

ACYPAA Advisory Council Business Meeting Minutes

Thursday, April 4, 2019

Los Angeles, CA

I. Meeting opened with the serenity prayer at 5:34.

II. Introductions Chair, Co-Chair, Web/Database Manager, Archives, Bylaws, Secretary, 9 Members at Large

One Member arrived later.

III. Approval of Minutes: Motion made to approve the summit business meeting minutes from 11/4/2018. Motion seconded. **Motion passes unanimously.**

IV. Officer Reports

Chair

1. Host committee is doing well: They have a back-up plan for rain, ponchos. 10% chance of rain tomorrow night and Saturday afternoon. Let's hope it doesn't rain.
2. We have 6 committees bidding this year.
3. Spoke with our Attorney last week. She started her own company and our retainer has been moved to her new company. The new chair will sign an agreement with her, it is the same agreement we have had for the last two years, She tried sending it to me but for some reason it has not come through so that will need to be signed by the new chair.
4. Updated the chair's duties document in the officers docs on google drive.
5. Let's all remember the reason we are here this weekend and make sure to talk to someone new or someone that looks like they may feel uncomfortable.
6. Everything is ready for the new chair to take over, documents have all been updated or uploaded to the drive.
7. Everyone please talk to at least one new person this weekend and we will discuss our experiences before deliberations.
8. Thank you for letting me serve as the chair for the last two years.

Co-Chair

I talked to a bunch of people about facilities. Thank you to everyone who helped committees out with facilities, you did a great job. New advisory members are getting involved early and that is cool.

I reached out to general service areas and provided an update to them on what we have done the past few years. I got several positive responses.

Treasurer/Co-Secretary (Heather S.) Absent Report was sent via email.

Attached is my report for tomorrow's business meeting.

Bank balances as of today:

Operating \$8,374.59
Merchant \$1,845.33
Odd Year Host \$19,034.93
Even Year Host \$1,500 (seed money ready for next host)
Savings \$49,031.85

These balances are reflected in the attached excel file in the "BS 4.3.19" tab.

Our operating balance always carries an extra year's worth of expenses in case the current host does not make a profit for us to replenish capital for our council expenses. The merchant account is where online pre registrations are deposited and I transfer the money to the host committee periodically. In 2019 alone, the host committee generated over \$9,000 from the merchant account. The seed money for the next host committee is waiting for them in the even-year host account. Our savings is still about \$10,000 lower than I would feel comfortable with it being for us to host a conference if shit hits the fan. My opinion, future council aim to reach a \$60,000 prudent reserve in the coming years. Our advisory council operating expenses in 2018 were \$9,210.

I have attached the Historical Income Statement spreadsheet I made a couple years back for anyone who cares to use it. I have not updated it since Summit. The far right column has an average formula and the goal here is to help see if an ACYPAA is affordable or probable to recover the costs they are projecting. Currently the average over the last ten years for an ACYPAA host committee is about \$80,000 in revenue and \$70,000 in expenses. This includes all pre-conference events and income.

For those that don't know, we have earmarked \$150/council member hotel reimbursement (at ACYPAA only). This will only be reimbursed to council if the room rate does not drop below \$50/night (unlikely). You must send me your receipt when you checkout or email showing me the charges and I will write you a check. It is okay to room with others. It is \$50 per night, per council member. If you need clarification please let me know.

Our non-profit tax returns are being processed by our CPA and are due May 15th each year. If a non-profit (even though not a tax paying entity) does not file their tax returns the non-profit status may be revoked by the Secretary of the State.

If the next Treasurer would like to continue using the QuickBooks file please let me know. I can send a backup file to you and give you a code to download our QuickBooks Non Profit Edition version for free.

Secretary : Thank you to the person who filled-in for covering minutes from Summit for me while I was absent. They were excellent!

Web/Database Manager: Through the endless help of another member, the new format for hosting media (speaker tapes) has been completed and is active on the website.

Database is up to date and registration is currently closed.

Officer documentation has been currently updated as much as possible.

Website is up to date.

New sub domain is prepared for new host committee to take registrations Saturday night.

Had the pleasure of sitting in on a couple more bid package sub-committee meetings and working with groups in the south.

Me and another member had an awesome time facilitating the AOCYPAA group inventory.

Super stoked to do this thing with you guys!

Archivist : I would like to report the Archives job descriptions is uploaded to Drive, as Archives job duties.

