

ISCYPAA Advisory Meeting Minutes  
Saturday, January 21, 2023  
Zoom Meeting  
2:08 pm

Attendance: Steph R., Tamara S., James P., Kelly B., Sid B., Ryan M., Daniel R., Meg B., Megan G., Jeanette R., James R., Michelle D., Rian B., Tim H., Tara G., Savannah (host Secretary)

Meeting opens with Serenity Prayer & Introductions

Approval of Meeting Minutes for November and December – Motion made by Steph R. Seconded by Meg B. Motion approved.

#### Chair Reports

- Chair-Steph R.

Submitted Report: At our last meeting a motion was made to add a requirement for nomination that someone couldn't have served on Advisory before, it had 8 votes for and 2 against so I had said it passed. HOWEVER I realized afterwards that per our bylaws modifying literature it needed  $\frac{2}{3}$  majority (10 votes) to pass - so therefore the motion did not pass. Since for today's elections no Host member would be affected by this, we can either re-motion and discuss it today or motion to table it until after the conference.

James – **Motion to table motion to add a requirement for nomination that someone couldn't have served on Advisory before to next hosting year.** Sid seconded.

Tim – rather get it done

Daniel – rather get it done

Sid – if we have other stuff that we need to do, this doesn't affect this year, we can wait

Jeanette – does anyone rolling off have opinion? if moved to next year they won't have a vote

James – **Rescinded Motion**

Steph - Everyone seems on the same page will leave to end after other business is covered

- Co-Chair – James P.

Report Given: Cancelled legal zoom

Steph – saved ISCY \$300 per year, we have a registered agent

- Secretary – Kelly B.

Submitted Report: I did upload all minutes that the bids have sent to the drive and updated the contact list. Naperville and Prairypaa have sent in minutes over the past two months, so you can look at the minutes if you want any updates. The motion log has also been updated, so all voted on decisions can easily be seen and reviewed there.

#### Old Business

- Tim - **Motion for Host to vote in 4 alternates**, James P. seconded

James – For clarification, only 3 regular advisory members, just 4 alternates?

Sid – Good to have extra people, we have had to pull to fill gaps over the years, why not have 4 alternates if 9 host members are eligible

Tim – any reason we shouldn't do six alternates? May require more voting, but if we need them allows

Ryan – there are only 9 total that qualify

James – we take them in order that they are voted in, if we change to us choosing who gets to come up then not okay with that. Seem like we are getting better with alternates, 4 seems good

Sid – when voting in people committee looks for most qualified, give body (host) ability to vote for most qualified with just 4 instead of throwing everyone in

Tim – do we offer option of vote of no confidence? With 4<sup>th</sup> position people could vote for one of the three or no one instead of choosing to abstain

Steph – We haven't in past, always enough people, no one has requested it, don't want to offer it off the bat

Vote: 13 in favor, 1 abstention. **Motion passed with majority.**

- Discussion about Structure for Site Selection

Steph R. - Cliffnotes – Document outlines principles behind the process to select host, collect packets week before, presentations Saturday, questions asked only for new information, not time for feedback, closed advisory session on Friday to discuss each bid with proposed questions collectively and discuss bid books for questions, open deliberations Saturday - what it looks like, each member 2 minutes to discuss what is most important to them for selection based on experience, closed session for third legacy procedure, procedure for bid feedback, writing notes on google docs or notes to send to Secretary, all feedback in one document to give to bid.

Kelly - **Motion to accept and adopt the [Structure for Site Selection](#)**. Meg seconded

James – Is this taken from ICY

Steph – Some stuff

James – Is the time limit?

Steph – Not from ICY, the time limit was discussed in subco

Tim – Concern about 1 to 2 minutes (for advisory during bid presentations), what if there are 2 bids and there is more to bring up?

Kelly – Really like this document. I like to have principles behind procedures documented so there is reason provided for what we do.

Michelle – For bid presentations is the bid presentation 30 minutes and interaction with bids within 30 minutes?

Steph – No, this just stresses that advisory members not ask information that has not been addressed. Has become loose over the years about feedback and the timing each advisory member has

Tamara – Currently have 30 minutes including advisory at ICYPAA

Steph - Stated to bids that 30 minutes is expected with 10 to 20 minute presentation, hate to limit our questions if there is something that really needs to be discussed. Friday night session allows ability to ask questions might also limit more questions during presentations

Tamara – With ICYPAA we are very clear about who is going to be asking what questions

Daniel – Friday we'll get an idea of what is going to be asked.

