

- I. Meeting opens at 6:36 p.m. w/ the serenity prayer, by Member.
- II. Introductions Attendance: Chair, Treasurer, Co-Chair, Web/Database Manager, Bylaws, Archives, Member 1, Member 2, Member 3, Member 4, Member 5, Member 6
Absent 3 members
- III. Approval of Minutes Member makes a motion to approve the minutes Seconded by Member Motion passes unanimously.
- IV. Officer Reports:
 1. **Chair:**
 1. Host committee is doing well, Treasurer will update you on all of the money type stuff
 2. Host committee pre-registration total – 1176
 3. There was a 10k fraudulent charge on the host committee account, Chase bank will be reimbursing the money and they have filed a police report. Host Treasurer gave all info including fraud paperwork so we can follow up if needed.
 4. A code of conduct issue came up at the beginning of February, we can either make the permanent decision this weekend or we can postpone until after the conference. Preference is to postpone and deal with it on a conference call since it is not an emergency issue at this point. We have 60 days from the point the interim decision was made which would put us at the beginning of April at the latest. We will do a conference call after the conference.
 5. We have the following committee's bidding this year: NSDYPAA, AOCYPAA, OCYPAA, SLAYPAA, TUFYPAA, GGYPAA, SACYPAA, TITYPAA.
 6. Don't forget we meet tomorrow at 9am for breakfast at the hotel restaurant and then at 10am we will meet in this room to start going over bid packages. I printed out a few council ACYPAA schedules for anyone that wants to take one with them.
 2. **Co-Chair:**
 1. Been lots of talk with facilities and additional costs for host. Thanks to everyone who helped pull this together.
 2. Talked to several bid committees about their requirement 3 options.
 3. Suggested clarification to requirement 3 coming up in New business.
 4. Been talking to several bid committees and is bummed the committees who are not bidding.

3. **Treasurer/Co-Secretary:** First of all, I want to thank Chair and Co-Chair for stepping up while I've had family stuff.

Attached is my report and the historical income statements of host committees over the last 10 years. The historical host's profit & loss file will help those of you who are fairly new to reviewing lots of bids, it will give you an "idea" of what is acceptable or ideal to spend on certain categories as an acting host committee. I have updated the spreadsheet this year to include an average column for those that find it useful.

Acypaa, Inc. cash balances:

Operating Account 12,191.60

Host Account (Odd Year) 5,000.00

Reserve Account 26,922.36

Merchant Account 1,500.00

Host Account (Even Years) 18,284.30

Total Checking/Savings 63,898.26

The host committee has been working on cutting expenses to aim for a \$10,000 profit after the conference. This conference has been very costly, even if this goal is not met, we have enough in our operating account for one more year of expenses to operate. Let's hope for the best.

Finally, I completed the taxes and sent to the CPA.

4. **Secretary:** I updated the Advisory council contact list and finally completed the monstrous minutes from summit. Still having trouble w/ google drive.
5. **Web/Database:**
1. Website looks good. Minor updates since ACYPAA.
 2. Been working with the registration chair from the host committee sending out email blasts, responding the inquiries via website regarding registration, etc.
 3. I'm aware it's blasphemy, but still trying to figure out what I'm doing. Been sourcing knowledge from smart people.
 4. The new website should be set up for next year's host immediately.
 5. Chair is a bully.
6. **Archivist:** In January I had five new archive boxes made. They cost \$250 each. Thank you to everybody that participated in the email to make it possible for me to get the \$1250 from Treasurer to pay for the new boxes.

I would like to request an Amendment to the bylaws possibly at the next business meeting at the summit. To change some of the wording and description under the archive

position. To lay out the steps and funding necessary for appropriate upkeep and maintenance of the boxes including new locks, broken pieces, and up to replacement if needed.

Please go by and check out the new boxes.

7. **Bylaws:** I'm stoked to give my first officer report! I updated the Bylaws and added them to the Google Drive as well as emailed a copy to everybody. It took longer than expected because I accidentally deleted the Word document and only had the most recent PDF. Oopsies! I think I worked it out by cross referencing it with previous minutes, but feel free to look it over.

