

## **ACYPAA Advisory Council**

### **Business Meeting Minutes**

**Thursday, March 30<sup>th</sup>, 2017 San Ramon, CA**

#### **Meeting Opens: 6pm**

1. **Opening Prayer**
2. **Introductions:** Chair, Co-Chair, Web/Database Manager, Archives, Treasurer, Secretary, and 9 members-at-large.
3. **Approval of Minutes**
  - a. Member makes motion to approve
  - b. Member seconds motion
  - c. Motion passes unanimously
4. **Officer Reports**
  - a. **Chair**
    - i. New lawyer is billing us
    - ii. Host is doing well
    - iii. It's been a pleasure being your Chair and a lot of hard work. I have full faith in Council improving and making good decisions. It's been a pleasure to serve with you guys and I'll be at your next business meeting.
  - b. **Co-Chair**
    - i. I'm proud of Council. We had to make some hard decisions this year.
    - ii. Let's remember that this is fun.
  - c. **Treasurer / Co-Secretary**

- i. I sent an email with the Treasurer's Report
  - 1. New Host Committee: \$8,721.66
  - 2. Host Committee: \$17,210.62
  - 3. Reserve Account: \$40,298.89
  - 4. Operating Account: \$9,809.13
  - 5. Merchant Account: \$1,500
- ii. Host Committee did extremely well this year
- iii. Advisory Council's Operating Budget is \$10,000
- iv. Had some issues with Chase Bank. We need to get something on letterhead. I need to get that worked out.
- v. Last year's host committee account being charged a fee. We need to resolve shutting it down. The bank is telling me to close the account and open a new one.
- vi. Question: What do you think the prudent reserve should be? Answer: around \$60k

d. **Secretary**

- i. Contact lists updated, emails went out about updated Bid requirements.
- ii. Anonymous minutes were created for last several years. I didn't understand why that needed to be done previously (it was voted by previous council) and now it's done. Thanks Web/Database Manager for updating the website links.

- iii. There's a secretary duties document that is now under the officer's docs of the Google Drive.
- iv. TUCYPAA had their first event and their elections.

**e. Web/Database Manager**

- i. Host is doing a good job with registration
- ii. Previous chair wrote a lot of documentation for the website and everything is working really well.
- iii. If auto-payment gets denied, the website goes down. SSL certificate license expires every year and they must be renewed, you cannot auto-renew them. We don't want this to go down. So new web and database manager has to stay on top of it.
- iv. Would like to fully unencrypt the website, not just payment.
- v. Invest a little more to automate the process to take paper registration.
- vi. Question: Could we set it up so that it's straight up online and no paper?  
Answer: People just like to do paper not everyone will do mobile.
- vii. Question: What's the cost difference? Answer: we should no spend ½ to 2/3 of our web budget on this. We need to automate
- viii. Question: Do we have the estimate for the cost of automation? Answer:  
Not yet
- ix. I will have the next website up Saturday night for registration. No financial issues with this.

- x. Chair: As long as we have that up, we should encourage people to use the website.

**f. Archives**

- i. Archives are set up and ready to go for this weekend. I'm using a simplified display this year. We drove the archives up from Southern California.
- ii. I've started the process of gathering new information about how much it would cost to build/purchase new archive boxes. We currently have 6t archive boxes that are in fair condition. The other boxes have cracks in the plexiglass on the front. I will give the new archives person all of the information to present at Summit.
- iii. We need an upgrade on the display boxes, what we have is in fair to poor condition. I brought the best ones.
- iv. I will get the new Archives person to see what date is best to get the archives transferred to them. It may be easier to transfer at Summit as the previous Archives person did when he rotated off.
- v. Question: Is media archives part of the same position? Are the recordings available on the website? Answer: Not all of the recordings are available. We currently suggest to the host committee to record but it's not required. Maybe part of the new Archives chair's responsibilities to collect the recordings and work with the website chair to upload the archives section of [acypaa.org](http://acypaa.org)

- vi. We have tapes of old recording. It's very expensive to transfer recordings from tape to digital if paid for. We also have to track down permission from previous speakers. Next chair will need to determine whose job it is.