I talked with the person who made the Archive boxes, about repairs. We discuss all repairs could be made at little or no cost to ACYPAA.

Also would like to discuss the possibility of allocating a portion of the funds not used for storage to help with fuel costs.

Thank you for allowing me to be of service.

I LOVE ACYPAA

Bylaws : Not too much new in Bylaws land. I updated the bylaws from our last business meeting. There are some bylaws changes on the agenda. Everything should be up to date. I made a simple pass it on document for the next bylaws chair. Also, I'm still unclear about how to update the Bidders FAQs, but it might be a good project for the next bylaws chair. Thanks for the opportunity to serve in this position for the last 2 years!

V. Committee Reports

A. Bidders Squad: The Bidders Squad was created to update the Bidders FAQ, there hasn't been a lot of need to update this document recently. The only suggestion I have is to increase the square footage suggested for an ACYPAA. My suggestion would be 15000 square feet for non main meeting space. The FAQ is a great document that helps both committees and advisory with facilities.

Chair: it will be up to the new council if you will keep this ad-hoc committee or not. You will need to decide if it's still needed.

B. Code of Conduct Subcommittee:

1. When I spoke with our attorney, she agreed with our decision for the last code of conduct complaint that we received.
2. The code of conduct file on the google drive has been updated.
3. Appeals process has been brought up as something to investigate in the future. Might be something council wants to start working on if that is something all of you feel like you will need. The attorney did say that if someone was removed from ACYPAA and then is allowed to return through an appeals process, we still have liability.
4. A member is going to take over the code of conduct ad-hoc to do with as you all see fit.

Break for pizza at 6:07

Meeting reopens at with the responsibility statement at 6:58.

VI. New Business

- A. Bylaws Change Article IV Section 5 Article 4 section 5: currently states, " when a director: dies, resigns, has a lapse in continuous sobriety, misses two consecutive regularly scheduled business meetings, or is removed by a majority 2/3 vote. The alternate that was elected from their perspective years host committee will take their position for the remainder of said directors term.

Proposed change is adding: "If an alternate takes the place of a director during the last portion of their term, the alternate can make themselves available for an officers position at the regularly scheduled board elections without having participated in the deliberations process at the Roundup."

Reason: In recent years we have had several advisory members rotate on late in a term and both were unable to make themselves available for positions due to not sitting through a deliberation. Even though the other members from their host year were able to take a position. This seems unfair to those individuals and it seems ACYPAA is missing out on valuable council members which is unfortunate for advisory council.

Other info: It does not mean they will get a position, only that they can make themselves available for one. This change does not bring the number of advisory council members and does not require an increase in the travel stipend. We do not need to change any other bylaws.

Discussion:

Member 1: For this. Feels like we are missing out on a lot of good advisory council members because of the way our bylaws are set up. Alternates don't know when they are going to rotate on. They just wait. Thinks this would bring higher quality alternates.

Member 2: We should have a better way for new members to get involved but is unsure if this is the way to do it. Is opposed to making policies based on personalities. Would prefer having certain positions that council members can have in their first year.

Member 3: Is excited just to be a part of council for the past 6 months. Hope's people will not vote based on personalities.

Member 4: likes this suggestion. Leaves an option open to elect a certain person. Also potentially keeps certain host years/areas represented on council for longer periods of time.

Member 5: was an alternate and could have been a member that could not take a position if in would have rotated on just a few months later. Would have missed out on a lot. Is for this. We will still get to vote them into a position or not.

Member 1: Wants to hold on to each host years' experience as long as possible and this allows for this to happen.

Member 6: As a newer council member, feels going through deliberations and bonding is an important part of becoming an effective council member. Also feels allowing someone who has not been through deliberations to get a position over another when has is overstepping people. Hope's we can do something else like extend the new members term.

Member 7: This is the second time this has come up in 3 years. Likes that this is very specific to the situation where someone rotates on late in term.

Member 8: Sees it as unfair on both sides.

Member 9: Bidding and hosting is a lot of work and it's not fair if an alternate does not have a chance at a full advisory experience if the person they are replacing rotates off a few months too late.

Member 1: No one is being stepped on. Everyone has the same ability to make themselves available and the same opportunity to get a position.

Visitor: Adding this in does not take anything from the group, it actually adds an opinion. And majority opinion will decide who gets the position.

Member 4: Asks if this person would have to get a position, or if there is an option to make them a member at large for a year.