I did have one hang-up in updating the bylaws. At Summit, we discussed combining Article VI Sections 2 & 12 in order to limit redundancy & increase clarity. The motion that passed after the discussion was exactly the same as the previous form of Section 2 and did not mention Section 12 - so basically, nothing was changed. I didn't catch this at the time of the discussion, so I didn't change it in the update. I'll look into proposing a new change at the next Summit.

Lastly, one of my responsibilities as Bylaws Chair is to update the Bidder's FAQs. I'm not really sure how to do this since it's mostly like opinions man... I suppose I can update bidding requirements if they change, but I'm not sure about anything else. I saw Co-Chair made some edits to the current document. I'm would love some feedback about how to work this out.

V. Committee Reports:

a. Bidders Squad:

Committee Chair: Several Issues came up when we were seeking another hotel for ACYPAA. We had to build up bids from scratch because Humboldt was so far from Sonoma. when we could not use the second We had to put in a lot of work. Looking at adding this to the

Working on adding square footage suggestions in the bidders FAQ doc

b. Code of Conduct Adhock:

1. Code of Conduct changes. As discussed in our last business meeting. We decided not to follow several of the suggestions from the attorney. We removed the violent crimes part from the COC. We also moved the educational/children's portions that the attorney suggested. We will discuss further in old business.
2. Host is doing a safety statement which is a suggestion from our Q and A at summit. They get to say whatever they would like about safety. We only asked them to reference the COD on our website.

Break at 7:10

Meeting reopened at 7:49 w/ Serenity Prayer by Member.

Old Business:

- a. **Code of Conduct change** – Took feedback from our attorney, the COC workshop at summit, and COC ad hoc to come up with the proposed change.
Chair Read potential OC changes:

“Safety and Welfare: ACYPAA is an organization that serves young people including minors under the age of 18 (children) and is committed to ensuring the safety and welfare of all of its council, committee members and attendees. To ensure the safety and welfare of ACYPAA event attendees, the advisory council has complete discretion to preclude to attendance of individuals at ACYPAA events that it deems, in its sole discretion to threaten or endanger the safety of ACYPAA event attendees. Including, but not limited to those that are registered sex offenders or those who have otherwise violated ACYPAA policy”.

Confidentiality: “ACYPAA recognized that confidentiality is important. Those responsible to implement ACYPAA policies will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible. Examples of situations where confidentiality cannot be maintained includes circumstances when ACYPAA is required by law to disclose information such as in response to legal process and when disclosures required by ACYPAA's interests is outweighed by protecting the rights of others”.

Discussion:

Recap from discussion at summit: We decided to remove a blurb regarding people who have committed violent crimes. We also took out portions where they were saying the word children too many times.

Member 9: We are trying to close a loop hole that registered sex offenders might say this is not a minor's organization.

Member 7: Our attorney calls this a youth organization because we have minors that stay overnight. It is a youth organization. We need to close the loop hole.

Member 11: We already reserve the right to refuse service to anyone. We need to be careful about the language we use. We already covered this and if we are too specific with the COC we might continue to lose bid committees. Less might be more in this situation. Is uncomfortable w/ keeping a specific group out eg.

violent offenders. Likes the confidentiality portion, is uncertain about the safety and welfare portion.

Member moves to accept the changes to the COC. Member seconds.

Discussion:

Member 11: This seems to be already covered without the new paragraphs.

Member 6: COC is getting long and wordy.

Member 7: Has been talking w/ ICYPAA advisory about losing bid committees. They had the same issues and those committees came back. Discussing on how this is a living document and we can make changes as needed.

Member 11: In the future, we should continue to get feedback from others outside of advisory. (open business meetings)

Member 3: Clarifies that this is just combining paragraphs that were already present.

Member 2: Asks for an example of last sentence in the proposed change.

Member 9: This would allow us to warn others if their welfare is endangered somehow.

Member 2: We should streamline the confidentiality portion. It is wordy and says we are going to protect confidentiality when we can.

Member 7: gives examples of breaking confidentiality like if we are required to report something or if we are calling the police to protect someone.

