

ISCYPAA Advisory Meeting  
Date: August 19, 2023  
Time: 1:00 PM  
Online: Zoom ID: [845 6163 7411](#)  
Password: iscypaa

Introductions

- In Person: James P, Tamara, Brian, Savannah, Megan, Tara, Tim
- On-Line: Michelle, Jeanette, Rian, James R, Meg B

Guests: Peyton; Host Committee chairperson

Prayer

Approval of Meeting Minutes: Tabled until the September meeting as they were not sent out to the council for review prior to this meeting; apologies!

Reports

- Host Representative: [08-19-2023 Advisory BM Chair Report](#)
- Chairperson (James P.)
  - I was able to attend Bid 62's business meeting last month. Very exciting bid. Lots of new people to bidding.
  - I was on Zoom for the Host meeting on August 13th. They have decided to change their meeting schedule. They are now meeting the second and fourth Sunday of the month Hybrid.
  - I have been working with Springfield and Bid 62 about the new process of obtaining a square account. Still waiting on them to complete it to document the process for future reference.
  - Our next business meeting will be back to normal, the first Tuesday of the month at 7pm on zoom; September 5th.
- Co-Chairperson (Jeanette):
  - Present via Zoom.
  - Planning to facilitate a group inventory with the host committee on October 8th at 3:30pm; is attempting to locate the inventory worksheet that we have used in the past.
- Secretary (Michelle):
  - Present via Zoom; No report.
- Treasurer (James R.):
  - On 7/20/2023 - Zelle Transfer of Bid 62 seed money to James P who paid out of personal account initially - \$150.00

- On 7/20/2023 - Zelle Transfer to Advisory's CPA for services rendered when filing Advisory's 2022 tax returns - \$275.00
  - As of 8/19/2023 - Ending balance of \$43,594.33
  - Working with the former Chicago Host Treasurer on 10% proceeds disbursement, totaling \$1,476.36.
  - On 7/26/23 - James R. hosted subcommittee on Prudent Reserve modification and disbursement of funds; will discuss recommendations in old business.
- Hotel (Tara):
    - There was a hotels meeting with host on Tuesday, August 15th. There was discussion of having two workable hotel contracts, unfortunately one of the contracts fell through. The current best contract is with the Holiday Inn in Effingham, but the dates are for mid-July. The hotel bill would still be about \$4200 and the contract is a little intimidating because it is in BEO format. The other issue is the date change, which I believe would effect ISCYPAA as a whole. I advised Chip to try his hardest to get another workable contract as soon as possible but this has proven to be challenging. I would like to discuss a proposed timeline for how we would like to proceed with the hotel issue, as we are more than halfway through August without a signed hotel contract. I have added this item into New Business.
- Outreach (Tamara):
    - ISCY info session on hotels was today at 11am; 1 person attended, Matt from Bid 62
    - Next outreach call with bids and host is September 17 at 12:00pm.
- Archives (Megan):
    - Present in person.
    - Will discuss the new ISCYPAA banner in old business.
- Webmaster (Tim):
    - Haven't been getting all bids sending flyers to [webmaster@iscypaa.org](mailto:webmaster@iscypaa.org), but some have and they have been uploaded to the calendar.
    - A few people have submitted designs for the new ISCYPAA logo.
- Trusted Servants (Bill, Brian, Meg, Rian, Ryan, and Savannah):
    - Ryan- Not present, called and no report.
    - Bill- Not present, no call.
- Bid & Host updates/contacts: None

## Old Business

- Last month we voted in the following motion: “Michelle makes a motion to adopt the proposed changes to the Host Committee packet; Hotel Chairperson, Executive Committee Description, Hotel Contract Advisor description, and Host Committee Responsibilities as they are written in the agenda; Tamara 2nd; motion passes unanimously.”
  - When the motion goes into effect was never discussed; I would like to clarify when this goes into effect. (James)
  - Michelle makes a motion that the adopted changes take effect at the beginning of the 2024/25 bidding/hosting year; Savannah 2nd; 10 in favor, 1 against; motion passes.
- Regarding Bid Requirement #2 which states, “Bidders must have a commitment from at least one hotel. This commitment must include the dates of availability for the banquet and meeting rooms and proof that the hotel will not require a minimum number of attendees,”
  - We believe we have been misinterpreting this bid requirement. The term commitment should imply that we are getting signable contracts from hotels, not proposals. We would like to make it known to all the bids this year that they should be submitting signable contracts and will be more seriously considered with signable contracts. If anyone has a concern with this interpretation, we can discuss it more in new business.
- Review prudent reserve (James R.)
  - Questions and discussion
  - Tamara suggesting that Host seed money be increased to \$3000
  - Michelle makes a motion that we increase Advisory’s prudent reserve to \$28,000; breakdown to follow James R’s worksheet; Tamara 2nd; passes unanimously. [Notes from Subcommittee Meeting - July 26 2023.docx](#)
  - Follow-up discussion to when the motion takes effect; when do we update our literature. It is decided that the change will take effect immediately; corresponding literature to be updated prior to the 2024 ISCYPAA conference.
  - James R. to connect with the host committee treasurer to dispense an additional \$1000 for seed money, per the new prudent reserve.
- Disbursement of Advisory funds (James R.)
  - Current schedule 40% area 19; 20% to area 20, 21 and GSO
  - Suggested schedule: 30% area 19, 30% area 20, 20% area 21 and GSO
  - During discussion Brian proposes a 30/30/30/10 disbursement moving forward as it would benefit ISCYPAA and the state as a whole.

- Tamara motion that we change the disbursement schedule to 30% to Area 19, 30% to Area 20, 30% to Area 21, and 10% to GSO; permanent change to take effect immediately; Tim 2nd; motion passes unanimously.

## New Business

- Discuss Hotel timeline (Tara)
  - Tara expresses concerns regarding the contracts that the Host committee is currently negotiating, and opens a discussion to implement a timeline for Advisory to intervene with contract negotiations.
  - James P. suggests that council discuss if a July contract will pass; based on that poll; initiate a timeline.
  - Tamara voices concerns regarding potential conflicts with ICYPAA conference.
  - Megan voices that Advisory is not attempting to take over, contrary to what some Host members are saying.
  - Tamara states that she did not vote for an area, but for a committee; as a rebut to a comment made “they deserve to host in their area.”
  - Tara believes that there are potential contracts out there if the Host committee was willing to expand the geological area that they are pursuing.
  - Jeanette states that personal preferences should not sway opinions, and should be backed by facts of some kind. Host has autonomy, if they believe the contract will work.
  - Rian states that SON refers to the Host committee’s location; ran into Chip at a meeting and he reports that he may have a potential new contact at a different hotel.
  - Tara suggests that the Host committee produce a signable contract by September 1st, or Advisory will help with negotiations. Advisory should take the lead effective September 15th.
  - More discussion
  - Tamara motions If by September 1, 2023 there is not a signable hotel contract, Advisory will take the lead in all hotel negotiations; Tim 2nd; motion passes.
  - Discussion regarding increasing the suggested hotel budget.
  - Tim motions that the suggested hotel budget be increased to \$6000; 2nd by Brian; motion passes.
- Michelle motions that the deadline for ISCYPAA logo submissions be extended to September 4th; Tim 2nd; motion passes

Motion to close; everyone 2nd!!!

Meeting closing time: 3:43PM

Next meeting: September 5, 2022

GREAT WORK EVERYBODY!!!