Steph – Reason why time limits and restrictions were not included, this is the first time with having structure. Sometimes it looks good on paper, then figure out it doesn't work

Vote: **Motion passed unanimously**

- Bid feedback subcommittee:

Steph - Bids have been told that Advisory is aiming to keep each Bid's presentation including questions to 30 minutes for each Bid, so a 10-20 minute presentation is expected. Instead of going down the line so each Advisory member may ask questions, the Chair will simply ask if anyone has any questions and limit it to 3-4. One question asked of each bid by the Chair will be if they are not selected as Host if they will reform and bid again. [If same person has question every time, will not call. One question if they will bid again so we know for next year] [Bid feedback template](#)

James – So we'll come up with questions on Friday as group. We'll ask on Saturday morning. There'll be some of the same questions for all, then a couple unique ones for each bid.

Sid – At time of presentations what if we hear something during presentation that sparks a question? How do we bring up? come over to chair to add question?

Steph – use google chat or direct message

Sid – rather not have to watch chat and look at phones

Steph – directly message me

Tim – are we going to allow for follow-up questions if original question is not fully answered?

Steph – Yes, bid presentations are all about gathering the information

James – Can we give Steph the right of decision to choose whether or not additional questions are heard?

Sid – Included with it saying the chair fields the questions

Steph – try to give each bid equal time

Tim – no problem asking for more clarification?

Steph – no

- Registration Form

Steph - Google forms does have an add-on to make the forms payable and it is FREE. Jeanette has set up a rough draft form, that we will make "live" and available to new Host when we meet with them. Steph messed with it a bit and the data collection is \*beautiful\* and will help future Hosts a ton. In theory if new Host has a square account we can link the form directly to that account, otherwise we can link our paypal and create a Square. The rough draft form is under the [iscypaa@gmail.com](mailto:iscypaa@gmail.com) so that email address would get all the confirmations, but I believe we can set it up for [host@iscypaa.org](mailto:host@iscypaa.org) to have control of it. Tennessee has used it this year and said it has worked fantastic and has had no issues. All entries are automatically added to a google sheet and new Host can create a second sheet for Cash registrations [can use this if they don't have paypal or square, if they do they can connect their accounts to it]

- More information on what this looks like can be found here: [Payable Forms](#)

Kelly – It is really cool that advisory gets the info like the registrations, so if anything happens with host the information is available.

James – how does the money work?

Steph – would go into host subco account

James – if bid becomes host and doesn't have bank account, can use host subco?

Who has control of document?

Steph – Under the iscypaa google account. We do right now, can be transferred

Tim – There is a way to prevent people from deleting certain things. If we own it, we keep ownership through iscypaa google account and share the document with hosts google account with editable or noneditable restrictions

Tamara – Is this going to stop paper registration?

Steph – Doesn't have to, there is a way to fill out form and check box if registration was paid with cash

Tamara – Would prefer to keep the form non-editable

Steph – discussion with new host, so they can have what they want. Could be added to packet in future if advisory wants it to be used but want to keep it autonomous for host

James – is the point to get away from cash?

Steph – not the whole point, fear about not accepting cash, in the past some people would pay for sponsorship just giving cash without filling out form, wouldn't want to limit registrations

Daniel – service fee?

Steph – same as paypal and square

Tamara – still possible to collect cash and then use a card to pay for the registration. Using electronic is easier for the bid, this way everyone can take money because it's all electronic. With cash only certain people being allowed to take money in committees.

Ryan – prefer to have cash registration available

Steph showed off the form to everyone.

Tim – concern, will it show how it is paid?

Steph – yes, shows how it is paid. Host can change registration fee. Data collection keeps all previous registration cost

James – This is a data tool. Are we telling them they have to use or it is a strong suggestion?

Steph – It is not in our literature. Currently up to registration chair, if someone had presented it to me I would have taken it

James – if cash – specify who was given the cash and filled out registration form

Tamara – data collection reasons, is there a way to keep data for each year's conference for history, helpful for outreach to see where registrations come from and when

Steph – we can download google sheets for every year

Tim – also create a pivot table which shows how many conferences someone has registered for

Michelle – Is there a way to know what registration fee was when a person registered?

