

**I. Opening prayer**

**II. Introductions**

- a. Chair, Co-Chair, Bylaws, Member 1, Member 2, Member 3, Secretary, Web/Database Manager, Treasurer, Member 4, Member 5, Member 6, Member 7
- b. Visitors – 23 Visitors

**III. ICE BREAKERS –**

**IV. Approval of Minutes**

- a. Member made motion to approve, Member seconded
- b. Motion passes unanimously

**V. Officer Reports:**

**a. Bylaws:**

In regards to old business, with the ACYPAA Advisory Council Business Meeting Procedures being added to the Bylaws. I am ready to revise and amend any typos if needed or whatnot if and when group votes to officially add it in. I could not find any further discussion from email thread about it besides October and December emails exchanged between Tony and Devon.

Last business mtg I reported that I made the approved changes into the bylaws in the google drive and reported about the formatting and how I was going to do my best attempt at fixing it. I noticed that there are 3 documents labeled Bylaws in the google drive. One is a PDF, one is a word document and one is a google doc. My apologies if this comes off as stupid, but I do not know how to make my saved changes appear in the PDF. I ask for assistance in finalizing this for us. PLEASE HAALLPP

I have attached a document of the suggestions given to us in ACYPAA Facebook group when asked for insight into possible questions to add to the FAQ's. As I have been asked to take over this, I was curious if I should host an ad-hoc meeting to discuss adding any questions, and if so, would like input from committee on what to officially add and answers we agree on. Thoughts?

- In the past, we've done it through an ad-hoc. Maybe reach out
- Bidder's FAQ has been done through the Bidder's Ad-hoc
- I will look at updating this process next year

**b. Archivist:**

Our storage unit for the plastic boxes for archives are in a 5x5 space. \$36 a month since Sept. There will be a new increase to \$48 as of March 1st. I've talked to and AA member a few times over the year about ACYPAA Los Angeles archives, but he keeps forgetting to have it ready so I'm just waiting on him to add that ACYPAA's stuff. Also talked to an AA member from San Diego who has some old school 90s ACYPAA stuff she would be able to give us. I was hoping to see if maybe we can instead of the transportation cost, use it as a storage cost if we want to. So wherever ACYPAA lands that year we could just put it in a storage unit close to it. I know I haven't been present it's been a big year for me, I talked to my sponsor and I'm going to show up and work a lot harder for the group. Let me know if anyone has feedback or suggestions. Thank you

- Don't like to decide what is important, so it's hard to figure out what to do about what to keep.

### c. Web/Database:

Email routing has been setup for certain positions. Does anyone else want an email? Current routing keys are

- [chair@acypaa.org](mailto:chair@acypaa.org) -> Council Chair
- [registration@acypaa.org](mailto:registration@acypaa.org) -> Host Reg Chair
- [webmaster@acypaa.org](mailto:webmaster@acypaa.org) -> Council Web/Database manager

Basecamp wants to renegotiate our billable hours. They claim we have run out and they want to charge us twice as much in the future. This is breaking news so I'll keep you all posted on where we land here. Unfortunately, most of the work they've done for us in the past few years is fixing stuff that they've broken by deprecating bits of their own infrastructure. They want some hours to upgrade our website from an old version of PHP to a newer one. If anyone would like to be a part of this meeting please let me know.

The ACYPAA speaker tapes website has been updated with last year's speakers (aside from a few that were deemed unfit for public consumption). Moving forward, it will be the responsibility of the webmaster to communicate with the current host committee to ensure that speaker tapes are audited for traditions violations.

Big ups to the Facebook admin squad. No one can admin a website better than these homies and I appreciate you all.

We sent out two email blasts this year, one to remind people that ACYPAA is around the corner and another from the transportation chair. We discussed changing our billing model there but it turns out that we are currently on the cheapest plan for our use case (50\$ a month) and we should take advantage of that by doing 3+ blasts a year.

We were contacted by a concerned citizen that our website does not use TLS (transport layer security). Sites without TLS allow people with network programs to read your text as it goes between computers. TLS encrypts the traffic so when someone tries to read it, it's garbage. We have TLS on our payments page but not on our login page, which means someone *could* read someone's password as they log in. This is how it's always been but we could do better. We can talk to the basecamp folks to setup our SSL cert to cover acypaa.org as a whole instead of payments. This will tie in with the basecamp convo we're going to have.

