

ISCYPAA Advisory Meeting

Date: June 6, 2024

Time: 8:00 pm

Zoom ID: 858 068 6515

Password: iscypaa

Attendance/Introductions

James P - Chair

Tim H - Webmaster

Michelle D - TS

Brian M - Archives

Murphy R - TS

Bill S - Outreach

Savannah P - Secretary

James R - Treasurer

Peyton S - TS

Jeanette R - Co-Chair

Tara G - Hotels

Katelyn V (late) - TS

Meg B (late) - TS

Absent

Mike D. - Called, No report.

Rian - No call, no show

Guests:

Sean U - Fieldypaa Chair

Prayer

Anniversary & Birthdays

- James R - 11 years sober
- Peyton's baby Alvie was born

Approval of Meeting Minutes

- https://docs.google.com/document/d/1OJaJ2RNzRGKagakoQj85UiIKHG5O5sml82qjy73EDHo/edit?usp=drive_link
- Motion carries

Reports

- Host Representative (Sean U.)
 - Learning curve with Robert's rules and Zoom
 - Working on theme at next business meeting
 - Questions:
 - Michelle - What is music bingo? - play music, get the song/genre on a bingo card

- Savannah - Can you please send me your written report and I will plug it into our minutes.
 - Peyton - Hang around for my report.
- Chairperson (James P.)
 - I do not have much to report this month.
 - I have been in contact with Sean from Host. I will add to the chat their business meeting info when I receive it. There will be a Zoom option. I believe they are currently meeting once a month, for now.
 - Thank you Tara and Brian for making the bid elections.
 - If you need anything, please reach out.
- Co-Chairperson (Jeanette):
 - Had subco meeting Monday night and came up with a proposal for our sessions:
 - Monthly zoom for meetings (and hybrid format at the IL State Conference)
 - Advisory & Host/Bid sessions
 - Hotel contracts - existing pdf needs updating, template could be used as outline
 - Registrations
 - Outreach
 - Event planning
 - Bylaws - in general, importance, general template available for committees
 - Robert's rule
 - treasury, budgets and balance sheets
 - Merch - tools for designing, best practices
 - Bidding info - why form, impact in area
 - Unity & fellowship
 - Group inventory
 - Concepts
 - Traditions

Next steps

- get sign ups for each session from advisory, past advisory or others in the program knowledgeable on subject (dcm, chair, etc)
 - Get sign ups for hosts
 - Find existing materials and resources to share during sessions (any from workshop?) - Michelle to reach out to Steph
 - Hybrid sessions at Illinois state conference ? Hotel contract session August 23-25
 - Conf dates tentative mid March
- Secretary (Savannah):
 - No report

- Treasurer (James R.)
 - As of 05/04/2024 - beginning balance is \$26,250.84
 - On May 6 - we deposited SIB Host proceeds of \$7,062.74.
 - As of 06/06/2024 - ending balance is \$33,313.58
 - Action Items:
 - Coordinate with Fieldypaa, Alaina & for opening account on 6/7/24 at Chase Bank in Springfield, IL
 - Get Seed Money & Registration Money to Fieldypaa Treasurer
 - Get with former Host Committee for Host Proceeds percentage disbursement
 - Setting up Zoom Meeting with Toby (Quincypaa) for Bank Account Start-Up Conversation
 - Make Disbursements to Area and GSO per Advisory Bylaws
 - Send Advisory Bank Statements and Ledger to CPA for 2023 Tax Returns.

- Hotel (Tara):
 - I have been in close contact with the hotel chair for host and have sent a contract for you all to review. It's a solid contract and they did a great job with negotiations. We can discuss in new business. I also spoke with Prairypaa at their elections with some suggestions about their hotel contracts for this year.

- Outreach (Bill):
 - Wants to do a flyer for Advisory Outreach on how to form a bid for ISCY
 - Will be at Fieldypaa's opening event. Encourage at least one member of Advisory to attend each event.
 - Jeanette: We have a topic in our info sessions on bidding. It is currently toward the end of the list, but if it is more important, we can bump it up.
 - Bill: I was thinking more of a brochure
 - Peyton: I would love to help with that

- Archives (Brian):
 - Had a subco about Archives storage. Below is the motion.
 - Motion: motion to make the following updates to the advisory bylaws.
 - 1. Update the prudent reserve to \$30,000 from \$28,000 to include 2 years of storage business expenses. Line item to be changed will be advisory business expenses from \$5,000 to \$7,000 (Section 4a)
 - 2. Archivist duties will include: Selects a climate controlled storage facility within \$1,000 budget annually in which to store the ISCYPAA Archives. Additionally will be 1 of 2 key holders to archives storage
 - 3. Chairperson duties will include: Will be 1 of 2 key holders to archives storage.
 - As this is a motion to change literature it will be voted on in July.