Jeanette – shows the amount they selected from the drop-down of how much they paid in the spreadsheet. Good to add cash as an option

#### Bid/Host Committee contacts:

Steph- Kankakee is deciding if they are going to disband, or put in an incomplete Bid. Steph has been in contact with them. Either way they do have members coming to the conference and if they don't submit a bid book or present we can encourage them to come to Bid Presentations - they are planning on bidding next year. Prairypaa and SIB attended the Iscy Info. Rockford contacted asking for more information about hotel proposals. Until the 28th I invited bids to send rough drafts of all/any portion of their bid book for review and feedback, if you are available to look at anything that is sent in let me know!

Tim – NAPYPAA planning on disbanding, but not sure

Ryan – Prairypaa, SIB, and Springfield sent proposals that are very rough. Looks like everyone got a late start. Peoria reached out for and wants to bid next year

Sid – Crystal Lake has not had much activity lately, talked to member and told him they could still present

#### Host updates:

Steph- Room block was met! As of 1/18 500 pre-regs [now 520]. As of 1/16 300 room nights booked. We have their Advisory elections at 4 today 😊 One of committee members passed away, asked for help with security as a result

Tamara – created sign-up genius and get staffed with people, Jason asked for us to take over that

Meg – can host post sign-up genius on Facebook page or website?

Tamara – wanted to get some people with experience before getting people who might be a new attendee

#### New Business

- ADVISORY CHAIRPERSON ELECTIONS (2 year terms)

- Chair

Nominated: James P. (accepted provided qualifications), Tamara S. (not accepted), Ryan M. (“honored, but no”)

Vote – 15 for **James P. Chairperson** by 2/3 majority vote

- Co-Chair

Nominated: Tamara S. (accepted, provided qualifications), Ryan M. (“honored, but no”), Jeanette R. (accepted, provided qualifications), James R. (feels awkward, but accepted) Tara G. (not accepted)

Vote – (1<sup>st</sup> round) 6 for Tamara, 6 for Jeanette, 3 for James R.

(2<sup>nd</sup> round) 4 for Tamara, 10 for Jeanette, 1 for James R.

**Jeanette R. Co-chair** by 2/3 majority vote

- Treasurer

Nominated: James R. (accepted), Tim H. (accepted, provided qualifications)

Vote - (1<sup>st</sup> round) 4 for Tim, 11 for James R.

**James R. Treasurer** by 2/3 majority vote

- Secretary

Nominated: Meg B. (accepted, provided qualifications), Michelle D. (stood, provided qualifications), Tim H. (accepted) – Meg B. withdrew

Vote – (1<sup>st</sup> round) 4 for Tim, 11 for Michelle

**Michelle D. Secretary** by 2/3 majority vote

- Hotels

Nominated: Tara G. (accepted, provided qualifications)

Vote – 15 for Tara; **Tara G. Hotels** by 2/3 majority vote

- Webmaster

Nominated: Tim H. (accepted), Meg B. (not accepted)

Vote – 15 for Tim H.; **Tim H. Webmaster** by 2/3 majority vote

- Archivist

Nominated: Megan G. (accepted, provided qualifications), Ryan M. (“honored, but no”),

Vote – 15 for Megan G.; **Megan G. Archives** by 2/3 majority vote

Motion to add a requirement for nomination that someone couldn't have served on Advisory before

Tamara - **Motion to table motion "to add a requirement for nomination that someone couldn't have served on Advisory before" to next year.** Not seconded.

James – would like to know opinion of the four rolling off

Steph – we have a zoom meeting two weeks from now

Tim – voted no previously have different opinion now

Tamara - **Motion that we table motion "to add a requirement for nomination that someone couldn't have served on Advisory before" for before the conference is over.** Meg seconded.

Vote 12 in favor, 2 opposed

Minority opinion

Michelle – all members present now, doesn't happen often, strong voice right now, get it taken care of

Tim – need 2/3 of whole council for motion to pass

James, Ryan and Tamara changed vote

Tamara – how many meetings haven't had 2/3 of the committee?

Steph – two meetings

Sid – We have 13 minutes left, chair could make the decision to do at the conference

James – Motion is a big deal. There is more time on Friday night to talk about it

Michelle – friendly amendment to change it to at conference

Tamara – not accepted, trust chair

Vote – 14 in favor, none opposed. **Motion passed.**

Meeting closed at 3:50 pm

Next meeting: February 6<sup>th</sup>