Member 5: This document does not actual say RSO can't attend. It says we have the discretion to say they cannot attend. This document does not actually protect us but we need guidelines. There is no way to make everyone happy. In favor of the changes.

Member 7: Had two people ask if they can attend the conference but they have never been discussed. Seems there are some miss conceptions. Really glad we are becoming more transparent with this. Providing a chance for others to participate.

Member 5: Focus on having a safe place and addressed victimization and addressing perpetrators.

Secretary: Rereads motion. *The motion passes unanimously*

- b. **Bid requirement Change – Bid Requirement 10. – Member 11.** Discussing changing bid requirement 10 from “Bidding committees are to provide complete copies of their bids to the Advisory Council Chairperson by 3:00 PM the Friday of the Roundup, but no bids will be rejected. There should be one copy available for each member of the ACYPAA Advisory Council and one additional copy provided for ACYPAA archives.”

Potential change : To have committees turn in digital copies of bids **14 days prior** to the round up and **one** paper copy for archives. The chair person will let committees know how many paper copies to bring.

Reasoning: Believes we can provide better feedback if we had more time to review the bid. Would result in an overall better ACYPAA. Bid packages are getting bigger with new AV requirements and he would like to have no paper copies for environmental reasons but willing to adjust to fewer (5) paper copies for members who want them.

Member 7: Not opposed to receiving the bids early. Thinks everyone should have a hard copy. Several groups already turn in bids early. Ask up to what point the committees will be able to make changes to the bid?

Member 11: Thinks that should not really be able to make changes but we still allow committees to make small changes. Does not think we need to explicitly state it.

Member 7: Some hotels will only give a 14 day commitment. has concerns about hotels dropping out in that 14 day period. Several hotels dropped out in the week prior to this round up and committees had to find new contracts. Would be more in favor of it if was the same just turning it in ahead of time. Does not want to lose the process of going through bids together on Friday.

Visitor: Has concerns about losing ability to bid if a hotel drops out.

Visitor: likes the idea. We would be more prepared and we would get more feedback.

Member 5: Is in favor of this. We would be able to be more present at ACYPAA, we could be of service better and even host Q and A at the round up.

Visitor: Is more in favor of this than before. Need to make this clear how it will work and how the bid should look.

Member 2: Likes freeing up time at the round up. Maybe we could give better feedback. Suggest a hybrid of this like giving the option of turning it in early.

Member 7: Easing into it would be good. The Friday session helps with clarity, Likes the idea of having a combination of this and freeing up time. Suggests we have committees turn in a digital bid 2 weeks ahead of time and turn in bids at ACYPAA and see how it goes.

Member 4: Students might not be able to look at bids 2 weeks ahead of time. Would we mean we have to be able to commit that time in order to be on advisory? Likes the time we spend together on Fridays going through bids, especially for new members.

Visitor: Remembers how crazy the 2 weeks it has been and knows advisory does not have much time during the 2 weeks prior to the round up.

Member 11: We could have a place on a website to upload the packages. Is not worried about the hotels. Thinks the time frame is a ploy of the hotels to get people to sign the contracts. Feels the issues will work themselves out. Feels it would help us to have more time at the round up. Discussing will still happen on Friday.

Visitor: Feels advisory in So cal is stretched too thin.

Member 9: We would be asking the new ACYPAA facility to hold the space for an additional 2 weeks might be a challenge. Some facilities are good with this but others are not.

Member 10: Likes the hybrid idea. If there was a hard deadline he would not have bid. Because his group was not motivated to bid until the last minute. We need to be authentic to us. Likes having the option to view them early. Is too busy to spend 2 weeks going to the packages before

Member 6: Not for it. As a student I spend the 2 weeks prior to ACYPAA doing homework I would usually be doing on the weekend. If it was a requirement to be able to do this I would not be able to be on advisory. Also we would have to not miss any issues if we have 2 weeks and I rely of everyone's eyes to make sure all issues are identified. There is also a lot of issues w/ logistics w/ digital bids. There are not enough power outlets in this room for everyone to have a computer etc.

Member 3: likes having the bid in front of her. Not for it but would like the option of having the bids early.