- Webmaster (Tim):
 - Posted ISCY Host's event on the calendar & website.
 - Please remind bids to send their flyers to webmaster@iscypaa.org. And it wouldn't hurt for them to text me, too. Feel free to give them my number to do so.
- Trusted Servants (Mike, Meg, Rian, Michelle, Katelyn, Peyton, and Murphy):
 - Peyton -
 - Had previously mentioned Sam's Club membership. But realized Host has the authority to use our EIN to open a Sam's Club membership. Happy to talk to Sean about that if more questions.
 - Bid contacts - reached out to Sean to talk about experience as chair; reached out to Ryan; reached out to both Toby and Bethany to offer encouragement
 - Questions:
 - James R - can you elaborate on how Host has the authority to use the ISCYPAA EIN to open a Sam's club membership
 - Peyton - Since Advisory has veto power over Host, as far as the federal govt is concerned, the Host committee is considered ISCYPAA Inc. (Info came from James P)
 - James R - want to think about that a bit more in terms of how we're going to file our taxes

New Positions

- None

New Business

- Hotel Contract
 - Dates: March 28-31, 2025
 - 240 rooms, 80% attrition
 - \$124/night room rate
 - Meeting space fee ~\$1700 (not over 2k)
 - Option date (changed from contract) is 6/21/24 but hotel is not going to extend it beyond that.
 - Meeting times in the vista rooms are extended until 7PM in the signable contract
- Questions:
 - James P - There's really only one option for hotels. For time sensitivity, we're doing this backwards by voting first and then having Host vote on the contract.
- Motion: I motion that we approve this contract as described by Tara.
 - Seconded, Brian M
 - Discussion - none
 - Voting - motion passes unanimously

Old Business

- Taxes
 - From our previous conversation regarding taxes: We would send our statement/ledger to our accountant and he would file for us
 - Cash in/out for host would be ?
 - James P and I had a zoom call with our CPA on not having visibility on their transactions and filing taxes on their behalf. There's a 5k limit on not needing to file taxes for charitable organizations. We want to do this the right way.
 - Moving forward, we're going to work with Host committee with our EIN to set up a bank account, so that Advisory has visibility into the bank account (see statements for purposes of filing taxes)
 - We are also requiring to see Host's ledger (also for taxes)
 - There's a nominal fee from our CPA to file taxes as well.
 - RE: Tax exempt status - Host can use our exempt status for all purchases (this status is transferable)
 - Comments: James P - A big decision was made to do things right for tax reasons and obey the law. Host is a subco of Advisory. BIDS are NOT allowed to use our EINs because they are completely separate entities.
 - Tim - I suggest that for the future, we add the requirements around use of EIN and bank accounts in the bylaws
 - Question:
 - Peyton - the way we were doing it before was seed money out, then proceeds in; does that not look weird?
 - James R - we are so small, it is negligible
- ***Getting Host to share Google Doc of Financials (Tim)
 - Have this added to the Host Committee packet would allow us to look at the finances whenever we need to (as opposed to asking the Treasurer of Host to share the document with us).
 - Comments:
 - Peyton - Not opposed. I view it just like the chair of Host having to report to Advisory monthly. Did anyone talk to Sean about this? As Host, I would have liked to have been asked about some of this stuff before it just happened. Don't want to come off as helicoptering.
 - James P - This has been going on since 2023 and we didn't have enough people to vote on it.
 - James R - I am in favor because it is consistent with having visibility to their bank statements
 - Jame P - I think it is redundant. If anyone wants to know our finances, they are entitled to that info.
 - Peyton - We should talk to Host before doing it.

- Motion: Motion that it be part of the Host Committee packet, under the Treasurer's job description to say "Required to share all financial records with Advisory Council in a file format that can be accessed in real time."
 - Secoded, James R
 - Discussion:
 - Bill S - would Host or affected parties be taught how to implement and not just given the rule?
 - James P - yes, that is implied
 - Tim - no further argument
 - Voting: 8 in favor, 2 opposed, 1 abstain
 - Out of the in favor side, does anyone else want to put forth a different motion
 - Katelyn: Had I had this ability to share financials in real time, this would have been extremely helpful for me.
 - James R: I don't consider it redundant; having looked at previous ledgers, the ledger is inclusive of other funds that are not necessarily captured in bank statements because deposits don't happen as often as the funds going in and out.
 - Tim: I think this is important. We're financially responsible for the Host committee and we have to rely on the information they give to us.
 - Murphy: I don't think there's anything that goes against tradition or best practices to do that.
 - Anyone who voted against or abstained change their vote?
 - No
 - Motion does not carry

New Business

- Social Media (Brain) -
 - Plan subcommittee - *Tabled*
- Archives storage (Brian)
 - Motion: motion to make the following updates to the advisory bylaws.
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- Changing when Host's elections to Advisory are (at the conference instead of before)
(Couple of people)
 -
- Changes to bid requirements - having some of them be "suggested" instead of "required" (Tim)

Guest Q&A

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Announcements

- **SILYPAA elections are 6/15/24 both in person and on zoom at 12PM**

Our next business meeting will be Thursday, July 11th at 8PM (Second Thursday of the month due to holiday)

Motion to close.

Meeting closing time: 9:42PM