is waiting to hear back from ISC. [Illinois State Conference]
 - Talked to Brian B., Crystal Lake still planning on bidding and will get information to us soon

- Trusted Servants

- Isidro – no report
- Michelle D – no report
- James R – not in attendance
- Rian – no report
- Tim
 - Jeanette agreed to have me on as co-webmaster. Thank you, Jeanette for allowing me to be of service!
 - In the process of setting up email addresses. I will be sending out info to set it up. We'll have the following:
 - Host committee: host@iscypaa.org
 - Chair - chair@iscypaa.org (also receiving emails directed to ndah@iscypaa.org, ndahreport@iscypaa.org, bidbooks@iscypaa.org, bidsubmission@iscypaa.org, bidpackets@iscypaa.org)
 - Co-Chair - cochair@iscypaa.org
 - Treasurer - treasurer@iscypaa.org
 - Secretary - secretary@iscypaa.org
 - Hotels - hotels@iscypaa.org
 - Archives - archives@iscypaa.org
 - Website - website@iscypaa.org (also receiving emails directed to webmaster@iscypaa.org)
 - Outreach - outreach@iscypaa.org
 - For everyone: iscypaa@iscypaa.org (also receiving emails at advisory@iscypaa.org)

Questions: **Tamera S.** – is the host email for the host committee? Why will we have access

Tim - Will be giving the login to host committee chair. We will not have access. We will all have access to iscypaa@iscypaa.org

- Tara – not in attendance
- Bid requirement Subco
 - Next subcommittee April 12 at 8pm
 - Will take on bid presentation feedback, so will not just be requiring bid requirement

Old Business

- Having Ben as an alternate – Steph asked if it made sense to discuss as Megan has not confirmed whether she will come on.
Ryan M. – think it should be tabled
No objections were voiced.
Steph – will keep everyone updated with Megan, then move on to Amy if Megan does not respond
- Pulling another alternate to fill vacant Springfield spot

New Business

- **Steph** - \$250 to hire same CPA that NIA uses to file 2021 taxes and fix 2020 taxes [All past chairs have filed the taxes themselves. Received letter saying that federal taxes were not filed for 2020.]
 - Confirmation that federal taxes were not filed for 2020. Brad can prepare and file 2020 and file a request for waiver of any late penalty due to covid-19 immediately. Late fee to IRS would be 5% of 2020 monies, so roughly \$1,000.
 - Originally was \$250 just for 2021 since that is what he charges another conference but since we are smaller may be a lesser fee, he will let me know. [may be less complicated than Sober]

Discussion:

Isidro - Great to hire CPA and have a professional do it. We may not have people knowledgeable with nonprofit organization taxes

Tim – Are we sure they weren't filed? The federal tax form is in the drive

Steph - We only have proof of submission for IL. The forms were filled out but we don't have a submission receipt for federal. Niki said she would be willing to pay the late fee as she thought she filed them. Don't know if that will be something we want to discuss.

Tamera made **motion to hire a CPA for \$250 and to ask if he can request the waiver for late penalty**. Motion seconded.

Discussion:

Jeanette – is that a reasonable price? have we seen any other prices?

James – \$250 is less than what I pay on individual taxes. How do we make a motion, so this is done every year?

Tamera amended motion as follows: **Motion made that every year we pay max of \$250 to CPA to file taxes and this year request waiver for late penalty**. Motion seconded

Discussion:

Tim – don't know if we need it every year if we have people who are doing what they are supposed to do and get it done. We could save that money. Forms don't seem difficult. On board for this year, but not following years

Daniel – traditions talk about paying professional for professional work. Hiring a CPA would make it not a responsibility for one person. This is a revolving committee, there might not be someone who can do it in future. To avoid problems in future we pay a professional.

Tamara – also allows the treasure the ability to choose to use a CPA

James – for hiring a professional for non-profit, hire someone to do my own so that someone has my back when audited by IRS when more complicated. Right of decision - treasurer can decide to do it on own. Worth the pennies

Isidro – CPA would probably reach out to help remind, would help with problem of getting them done on time

Vote: All in favor, none opposed, no abstention – unanimous. Motion passed.

Kelly – Noticed in bid packet that it refers to the executive committee of a bid, but that the executive committee is not defined

Tamara – the hospitality description is also wrong

Steph – making notes on different changes that need to be made to the packets

Tamara – The next Outreach subcommittee is May 1st

Meeting ended 7:50 pm

Next meeting Monday May 2 at 7:15pm