Goals for this year:

- Add documentation regarding the cadence at which the webmaster should do tasks (after the conference do this, halfway through the year do this, etc)
- Add documentation about google drive best practices
  - how to use google sheets/docs and not excel or docx docs
  - how to clean up the permissioning for specific documents
- Develop a survey to send out to folks from ACYPAA council so they can give us feedback on how we're doing as servants of the conference
- Finalize the speaker tapes workflow and add documentation. The current process is pretty manual and would be hard for someone to jump in and upload the new tapes

**d. Secretary: Devon M.**

- I've been trying to organize previous minutes. I think I'm up to date. The previous 4 meeting minutes had not been anonymized for the website, so I did that with some help from the Chair and now Web/Database manager put them on the website. We are up to date. All of our minutes for the last 10 years are now on the website, so that's tight.
- I have the contact info for new council member and will be updating all documents during the weekend to be ready to roll on Monday.
- Everybody sent in their reports and Ad-Hoc reports early so thanks for that! It'll make it a lot easier to accurately record the discussion.

**e. Treasurer/Co-Secretary:**

Treasurer Report February 26, 2020

Bank Accounts:

Host Account \$20,147.64 (this includes uncleared checks) (can't drop below 1500)

Odd Year \$5,094.73 (can't drop below 5000)

Merchant \$1900.00 (can't drop below 1500)

Operating \$8257.14 (can't drop below 5000)

Reserves \$44,972.73 – I transferred 2100 from account on 2/22/2020 to cover Advisory lodging expenses for 2020.

Host info: as of 2/26/2020

- 1657 registrations currently.
- They will owe roughly \$25,000 after ACYPAA.

I will help the Treasurer with closing everything out- including correct disbursement amount. Last year, Host treasurer disbursed more than 20%. Past Advisory Treasurer oversaw the closing of ACYPAA47. This year I will be giving the amount of 20% to disburse.

Advisory Info:

- The 2013/2014 tax situation has been cleared with the IRS. The CPA was paid \$1181.00 to correct those prior year taxes.
- Back up copy of QuickBooks was shared with the CPA for the filing of 2019 Taxes. As of 2/25/2020, he has everything he needs from the Board Members (thank you).
- ACYPAA's insurance has been paid in full. The renewal will take place in August 2020.
- ACYPAA expenses for 2019 totaled \$10,685.16 (the amount that was transferred to us from ACYPAA 47 \$6,806. I had to transfer in from our reserves in 2019 \$1475 to cover some expenses as our operating account cannot drop below 5000.00)

Expense – Year 2019	Amount
Archives (storage, travel etc.)	\$493.85
Bank Fees	\$4.00
Hotel/Lodging	\$2250.00
Insurance	\$3003.91
Legal/Professional (CPA included)	\$3191.50
Meeting Expense (including snacks)	\$515.91
Office Expenses	\$50.00
Postage/P.O. Box	\$213.05
Taxes (filing for Corp)	\$35.00
Website	\$927.94
Total	\$10,685.16

- Do we have a budget for next year?
  - It's probably on the Drive, but I'm not sure how to find it
- Why did we have to give out our info to the CPA
  - We've always had to as officers
- What was the uncashed check?
  - It was a donation
  - How much is it over the 20%? Some, but not much

**f. Co-Chair:**

Since our summit in San Diego this year, I have been working on the following.

- Followed up with Summit Host committee, tried to spread all the good vibes!
- Eventually dissolved my facilities workshop I had been trying to get going, using AOCYPAA as a guinea pig. Ultimately the scheduling was not working for the group of six members I was attempting to mentor.
- Continued working with a couple members of AOCYPAA that were heading facilities for their bid.
- Got the chance to work with a couple other committees in the Southern California region as well.
- Refocused on the AV Ad Hoc.
- Worked up letter to GSO and was able to send it out to all California Area Chairs.
- Had the pleasure of attending Advisory Council elections for the host committee this year! I drank Dutch Bro's three times in 24 hours.
- Also I got the chance to educate the YPAA community more on what Advisory Council is and what it is we actually do alongside Julius!

Aside from these more tangible things I have done I essentially just tried to remain available for bid committees, newer council members, and most importantly Tony for this second half of the year

- Question about Workshop outside of Summit – Co-Chair explained
- He's also been Chair's therapist

Thank you for allowing me to serve!