Member 1: We need to clarify 2 weeks in advance and the digital side. Thinks we should separate the two parts of the proposed change. Regarding the deadline people might feel defeated if they did not complete in time and would not be as excited about. Does like less paper and saving money on printing.

Member 5: Is super in favor of this but does not think the group is ready for it. Feels he does not have enough time at ACYPAA to review bids and it's a disservice to the committees. Agrees we are not ICY but does see the positives of saving committees money and time for us.

Member 11: We are having a good discussion. Deliberations is not a requirement of being on advisory. Sees we want to be able to access the bids earlier. Feels more prepared for ACYPAA by reading through some proposals. Does not want to take anything of the current process away, just wants to get the bids earlier. Wants to have the chair tell committees how many hard copies to provide and we would still go through them together.

Member 2: Without changing the requirement, can we just add a sentence highlighting the digital part?

Member 7: Good idea. We can make it like the facility cover sheet, not required but highly recommended.

Member 9 Has been trying to get committees to turn in early. It will probably not work unless there is a hard deadline. Agrees with putting it in the bid requirements to help encouraged people to turn it in early.

Member 7: Committees are getting better at this. We should keep encouraging them.

Devon moves to change bid requirement 10 to state Bidding committees are to provide complete digital copies of their bid to the advisory council chairperson 14 days prior to the round up, but no bids will be rejected. At that time the chairperson will let the committees know how many hard copies are to be provided to council at the round-up.

The motion was not seconded. No vote or further discussion

Break at 9:10

Meeting reopens at 9:31 w/ the Serenity prayer by Member.

V. New Business:

a. Bid Requirement Change – Bid Requirement 3 Member 9

Currently reads * The Bidding Committee must present two separate facility proposals that include enough space to conduct meetings and conference entertainment in addition to housing attendees for the entirety of the Roundup. These commitments must include dates demonstrating meeting space and room block holds, lodging prices, Food & Beverage Minimums, attrition and sliding scales, and transportation pricing if the main meetings and hotels are to be held in separate locations.

Suggest Adding Bold Underlined Sentence.

* The Bidding Committee must present two separate facility proposals that include enough space to conduct meetings and conference entertainment in addition to housing attendees for the entirety of the Roundup. These commitments must include dates demonstrating meeting space and room block holds, lodging prices, Food & Beverage Minimums, attrition and sliding scales, and transportation pricing if the main meetings and hotels are to be held in separate locations. **The two separate facilities should be no more than 120 miles apart or within adjacent counties.**

Discussion:

Member 9: Having two facilities too far from each other makes negotiating w/ hotels difficult and last year's host was not interested in using their 2nd facility due to it being too far. Thinks the 2nd facility should be close enough to be considered a comparable facility.

Added or within neighboring facilities to cover

Member 6: Likes this but is concerned about certain committees, like Humboldt, who might not have the facilities to meet this. Would this prevent any areas from bidding?

Member 9: Thinks the facilities are there if the group gets creative or just looks harder.

Member 4: Likes this also. Sees the issues as Sonoma not wanting to go out of their area to their 2nd facility, not that it was too far. We should make sure the 2nd facility is really an option for the committee. We should ask these questions.

Member 5: Feels played by the committee not using the Humboldt facility. This could stop groups that want to do what EBYPAA did w/ WACYPAA. They could put in multiple bid areas. Can still do it, but would have to have 2 facilities in each area they are wanting to bid in.

Member 11: Also has feelings about Sonoma not wanting to go to Humboldt. Does not feel it necessary needs to be changed in the requirements.

Member 7: Current ACYPAA did say that their 2nd facility was too far. We gave them the conference knowing it was far away. They were very concerned about the distance.

Lots of discussing on how to address long distance bids/hotels w/ bidding and host committees. Discussion on how this host committee was difficult to work with. Also discussion on how to hold host accountable to what they put in their bid package.

Member 2: Lesson learned. Second option was not really an option for this committee. There are myths about limited options in an area.

Member 9: Regarding negotiations, the hotel did not consider the second option a competing hotel because it was so far away. We could not use Humboldt's prices in negotiations because of this.