Member 7: Council can discuss that in the future, but not here because it's a bylaw change and is not on the agenda.

Member 5: It would also change the total number of advisory members and impact finances.

Member 10: Sees this as having an option to waive a sobriety requirement and likes to have the option to let the group conscience decide.

Member 11: Is more for this than against it. Likes the idea of someone getting a "stay of execution" and being able to stay an extra year. However, believes the motion does not include 3rd year people. Would rather not change the bylaws though. Also sees the year wait for a position as break for people who just hosted, but those who apply to this situation have already had a break. Is unsure if that year of waiting is necessary for hosting. Is also concerned about someone new to advisory council being a position over someone who has been serving for years.

Member 6: likes the idea of more people being available for a position. Does not see harm in giving us an opportunity to make the decision if someone gets a position.

Member 12: Can we not change the bylaws and allow someone to make themselves available?

Member 7: Explained that someone could propose a procedural motion for this at a particular business meeting, however it would go directly against the bylaws.

Member 12: Feels this motion is too personal and based on circumstantial situations. Would not want to take a position prior to sitting through deliberations. Believes she would not be ready.

Member 1: Was able to take a position after being on council for a year and got directions on how to do it over the phone. Feels this amendment is based on principles and us black and white.

Member makes a motion to adopt the proposed change. Seconded by othe Member

Discussion:

Member 7: Feels it gives the person a fighting chance to stay on council and still allows for the group conscience. Does see the personal aspect of this with a previous member who would have been an excellent addition to council. Also there have been areas that should have been represented on advisory that were all gone.

Member 5: Does not think someone is that much more ready for a position just from sitting through a deliberations. The real experience come from working g with committees. Makes the point that none of us feel ready for a position when we get one anyway.

Member 13: Sitting through deliberations might make someone more qualified but thinks the break after hosting is the real reason for it. Does not think the position responsible are directly tied to deliberations.

Call to a Vote:

In favor :12
Opposed: 3

Minority opinion:

Member 11: Does not think someone is ready for a position that early.

Member 3: Gaining experience by waiting a year is really important. She got learn a lot during deliberations.

Member 14: Is more indifferent about this. Traditions trump bylaws. Feels this decision is rushed compared to other decisions we have made.

Vote again

In favor:10
Opposed: 5

Motion passes.

Break at 1:33 hours in

Meeting was reopened with the responsibility statement at 7:33 PM.

VII. Elections

Chair:

Current Chair read the position description and shared her experience being chair.

New Chair elected after 3 rounds

Co-Chair:

Current Co-Chair read the position description and shared his experience.

Available: Robert R., Devon, Claudia, Katie, Becky

Goes to the hat.... Drum roll...

New Co-Chair elected

Treasurer:

Description read

New Treasurer elected after 3 rounds.

Break at 8:36 p.m.

Meeting reopened with the we version of the third step prayer by at 8:45.

Secretary:

Current Secretary read the position description and shared her experience.

Elected new Secretary after 3 rounds

Web/Database Manager:

Current Web/Database Manager read the position description and shared his experience with the position.

Elected new Web/Database manager after 1 round.

Archives:

Current Archives read the position description and shared his experience with the position.

New Archives Elected after 2 rounds

Bylaws:

Current Bylaws read the position description and shared his experience with bylaws.

New Bylaw elected after 5 rounds.

VIII. Old Business

A. Unity Chair: Has not done anything for this idea. Tabled until summit. Members will follow up with presenter on this.

B. YPAA Liaison: Has not done anything on this. Is still interested in having a liaison but for now wants to treat it as a sub commitment through the bidders squad.

Member 1: This is everyone's job, everybody should be doing it. Is concerned that having someone responsible for this would cause others to do it less.

Member 2: Does not think we should add positions just to add them. Each added position requires a lot of changes elsewhere in the bylaws. Acknowledge that we have been really focused on housekeeping stuff and wishes she had spent more time fostering bids. Encouraged everyone to have the experience of fostering bids.

This agenda item will be removed from old business and addressed in ad-hoc.

C. Elections Procedures

Presenter: Was trying to find better documents on the third legacy procedure. Understands that we can add our own flare to elections and the only thing in our bylaws about this is that we use the third legacy procedure.

Plans to change up how we count votes at host and committee elections to improve efficiency and elect more positions. Hope's everyone is on board with this and encouraged people to speak up if they are not.