## **5. Committee Reports**

### **a. Bidders Squad**

- i. Some people made some suggestions. We have updated the Bidders FAQ to reflect new bidding requirements.
- ii. We clarified some stuff about what it means to have 2 different facility proposals. Reads some of the clarifications
- iii. Updated the average room block breakdown to be 500 with 100 on Thursday, 200 on Friday, and 200 on Saturday.
- iv. 4 Engage your local Visitor's Bureau and send an RFP. We have a sample RFP.
- v. Need quotes from 2 A/V companies. We need to elaborate on this if it means 4 different quotes. If we do that, we should add it to new business.
- vi. Bidding committees discussion of how many bids are provided-see requirements and Bidders FAQ
- vii. What is a token bid? See bidders FAQ for full answer

### **b. Code of Conduct**

- i. There are changes in new business

- ii. Got feedback from the lawyer and everyone should read that.

**6. New Business Moved Forward for the sake of Elections:**

- a. **Bylaws Change:** Article VI – Steering committee of the Board of Directors –

Section 1: The Board of Directors elects from its membership a steering committee, or officers, consisting of, but not limited to, a Chair, Co-Chair, Secretary, Treasurer, Archivist, and Database Manager.

- i. **Proposed Change:** The Board of directors elects from its membership a steering committee, or officers, consisting of, but not limited to, a Chair, Co-Chair, Secretary, Treasurer, Archivist, Database Manager, **and Bylaws.**

- ii. **Thoughts:** This is a fairly straightforward change. We would be adding Bylaws as an officer position.

- iii. **Discussion:**

1. Will up the maximum numbers of Advisory Council from 18 to 19.  
That's not in this discussion now, but won't affect us until Summit.  
We would discuss them then.
2. Means one more bid needs to be printed by all bid committees.
3. One more member of Officers for Quorum
4. If we vote this now, we will be electing someone.

- iv. **Motion to adopt proposed changes. Seconded. Motion passes unanimously.**

- b. **Bylaws Change:** Article VI Steering Committee of the Board of Directors –

Section 10: Any officer of the corporation, in addition to the powers conferred

upon him or her by these bylaws, will have such additional powers and perform such additional duties as may be prescribed from time to time by the Board of Directors.

- i. **Proposed Change:** This verbiage will be moved to Section 11 and the following sections would be updated. The new Section 10 would state:

- 1. **The Bylaws will be responsible for updating and maintaining the Bylaws, Bidders FAQ, and the Code of Conduct Documents. The Bylaws responsibilities will include:**

- a. **Updating the Bylaws, Bidders FAQ, and Code of Conduct Documents**
- b. **Responsible for enforcing the rules of procedure set forth in the bylaws**
- c. **Interrupt committee proceedings to clarify points-of-order**

- ii. **Thoughts:** There has been some confusion over the last couple of years as to who is responsible for updating the bylaws. This would alleviate that confusion. It would also help with having someone to make sure the documents are maintained as we did have a snag with the Bidders FAQ that were not changed prior to Summit.

- iii. **Motion to make proposed changes. Motion Seconded. Motion passed unanimously.**

## 7. Elections of New Officers

- a. **Chair Elected**
- b. **Co-Chair Elected**
- c. **Treasurer/Co-Secretary Elected**
- d. **Secretary Elected**
- e. **Database/Web Manager Elected**
- f. **Archives Elected**
- g. **Bylaws Elected**