**g. Chair:**

- Chair Report - ACYPAA 48 – 2/27/2020
- Last meeting, I didn't share everything on my report and it was confusing.
- Speak to me about questions, comments, concerns. Feedback is critical. Let's talk. Or fill out this anonymous card. I'll collect them later. I'm open to suggestions. I've implemented several already. Gave Host the same treatment. Feedback was invited to cover any and all subjects- Host committee functions, Advisory activities, etc. Sent results to you last night. Feedback covered everything- positive, negative, and interesting. Mostly positive but areas for improvement.
- Making time for newest Advisory members is what we do. Thank you for your amazing efforts! This is still key for next year when Sac rolls on. Everyone please reach out to our newest three advisory members.
- We are a group of individuals with extreme conditions at times. This year we saw family illnesses, death, moving, job stress, auto accidents, breakups... but also marriage, engagements, continued education, career promotions, and finally...furthering your commitment to sobriety! Being able to connect with you all and watch your various paths has been inspiring. Thank you for picking up the phone when I call.
- A goal for this year is to handle your commitments for a terrific changeover and smooth transition. I'll follow up with you all. All officers raise your hand. This next year is either your final year on Council or could be. No one is guaranteed to remain. It's the cycle we signed up for. Do your best to pass it on. If you have a protégé then coach 'em up. It's been done in the past. However, I would highly recommend you open up your position, activities, and style/approach to anyone who is interested and wants to learn. That's what I'll be doing.
- Thank you Member for your Advisory service. You are scheduled to rotate off and have handled your 4th year like a champ. I've only seen a handful of Year 4 members on Council. Half of them got busy within their lives which is understandable and disappeared before rotating off. I appreciate the efforts and the help you gave us this year.
- Bidding committees should be at 10 total tomorrow. We only had 6 legitimate bids last year. It's been awhile since we have had 10. I'm not counting the adorable SNAPYPAA token bids or anyone else that took the stage after Bid Skits. The more bids we create and foster- the brighter our future looks. I understand we want quality, but my focus has been to just get groups to take

the first step. I need everyone's help to keep them involved next year. For many of them, they will improve naturally. With your efforts, they will improve dramatically.

- Bid City afternoon has returned. For those that do not know- we are not required to do anything. We will be reviewing bid packages. The tables for bid cities will be staged during the afternoon so they can gather amongst themselves. More importantly, they will be visible for attendees to visit and investigate where it's going. It's possible their displays can attract other groups to bid. Feel free to casually sneak up on them in the afternoon and check in on a single table. It'll put them on edge a bit. But do not stay long. Let them have their time together. Be sure to ask them later in the evening which Bid City table they investigated and spent the most time with. It can be an interesting indicator.
- Host killed the registration game. Most importantly, they made Hosting look fantastic. Was not sold on the idea of awarding it to a committee with facility flaws. The financial struggle was real this year. However, with everything pretty much completed, I strongly believe the Council collectively made the best decision. They will be a tough act to beat for sure. Can't wait to see their impact on our attendees this weekend.
- I have multiple surprises planned for this weekend. Allow me to try some new things. Let's try not to stress. Remind me not to stress. I do appreciate your support, attention, and cooperation. It means a lot. We as a Council are most effective when we work together. It's been an honor to be one of your trusted servants. As a reminder, Rule 62... we are just a bunch of drunks trying to stay sober and helping another drunk find a solution that really works. We're just a little unique in our approach.

## **VI. Committee Reports:**

### **a. Bidders Squad:**

The last half year was spent on separating the current FAQ posted online into small segments via email and asking members of the Bidder's Squad if anything needed to change.

Changes were made using suggestions given. Other FAQ sections were streamlined to be more concise while still keeping the original content.

Bid requirement #5 was given to the AV Ad-Hoc for work on an update. Discussion was had, but an update to this section is still pending.

A proposed FAQ update was issued to all of Council for review and placed on New Business. No objections were presented via email. If there are no objections at business meeting, the doc will be updated. If anyone objects to a certain FAQ, no update is needed and it can be bounced back for additional review.

The goal of New Business for the FAQ is to gain committee approval prior to publishing, not to debate the content of certain FAQ. The debate can occur outside of the business meeting.

The Bidder's Squad Chair guided the Squad to make the changes. This task is technically assigned to Bylaws Chair via our Bylaws. After discussion with Bylaws Chair prior to beginning update, it was agreed she would be present on emails, oversee the project, and invited to contribute during the entire process.

Next year, suggestions obtained via ACYPAA Facebook page can be reviewed for additional FAQ material. A more substantial Requirement #5 section (desperately needed) needs to be added to current doc. Bylaws Chair can lead this next year.