Member 11: Thinks this can be resolved in our own discussion during deliberations. Hesitant about the restrictive nature of this proposal.

Member 1: More options open up for committees once they are awarded. More hotels become willing to work w/ them.

Member 10: This problem has more to do with how we work w/ the committees, not about the distance. The problem was where host wanted to have the round up.

Member 9: Agrees and we communicate most clearly through the bid requirements.

Member 10: Thinks we are closing doors or creativity by changing this bid requirement. Eg EBYPAA hosting WACYPAA in Yosemite.

Member 9: A group can still host out of their area, they would just have to submit two hotel proposals within 120 miles of each other.

Member 2: Regarding holding groups accountable to their bids.

Member 9: We have two facilities to help negotiate the cost down. We want to be able to play them off of each other, this is not possible if the facilities are too far apart.

Member 7: Recap is that we should be more accountable when we are making our decisions w/ the bids, and we are not very interested in making changes to the requirement.

Member 6: Sees how a group can say that are willing to go with a hotel but not really want to. I'm not as upset about that due to personal experience w/ a bidding committee. Does not believe we necessarily need to change a requirement just because we ran into one issue, one year.

Member 1: If they don't want to go w/ 2nd at negotiations give them an option to give us another option. Find a new option to compete with.

Member 9: this is a challenge due to contract expiration deadlines.

Member 5: Wants to avoid a situation where we turn down a committee because of what we experienced last year. Believes this change allows groups to know that we will be looking at the distance.

Member 12: Don't really feel we should put this on the bid committees. We should do a better job at asking questions.

Member 9: Sees the group is not really interested in making a motion on this. Asks for suggestions on how we address the problem in the future.

Member 7: Suggestions for addressing this: Let's take time in the next few months. Particularly, how we discuss this in deliberations and address this w/ committees.

Member 9: Does not want to have a secret requirement. Wants us to let committees know if we are going to factor distance into our decision.

Member 10: Is glad to have a chance to try addressing this as a council rather than changing a requirement.

(No motion was made)

b. Bylaws Change- Article VI, Section 6 Member 9

Proposed Change: Add to secretary position description: Send Updated ACYPAA YPAA Contact List out to Host Committee Chairs after elections early enough in the year for outreach.

Reasoning: I am not sure when or if the ACYPAA YPAA Contact List was completely updated or it went out. I think there may have been some confusion about when it should go out and who should do it so I would like to clarify that. I believe Chair asked a few people to work on it and it may have went out (if it did it was much later than normal) or it may not have. What I think is important now is we establish when it should be done by for the future. Suggesting July since elections should be done by that time and its early enough in the year. I am also suggesting Secretary since I did it as Secretary although this year I believe others were asked to do it. If Secretary wanted to delegate it they could but it if was lagging then they could step in and finish it by the deadline. We did that one year.

Suggested Change

Add to Article 6 Section 6 Secretaries Duties

D. Update ACYPAA YPAA contact list after elections each year and distribute to the community in a way that respects the tradition of anonymity. Include Each of California's YPAA Committee Chair's contact information. Verify which committees are intending to bid for ACYPAA and denote this on the contact list. Distribute this contact list to those committee chairs for collaboration in our community by the end of July, after committee elections, each year.

Member 6 moves to accept the change. Seconded by Member 10,

Member 1: Question what this is used for.

Member 9: Answer we have people to talk to on the committee. Also helps committees to stay in contact with each other. It is used for outreaching and co-hosting.

Member 1: Feels weird giving this information to others.

Member 9: On the list it says this list is not to be circulated outside of AA.

Member 7: This form is useful even if we don't sent it out. Would have been helpful this year to help Tahoe.

Member 11: Found this document helpful when he was a chair. Likes the motion.

Member 6: It is helpful to have the clarity.

Member 11: This doc may need to updated during the year.

Member 7: We can update it w/ committees at summit.

Motion passes unanimously.

VI. Announcements:

1. Turn in receipts to Treasurer asap. Please let her know who to make the check out to
2. Breakfast together tomorrow at 9:00 am followed by us meeting to go over bid packages.

Closing Prayer at