

ISCYPAA Advisory Meeting
Date: November 7, 2024
Time: 8:00 pm
Location: Illinois State Conference
Zoom ID: 858 068 6515
Password: iscypaa

Attendance/Introductions

1. James P - chair
2. Bill S - outreach
3. Katelyn V - ts
4. Brian M - archives
5. Savannah P - secretary
6. Tara G - hotel
7. Jeanette R - co-chair
8. James R - treasurer
9. Rian B - ts
10. Meg B - ts

Absent

1. Mike D - called
2. Peyton S - called
3. Michelle D - called
4. Meg - called
5. Tim - No call, no show
6. Murphy - No call, no show

Guests:

1. Sean U - host chair

Prayer

Anniversary & Birthdays

- 9/28 was Bill's 9 year anniversary
- 10/8 was Savannah's 4 year anniversary

Approval of Meeting Minutes

- Motion to approve meeting minutes - so moved
 - Seconded, motion carries

Reports

- Host Representative
 - 11/7/24 Report: Bank balance - Bank account-\$10002.28 checks out for \$250, \$10.96 and \$104.33
 - Room nights - 35 rooms books (70 nights)

- Pre reg - 328 + 96 scholarships
- General reporting - Halloween event went well. Not profitable unfortunately.
- Broke even. We weren't organized with the flow of people and welcome table was not central. Speaker from Chicago ICY bid. Great unity with them. Doing some good outreach for us. Outreach coming up is Oypaa, Mcypaa, we are not saints convention and one other I can't remember. Program chair resigned. Chair by committee until we find a qualified candidate. Reviewing speakers. DJ is booked. Lou R. Next event is with
- Quincypaa this weekend in Quincy. Come hang! All else is going okay. Lots of work to be done!
- Question from James P - status on getting addendum to add more meeting room space?
 - No update yet. We knew we wanted more space but weren't sure what we were going to do with it. Trying to plan with Events Before.
 - Approx extra cost is <\$1000
 - Should we allow Host the right of authority to get this contract addendum?
 - Brian suggests a conditional motion
 - No movement possible due to attendance
- Bill will send a list of speaker tapes to Host's email address
- Chairperson (James P.)
 - I spoke at PrairePAA's event back in September.
 - Soberfest asked ISCYPAA to host a panel. The topic is "Keep Coming Back; STAY!" The speakers are as follows: one Bid member- Caleb, one Host member - Ryan, and one Advisory member - Michelle.
 - No meeting in Oct. due to lack of business
 - Please reach out if you need anything.
- Co-Chairperson (Jeanette):
 - We've had two advisory sessions the past two months and they've gone well. Continuing to have them every month until the conference.
 - If more advisory people could join, they're on Sundays at 2pm, that would be awesome.
 - Also more from Host and the bids so I need to start reaching out to them in advance.
 - Also, James I and the kids will be going to Quincy this weekend for the bonfire event!
 - The next Info Session is Sunday 11/17/24 at 2pm about Bylaws & Rules
- Secretary (Savannah):
 - No report

- Treasurer (James R.)
 - **As of 8/24/2024 - beginning balance is \$23,983.16.**
 - On Sept 9 - debit to Life Storage facility of \$23.00.
 - On Oct 8 - debit to Life Storage facility of \$23.00.
 - On Oct 9 - debit to USPS for AA Grapevine remaining \$4.16.
 - On Nov 6 - debit to Life Storage facility of \$23.00.
 - **As of 11/7/2024 - ending balance is \$23,910.00.**
 - Action Items:
 - **Completed** - Connected with Crystal Lake Treasurer, Robert, to review bank account setup, seed money, etc.
 - **Completed** - Oct 24' bank statement uploaded into Treasurer share drive.
 - **Completed** - Contact CPA for guidance on bids best practices if they have transactions that exceed \$5,000.00.

- Hotel (Tara):
 - No report

- Outreach (Bill):
 - We now have 4 bids - Crystal Lake, Quincy, SIL, PrairYPAA
 - Attended 2 different Quincy events; spoke at a sponsorship event for them with good attendance
 - Tips for outreach to Springfield ISCYPAA -
 - Right up the street from Amtrak station
 - An easy 3 hour trip. You could do it in a day trip.
 - **Jeannette suggested doing a flyer for these points
 - Bill will be at PrairYPAA Thanksgiving event

- Archives (Brian):
 - Rent for the storage unit is going to go up to 34.00 per month which is a \$11.00 increase as the original \$23 per month was an intro rate. This is still below our budget of \$1,000 annually.

- Webmaster (Tim):
 - Absent, no report

- Trusted Servants (Mike, Meg, Rian, Michelle, Katelyn, Peyton, and Murphy):
 - Mike, Katelyn - Nothing new to report

Old Business

- Social Media (Brain) -
 - Plan subcommittee - *Tabled*

- Changes to bid requirements - having some of them be “suggested” instead of “required” (Tim)
 - Plan subcommittee - *Tabled*

New Business

- James Rushford Motions the following:
 - A. We add “**Appendix: Bid City Tax Return Filing Guidelines**” to the ISCYPAA Bid Committee Information Packet, into the Appendix section, directly after the Hotel Contract Negotiation Guide, onto a new page 15.