Bidder's Squad discussed changes to Bid Package Cover Sheet but did not propose a change at this time to the doc. The goal will be to submit by Summit. Next year the aim also will be to update the RFP doc.

- Bid Committee Update (AOCYPAA, CRUZYPAA, GGYPA, MENDYPAA, NSDYPAA, OCYPAA, REDYPAA, SCCYPAA, SOLYPAA, TUFYPAA)

**b. Code of Conduct Ad Hoc:**

- We have had a few emails back and forth about adding in an appeals process. Some good discussion has started, but nothing further to report at this moment. We'll try to present an appeals proposal this upcoming year.

**c. Unity Chair Ad Hoc:**

At our last business meeting we discussed the possibility of creating a unity chair position to be added to the roster of advisory council service positions. The general consensus of that discussion was for the unity chair ad-hoc committee to put together a position description to be potentially voted in at the next business meeting. Since summit there has been two more conference calls to discuss the potential position description as well as necessary changes in the bylaws that would need to be made to accommodate the new position. Additionally, 3-4 email threads have taken place within the ad hoc to produce this position description. During the process of developing the position, it became evident within the ad-hoc that the consensus was to move forward with presenting the bylaw changes we'll be discussing in New Business

- We've been trying to get together at WACYPAA and council elections, but it's been hard to get people together

**d. Audio Visual Ad Hoc:**

For the second half of the year the focus was still not there as a group. Since the attempted work required so much research, it was decided to make a pivot. The end goal is still the same for the committee, documentation that can assist council, bid committees, or anyone interested in bidding for ACYPAA. We were able to produce a simple document to assist only Council (for this year). The document is simply a glossary to assist understanding the language in these AV bids, specifically with the line items.

Huge shout out to Web/Database Manager and AA Member(non-council committee member)!! They assisted with this document so much!

For the next six months or so the hope is to have more documentation to bring to council that will continue to assist us in reviewing bid packages and ultimately more effective in fostering bids.

The roster for this Ad Hoc is still the same, we will continue to take on as many people as possible though!

- Thank you for allowing us the opportunity to serve!
- Member volunteered
- Can we link the A/V glossary to the Bidder's FAQ?
  - Yes we can do that, there are some questions already on there
- How is the ad-hoc leader determined?
  - It's appointed by the chair of the current ad-hoc

VII. Old Business:

**a. Table of Meeting Procedures - Bylaws Change  
(tabled from business Meeting 4/4/19)**

- Motion: Add Table of Meeting Procedures as an appendix to the Bylaws, motion seconded
- Amendment – Take out Appendix A, change it to at Chair's discretion
- Chair: I did not follow all the points of the procedures previously, I tend to focus on Bylaws. It's good information, but I'm not sure if we want it to be so structured
- I like the idea but I'm not sure if it will effect chair's autonomy
- Is it reasonable to add a disclaimer that this is recommended – not really
- It has been passed down by chairs, but it is helpful to have some wiggle room
- I think it does provide structure
- It should be available to everybody
- "If we were usually as definite as this example"
- I'm a lot more concerned with chair being flexible than the chair going rogue
- When I was chair, the business meeting structure was a lot more troublesome. This document is mostly Robert's Rules of Order. Maybe we can make slight changes to allow chair flexibility
- I do think that this document is flexible, maybe not as much as some would like. I think it is important that everybody know how the business meeting be run. Maybe we can make it available to everybody easier.
- I'm not good a Google Drive, it would be easier to attach it to the Bylaws
- I'm an advocate for everything to be laid out for transparency. Sometimes Bylaws can be restrictive
- **Motion Failed**
- Minority opinion: It would be better just as being available. It would be better to have to not have 2/3 majority in order to change it
- I don't think it necessary. Why are we adding it?

VIII. New Business:

**a. Unity Chair Commitment – Bylaws Change –**

Article V Section 1: The number of members of the Board of Directors of this corporation will be not less than 9 or more than 19.

Section 1: The number of members of the Board of Directors of this corporation will be no less than 9 or more than 20.

Section 6: ..... Members will only be reimbursed if there are adequate funds available in the advisory budget. There will be \$3,000 maximum earmarked in the Advisory Operating Budget for this purpose.

Article VI. Steering Committee of the Board of Directors



Section 12: The Unity Chair (not to be considered an officer position) serves a term of 1 year and is elected annually during the Roundup Advisory business meeting. They shall be responsible for facilitating opportunity for unity and growth within the Board of Director's by the following:

**A. Description of Duties**

- a. Maintaining regular contact with all members of Advisory Council and assisting in the delegation of service tasks of members to encourage participation within Council
- b. Keeping track of special events and occasions including but not limited to birthdays, sobriety anniversaries, speaking engagements, etc.
- c. Coordinating a minimum of one unity event annually for Advisory Council members to attend with a preference of rotating location between Northern, Central, and Southern California.