Understands many advisory members were not okay with discussing following the group conscience as it could be swinging the vote and possibly encouraging group members to vote a certain way.

Member 1: Acknowledge that Chair will be the one running the elections and can add whatever "flare" he wants as long as we are using third legacy.

Member: Is there a proposal?

Presenter: Was just wanting to have the discussion on efficiency and is prepared to drop the item from the agenda.

Member 2: Be wary of telling people what the 5th round is for.

Visitor: Encouraged advisory to pass out copies of the pages in the service manual that outlines the third legacy.

IX. New Business

A. Gender Removal from registration:

Presenter: this was brought up by a member of our Facebook group. Registrations on our website ask for certain information about gender. Current options are currently Male, female, or decline to state. Feels this is unnecessary information and can be removed.

Member 1: Asked what info we track.

Presenter: Zip code and email address is required but the only thing we track is YPAA committee.

Member 2: Actually, we have tracked much more info than that like where we are getting few or a lot of for example women we are reaching. It was really cool.

Member 3: It is a really pointless question to ask people and Male, female, or would rather not say are not all of the options.

Member 4: Wants to strike it or leave the box empty and let people write it however they identify. Also that "would rather not say" has a shame element to it.

Member 5: We need to do something about this especially that it seems to be making some people uncomfortable.

Presenter moves to remove the gender identity portion of the registration process.

Seconded by a member

Discussion:

Member 6: It might be beneficial to leave it as a fill-in-the-blank box.

Member 2: Agrees

Member 7: It would be easy to make a chart with the info.

Secretary reread the motion.

Call to vote:

In favor: 12

Opposed: 3

Minority opinion:

Member 6: It would be cool to track that info.

No votes changed.

Motion passes.

B. Audio Visual

Presenter: one of the most expensive costs at ACYPAA is the A/V bid and we really don't know what we are paying for or understand what we are looking for. We don't have knowledge of how A/V works.

Wants to start an ad-hoc to research A/V more. The responsibilities of the ad-hoc would be to research A/V per room based on the sizes. Research line-item proposals to find a real scale of cost per room. Find ways to leverage cost per room rather than full scale packages. Cross reference data of what we are paying H year related to equipment. Obtain a true scale of crew and labor hours, learn how much lasers really cost etc.

Member 1: A/V cost tends to go way up from bid to Roundup. Is for us leaning more about this huge cost.

Member 2: Went through A/V into with a friend. It's really complicated. Does think that A/V does take advantage but learned that not all of them do. Be nice to A/V.

Member 3: An ad hoc needs to have a purpose thinks it would be a good and productive sub-committee. We will need to figure out how to communicate the info to the committees.

Member 4: it's a great thing to investigate. We know very little about A/V.

Member 5: It would be great to have some council members knowledgeable on A/V. We can add the info to the bidders FAQ or present the info at summit.

Member 6: NCCAA has their own A/V equipment and save a lot of money on that. Thinks it will require its own document outside of the FAQ.

Presenter makes a motion to create an A/V ad hoc with the purpose to investigate and collect more data regarding A/V ultimately to create a cheat sheet for ourselves.
Seconded.

No discussion.

Motion passes unanimously.

5 member volunteer to join the ad hoc.

C. Bylaws change:

There is a part outside of the bylaws called a Table of Meeting Procedures it's all about how the business meeting operates. It's not actually in the bylaws. It's a separate document. He would like to add it to the bylaws. As an appendix.

Member 1: Good idea.

Member 2: World rather see a revised version of the table rather than adding them into the bylaws. We spend a lot of time discussing bylaws and we should review it first in an ad-hoc.

Member 3: You guys should take a look at it as a whole before adding it in.

Presenter: Just wants everyone to have access to the document which we don't have now. There were some errors at the summit business meeting never because of this. Does not think an ad-hoc is necessary.

Member 4: Was surprised the meeting procedures were not in the bylaws. It's a simple add.

Member 3: Supports adding it, but it has a lot of typos and should probably be revised first.

Presenter: Wants to table this until the next meeting with the assumption it will be available to us to view and review.

No one was opposed to this.

Motion Tabled

X. Announcements

Chair: Follow the schedule this weekend! Breakfast at 9:00 am.

Member: Is available to review bids tonight if anyone wants to.

Member: Thank you to everyone! And help bring the snacks down.

XI. Closing Prayer

Meeting closed with the we version of the 7th step prayer by guest at 10:21 p.m.