#### **8. Old Business**

- a. Chair acquired new lawyer on retainer. They are billing us.
- b. PO Box – Member Set up a virtual address box which is a physical address which will forward mail to the treasurer. Treasurer says they mostly come to my home address and that will need to be changed.
- c. Group Inventory – Member composed a list of people to facilitate our inventory, we talked about host elections or summit for a date.
  - i. Member 13: Suggested paying for travel expenses and lodging
  - ii. Member 2: Is this for summit and how long are we doing it?
  - iii. **Motion to approve travel expenses for 2 facilitators from list presented of group inventory of maximum of \$200 per person giving Member 9 right to decide the facilitators.**
    - 1. **Motion Seconded. Motion passes unanimously.**

#### **9. Intermission**

#### **10. New Business**

a. **Bylaws Change**

i. **Article XII Miscellaneous:** Proposed Change: Add Section 8 under Article XII Miscellaneous

1. Any number of amendments or an entire revision of the Code of Conduct may be submitted and voted upon at a single meeting of the Board of Directors and will be adopted at such meeting upon receiving a 2/3 majority vote of the members of the Board of Directors.
2. Reasoning: We currently do not have anything in the bylaws that states when or how we change to Code of Conduct. This will ensure that we have a majority before making any changes or a complete revision. In preparing for ACYPAA this year, and speaking of the Code of Conduct Ad hoc, there were changes that have been suggested. As of right now, we can essentially make the changes and tell the group “Hey we made these changes.” I am not comfortable doing that and feel like everyone should have a say in making any type of change to our documents.
3. **Motion to approved changes. Motion is seconded. Motion passes unanimously.**

b. **Code of Conduct Change:** Current verbiage: Code of Conduct Policies – To this end, ACYPAA requires that all Advisory Council Members, Host Committee

members, Bid Committee members, and general ACYPAA attendees adhere to the policies and guidelines set forth herein below.

- i. **Proposed Change:** The this end, ACYPAA requires that all Advisory Council Members, Host committee members, and general ACYPAA attendees adhere to the policies and guidelines set forth herein, below.
  - ii. **Reasoning:** Omit Bid committee members from the current Code of Conduct. Each attendee falls under the Code of Conduct during the conference. I thinks we have a responsibility as Council and Host members during the rest of the year to adhere to the Code of Conduct but that we should not “force” the bid committees to the same standard as ACYPAA does not govern (for lack of a better term) them during the year.
  - iii. **Discussion**
    1. This is to include events hosted by ACYPAA Host Committee and not those co-hosted by the Host Committee.\
  - iv. **Motion to accept the proposed changes. Motion seconded. Motion passes unanimously.**
- c. **Code of Conduct Change** – Current verbiage: Code of Conduct Enforcement Guidelines – Harassment and sexual harassment are unacceptable at ACYPAA and all related events including, but not limited to, the ACYPAA Facebook page.

- i. **Proposed change** – Harassment and sexual harassment are unacceptable at ACYPAA and events hosted by the ACYPAA host committee, including but not limited to, the ACYPAA Facebook page.
- ii. **Reasoning** – Removed “And all related events.” Again, I don’t think we should govern our bid committees during the year.
- iii. **Discussion**
  - 1. Member 11 – If we remove this from the Code of Conduct, does that mean that we are removed from liability?
  - 2. Member 5 – I don’t think we know exactly what we can be held liable for
  - 3. Member 7 – Not for this until we get it clarified from the lawyer.
  - 4. Member 10 – In favor of tabling this issue for now until we get more information from our lawyer. We didn’t need to be involved in the non-host committee event.
  - 5. Visitor 1 – Taking the ACYPAA name off co-hosting does make a difference in the outreach of the event. The events with the ACYPAA name have double the attendance.
  - 6. Member 11 – If somebody files a complaint, we are in it
  - 7. Member 7 – People are more aware of the process. As time goes on, people will be more aware of how to use the process properly.
  - 8. Member 2 – We don’t have to be all in or all out. These bid committees are looking to us for guidance

9. Visitor 2 – Making it so ACYPAA Host Committee can't co-host allows people to bond and participate. This would be a disservice to ACYPAA.
10. Visitor 3 – People in California can be held accountable regardless of who is on the flyer.
11. Member 10 – Is Summit Host Committee required to abide by this or not? Summit falls into this related event.