**B. Term Limits for Unity Chair.**

- a. Unity Chair eligibility is the same as officers as defined in Article VI, Section 2
- b. Serving as a Unity Chair should not exceed the maximum available term of a Director as defined in Article IV, Section 4
- c. Unity Chair can make themselves available for Officer elections at the end of their service year provided they do not exceed the maximum term stated in Article IV, Section 4.
- d. Unity Chair may not hold an officer position in addition to serving as Unity Chair
  - When I was looking over this, I started to agree with the minority. Read Member's email
  - Originally I wasn't for it because I didn't see the need, this hasn't been getting done. I don't agree with the fear about increasing the budget.
  - Not everybody does everything at once. We only see each other twice a year and this is a chance to bond. I was the Unity chair for AOCYPAA and it was really helpful. My strength isn't in bid packages and this could help build connection between us and the committees.
  - The way I've always seen unity is that it's everyone's job but it's helpful to have somebody to delegate and coordinate
  - Can a person do this position multiple times? Yes a person can
  - I was doing this position informally and it was hard. I think this speaks to the need for this position. It helped me feel like I was doing something on Council. Adding this position adds to the likelihood that we will connect with each other. We often tell bidding committees that they need unity, we need it too.
  - It's ok the change stuff. We shouldn't be worried about \$150. Member made a good point. Is it an effective change? I think it's weird to add the part about connecting with bidding committees. How about making it only available for newer members
  - Delegating these tasks are important. It's similar to the general service conference and we can trust the right of decision
  - I left my YPAA to join this group and it felt a lot different. We had dinner at council elections at it was awesome. I see the need strongly here. We need to make council attractive to members of host

- I don't see anybody doing this job, so it's not taking away from anybody. We're busy and have responsibilities, these things need to be planned out in advance. My plate is full, but I'd make time for Unity
- This conversation has created the desire for more unity. It'll be hard for everybody to coordinate. It's already happening whether or not this gets passed.
- I don't think there won't be a unity ad-hoc next year. Chair can assign this if they want. I like how it's not an officer position. I'm not worried about the unity chair going rogue
- I've been doing this for only a half year. My opinion changed because even if it didn't increase unity that much, at least 3 of us were able to have dinner at WACYPA. A full year would be good
- When I came on as an alternate, I noticed that Sara posted a congratulations for people in big events and it was cool. A lot of the people I knew rotated off. After Summit I felt more connected. I feel a lot of unity already and I'm not sure if we need to have a formal commitment
- We do do stuff at ACYPAA and Summit. I don't like this version of the position. I think it could help newer council members. There aren't a lot of council members in SoCal and we have a lot of new committees.
- **Motion: to make a Unity Chair position as described in the proposed bylaws to support the position. Amendment: Only members in their first 3 years, not accepted.**
- **Motion approved 9-3**
- Minority opinion; if this passes, do we elect this person tonight– yes.

**b. Bidding FAQ Update – Online Document Change –**

- **Motion to adopt** revised Bidder's FAQs. Seconded

**1. Motion approved**

**c. Discussion Topic – Storage Options –**

- **Ways to streamline?**
- Let's talk about this another time
- I think they should be close to you because you're responsible for transporting it. I think you should digitize all of it. There's no hierarchy about what is important and not.
- It doesn't make sense to have it away from you. Older things seem more precious.
- I think it's a trusted servant thing. Personally I think we should digitize everything.
- It was suggested to me to throw away old things
- Typically it's up to the Archives chair
- You can make a unity event about using archives. Former archives chairs are available to reach out to. There is no items that are less valuable. We have gotten rid of things in the past, but with a plan.
- Discussion to continue via email

**d. Discussion Topic - Reward Points/Loyalty Program with Contracts –**

- This is important. We should not ignore it
- I used the points for a week-long stay in Vegas on the strip.
- Tabled for later.
- **Surprise, Brief Guest during Deliberations at 2pm Friday**

**Elections: Unity Chair**

- Member elected

**IX. Open Forum - What's on your mind?**

- a. What would you like to see within Council next year?**
- b. Does anyone need help?**
- c. Is everyone ready for an action-packed weekend?**

**X. Announcements**

**XI. Closing Prayer**