Appendix: Bid City Tax Return Filing Guidelines

Per IRS.gov “Annual Electronic Notice (Form 990-N) for Small Organizations FAQs: Who Must File”

<https://www.irs.gov/charities-non-profits/annual-electronic-notice-form-990-n-for-small-organizations-faqs-who-must-file>

Section 509(a)(3) supporting organizations must file Form 990 or Form 990-EZ except for (3) organizations whose gross receipts are normally \$5,000 or less and that support a section 501(c)(3)

Per IRS.gov “Gross receipts defined”

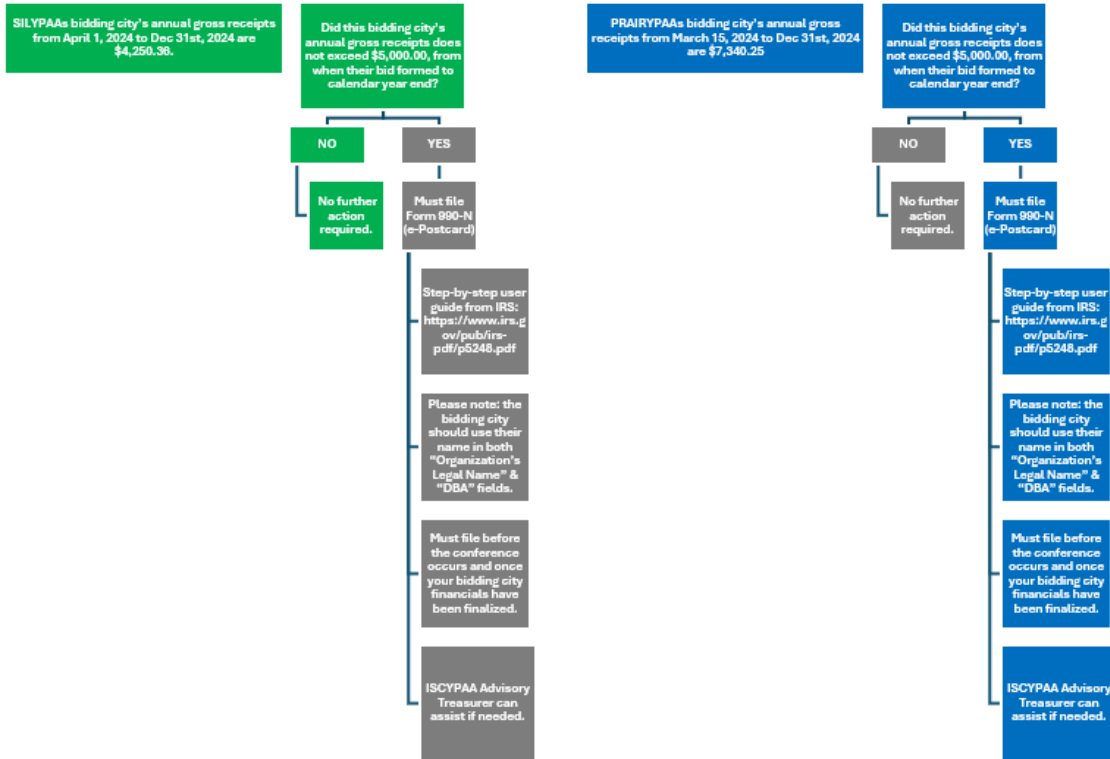
[Gross receipts defined | Internal Revenue Service \(irs.gov\)](#)

Gross receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.

Therefore, Advisory’s recommendation after reviewing IRS.gov resources and discussions with ISCYPAA Advisory CPA, to instruct ISCYPAA Bidding Cities to:

- If your bidding city’s annual gross receipts **does not** exceed \$5,000.00, from when your bid forms to calendar year end, filing tax returns **is not** required.
- If your bidding city’s annual gross receipts **does** exceed \$5,000.00, from when your bid forms to calendar year end, but less than \$50,000.00, must file Form 990-N (e-Postcard)
 - Step-by-step user guide from IRS: <https://www.irs.gov/pub/irs-pdf/p5248.pdf>
 - Please note: the bidding city should use their name in both “Organization’s Legal Name” & “DBA” fields.
 - Must file before the conference occurs and once your bidding city financials have been finalized.
 - ISCYPAA Advisory Treasurer can assist if needed.

Bid City Tax Return Filing Examples



- B. We amend the ISCYPAA Bid Committee Information Packet, Treasurer role/responsibility section on page 9, to include a new bullet point at the end stating the following **“Files Tax Return for the Bidding City, if gross receipts total greater than \$5,000.00 during the calendar year.”**
- C. In addition to including the change to Treasurer section above, we amend bid requirement #5 to include **“Bidders must show financial autonomy and responsibility within the traditions of A.A; including filing an annual tax return, if required. The bidders must have been directly involved in any activity that generated funds.**
- Questions for James R
 - James P - is a flowchart going to be included? - yes it is provided in the motion, can amend to use “Bid A” and “Bid B” if desired
 - Brian M - recommend clarifying when filing is required, scenario being if 5k is raised from Jan 1 to December, then after December to Mid-March if more than 5k is raised again; can they give it to our treasurer to file it on their behalf?
 - James P - bid for 2025 is its own bid; after they dismantle after the 2025 conference, they are a new bid when they reform for 2026
 - James R - we are also going to see the bid’s financials and if we see they have raised 5k, we can have them fill out the tax form right away and mail it in

- Conditional motion to allow Host right of authority to obtain a hotel contract addendum to increase meeting room space, capped at \$1000
 - Brian M to draft motion for next business meeting

Guest Q&A

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Announcements

- WICYPAA is Jan 10-12 in Brookfield, WI, only 1.5 hours away (from Northern IL)
- WANS is Jan 17-19 in Skokie, IL

Next Business Meeting

- December 5th at 8pm

Meeting closing time: 8:52PM