**iv. Tabled until we have more information**

**d. Audio Visual Requirement #5** – The bid committee must obtain quotes from at least two (2) Audio Visual companies. The description and estimated cost for audio visual must be included.

**i. Discussion – Need to elaborate if this means 2 or 4**

1. Member 7 – would like to see 4 total quotes.
2. Member 2 – Some locations don't have the option of having more than one vendor. Redding and San Jose has a Union Preferred Vendor.
3. Member 15 proposes the following language:

**ii. Requirement 5** – The bid committee must obtain quotes from at least two (2) Audio Visual companies per location unless the location only permits a single vendor. The description and estimated cost for Audio Visual must be included

**iii. Motion to approved with new language for Bid requirement 5, Motion Seconded, Motion Passed.**

**e. Ad hoc Code of Conduct meeting with bid committees**

- i.** Member 13 – we need to give more information out about the Code of Conduct to bid committees. Proposed to discuss at Summit.
- ii.** Visitor 1 – discussed the letter he brought to Council. Suggests an appeals process and statute of limitations.
- iii.** Member 10 – talked about how we cannot discuss confidential matter. Doesn't think we can give a full picture of what is going on due to confidentiality.
- iv.** Member 6 – Appreciated that Visitor 1 took as much interest in the topic and brought us this letter.
- v.** Member 7 – Pointed out that it's a living document and it's constantly evolving and have seen the Code of Conduct already have an impact on committees encouraging concern for members welfare.
- vi.** Member 15 – Read some stuff from the Safety and AA: Our Common Welfare. Also said that Visitor's suggestions of an appeals process and statute of limitations have been discussed and are great suggestions.
- vii.** Visitor 2 – Said thanks to taking on a difficult matter with a population that is not always well informed on Traditions 1,2, and 3.
- viii.** Visitor 3 – Said thanks for taking on a complicated matter. Many things can be misinterpreted. I am so grateful that we are here looking into this.

- ix.** Visitor 4 – I trust our trusted servants. The Universe is going to work it out how it should be.
- x.** Visitor 5 – Thank you for writing the letter and I think the culture of AA has changed dramatically and these are things that are continually evolving. I have change a lot over time and to put something in place that shows how people should act is helpful as we are all walking big books. Harming people directly or indirectly really harms them and AA. I appreciate that it's a living and breathing document. I need to be able to walk out in the hall on not feel afraid.
- xi.** Member 13 – I appreciate that you took the time to put together a letter and also to come up with new suggestions. I also like Visitors suggestion to have more than one person from a committee in the ad hoc and that someone should take notes to take back to the committees.
- xii.** Member 2 – Appreciates people who come here and are respectful. No one is entitled to be here and we have to look out for the younger people that are here. Young people don't have another place in AA to go. What is so hard about protecting the youth? Hope everyone walks out of here feeling educated and empowered.
- xiii.** Visitor 1 – What concerns me is the use of the word ban. Nowhere in AA service literature talks about banning people. Putting some vague information out there would be helpful because the only thing out there is misinformation.

- xiv.** Member 5 – Only reason we are doing something like this is we are responding to situations where we had to act and we had to make a standard set of decision-making principles. We had to come up with some guidelines because we would just be making decisions willy-nilly and we saw that as a risk. I think the first 3 paragraphs are pretty much gold in the Code of Conduct. We want to have a safe place for people to come and that's cool. How we do that sometimes sounds weird. This is a living document and we had to put some implementations in place.
- xv.** Member 1 – Would like more of a 1 and 1.5 hour meeting for all who want to attend.
- xvi.** Visitor – Perhaps we should not videotape what's being done.
- xvii. No motions at this time**

**f. Announcements**

- i.** Be back tomorrow morning for meeting at 9 am in the Advisory board room.

**11. Closing prayer.**